

Oracle[®] Lease Management

User's Guide

Release 11*i*

August 2002

Part No. B10038-01

ORACLE[®]

Part No. B10038-01

Copyright © 1994, 2002, Oracle Corporation. All rights reserved.

The Programs (which include both the software and documentation) contain proprietary information of Oracle Corporation; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent and other intellectual and industrial property laws. Reverse engineering, disassembly or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

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

If the Programs are delivered to the US Government or anyone licensing or using the Programs on behalf of the US Government, the following notice is applicable:

RESTRICTED RIGHTS NOTICE

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

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

Oracle is a registered trademark, and PL/SQL, and SQL*Plus are trademarks or registered trademarks of Oracle Corporation. Other names may be trademarks of their respective owners.

Table of Contents

Send Us Your Comments	xxi
Preface	xxiii
Intended Audience	xxiii
Documentation Accessibility	xxiv
Other Information Sources	xxv
Do Not Use Database Tools to Modify Oracle Applications Data	xxxiii
About Oracle	xxxiv
Part I Getting Started	
1 Introduction	
1.1 Oracle Lease Management Overview	1-1
1.2 Oracle Lease Management Business Flows	1-2
2 Before You Begin	
2.1 Relevant Courses, Documentation, and Resources	2-1
2.1.1 Relevant Courses	2-1
2.1.2 Relevant Documentation.....	2-3
2.2 User Access to Oracle Lease Management	2-6
2.3 User Access to Oracle Forms	2-7
Part II User Procedures	

3 Opportunity to Quote

3.1	Creating a Lease Quote.....	3-2
3.2	Creating a New Lease Prospect.....	3-3
3.3	Recording Credit Application Information.....	3-4

4 Credit, Master Leases, and Vendor Programs

4.1	Credit Lines.....	4-1
4.1.1	Create Credit Lines.....	4-2
4.1.2	Create Credit Limit.....	4-3
4.1.3	Add Warrants to a Credit Line.....	4-4
4.2	Master Lease Agreements.....	4-6
4.2.1	Create Agreement.....	4-7
4.2.2	Add Terms and Conditions.....	4-8
4.2.3	Add Articles.....	4-10
4.2.4	Activate the Agreement.....	4-11
4.3	Vendor Programs.....	4-12
4.3.1	Create Vendor Agreements.....	4-13
4.3.2	Add Parties.....	4-16
4.3.3	Add Terms and Conditions.....	4-17
4.3.4	Add Articles.....	4-19
4.3.5	View Contract Validation Checklist.....	4-21
4.3.6	Extend the Agreement's End Date.....	4-22
4.3.7	Abandon an Agreement.....	4-22
4.3.8	Terminate an Agreement.....	4-23
4.3.9	Copy an Agreement.....	4-24

5 Contract Authoring

5.1	Contract Authoring.....	5-1
5.1.1	Create a Contract.....	5-2
5.1.2	Set Values for a Financial Product.....	5-6
5.1.3	Identify Contract Parties.....	5-8
5.1.4	Set Terms and Conditions.....	5-10
5.1.5	Set Up Billing.....	5-12
5.1.6	Set Up Late Charges and Interest.....	5-13

5.1.7	Set Up Renewal Options	5-14
5.1.8	Set Up Interest Rate.....	5-15
5.1.9	Set Up Security Deposit, Factoring, and Evergreen.....	5-17
5.1.10	Set Up Residual Value Insurance.....	5-18
5.1.11	Set Up Filing Options	5-19
5.1.12	Set Up Asset Return, Re-Purchase Process.....	5-20
5.1.13	Set Up Purchase Options	5-22
5.1.14	Set Up Termination Quote Process.....	5-25
5.1.15	Set Up Early Termination Quote Calculation	5-27
5.1.16	Set Up End of Term Termination Quote Calculation	5-34
5.1.17	Set Up Contract Portfolio	5-40
5.1.18	Verify Vendor Programs - Terms and Conditions Sets	5-42
5.1.19	Set Up Contract Lines	5-43
5.1.20	Set Up Asset Lines.....	5-44
5.1.21	Set Up Asset Add-Ons.....	5-47
5.1.22	Set Up Asset Depreciation	5-48
5.1.23	Set Up Asset Taxes	5-49
5.1.24	Enter Asset Serial Numbers.....	5-50
5.1.25	Set Up Asset Billing	5-51
5.1.26	Set Up Asset Adjustments	5-52
5.1.27	Set Up Asset Supplier Invoice	5-52
5.1.28	Choose Asset Filing Options	5-53
5.1.29	Set Up Real Estate Lines.....	5-54
5.1.30	Set Up Service Lines.....	5-56
5.1.31	Set Up Lines for Fees	5-58
5.1.32	Set Up Insurance Lines	5-60
5.1.33	Set Up Usage Lines	5-66
5.1.34	Set Up Contract Payment Structure	5-67
5.1.35	Book the Contract.....	5-70
5.1.36	Stream Generation and Management	5-72
5.1.37	View Streams	5-73
5.1.38	Revise the Contract	5-75
5.1.39	Rebook Multiple Contracts.....	5-80
5.2	Importing Existing Contracts	5-83
5.2.1	Import Contracts into Oracle Lease Management	5-85

5.2.2	Track Contract Import Request Status	5-86
-------	--	------

6 Funding and Syndication

6.1	Funding Agreements	6-1
6.1.1	Funding Summary	6-3
6.1.2	Create Funding Request.....	6-4
6.1.3	Create Asset Line Funding Request	6-6
6.2	Syndication Agreements	6-7
6.2.1	Create Syndication Agreement	6-8
6.2.2	Associate Syndication Investors	6-8
6.2.3	Add Articles.....	6-11
6.2.4	Create Linked Contracts.....	6-12

7 Invoice to Receipt

7.1	Billing to Invoice.....	7-4
7.1.1	About Billing to Invoice	7-5
7.1.2	Periodic Billing	7-10
7.1.3	Run OKL Process Billable Streams	7-11
7.1.4	Miscellaneous Billing.....	7-12
7.1.5	Create a Manual Invoice	7-12
7.1.6	Create Manual Invoice Header	7-12
7.1.7	Create Manual Invoice Lines.....	7-13
7.1.8	Variable Rate Billing	7-14
7.1.9	Run OKL Create Receivables Variable Rate Invoices	7-15
7.1.10	Late Interest Billing.....	7-15
7.1.10.1	Run OKL Calculate Late Interest.....	7-16
7.1.11	Late Charges Billing.....	7-16
7.1.11.1	Run Calculate Late Charges	7-17
7.1.12	Bill Excess Usage	7-17
7.1.13	Create Consolidated Counters	7-18
7.1.14	Create Consolidated Counter	7-18
7.1.14.1	Create Counter Leveling Lines	7-20
7.1.15	Enter Meter Readings for a Consolidated Counter.....	7-20
7.1.16	Run Usage Based Billing	7-21
7.1.17	Third-Party Billing	7-22

7.1.17.1	Prepare Third-Party Billing Import File for Billing.....	7-23
7.1.18	Generate Receivables Invoice.....	7-25
7.1.18.1	Run a Billing Concurrent Program.....	7-25
7.1.19	Disbursements.....	7-26
7.1.19.1	Run OKL Pay Invoices Creation of Auto-Disbursement Process.....	7-27
7.1.20	Create Manual Disbursement.....	7-27
7.1.21	Generate Payables Invoice.....	7-28
7.1.21.1	Run a Disbursement Concurrent Program.....	7-29
7.2	Receipt of Payments.....	7-30
7.2.1	Apply Manual Receipt.....	7-30
7.2.2	Manual Receipts for a Contract.....	7-30
7.2.3	Search for Manual Receipt of a Contract.....	7-31
7.2.4	Create Manual Receipt for a Contract.....	7-31
7.2.5	Add Cash Application Details.....	7-34
7.2.6	Manual Receipts for a Consolidated Invoice Number.....	7-34
7.2.7	Create Manual Receipt for a Consolidated Invoice.....	7-35
7.2.8	Add Cash Application Details.....	7-37
7.2.9	Create Receipt Batch.....	7-37
7.2.10	Create Batch Lines.....	7-38
7.2.11	Run OKL Concurrent Cash Application.....	7-39
7.2.12	Apply Lockbox Receipts.....	7-39
7.2.13	Create Automatic Receipts.....	7-40
7.3	Transaction Summary.....	7-40
7.4	Cures, Repurchases, and Refunds.....	7-43
7.4.1	Define Cure, Repurchase, and Refund T&C for a Vendor Program.....	7-44
7.4.1.1	Cure and Refund Attribute Details.....	7-45
7.4.2	Request a Cure or Repurchase.....	7-46
7.4.3	Identify Potential Cures.....	7-47
7.4.4	Create a Cure or Repurchase Request.....	7-48
7.4.5	Send Cure Requests to Vendors.....	7-50
7.4.6	Reconcile a Payment Against a Request.....	7-51
7.4.7	Refund a Payment to a Vendor.....	7-53
7.4.8	Make Cured Contracts Available for Refund.....	7-53
7.4.9	Refund or Offset Payments to Vendors.....	7-54

8 Quote to Termination

8.1	Termination Quotes	8-1
8.1.1	Provide Quote.....	8-4
8.1.2	Search for Termination Quote	8-5
8.1.3	Create Termination Quote	8-7
8.1.4	View or Update Termination Quote.....	8-9
8.1.4.1	Send a Termination Quote to a Party.....	8-12
8.1.5	Review Quote Recipient and Send Quote through Fulfillment Process	8-13
8.1.6	Change Termination Quote Effective Dates.....	8-13
8.1.7	Update Termination Quote Amounts	8-15
8.1.8	Accept Termination Quotes.....	8-15
8.1.8.1	Accept the Termination Quote Automatically	8-16
8.1.8.2	Accept the Termination Quote Manually.....	8-16
8.1.9	View Assets	8-18
8.1.10	View Messages	8-18
8.1.11	Obtain Third Party Approval for Repurchasing Leased Asset	8-19
8.2	Restructure Quotes.....	8-20
8.2.1	Search and Update Restructure Quotes.....	8-21
8.2.2	Create Restructure Quotes.....	8-22
8.3	Consolidated Quotes.....	8-23
8.3.1	Search and Update a Consolidated Quote	8-24
8.3.2	Create a Consolidated Quote	8-25
8.4	Contract Terminations.....	8-26
8.4.1	Search for Terminated Contracts	8-27
8.4.2	Request Termination.....	8-28
8.4.3	Batch Process Contract Termination	8-30

9 Asset Return to Disposal

9.1	Asset Returns	9-1
9.1.1	Maintain Asset Return Request.....	9-2
9.1.2	Create a Manual Asset Return Request	9-3
9.1.3	Search for a Returned Asset Request	9-5
9.1.4	Update Asset Return Status.....	9-6
9.1.5	Specify Asset Location.....	9-8
9.1.6	Change Location of Asset for Installed Base	9-8

9.1.7	Change Asset Location for Oracle Assets	9-10
9.1.8	Specify Shipping Instructions.....	9-11
9.1.9	Specify Asset Return Fees	9-12
9.2	Asset Conditioning	9-14
9.2.1	Maintain an Asset's Condition.....	9-14
9.2.2	Create Asset Condition	9-14
9.2.3	Create Condition Line	9-15
9.2.4	Update Condition Line.....	9-17
9.2.5	Generate Repair Invoice.....	9-18
9.3	Asset Disposal.....	9-19
9.3.1	Remarket the Off-Lease Asset	9-20
9.3.2	Specify Availability for Sale.....	9-20
9.3.3	Search for Remarket Orders	9-21
9.3.4	View Asset Sale Information	9-22
9.3.5	View the Billing for a Sold Off-Lease Asset	9-24
9.3.6	Re-Lease the Off-Lease Asset	9-25
9.3.6.1	Specify Availability for Re-Leasing.....	9-25
9.3.7	Repurchase the Off-Lease Asset.....	9-25
9.3.7.1	Specify Availability for Repurchasing	9-25
9.3.7.2	Repurchase Asset	9-26
9.3.8	Scrap the Off-Lease Asset	9-28
9.4	Maintain Contract Portfolio	9-28
9.4.1	Search and Update Contract Portfolio	9-28

10 Accounting Period Open to Period Close

10.1	Generate Accruals	10-1
10.1.1	Specify Accrual Override.....	10-3
10.1.2	Generate Batch Accruals	10-4
10.2	Loss Provisions	10-5
10.2.1	Determine General Loss Provision	10-5
10.2.1.1	Submit General Loss Provision.....	10-5
10.2.2	Determine Specific Loss Provision	10-6
10.2.3	Create Specific Loss Provision	10-7
10.2.4	Search Specific Loss Provision	10-8
10.2.5	Update Specific Loss Provision.....	10-9

10.3	Interface to General Ledger	10-9
10.3.1	Run the OKL Accounting Entry Process	10-10
10.3.2	Run the Interface to the General Ledger.....	10-10
10.4	View Transactions	10-11
10.5	Miscellaneous Transactions	10-13
10.5.1	Create Miscellaneous Transaction Header	10-13
10.5.2	Search and Update Miscellaneous Transaction	10-15
10.5.3	Create Miscellaneous Transaction Line	10-16
10.5.4	Search and Update Miscellaneous Transaction Lines	10-17
10.5.5	Create or Update Accounting Lines	10-18
10.6	Assets	10-20
10.6.1	Off-Lease Asset Transactions	10-20
10.6.2	View Summary of Off-Lease Asset Transactions	10-21
10.6.3	Update Off-Lease Asset Transaction Details.....	10-21
10.6.4	Salvage Value Writedown	10-22
10.6.5	Specify or Update Salvage Value Writedown.....	10-23
10.6.6	View Asset Details	10-23
10.6.7	Residual Value Writedown.....	10-24
10.6.8	Specify or Change Residual Value Writedown	10-24
10.6.9	View Asset Details	10-25
10.7	View Account Balances Report	10-26
10.8	Summary of Period Close Process	10-27

11 Journalize Accounting Entries

11.1	Set Accounting Process.....	11-1
11.2	Specify Journal Entry Corrections.....	11-2
11.3	Specify Period Reversal.....	11-2

12 Inquiry to Resolution

12.1	Overview	12-2
12.1.1	High Level Business Flow of the Lease Center.....	12-2
12.2	Responsibilities	12-2
12.3	Navigate the Universal Work Queue, e-Business Center, and Lease Center	12-3
12.4	Contracts Tab in the e-Business Suite.....	12-4
12.5	Starting and Ending Customer Transactions	12-5

12.5.1	Start and End Your Interactions.....	12-5
12.5.2	Wrap Up	12-5
12.5.3	View Interactions	12-5
12.6	An Overview of the Lease Center Window	12-6
12.7	About the Lease Center Window Overview	12-7
12.8	About the Overview Tab.....	12-7
12.8.1	Review Contract Details.....	12-8
12.8.2	Add Notes	12-8
12.8.2.1	Create a Quick Note	12-8
12.8.2.2	View All Notes for the Lease Contract	12-9
12.8.2.3	Create a New Note.....	12-9
12.8.3	View Customer or Contract Interaction History	12-10
12.9	About the Structure Tab	12-10
12.9.1	View Billing Set Up.....	12-10
12.9.2	Interest Rate	12-11
12.9.3	Convert Interest Rate	12-12
12.9.4	Termination/Renewal	12-13
12.10	About the Parties Tab	12-14
12.10.1	View Parties Associated to a Contract	12-14
12.10.2	View Contact Details Connected to a Party	12-15
12.11	About the Account Tab.....	12-15
12.11.1	View Customer Account Information.....	12-15
12.11.2	View Consolidated Invoices for the Account	12-16
12.12	About the Transactions Tab.....	12-17
12.12.1	Search for and View Billing Transaction Information	12-17
12.12.2	Search for and View Receipt Information	12-18
12.12.3	Search for and View Disbursement Transactions	12-19
12.12.4	Issue a Credit Memo	12-20
12.12.5	Request a Billing Correction	12-20
12.12.6	Send Documents for Billing or Receipts	12-21
12.13	About the Asset Tab.....	12-21
12.13.1	View Asset Summary Information	12-22
12.13.2	View Usage Based Billing Information	12-22
12.13.3	View Property Tax	12-22
12.13.4	View Asset Details	12-23

12.13.4.1	View Asset Information	12-23
12.13.4.2	View Registration Information	12-26
12.13.5	Change the Location of Multiple Assets	12-26
12.14	About the Insurance Tab	12-27
12.14.1	Create a Lease Insurance Quote	12-28
12.14.2	Create an Optional Insurance Quote	12-29
12.14.3	View Quote Details	12-31
12.14.4	View Policy Information	12-32
12.14.5	Gather Third-Party Insurance Information	12-33
12.14.6	Activate Policy	12-34
12.14.7	Cancel/Delete Policy	12-34
12.14.8	Obtain Policy Details	12-34
12.14.9	Log Insurance Claims	12-35
12.14.9.1	Create Lease Insurance Claim	12-35
12.14.9.2	Create Optional Insurance Claim	12-37
12.15	About the Requests Tab	12-38
12.15.1	Termination Quotes	12-38
12.15.1.1	View Previously Created Termination Quotes	12-38
12.15.1.2	View Details and Amount Breakdowns for an Existing Quote	12-38
12.15.1.3	Create a New Quote	12-39
12.15.2	Equipment Exchange	12-40
12.15.2.1	View Equipment Exchange Information	12-40
12.15.2.2	Create a New Equipment Exchange Request	12-41
12.15.3	Transfer and Assumptions	12-41
12.15.3.1	View Transfer and Assumption Information	12-42
12.15.3.2	Create a New Transfer Request	12-42
12.15.4	Renewal Quotes	12-43
12.16	About the Documents Tab	12-43
12.16.1	Send a Document	12-43
12.17	About the Tasks Tab	12-44
12.17.0.1	View Existing Task Information	12-44
12.17.0.2	Create a New Task	12-45
12.18	About the Schedules Tab	12-45
12.18.1	Amortization	12-46
12.18.1.1	View Amortization Schedule	12-46

12.18.2	Payments	12-46
12.18.3	Search for Variable Rate Information.....	12-47
12.18.4	VAT Schedules	12-47
12.19	About the Vendor Investor Disbursement Window	12-47
12.19.1	Search for a Vendor or Investor	12-48
12.19.2	View Disbursement Details for all Contracts for a Vendor or Investor	12-48
12.19.3	View Disbursement Details for a Single Contract.....	12-48

Part III Appendices

A Profile Options

A.1	Profile Options.....	A-1
-----	----------------------	-----

B Seed Data

B.1	Streams.....	B-1
B.1.1	Origination Stream Type.....	B-2
B.1.2	Other Rent and Receivables--Non-fee.....	B-3
B.1.3	Fees and Charges.....	B-5
B.1.4	Insurance	B-8
B.1.5	Payables	B-9
B.1.6	Other	B-10
B.1.7	Accounting.....	B-11
B.2	Rule Groups	B-13
B.3	Formulas	B-16
B.3.1	Credit Application to Booking Formulas	B-17
B.3.2	Quote to Termination	B-19
B.3.3	Period Open to Period Close Formulas	B-20
B.3.4	Inquiry to Resolution Formulas	B-21

C Seeded Roles and Responsibilities

C.1	Oracle Lease Management Responsibilities	C-1
-----	--	-----

D Accounting Transaction Types

D.1	About Accounting Transactions.....	D-1
-----	------------------------------------	-----

D.1.1	Process Flow of Transactions and Creation of Accounting Entries	D-2
D.2	About the Accounting Transaction Type Tables	D-2
D.3	View Accounting Transaction Types.....	D-3
D.4	Authoring Accounting Transaction Types	D-3
D.5	Collections and Customer Service Accounting Transaction Types	D-4
D.6	Billing and Receipts Accounting Transaction Types.....	D-4
D.7	Asset Management Accounting Transaction Types.....	D-5
D.8	Accounting Area Accounting Transaction Types.....	D-5
D.9	Other Accounting Transaction Types.....	D-6

E Accounting for an Operating Lease

E.1	Components and Parameters.....	E-2
E.2	Funding.....	E-3
E.2.1	Generate Funding Request.....	E-3
E.2.2	Approve Funding Request.....	E-3
E.2.3	Create Invoice in Oracle Payables.....	E-4
E.2.4	Approve Invoice in Oracle Payables	E-4
E.2.5	Pay Invoice	E-4
E.3	Booking	E-5
E.3.1	Set-off for Funding	E-5
E.3.2	Set-off for Asset.....	E-5
E.3.3	Establish Funded Fees as Assets	E-6
E.4	One-Off Billing.....	E-6
E.4.1	Create Interim Rent Bill.....	E-7
E.4.2	Generate Interim Rent Bill.....	E-7
E.4.3	Generate First Insurance Bill.....	E-8
E.4.4	Generate Legal Charges.....	E-8
E.4.5	Transfer Invoices to Oracle Receivables.....	E-9
E.4.6	Transfer of Accounting from Oracle Receivables to General Ledger	E-9
E.4.7	Receipt of Payment Against First Bills	E-9
E.4.8	Submit Claim for Security Deposit	E-10
E.4.9	Receive Security Deposit	E-10
E.4.10	Generate Debit Note for Security Deposit	E-10
E.4.11	Apply on Account Receipt to Security Deposit Debit Note.....	E-11
E.5	Rent - Income Accrual and Billing	E-11

E.5.1	Accrue First Month	E-11
E.5.2	Accrue Second Month	E-12
E.5.3	Accrue Third Month	E-12
E.5.4	Generate Lease Rent Bill.....	E-13
E.5.5	Receive Lease Rent.....	E-13
E.6	Depreciation from Oracle Assets	E-13
E.7	Amortization of Financed Fees.....	E-13
E.7.1	Amortize Financed Fees for One Month.....	E-14
E.8	Disbursements	E-14
E.8.1	Generate Disbursement Request for Insurance Premium.....	E-15
E.8.2	Approve Disbursement Request.....	E-15
E.8.3	Create Invoice in Oracle Payables	E-15
E.8.4	Approve Invoice in Oracle Payables	E-15
E.8.5	Pay Invoice	E-16
E.8.6	Generate Disbursement Request for Legal Charges	E-16
E.8.7	Approve Disbursement Request.....	E-16
E.8.8	Create Invoice in Oracle Payables	E-17
E.8.9	Approve Invoice in Oracle Payables	E-17
E.8.10	Pay Invoice	E-18
E.9	Pass-Through	E-18
E.9.1	Generate On-time Bill	E-18
E.9.2	Transfer Invoices to Oracle Receivables	E-19
E.9.3	Transfer Accounting from Oracle Receivables to General Ledger	E-19
E.9.4	Receive Payment Against Pass-Through Bill.....	E-19
E.9.5	Request Disbursement.....	E-20
E.9.6	Import Invoice Into Oracle Payables	E-20
E.9.7	Payment Of Invoice	E-21
E.10	Specific Loss Provision	E-21
E.10.1	Create a Specific Loss Provision	E-21
E.11	Termination	E-21
E.11.1	Reverse Loss Provision.....	E-22
E.11.2	Request Disbursement.....	E-22
E.11.3	Import Invoice into Oracle Payables	E-23

F Accounting for a Loan

F.1	Components and Parameters.....	G-2
F.2	Funding	G-3
F.2.1	Generate Funding Request.....	G-3
F.2.2	Approve Funding Request.....	G-3
F.2.3	Create Invoice in Oracle Payables.....	G-4
F.2.4	Approve Invoice in Oracle Payables	G-4
F.2.5	Pay Invoice	G-4
F.3	Booking	G-4
F.3.1	Booking - Principal.....	G-5
F.3.2	Booking - Doc Fee.....	G-5
F.3.3	Establish Funded Fees as Assets	G-6
F.4	One-Off Billing.....	G-6
F.4.1	Generate Legal Charges.....	G-6
F.4.2	Transfer Invoices to Oracle Receivables.....	G-7
F.4.3	Transfer of Accounting from Oracle Receivables to General Ledger	G-7
F.4.4	Receipt of Payment Against First Bills	G-7
F.5	Interest Income Accrual and Billing	G-8
F.5.1	Accrue First Month	G-8
F.5.2	Accrue Second Month.....	G-9
F.5.3	Accrue Third Month	G-9
F.5.4	Generate Loan Bill	G-10
F.5.5	Receive Loan Payment.....	G-10
F.6	Amortization of Financed Fees.....	G-10
F.6.1	Amortize Financed Fees for One Month.....	G-11
F.7	Disbursements.....	G-11
F.7.1	Generate Disbursement Request for Legal Charges	G-11
F.7.2	Approve Disbursement Request	G-12
F.7.3	Create Invoice in Oracle Payables.....	G-12
F.7.4	Approve Invoice in Oracle Payables	G-12
F.7.5	Pay Invoice	G-13
F.8	Specific Loss Provision	G-13
F.8.1	Create a Specific Loss Provision.....	G-13
F.9	Termination	G-14
F.9.1	Reverse Loss Provision.....	G-14

G Accounting for a Direct Finance Lease

G.1	Components and Parameters	F-1
G.2	Funding.....	F-3
G.2.1	Generate Funding Request	F-3
G.2.2	Approve Funding Request.....	F-3
G.2.3	Create Invoice in Oracle Payables	F-4
G.2.4	Approve Invoice in Oracle Payables	F-4
G.2.5	Pay Invoice	F-4
G.3	Booking	F-5
G.3.1	Set-off for Funding.....	F-5
G.3.2	Booking - Unbilled Receivables	F-5
G.3.3	Booking - Unearned Income.....	F-6
G.3.4	Booking - Residual Value.....	F-6
G.3.5	Booking - Doc Fee	F-7
G.3.6	Establish Funded Fees as Assets	F-7
G.4	One-Off Billing.....	F-8
G.4.1	Create Pre-Booking Interest Bill.....	F-8
G.4.2	Generate Pre-Booking Interest Bill	F-8
G.4.3	Generate First Insurance Bill	F-9
G.4.4	Generate Legal Charges	F-9
G.4.5	Transfer Invoices to Oracle Receivables	F-10
G.4.6	Transfer of Accounting from Oracle Receivables to General Ledger.....	F-10
G.4.7	Receipt of Payment Against First Bills.....	F-11
G.4.8	Submit Claim for Security Deposit.....	F-11
G.4.9	Receive Security Deposit.....	F-11
G.4.10	Generate Debit Note for Security Deposit.....	F-12
G.4.11	Apply on Account Receipt to Security Deposit Debit Note.....	F-12
G.5	Rent - Income Accrual and Billing	F-12
G.5.1	Accrue First Month	F-13
G.5.2	Accrue Second Month	F-13
G.5.3	Accrue Third Month	F-14
G.5.4	Generate Lease Rent Bill.....	F-14
G.5.5	Receive Lease Rent.....	F-15
G.6	Amortization of Financed Fees.....	F-15
G.6.1	Amortize Financed Fees for One Month.....	F-15

G.7	Disbursements.....	F-16
G.7.1	Generate Disbursement Request for Insurance Premium.....	F-16
G.7.2	Approve Disbursement Request.....	F-17
G.7.3	Create Invoice in Oracle Payables.....	F-17
G.7.4	Approve Invoice in Oracle Payables.....	F-17
G.7.5	Pay Invoice.....	F-18
G.7.6	Generate Disbursement Request for Legal Charges.....	F-18
G.7.7	Approve Disbursement Request.....	F-18
G.7.8	Create Invoice in Oracle Payables.....	F-18
G.7.9	Approve Invoice in Oracle Payables.....	F-19
G.7.10	Pay Invoice.....	F-19
G.8	Pass-Through.....	F-19
G.8.1	Generate One-time Bill.....	F-20
G.8.2	Transfer Invoices to Oracle Receivables.....	F-20
G.8.3	Transfer Accounting from Oracle Receivables to General Ledger.....	F-20
G.8.4	Receive Payment Against Pass-Through Bill.....	F-21
G.8.5	Request Disbursement.....	F-21
G.8.6	Import Invoice Into Oracle Payables.....	F-21
G.8.7	Payment Of Invoice.....	F-22
G.9	Specific Loss Provision.....	F-22
G.9.1	Create a Specific Loss Provision.....	F-22
G.10	Termination.....	F-23
G.10.1	Reverse Loss Provision.....	F-23
G.10.2	Request Disbursement.....	F-23
G.10.3	Import Invoice into Oracle Payables.....	F-24

H Formula Engine

H.1	Terminology.....	H-2
H.2	Examples of Formulas.....	H-2
H.2.1	Commission Formula Example.....	H-2
H.2.1.1	Functions and Parameters for the Commission Formula.....	H-3
H.2.1.2	Context and Context Parameters.....	H-4
H.2.1.3	Context Parameters for the Commission Formula.....	H-5
H.2.1.4	How the Formula is Executed.....	H-5
H.2.2	Net Investment Value Formula Example.....	H-6

H.3	General Setup Steps for a Formula with Operand Functions.....	H-6
H.3.1	Write the Source PL/SQL Function To Be Used in the Formula	H-8
H.3.1.1	Register the Source PL/SQL Function.....	H-8
H.3.1.2	Register the Function Parameters.....	H-8
H.3.1.3	Create the Context	H-9
H.3.1.4	Create the Context Parameters	H-9
H.3.1.5	Write the Internal Functions for the Context Parameters	H-10
H.3.1.6	Create the (Formula Function type) Operand	H-11
H.3.1.7	Create the Formula	H-11
H.3.1.8	Validate the Formula	H-13

I Concurrent Programs

I.1	View Concurrent Programs in Oracle Lease Management.....	I-1
I.2	List of Concurrent Programs	I-3

J Oracle Lease Management Open Interface Tables

12.20	Contract Import Open Interface Tables	J-2
12.21	Billing Import Open Interface Table.....	J-18

Glossary

Index

Send Us Your Comments

Oracle Lease Management User's Guide, Release 11*i*

Part No. B10038-01

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

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

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

Oracle Corporation
CRM Application Foundation Content Development Manager
500 Oracle Parkway
Redwood Shores, CA 94065, USA

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

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

Preface

Intended Audience

Welcome to Release 11i of the Oracle Lease Management User Guide.

This guide assumes you have a working knowledge of:

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

If you have never used Oracle Lease Management, Oracle suggests you attend one or more of the Oracle Lease Management training classes available through Oracle University.

- The Oracle Applications graphical user interface.

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

- Implementing all impacted external applications with which Oracle Lease Management interfaces. Depending on your usage and configuration, these applications include:
 - Oracle System Administration
 - Oracle General Ledger
 - Oracle Human Resources
 - Oracle Inventory
 - Oracle Assets
 - Oracle Receivables
 - Oracle Payables

- Oracle CRM Foundation
- Oracle Core Contracts
- Oracle Telephony Manager
- Oracle Universal Work Queue
- Oracle Workflow
- Oracle Order Management
- Oracle Installed Base
- Oracle Order Capture
- Oracle Marketing Online
- Oracle iStore
- Oracle Advance Pricing
- Oracle Collections

For more information about Oracle Applications product information, see "[Other Information Sources](#)" on page xxv.

Note: If you are upgrading, see your upgrade documentation.

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 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 is accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces

should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle Corporation does not own or control. Oracle Corporation neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Other Information Sources

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

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

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF). Online help patches are available on Oracle MetaLink.

Related Documentation

Oracle Lease Management shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other product documentation when you set up and use Oracle Lease Management.

You can read the documents online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

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

Documents 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 (GUI) available with this release of Oracle Lease Management (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.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Documents Related to This Product

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 11*i*. It provides 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 11*i*, 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 Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Oracle Applications Supplemental CRM Installation Steps

This guide contains specific steps needed to complete installation of a few of the CRM products. The steps should be done immediately following the tasks given in the Installing Oracle Applications guide.

Upgrading Oracle Applications

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

Maintaining Oracle Applications

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

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

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your 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 described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your 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 user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other General User Documentation

Oracle General Ledger User Guide

This guide describes implementation, setup, and maintenance, working with journal entries, budgeting, performing online inquiries, generating financial reporting, using sets of books, making consolidations, and working with intercompany systems.

Of particular importance to Oracle Lease Management is the setup chapter that describes the tasks for designing your accounting flexfields, defining accounts and

accounting calendars, defining schedules, and defining and maintaining sets of books. The setup chapter also discusses how to set up summary accounts, Journal Approval, AutoAllocations, automatic tax on journals, and GIS.

Implementing Oracle Self–Service Human Resources

This guide covers how to implement the Oracle Self-Service Human Resources product. Oracle Self-Service Human Resources is a Web-based human resources system. With only a web browser and an internet connection, employees and managers can manage HR information. Oracle Lease Management interacts with Oracle Self-Service Human Resources so that you can set up and maintain employee information.

Oracle Applications System Administrator's Guide

This guide describes how to manage and control security, set up new users, audit user activity, set user profiles, and manage concurrent processing.

Oracle Inventory User's Guide

This guide describes inventory set up and implementation, inventory structure, units of measure, item setup and control, attribute groups and their items, transactions and their setup, stock availability, planning and replenishment, cost control and accounting, cycle counting, physical inventory, reporting, and inventory flexfields.

Oracle Assets User Guide

This guide describes: the assets, mass additions, and tax workbenches; key information stored about each asset and how to add them to the system; the concepts and tasks related to maintaining and retiring assets in the system; information about depreciation and transaction data archive and purge features; asset accounting, including journal entry examples for each type of asset transaction and tax accounting features; describes capital budgeting and the budget interface; how to set up your oracle assets system; how to view assets and transactions; how to generate reports and lists; profile options; and security issues.

Oracle Receivables User Guide

This guide describes setting up and implementation, maintaining customer information, performing collections, entering and tracking receipts, transactions, accounting, archiving and purging information, standard reports and listings, receivables profile options, and security issues.

Oracle Payables User Guide

This guide describes: overview and reference information; Payables implementation suggestions; specific tasks you can accomplish using Payables; how to use Payables windows; Payables programs, reports, and listings; Payables functions and features, and Payables system setup.

Oracle CRM Foundation Implementation Guide

This guide describes implementation of: the System Administrator Console, Territory Management, Resource Manager, Notes, Oracle Calendar, Task Manager, Interaction History, Oracle 1-to-1 Fulfillment, Assignment Manager, the Business Rule Monitor, and Dynamic Tables.

Oracle Contracts Core Concepts and Procedures

This guide provides overviews of the Contracts Core application and its components, explanations of key concepts, features, and functions, as well as the Contracts Core application's relationships to other Oracle applications; process-oriented, task-based procedures for using the Contracts Core application to perform essential business tasks; the procedures for setting up profile options, lookup codes, and Workflow required to implement the integration successfully; provides information on adding/removing features and functionality from the Contracts Core application.

Oracle Telephony Manager Implementation Guide

This guide describes: considerations for planning an implementation project, related documentation and resources, setting up Oracle Telephony Manager, setting system profile options, configuring and testing integration points, and testing an implementation Project.

Oracle Universal Work Queue Implementation Guide

This guide describes technology, requirements, and performance of Telephony Manager; dependency requirements and verification; implementation overview, tasks, verification; diagnostics and troubleshooting; and integrating Oracle Universal Work Queue with other products. This guide also provides implementation worksheets, a list of profile options, server parameters, and command line parameters.

Oracle Workflow Guide

This guide describes how to implement Oracle Workflow; how to begin defining a workflow process; how to define the components necessary to build a workflow

process; how to draw and define a workflow process diagram; the standard activities provided with Oracle Workflow; the standard APIs for the PL/SQL and Java functions that Oracle Workflow can call; information about Oracle Workflow's APIs; the Oracle Workflow home page; how to view and act on a workflow notification; how to use the Workflow Monitor to administer or view the status of a workflow process; how to launch a workflow process for testing purposes; how to manage business events; the standard events provided with Oracle Workflow; the demonstration workflow processes; the miscellaneous administrative SQL scripts included with Oracle Workflow; the defined workflow processes that are included.

Oracle Order Management Suite Implementation Manual

This guide describes how to enter sales orders and returns, copy existing sales orders, schedule orders, release orders, create price lists and discounts for orders, and create reports.

Oracle Pricing User's Guide

This guide describes how to setup modifiers, price lists, formulas, pricing agreements, pricing rules, and pricing of special orders in Oracle Pricing.

Oracle Advanced Pricing User's Guide

This guide describes how to set up modifiers, price lists, formulas, pricing agreements, pricing rules, and how to price special orders in Oracle Advanced

Oracle Enterprise Installed Base Implementation Guide

This guide provides detailed task-based procedures for implementing and setting up Oracle Enterprise Installed Base. Oracle Enterprise Installed Base is a tracking system that integrates with and stores information collected from Inventory, Purchasing, Projects, Assets, Payables, and Installed Base. With Oracle Enterprise Installed Base, you can give users access to tracking information without allowing them access to sensitive processes related to assets and purchasing. You can also track inventory item after they have been installed and link financial transactions to the physical movement of equipment.

Oracle Order Capture Implementation Guide

This guide describes dependencies, optional integrations, setting up Oracle Order Capture, setting up quote status and quote status transitions, setting up lookup types, setting system profile options, pricing for the General Services Administration, defining descriptive flexfield information, setting up the print quote functionality, designating a printer for print quote, workflow in Oracle Order Capture, working with Oracle Order Capture, and Oracle Order Capture APIs.

Oracle Marketing Online Implementation Guide

This guide describes how to implement Oracle Marketing Online. Oracle Marketing Online provides centralized processes and approval management of marketing campaigns; enables multi-channel execution via seamless integration with other Oracle CRM products; lets a marketer plan and execute campaigns across all channels and marketing media; increases personal productivity while facilitating team collaboration and information sharing; enables marketers to pinpoint the revenue generated by each marketing effort; and maximize returns on investment.

Oracle iStore Implementation Guide

This guide describes the required and optional implementation tasks for Oracle iStore; tasks for verification of an Oracle iStore; tips for troubleshooting Oracle iStore use and administration; integration with various other Oracle applications; and profile option settings.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Lease Management. This manual details additional steps and setup considerations for implementing Oracle Lease Management with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Lease Management with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Lease Management.

Oracle Workflow Guide

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

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Lease Management 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 you convert data from your 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 your other systems. This documentation includes APIs and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

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

Oracle Applications Message Reference Manual

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

Oracle CRM Application Foundation Implementation Guide

Many CRM products use components from CRM Application Foundation. Use this guide to correctly implement CRM Application Foundation.

Training and Support

Training

Oracle offers training courses to help you and your staff master Oracle Lease Management and reach full productivity quickly. You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use 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 your needs. For example, you may want to use your organization's structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Lease Management working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle*8i* server, and your hardware and software environment.

OracleMetaLink

OracleMetaLink is your self-service support connection with web, telephone menu, and e-mail alternatives. Oracle supplies these technologies for your convenience, available 24 hours a day, 7 days a week. With OracleMetaLink, you can obtain information and advice from technical libraries and forums, download patches, download the latest documentation, look at bug details, and create or update TARs. To use MetaLink, register at (<http://metalink.oracle.com>).

Alerts: You should check OracleMetaLink alerts before you begin to install or upgrade any of your Oracle Applications. Navigate to the Alerts page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade/Alerts.

Self-Service Toolkit: You may also find information by navigating to the Self-Service Toolkit page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade.

Do Not Use Database Tools to Modify Oracle Applications Data

*Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.*

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

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

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

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, 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, allowing 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 applications products, along with related consulting, education, and support services, in over 145 countries around the world.

Part I

Getting Started

Part 1 of the Oracle Lease Management User Guide contains the following chapters:

- [Chapter 1, "Introduction"](#): an overview on Oracle Lease Management and the Oracle CRM E-Business Suite.
- [Chapter 2, "Before You Begin"](#): information about related documentation, course work, other resources, verification, and dependencies.

Introduction

This chapter provides information on the following topics:

- [Section 1.1, "Oracle Lease Management Overview"](#)
- [Section 1.2, "Oracle Lease Management Business Flows"](#)

1.1 Oracle Lease Management Overview

Oracle Lease Management, an Oracle e-Business Suite application, integrates Oracle's CRM, ERP and Contracts applications and is designed to meet the business requirements of asset-based finance companies spanning the entire lease life cycle. The Oracle Lease Management solution extends from lease origination to asset disposition and contract termination.

A foundation of Oracle ERP applications - General Ledger, Fixed Assets, Inventory, Accounts Payable, Order Management and Accounts Receivable - along with key CRM applications such as CRM Foundation, Installed Base, Credit Management, iStore and WorkFlow, underpin Oracle Lease Management.

Oracle Lease Management provides e-Business functions which are describable from two perspectives:

- Lease Operations
- Business Flows

Viewed from the perspective of operations, departments responsible for management of the lease contracts and assets define Oracle Lease Management functionality. Viewed from the business-flow perspective, the processes that cross the entire operation, from source to termination, define Oracle Lease Management functionality.

This user guide models the business flows, whereby processes are grouped together, based up the flow in which they are performed.

1.2 Oracle Lease Management Business Flows

Oracle Lease Management arranges key business flows sequentially according to how each is used in a lease transaction:

Opportunity to Lease Quote

The product supports the effective matching of lessor or lender with lessee or borrower. The salesman identifies prospect needs, identifies available assets and provides alternative financing options to structure the lease and calculate the cost basis.

Credit Application to Booking

Once parties agree upon a lease contract, the Lease/Loan Authoring functionality books the contract, create financial streams and enter journal entries.

When you select an asset, disbursements functionality deals with paying the vendor or dealer for the asset. Disbursements also pays for service and maintenance costs collected from the lessee and owed to a third party provider.

The Credit Application to Booking processes take the quote through credit approval, vendor payment, contract authoring and activation to a booked lease or loan.

Oracle Lease Management uses Oracle Credit Management, Installed Base, Fixed Assets, Inventory, Accounts Payable and General Ledger to manage the credit origination approval, contract authoring, vendor payment and asset tracking functions. A third-party lease price modeling software performs stream generation, financial modeling and pricing.

Invoice to Receipt

Once you execute a lease, billing functionality generates and sends invoices to lessors or borrowers. Often a lessee has assets at multiple locations under the same lease, and billing has the flexibility to account for many types of variations.

For example, one variation of billing is usage-based billing. This functionality provides billing based upon the usage of the asset as evidenced from meter readings.

Payments functionality allows either the lessor or the lessee to initiate the transfer of funds to pay invoices. Transfers occur in the form of a direct debit, check, wire transfer, credit card, and so on. The Payment process searches for the appropriate invoice to apply the funds and creates accounting entries on application of funds to the invoices.

As a result of a missed payment, a collection effort may be initiated. Collections and Litigation functionality manages the collection process from the point of initially identifying a delinquent customer to the end of the delinquency.

Quote to Termination

The Quote to Termination processes manage repurchase, restructure and contract termination alternatives when the lease or loan expires. Oracle Lease Management processes restructured contracts through contract authoring, stream generation, analysis and approvals used in contract authoring, activation and booking.

When you accept a termination quote for sale, assets are retired in Fixed Assets. Oracle Lease Management also supports partial terminations and uses Oracle Receivables, Credit Management, Fixed Assets, CRM Foundation, WorkFlow and General Ledger to manage the Quote to Termination functions

The product handles a request for a renewal or termination quote, by initiating the quote, identifying the formula, calculating, storing, consolidating and modifying a quote. When you complete the quote several transactions are managed, including approve termination request, complete contract termination, and update asset records.

Asset Return to Disposal

The last step in the lease transaction, remarketing, manages the disposition of assets upon expiration of a lease contract at repossession or at early termination. This functionality manages the remarketing process through either sale of the asset to a third-party remarketer, or via internal remarketing efforts.

The Asset Return to Disposal processes handle asset returns, remarketing and sales. This functionality supports shipping instructions and asset evaluation processes for returned assets. Returns may be accounted for as scrap, repurchases or inventory to be remarketed. Oracle Lease Management enables the remarketer to establish prices, bill for costs incurred, calculate third-party commissions, and adjust inventory quantities and status for tracking.

Accounting Period Open to Close

Once a lease contract is agreed upon, the Lease/Loan Authoring functionality books the contract and creates and enters financial streams and journal entries.

The Accounting processes from Period Open to Close enable accruals, loss provisions, write-downs, periodic adjustments and journal entries specific to the asset-based finance industry.

Inquiry to Resolution

The Inquiry to Resolution processes start with initial contact from employees, customers, vendors, and partners. A customer service representative logs and tracks an inquiry through satisfactory resolution, which is then communicated to the appropriate designated parties.

You define processes to manage specific requests, such as insurance quotes, claims, insurance cancellation, contract transfers, equipment exchanges, asset modifications, and lease renewals.

Before You Begin

This chapter provides an overview of the relevant documentation and resources you should be familiar with, how to verify a successful installation and how to access the product before you begin using Oracle Lease Management. Topics include:

- [Section 2.1, "Relevant Courses, Documentation, and Resources"](#)
- [Section 2.2, "User Access to Oracle Lease Management"](#)
- [Section 2.3, "User Access to Oracle Forms"](#)

2.1 Relevant Courses, Documentation, and Resources

You should have a good understanding of certain areas of the Oracle E-Business Suite in order to implement Oracle Lease Management. Sources of gaining a good understanding include:

- [Section 2.1.1, "Relevant Courses"](#)
- [Section 2.1.2, "Relevant Documentation"](#)

2.1.1 Relevant Courses

Courses that help you understand implementation Oracle Lease Management include:

Oracle Lease Management

- [Implement Oracle Lease Management, Edition 1.0, English](#)

ERP Courses

- 11i Implement and Use General Ledger, Edition 1.0, English
- 11i System Administer Oracle E-Business Suite ed 2.0
- 11i Oracle HRMS Implement Human Resources, Edition 1.0, English
- 11i Implement and Use Inventory, Edition 2.0, English
- 11i Implement and Use Asset Management, Edition 1.0, English
- 11i Implement and Use Accounts Receivable, Edition 2.0, English
- 11i Implement and Use Payables, Edition 2.0, English
- 11i Workflow, Edition 1.0, English
- 11i Implement and Use Order Management, Edition 1.0, English

CRM Courses

- 11i Implement CRM Foundation Ed 3.0
- 11i Implement Contracts Core and Contracts for Service, Edition 1.2, English
- 11i Implement and Admin Order Capture Ed 1.1
- 11i Implement iStore, Edition 1.1, English
- 11i Implement Marketing Online Ed 2.0
- 11i Implement and Use Pricing & Advanced Pricing, Edition 1.0, English
- 11i Use and Implement Installed Base Ed 1.0
- 11i Implement TeleSales Ed 3.0
- 11i Implement Universal Work Queue non-Media Ed 2.0
- Implement CRM Collections (based on 11.5.6)*

Combination ERP Courses

- 11i Financial Applications Overview, Ed 1
- Oracle General Ledger
- Oracle Purchasing
- Oracle Payables
- Oracle Order Management

- Oracle Receivables
- Oracle Asset Management
- Oracle Cash Management
- Oracle Workflow
- Oracle System Administration

2.1.2 Relevant Documentation

Relevant Documentation that help you understand implementing Oracle Lease Management include:

Table 2–1 Relevant Documentation

Title	Description
Oracle Lease Management Implementation Guide	This guide explains all the necessary steps to implement Oracle Lease Management and related Oracle applications used in the day-to-day functionality of the product.
Oracle Applications Concepts	This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11i.
Installing Oracle Applications	This guide provides instructions for managing the installation of Oracle Applications products.
Oracle Applications Supplemental CRM Installation Steps	This guide contains specific steps needed to complete installation of a few of the CRM products.
Upgrading Oracle Applications	Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11i.
Maintaining Oracle Applications	Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others.
Oracle Applications System Administrator's Guide	This guide provides planning and reference information for the Oracle Applications System Administrator.
Oracle Alert User's Guide	This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.
Oracle Applications Developer's Guide	This guide contains the coding standards followed by the Oracle Applications development staff.

Table 2–1 Relevant Documentation (Cont.)

Oracle Applications User Interface Standards for Forms-Based Products	This guide contains the user interface (UI) standards followed by the Oracle Applications development staff.
Oracle General Ledger User Guide	This guide describes implementation, setup, and maintenance, working with journal entries, budgeting, performing online inquiries, generating financial reporting, using sets of books, making consolidations, and working with intercompany systems.
Implementing Oracle Self-Service Human Resources	This guide covers how to implement the Oracle Self-Service Human Resources product.
Oracle Applications System Administrator's Guide	This guide describes how to manage and control security, set up new users, audit user activity, set user profiles, and manage concurrent processing.
Oracle Inventory User's Guide	This guide describes inventory set up and implementation, inventory structure, units of measure, item setup and control, attribute groups and their items, transactions and their setup, stock availability, planning and replenishment, cost control and accounting, cycle counting, physical inventory, reporting, and inventory flexfields.
Oracle Assets User Guide	This guide describes: the assets; key information stored; the concepts and tasks related to maintaining assets; depreciation and transaction data; asset accounting; setting up your oracle assets system; viewing assets and transactions; generating reports and lists; and maintaining profile options.
Oracle Receivables User Guide	This guide describes setting up and implementation, maintaining customer information, performing collections, entering and tracking receipts, transactions, accounting, archiving and purging information, standard reports and listings, receivables profile options, and security issues.
Oracle Payables User Guide	This guide describes: overview and reference information; Payables implementation suggestions; specific tasks you can accomplish using Payables; how to use Payables windows; Payables programs, reports, and listings; Payables functions and features, and Payables system setup.
Oracle CRM Foundation Implementation Guide	This guide describes implementation of: the System Administrator Console, Territory Management, Resource Manager, Notes, Oracle Calendar, Task Manager, Interaction History, Oracle 1-to-1 Fulfillment, Assignment Manager, the Business Rule Monitor, and Dynamic Tables.

Table 2–1 Relevant Documentation (Cont.)

Oracle Contracts Core Concepts and Procedures	This guide provides overviews of the Contracts Core application and its components, explanations of key concepts, features, and functions.
Oracle Telephony Manager Implementation Guide	This guide describes: considerations for planning an implementation project, related documentation and resources, setting up Oracle Telephony Manager, setting system profile options, configuring and testing integration points, and testing an implementation Project.
Oracle Universal Work Queue Implementation Guide	This guide describes technology, requirements, and performance of Telephony Manager.
Oracle Workflow Guide	This guide describes how to implement Oracle Workflow; how to begin defining a workflow process; how to define the components necessary to build a workflow process; and how to draw and define a workflow process diagram.
Oracle Order Management Suite Implementation Manual	This guide describes how to enter sales orders and returns, copy existing sales orders, schedule orders, release orders, create price lists and discounts for orders, and create reports.
Oracle Pricing User's Guide	This guide describes how to setup modifiers, price lists, formulas, pricing agreements, pricing rules, and pricing of special orders in Oracle Pricing.
Oracle Advanced Pricing User's Guide	This guide describes how to set up modifiers, price lists, formulas, pricing agreements, pricing rules, and how to price special orders in Oracle Advanced
Oracle Enterprise Installed Base Implementation Guide	This guide provides detailed task-based procedures for implementing and setting up Oracle Enterprise Installed Base.
Oracle Order Capture Implementation Guide	This guide describes dependencies, optional integrations, setting up Oracle Order Capture.
Oracle Marketing Online Implementation Guide	This guide describes how to implement Oracle Marketing Online. Oracle Marketing Online provides centralized processes and approval management of marketing campaigns.
Oracle iStore Implementation Guide	This guide describes the required and optional implementation tasks for Oracle iStore; tasks for verification of an Oracle iStore; tips for troubleshooting Oracle iStore use and administration; integration with various other Oracle applications; and profile option settings.

Table 2–1 Relevant Documentation (Cont.)

Multiple Reporting Currencies in Oracle Applications	If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Lease Management. This manual details additional steps and setup considerations for implementing Oracle Lease Management with this feature.
Multiple Organizations in Oracle Applications	This guide describes how to set up and use Oracle Lease Management with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Lease Management.
Oracle Workflow Guide	This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes.
Oracle Applications Flexfields Guide	This guide provides flexfields planning, setup and reference information for the Oracle Lease Management implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product 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.
Oracle Manufacturing APIs and Open Interfaces Manual	This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems.
Oracle Order Management Suite APIs and Open Interfaces Manual	This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems.
Oracle Applications Message Reference Manual	This manual describes Oracle Applications messages.
Oracle CRM Application Foundation Implementation Guide	Many CRM products use components from CRM Application Foundation.

2.2 User Access to Oracle Lease Management

Use the following procedure to access Oracle Lease Management.

Note: Oracle Lease Management is shipped with several seeded responsibilities. Use an appropriate responsibility when accessing this software.

Prerequisites

Oracle Lease Management 11i is installed and configured as described in the *Oracle Lease Management Implementation Guide*.

The system administrator has created an Oracle Lease Management 11i user account for you. See the *Oracle Lease Management Implementation Guide* for more information.

Login

Log in to Oracle CRM Applications.

Steps

1. In your browser, navigate to:
`http://<host>:<port>/OA_HTML/jtflogin.jsp`
2. In the User ID field, enter your Oracle Lease Management user name.
3. In the Password field, enter your password.
4. Click the Go button.

The Oracle Lease Management UI launches.

5. Optionally, from any page of the Oracle Lease Management UI, you can click the Profile icon to go to your Oracle CRM Technology Foundation user profile page. Here, you can switch responsibilities and update your profile.

Guidelines

To sign out of Oracle Lease Management, click the Sign Out icon located at the top left of the page. This icon appears on all pages of the Oracle Lease Management UI.

2.3 User Access to Oracle Forms

Some setups and tasks Oracle Lease Management require that you use Oracle Forms. These include dependency setups, Oracle Lease Management concurrent programs and the Customer Service Module.

Use the following procedure to access Oracle Forms.

Prerequisites

Oracle Applications is installed.

Login

Log in to Oracle Forms.

Steps

1. Navigate to:
`http://<host>:<port>/cgi-bin/f60cgi/`
2. Click Apps Logon Links > VIS Logon through the Forms cartridge.
Oracle Forms launches.
3. In the User Name field, enter your user name.
4. In the Password field, enter your password.
5. Click Connect.
The Responsibilities window opens.
6. Select your required responsibility in the window and click OK.
The Navigator for your responsibility opens.

Part II

User Procedures

The User Procedure section of the *Oracle Lease Management User Guide* is organized by business flow. In this way, you can access the sections of the guide that pertain the business function you perform. These sections contain the following chapters:

Credit Application to Booking

- [Chapter 3, "Opportunity to Quote"](#)
- [Chapter 4, "Credit, Master Leases, and Vendor Programs"](#)
- [Chapter 5, "Contract Authoring"](#)
- [Chapter 6, "Funding and Syndication"](#)

Invoice to Receipt

- [Chapter 7, "Invoice to Receipt"](#)

Quote to Termination

- [Chapter 8, "Quote to Termination"](#)

Asset Return to Disposal

- [Chapter 9, "Asset Return to Disposal"](#)

Accounting Period Open to Close

- [Chapter 10, "Accounting Period Open to Period Close"](#)
- [Chapter 11, "Journalize Accounting Entries"](#)

Inquiry to Resolution

- [Chapter 12, "Inquiry to Resolution"](#)

Opportunity to Quote

Oracle Lease Management enables you to identify prospects record their pertinent information, create quotes for them with multiple pricing options, and submit credit application information.

A salesperson not only can select and price items for a lease quote, but can also identify other revenue sources, including fees or services. Furthermore, you can associate add ons to the selected asset.

Once a quote is accepted by a prospect, all contract details that are recorded on the quote transfer directly to the contract. This includes information such as a master lease agreement (if any), term, financial product, and so on.

Oracle Lease Management provides three pricing methods to determine a payment amount. Rate cards, which can take into account term length, credit history and residual value of the asset, along with a simple interest method are provided within Oracle Lease Management. If you use an external pricing engine (a third-party lease price modeling application), you can access that system during quote creation.

You can create several price plans for each quote, each of which you can save, until such time that the customer accepts one of the plans. Once a customer chooses a price plan on a particular quote, however, you cannot subsequently add new price plans.

Furthermore, Oracle Lease Management provides a facility to record a customer's credit application information, which is subsequently sent via a workflow to a credit agent for credit approval.

The following section contains information on these topics:

- [Section 3.1, "Creating a Lease Quote"](#)
- [Section 3.2, "Creating a New Lease Prospect"](#)
- [Section 3.3, "Recording Credit Application Information"](#)

3.1 Creating a Lease Quote

One key to ensuring a seamless transition from the opportunity stage to contract stage is to utilize data from the quote when creating a contract. You also must be able to create a variety of pricing plans, whereby maximizing your ability to offer your prospect choices for financing.

Oracle Lease Management provides the necessary facility to handle both tasks.

For example, when creating a quote (either from scratch, by copying an existing quote, or by using a quote creation template) you can enter such contract-specific information such as master lease agreement number, financial product, currency type, and vendor program. You must also enter rental information such as term in months, payment frequency, expected delivery date, start date, and whether or not the payments are in arrears. This latter information is relevant when creating pricing plans for the quote.

In the process of creating the asset solution for the prospect, you can also add the following details:

- **Asset information:** This includes the item type that will go on lease, per unit cost, number of units, where it will be installed, and so on. You can also attach asset add-ons to each asset line.
- **Additional fees:** You can attach any fees that are relevant to the contract, such as document filing costs, origination fees, and so on.
- **Service fees:** You can attach any services, such as services for warranty maintenance, etc.
- **Tax information:** You can add information about estimated taxes, exemptions, overrides, use taxes, and VAT tax.
- **Payment plans:** There are three pricing methods available:
 - External (third-party lease price modeling software)
 - Price cards
 - Simple interest

You can work up several pricing plans, depending on factors such as rate and residual value, from which the prospect can choose.

Once a payment plan is accepted by the customer, however, you cannot create any additional plans for the same quote.

When you enter the Quote tab, you will access the quote summary page where you can search for existing quotes. Using search criteria, you can search for quotes by quote number, description, quote status, or customer name.

After searching for a prospect in the Oracle Trading Community Architecture (TCA) tables, you can add parties which do not currently exist. For more information on this process, see [Section 3.2, "Creating a New Lease Prospect"](#).

After creating a quote, you can record credit application information by selecting the quote from the Quote Summary table and clicking the Credit Application button. For more information on this process, see [Section 3.3, "Recording Credit Application Information"](#).

Prerequisites

You must set up your default depreciation methods in asset categories. Inventory Items must be set up and associated with asset categories.

Optionally, you can set up residual values, rate cards, lease price modeling software (with all required settings), parties and prospects, master lease agreements, and financial values.

Responsibility

Lease Super User, Lease Sales Manager

Navigation

Sales > Quotes

3.2 Creating a New Lease Prospect

Often times, a salesperson will be dealing with new prospects who have not been entered into the system. In this case, the customer name does not appear in the list of values when you search the Prospect field of the Create Quote page.

By clicking the Prospect tab, you can access the following tabs:

- Organization
- Person
- Contact
- Contact List
- Reports

Within the organization and person tabs you can record pertinent information about a particular customer and/or the organization he is associated with. In both cases, you can click the Quick Create button to enter basic prospect information, such as organization or person's name, address, phone number, DUNS number (Dunn and Bradstreet number), and address type.

Note: For Oracle Lease Management, each organization you create must have at least one address with the address type of "Install At."

Once entered, this information is recorded in the Oracle Receivables and the TCA tables, and used when you create your quote.

You can also enter information for related business contacts and you can create contact lists. There are a variety of reports available to run against the prospects you create. The name of the customer report and a description of the report is displayed when you click the Reports tab. You can create custom reports as well.

The procedures you follow when creating a new prospect are very similar to those which are used in Oracle Sales Online. For instance, by clicking the Create button -- instead of Quick Create -- there is a host of additional information you can enter for the party's organization. You can add employee contacts, for example, as well as the organization's SIC number.

For more information on creating and maintaining prospects, see the Customer Tab section of the *Oracle Sales Online Concepts and Procedures* guide.

Prerequisites

None.

Responsibility

Lease Super User, Lease Sales Manager

Navigation

Prospect tab

3.3 Recording Credit Application Information

Optional

You can attach a line of credit to a quote, which begins with recording the credit application information. By selecting a quote from the Quote Summary screen and clicking the Credit Application button, Oracle Lease Management reads the total financed amount entered in the quote, and creates a credit limit application for that amount. Creating a credit application triggers a workflow and is then sent through the business approval process.

After receiving the appropriate approvals, a line of credit is created for the customer for the amount entered on the quote. Once a credit application is approved and a credit line is created you can view the following information for each credit request in the Credit Request Summary screen:

- Request Number
- Credit Line Contract Number
- Amount
- Status

You can search for credit request by using the status filter, which includes values such as Approved, Complete, Entered, and Incomplete.

For more information, see [Section 4.1, "Credit Lines"](#).

Prerequisites

You must create a quote

Responsibility

Lease Super User, Lease Sales Manager

Navigation

Sales > Credit Application

Credit, Master Leases, and Vendor Programs

You can establish several agreement types prior to creating a contract, including credit lines, master lease agreements, and vendor agreements.

If you choose to establish terms and conditions that apply to all contracts you enter into with a specific customer, you must first create a master lease agreement. If your business creates and implements vendor programs that impact individual customer contracts, vendor agreements must also be set up in advance.

You can also create credit lines to control the credit exposure you want to extend to your customers.

The main topics in this section are:

- [Section 4.1, "Credit Lines"](#)
- [Section 4.2, "Master Lease Agreements"](#)
- [Section 4.3, "Vendor Programs"](#)

4.1 Credit Lines

You must establish at least one credit line for each of the potential lessees you plan to enter into lease agreements with. Prior to authoring a contract and during the sales origination process, you determine the customer's credit line by evaluating the customer's credit application and performing credit checks.

All lines of credit are pre-approved prior to setting them up in Oracle Lease Management. When you use an off-line credit processing management system, you can manually enter the approved amount into the Oracle Lease Management system.

Credit lines are either standard or revolving. A revolving credit lines enables a customer to replenish the account--up to the preset limit--throughout the life of the credit line.

Oracle Lease Management also allows you to record warrants, such as stocks or stock options, to use as collateral against an established line of credit.

The main topics in this section are:

- [Section 4.1.1, "Create Credit Lines"](#)
- [Section 4.1.2, "Create Credit Limit"](#)
- [Section 4.1.3, "Add Warrants to a Credit Line"](#)

4.1.1 Create Credit Lines

Required

To establish credit for a customer, first you must create a line of credit for the customer. You then establish the credit limit amount. You can revise credit limits for a particular line of credit up or down throughout the life of the credit line.

If the credit line is revolving, when the lessee pays down the loan, the amount of available credit increases proportionally. For example, if a lessee has a line of credit for a million dollars and has two loans worth \$250,000 each against that line, the available credit is \$500,000. If the lessee pays off \$300,000 of the amount owed, the revolving credit line increases to \$800,000. When the life of the credit line expires, or when the agreed upon time is reached, the amount owed is fixed and converted to a loan, which the lessee must pay back in full with interest.

Standard credit lines are not revolving. As leases and loans are funded against the credit line, it is drawn down until there is no credit limit available or the credit line expires.

Prerequisites

Customers must be set up in Accounts Receivables

Responsibility

Lease Super User, Operations Manager

Navigation

Origination > Credit

Steps

1. Click Create the Create Credit Line button.
The Credit Line page appears.
2. Enter a unique credit line number.
3. Optionally, enter a description of the credit line.
4. In the Customer field, click Go and from the list of values select the customer to which you are assigning a credit line or enter criteria to narrow the search.
5. Enter mandatory Effective From and Effective To dates.
Lines of credit are never open ended.
In the Currency field, the functional currency of your business unit appears.
6. Select the check box if the line is revolving.
7. Click the Create button to save your work and establish the line.

Guidelines

On the search page, if you select an existing credit line, this page shows the Total Credit Limit as well as the Remaining amount of credit. These are display-only fields.

When searching for an existing line of credit, the filter parameters include: number, customer name, description, and status.

4.1.2 Create Credit Limit

Required

Once you have established a credit line for a customer, you need to set the credit limit for the line. Throughout the life of the credit line, you can add or subtract amounts to the credit line at any time.

Prerequisites

A credit line must be established.

Responsibility

Lease Super User, Operations Manager

Navigation

Origination > Credit

If you have just set up the credit line, click the hypertext line number to return to the contract line main page. Otherwise, search for the credit line that you want to create a credit limit for and click the hypertext number.

Steps

1. On the Credit Line page, click the Credit Limit button.
The Credit Limit page appears and shows the information input for the Customer's credit line, along with a panel where you can set the credit limit.
2. In the Nature field, choose either New, Add or Reduce from the list of values.
For a new line of credit, choose New. For existing credit lines, choose Add to add to the credit amount or choose Reduce to reduce the amount.
3. Enter an Effective From date.
For new limits, this date corresponds with the Effective From date of the credit line, which appears at the top of this page.
4. In the Note field, add a brief description of the credit limit or any important details about the limit.
5. Enter an Amount.
This number should be numeric only. Do not include commas.
6. Click Update to establish this credit limit for the selected credit line.
The information you entered appears in the middle of the page.

Guidelines

If you need to add additional credit limit table lines, click the Add Three Rows button.

To return to the Credit Line page, click the Credit Line number, which is a hypertext link.

If you want to remove one of the credit limit lines that you previously created, select the delete check box and click the Update button.

4.1.3 Add Warrants to a Credit Line

Optional

You can attach a warrant to a credit line to use as collateral in securing the credit amount. Warrants can be stock or stock options. The relevant information regarding the stock or stock options, such as strike price, number of shares, and acquisition date is recorded in Oracle Lease Management for future reference.

Prerequisites

A credit line must be established.

Responsibility

Lease Super User, Operations Manager

Navigation

Origination > Credit > Warrants

You must select credit line before clicking the Warrants hyperlink.

Steps

To add warrants to a credit line follow these steps:

1. Click the Warrants hyperlink
The Warrants page appears.
2. In the Fee section enter the Fee Amount, if a fee is attached to the warrant.
3. Enter the date the fee is due in the Due Date field.
4. In the Shares section, choose the Type of shares to associated with the credit line.
The options include: Common, or Preferred.
5. In the Number of Shares field, enter the number of shares of stock in the warrant.
6. In the Acquisition Date field, enter the date the shares were acquired.
7. In the Expiration Date field, enter the date that the warrant expires.
8. In the Strike Price field, enter the strike price of the stock options.
9. In the Initial Book Value Amount field, enter the total initial book value of the stock.
10. In the Initial Tax Value Amount field, enter the total initial tax value of the stock.

11. In the Current Book Value Amount field, enter the current book value of the stock.
12. In the Current Tax Value Amount field, enter the total current tax value of the stock.
13. Click the Create button to save your work.

4.2 Master Lease Agreements

Optional

As a lessor, you may enter into multiple leases or loans with the same customer. While these leases could have different start dates, involve different asset types, or have different lengths, they may share a number of terms and conditions or articles. In this case, creating a master lease agreement with the customer allows you to share certain agreed upon terms and conditions across lease contracts.

In other words, a master lease agreement allows you to set some terms and conditions at the customer level. You may also have multiple master lease agreements with the same customer. This is necessary if you have two or more "standard" lease contract options with the customer.

Within Oracle Lease Management, you must access an existing agreement or create a new one before you can access the Terms and Conditions and Articles links. These tasks require an agreement.

Note: If you intend to attach articles to a contract you must set up a master lease agreement. Articles are associated only with a master lease agreement and cannot be added directly to a contract during authoring.

The main topics in this section are:

- [Section 4.2.1, "Create Agreement"](#)
- [Section 4.2.2, "Add Terms and Conditions"](#)
- [Section 4.2.3, "Add Articles"](#)
- [Section 4.2.4, "Activate the Agreement"](#)

4.2.1 Create Agreement

Initially, you must create an agreement with a customer and then add the appropriate terms and conditions and articles.

You can also edit existing agreements by first searching through existing agreements. Filters include Agreement Number, Customer Name, and Description. Choose the existing agreement you want to edit by clicking the desired hypertext agreement number from the results section.

Prerequisites

Customers must be set up in Oracle Receivables.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Master Lease Agreements > Agreement

Steps

1. To create a new agreement, click Create Agreement.
The Create Agreement page appears.
2. Enter a unique alphanumeric agreement number.
3. In the customer name field, click the Flashlight icon and choose from the list of values the customer that you want to create a master lease agreement with.
4. Choose the Source from which you which to create the agreement.
The options are: New, Template, and Copy.
If you choose New, you are creating a brand new agreement.
If you choose Template or Copy, you must click the Flashlight icon and select the Template or existing agreement that you want to use as a source from the list of values.
5. Click Create.
The Agreement Details page appears. If you chose New, this page is blank. If you choose either Template or Copy, the page is populated with some or all of the values that appear on the source you are using.

6. Optionally, you can enter a description of the agreement.
7. Enter the date the contract is (or was to be) signed.
8. Enter the mandatory Effective From and Effective To dates.

Master lease agreements cannot be open-ended and must contain an end date.

9. Choose the Primary Currency.

The functional currency defined for your business unit defaults into this field (for example, US dollar). If you want to use a different currency, click the Flashlight icon and select the alternative currency from the list of values. This is the default currency for all lease contracts linked to the master lease agreement.

10. In the Lessor section, enter the Operating Unit responsible for this customer relationship.

The user's assigned Operating Unit defaults in this field. You can select a different operating unit, if necessary, by clicking the Flashlight icon and selecting it from the list of values.

In the Other section, a Converted Number for the agreement may appear. If you had a master lease agreement in a different information system and converted it, the previous number appears. The Converted Account check box has check if the agreement was converted.

11. If you want to save this agreement as a template, select the Save as Template checkbox.
12. Click Update to create the agreement.

Guidelines

If you select the Save as Template checkbox, you can use the details of this contract for any subsequent contract you enter into with this customer. The contract header details and terms and conditions default onto the new contract if you choose Template as your Source. You can subsequently change any of these details to meet the specifications of the new deal. At the least, you need to change the dates for the term of the contract if they differ from those that appear on the template.

4.2.2 Add Terms and Conditions

Optional

After you have created a master lease agreement with a customer, you can add certain terms and conditions to that agreement. These terms and conditions are applicable on all contracts to which you attach this master lease agreement.

Prerequisites

You must create an agreement with a customer.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Master Lease Agreements > Terms and Conditions

Typically, after you have created a new agreement, you add the terms and conditions by clicking the Terms and Conditions hypertext link after your agreement is confirmed.

Note: All Terms and Conditions fields are optional entries.

Steps

1. Under the Termination Purchase Options section, if applicable, choose the Mid Term Option from the list of values.
2. Enter the Mid Term Amount, if applicable, for the selected option.
3. Choose the End of Term Option from the list of values, if applicable.
4. Enter the End of Term Amount, if applicable, for the selected option.
5. Under the Renewal Options section, enter a numeric value for the Renewal notice days field.

This is the number of days required by the customer to be notified of automatic renewals.
6. Choose a Renewal option from the list of values, if applicable.
7. Enter the Renewal amount if applicable for the selected option.
8. Under the Tax section, if you want the contracts linked to the agreement to be Subject to Basic Tax Withholding, select the checkbox.

9. Alternatively, in the Calculation Formula Name field, click the Flashlight icon and choose the appropriate calculation formula, if applicable.
10. Under the Insurance section, select the Coverage by Blanket Insurance checkbox if the lessee has blanket insurance coverage for all referenced contracts.
11. Select the checkbox if the customer is insurable for all referenced contracts.
12. Select the checkbox if the customer is allowed to cancel insurance on any referenced contract.
13. Click Create to save your work.

4.2.3 Add Articles

Optional

In Oracle Lease Management, you can add articles to a master lease agreement that become part of any contract that uses the referenced master lease agreement.

A contract article is the text that describes and details the terms and conditions that are attached to a contract. These articles are referenced from a library of articles, which are pre-configured in the Oracle Contracts Core module. You cannot change the text of standard articles, but you can create custom articles and attach them to the master lease agreement.

You cannot add articles directly into a contract in Oracle Lease Management. If you want to attach articles to contracts, you must set up at least one master lease agreement.

If you have the appropriate responsibility, you can add or delete articles from existing master lease agreements. At the Agreement Articles page, all articles that are attached to the agreement appear in a table at the bottom of the page.

Prerequisites

Articles must be set up in Oracle Contracts Core.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Master Lease Agreements > Articles

You must have an agreement number selected before you can navigate to the Articles hypertext link.

Steps

1. To add an article to the agreement, click the Select Article button.
A table listing the names and subjects of all the available articles appears at the bottom of the Articles page. You can enter criteria to narrow your search.
2. Select the checkbox to the left of each article you want to add to the agreement.
To add articles not displayed on the page, navigate to the next set of articles by clicking the Next 15 hypertext link.
3. Click the Reference button to save your work.
4. Repeat this process with each article you are attaching to the agreement.
5. To add comments to the article, click the hypertext-linked article name on the articles table.

Guidelines

The two filters for searching for articles are: Name and Subject.

4.2.4 Activate the Agreement

Once you have created a master lease agreement, whether you use a template or not, the contract will have a status of New. To change the status to Active, use the following procedure.

Prerequisites

Agreements must be set up.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Master Lease Agreements > Agreement

Steps

1. At the Agreement Summary page, search for the agreement you want to activate.

You can filter the search using agreement number, description, customer name, or status

2. In the results table, select the option button to the left of the agreement you want to activate.
3. Click the Activate button.

You receive a confirmation message and the agreement status changes from New to Active.

4.3 Vendor Programs

Through vendor programs, Oracle Lease Management enables you to manage the terms and conditions that govern the responsibilities of multiple parties involved in a lease transaction.

A typical multiple-party relationship might include a vendor, which is the point of origin of the equipment; a dealer, who is authorized to sell the equipment; and a lessor, who agrees to finance the equipment on behalf of a customer.

The two types of typically-used vendor program agreements in the leasing industry are:

- Operating Agreements
- Program Agreements

Operating agreements are generally mutual agreements between a lessor and a vendor or manufacturer to work together and administer certain financing programs that set specific terms and conditions for future transactions. The terms and conditions in operating agreements are not deal specific, but rather define the overall nature of an ongoing leasing relationship.

A program agreement between the lessor and a vendor creates a specific financing program for the vendor's customers who desire financing. The terms and conditions of the vendor program may govern aspects of the deals created as a result of the program.

In many lessor-vendor relationships, the operating agreement acts as a "parent agreement" to the program agreement, whereby all the specified terms and conditions in the operating agreement also apply to the program agreement.

Oracle Lease Management allows you to create both types of vendor agreements through the same procedures. You can also identify and name the various parties associated with the agreement, add and define terms and conditions, add articles, and validate the contract.

The main topics in this section are:

- [Section 4.3.1, "Create Vendor Agreements"](#)
- [Section 4.3.2, "Add Parties"](#)
- [Section 4.3.3, "Add Terms and Conditions"](#)
- [Section 4.3.4, "Add Articles"](#)
- [Section 4.3.5, "View Contract Validation Checklist"](#)
- [Section 4.3.6, "Extend the Agreement's End Date"](#)
- [Section 4.3.7, "Abandon an Agreement"](#)
- [Section 4.3.8, "Terminate an Agreement"](#)
- [Section 4.3.9, "Copy an Agreement"](#)

4.3.1 Create Vendor Agreements

You can create both operating agreements and program agreements. You must create an agreement first before you can access any of the other links on this page. You also add a vendor's billing information at the time you create the agreement.

You can access all created agreements from this page as well. You can search for existing agreements by using a variety of filtering parameters, including: agreement number, parent agreement number, category (operating agreement or program agreement), status (new, active, signed, terminated, etc.), vendor, start date range, or end date range.

You can also create program agreement templates from which you can create additional program agreements with the same vendor.

Prerequisites

Vendors must be set up in Oracle Payables. In order to set up billing information, vendors must also be set up as customers in Oracle Receivables.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Agreements

Steps

1. On the Agreements page, click Create Agreement.

The Create Agreement page appears where you can create a template of the agreement. A message asks you if you want to create a Template.

2. If so, choose Yes and click the Go button. If not, choose No and click the Go button.

If you are creating an operating agreement, you generally do not want to create a template. You use templates to create program agreements, which you attach to deals.

3. After the Create Agreement page appears, enter an Agreement Number.

This value must be a unique alphanumeric entry.

4. If you are referencing an Operating Agreement, click the Flashlight icon and select the Parent Agreement Number.

If you are setting up an Operating Agreement, leave this field blank. Parent Agreements must be categorized as Operating Agreements. They should contain terms and conditions relevant for all agreements between the lessor and the vendor.

5. To choose the Category of your agreement, click the Flashlight icon and choose either Operating Agreement or Program Agreement.

6. At the Vendor Name field, click the Flashlight icon and choose the vendor whom you are entering into an agreement with from the list of values.

7. Enter an Effective From date and, optionally, an Effective To date.

Agreements can be open ended. Typically, an operating agreement might be open ended, but program agreements would almost always contain an end date.

8. Enter a Short Description of the agreement.
9. Enter a full Description of the agreement.

10. Enter any additional Comments.
11. At the Workflow field, click the Flashlight icon and select a Workflow process from the list of values.

Workflow processes are pre-configured during Oracle Lease Management setup. Select the workflow to manage the approval of the agreement.
12. At the Checklist field, click the Flashlight icon and select a Checklist with which you validate the agreement from the list of values.
13. Click Create to save your work.
14. To add billing information for the vendor, click the Vendor Billing button.

The Vendor Billing Details page opens.
15. In the Role field, choose Lease Vendor from the list of values.
16. In the Customer field, choose the name of the vendor you are setting up a program with from the list of values.
17. In the Customer Account field, choose the vendor's account that you want to bill from the list of values.
18. Choose the vendor's Bill To Address from the list of values.
19. Choose the Bank Account that the vendor uses for billing purposes from the list of values.
20. Select the Invoice Format from the drop-down list.

The default value is None.
21. In the invoice should be reviewed prior to being sent, select the Review Invoice checkbox.
22. Choose the Reason for Review, if any, from the drop-down list.
23. Enter the Review until Date.
24. Click Create to save your work.

Guidelines

You can update existing agreements as long as they have not been activated. To access the Agreement Update page, search for the contract you want to update and click the hypertext Agreement Number. The Agreement Details page appears. Update the fields you want to change and click the Update button.

You can view but not update agreements that have a status of Active on the Agreement Details page.

4.3.2 Add Parties

With both operating and program agreements, you can add the appropriate parties to the agreement. Oracle Lease Management provides several "party roles." You must assign a role to each party when added to the agreement. Examples of roles include manufacturer, investor, and dealer.

Prerequisites

You must have created an agreement.

Parties must be set up.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Parties

Note: You must have an agreement selected before you can access the Parties hypertext link.

Steps

Use these procedures to set up vendor agreement parties and party contacts.

Step 1 Create Party

1. On the Parties page, click the Create Parties button.
The Create Party page appears.
2. In the Role field, click the Flashlight icon and select a role for this party from the list of values.
3. In the Name field, click the Flashlight icon and choose the party name from the list of values.
4. Enter an alternative name in the Party Known As field.

For example, Robert Jones & Sons Automotive.

5. Enter an Alias name.

For example, Jones Auto.

6. Click Create to save your work.

Step 2 Add Party Contacts

1. To add party contacts to the agreement, return to the main Parties page, select the party, and click the Party Contacts hypertext link.

The Contact Parties page displays a list of all the party contacts already associated with the agreement. Party contacts are people that serve as the liaison between you and that particular party when dealing with an ongoing agreement.

2. Select the party and click the Create Contact button.

The Create Party Contact page appears.

3. In the Party Contact Role field, click the Flashlight icon and select a role for the party.

For example, inspector, account manager, etc.

4. In the Name field, click the Flashlight icon and choose the name of the party contact from the list of values.

5. Click Create to save your work.

6. Repeat these steps for each party and party contact you want to associate with the agreement.

4.3.3 Add Terms and Conditions

Terms and conditions provide the procedural guidelines of an agreement. In Oracle Lease Management, you associate sets of terms and conditions to an agreement and then define the parameters of the individual terms within the set.

For program agreements, these terms and conditions may directly affect potential lease deals, whereas terms and conditions set at the operating agreement and apply to all subsequent program agreements.

For example, if your organization never offered evergreen eligibility in any of its lease agreements, you could define this condition in the operating agreement. Whereas, if you offered a variety of end-of-term purchase options, depending upon

the specific deal or program, you could define those terms and conditions in the specific program agreement.

Prerequisites

An agreement must be created.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Terms and Conditions

You must select an agreement before you can access the Terms and Conditions hypertext link.

Steps

1. On the Terms and Conditions Sets page, click the Create Terms and Conditions Sets button.

The Create Terms and Conditions Sets page appears.

2. Under the Terms and Conditions Set section, in the Name field, click the Flashlight icon and select a Terms and Conditions Set for the list of values.
3. Repeat step 2 for all Terms and Conditions Sets you want to add to the agreement.
4. Click the Create button to save your work.

Each Terms and Conditions Set appear in the table at the bottom of the page.

5. To enter values for specific terms within the Terms and Conditions Set, select the option button to the right of the Term you want to edit and click the Terms button.

All the specific terms associated with the set appear.

6. Click the name of the Term in which you want to edit.

The Create Term page appears. This page contains all the attributes attached to a particular term. Any term can have up to 15 attached attributes. You can set these attributes by selecting from a list of values, entering text or selecting or deselecting check boxes, depending upon the nature of the attribute.

For a list of all the seeded terms and conditions sets, see [Appendix B, "Seed Data"](#).

7. Edit all required and optional attributes appropriate for the business rules that drive this particular agreement.
8. Click Create to save your work.
9. Repeat steps 6-8 for each term in the Terms and Conditions set.
10. Repeat this process for each Terms and Conditions Set you are attaching to the agreement.

Guidelines

You can update the values of the attributes up until the time the agreement is saved. Although you can update the terms of a master lease agreement, those terms already copied to an existing contract prior to the update are not changed, only subsequent ones.

4.3.4 Add Articles

An article is the text that describes and details the terms and conditions that are attached to a contract. You cannot change the text of standard articles. Articles differ from Terms and Conditions in the following way:

Terms are contract "rules" with the addition of computer-readable formatting that cause the application to take action based on the information. Articles are the textual presentation of business rules.

When you add an article to the agreement, that article represents text. With a term, however, you can initiate functions within the application based on the term value. For example, an article states that a confirmation letter must be sent within three days of the signature date. When you enter this information as a term, the notification process for a confirmation letter is generated based on the number of specified days.

In Oracle Lease Management, all articles attached to the agreement appear in a table on the Agreement Articles page. Articles include the hypertext-linked name--clicking the article name displays the actual text of the article--the version number, whether or not the article is Standard (that is, a member of the article library in the Oracle Contracts Core module), and any attached comments. You can remove any of these articles from the agreement by selecting the option button to the left of the article and clicking the Remove button.

Note: If you remove an article from an agreement, the new configuration only affects future contracts. All contracts drawn under the previous version of the agreement are still subject to the terms and conditions of the previous agreement version.

Prerequisites

All Standard articles must be written and set up in Oracle Contracts Core. See *Oracle Contracts Core Concepts and Procedures* for more information.

An agreement must be created prior to adding articles.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Articles

Steps

1. On the Articles page, click the Create Article button.
The Create Articles page appears.
2. In the Name field, click the Flashlight icon and choose the article you want to add to the agreement from the list of values.
3. Choose whether or not the article should be Standard or not.
Choosing Yes brings the text of the existing article in Oracle Contracts Core library over to the Agreement with the article. If you choose No, you add the text of the article manually.
4. And any comments about the article in the Comments field.
5. Click Create to save the article onto the agreement.
6. If you selected No in the Standard field, click the hypertext Name of the article from the table.
This opens the Article details page.
7. In the Text field, enter the text you want to attach to the article.
8. Click Update to save your work.

9. Repeat steps 1-5 for each article you are attaching to the agreement.

Guidelines

If you attach Standard articles to the contract, the text is not editable. When you click the article name, you can see the text for the article on the Article Details page, which is set up in Oracle Contracts Core. You can add additional comments to the article at this time.

4.3.5 View Contract Validation Checklist

After you have authored an agreement and have chosen a quality assurance checklist that you want to use to validate the contract, you can view the results of that validation by clicking the Checklist link.

Once you have clicked the link, key information of the agreement appears, including the Vendor Name, Agreement Number, Operating Agreement Number, Agreement Status, and Agreement Description. Also the names of the Workflow Process and the Checklist appear.

At the bottom of the page, a table shows the various validated business-rule processes. It also displays a description of the process, the severity or status of the validation (values are Pass, Fail, and Warning) and the details of the validation assessment. If there is a problem, such as "Contact email is missing," this message appears in the Details column.

If the process passes validation, the following message appears: "The contract QA process has completed successfully."

Before you can activate a contract, all outstanding errors identified by the checklist must be addressed. You do not need to resolve warning statuses; they only notify you of items that you should address.

Prerequisites

An agreement must be completed and a checklist and workflow process must be associated.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Checklist

See Also

For more information on the contract validation process, see the *Oracle Contracts Core Concepts and Procedure* guide for details.

4.3.6 Extend the Agreement's End Date

Once you create a vendor agreement, you can extend the agreement end date for all agreements.

Prerequisites

An agreement must be set up.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Agreements

Steps

1. From the Agreement Summary page, search for the agreement that you want to extend and select the option button to the left of the agreement.
2. Click the Extend button.
This opens the Extend Agreement page. The existing end date appears.
3. In the New End Date field, enter the new end date for the contract.
4. Click the Update button to save your work.

4.3.7 Abandon an Agreement

Once you create a vendor agreement, depending upon its current status, you can abandon or terminate the agreement. For contracts not yet activated, you can abandon the agreement. If you no longer want to use an activated agreement, you must terminate the agreement. For more information, see [Section 4.3.8, "Terminate an Agreement"](#).

Prerequisites

An agreement must be set up.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Agreements

Steps

1. From the Agreement Summary page, search for the agreement that you want to abandon and select the option button to the left of the agreement.
2. Click the Abandon button.

The Abandon Agreement page opens and the displayed agreement status changes to Abandoned.
3. Click the Update button to save your work.

Note: Once you have changed the status of an agreement from Active to Abandoned, you can no longer activate the contract.

4.3.8 Terminate an Agreement

Once you create a vendor agreement, depending upon its current status, you can abandon or terminate the agreement. For contracts that have already been activated, you can terminate it. If you have not yet activated the agreement, you can abandon it. For more information, see [Section 4.3.7, "Abandon an Agreement"](#).

1. From the Agreement Summary page, search for the agreement that you want to terminate and select the option button to the left of the agreement.
2. Click the Terminate button.

The Terminate Agreement page appears.
3. Choose the termination date.
4. Click the Flashlight icon and, from the list of values, choose the reason for the termination.

5. Click the Update button to save your work.

4.3.9 Copy an Agreement

When you create new agreements, you can copy an existing agreement and save it either as a template or as a new agreement. When you perform this function, all parties, contacts, terms and conditions, articles, and validation checker settings are copied to the new contract.

Copying an agreement into a template creates a document that cannot be activated.
Copying an agreement

Prerequisites

An vendor program agreement must be set up.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller, Operations Manager

Navigation

Origination > Vendor Agreements > Agreements

Steps

1. At the Agreement Summary page, search for the agreement you want to copy.
2. Select the option button to the left of the agreement you are copying and click the Copy button.

The Copy Agreement page opens. The agreement category (either operating or program) is copied from the original agreement and displayed on this page. The original agreement number also appears.

3. Enter a unique agreement number for the new agreement.
4. If you want the copy to be an agreement, click the Copy as Agreement button.

The new agreement is created and you are returned to the Agreement Summary page. The new agreement is listed in the table with a status of New. Click on the agreement number to make changes to the agreement.

5. Alternatively, if you want the copy to be a template, click the Copy as Template button.

The new agreement template is created and you are returned to the Agreement Summary page. The new agreement template is listed in the table with a status of New. Click on the agreement number to make changes to the agreement.

6. If there are any changes that you need to make to the new agreement, such as different begin and end dates or to add articles, make them at this time.
7. To activate the agreement, navigate to the Checklist Validation section and click the Submit for Approval button.

Contract Authoring

Contract authoring is the process by which a lessor enters the details of an agreed-upon deal with a lessee and creates a contract in Oracle Lease Management. During authoring, you create an inactive contract and then complete it by selecting or entering data and adding financial asset and fee lines to the contract. Once complete, you must activate the contract before you can book it.

During the initial authoring of an inactive contract, you enter all the relevant details of the contract (customer information, financial product, vendor program, master lease agreement, terms and conditions, contract lines, and so on), either by creating the contract from scratch, copying a lease quote, starting with a contract template, or by copying an existing contract.

Once you have entered the contract details, you must validate the contract and then generate the financial streams and draft journal entries for trial booking. After trial booking, you book the contract.

The main topics in this section are:

- [Section 5.1, "Contract Authoring"](#)
- [Section 5.2, "Importing Existing Contracts"](#)

5.1 Contract Authoring

The main topics in this section are:

- [Section 5.1.1, "Create a Contract"](#)
- [Section 5.1.2, "Set Values for a Financial Product"](#)
- [Section 5.1.3, "Identify Contract Parties"](#)
- [Section 5.1.4, "Set Terms and Conditions"](#)

- [Section 5.1.19, "Set Up Contract Lines"](#)
- [Section 5.1.34, "Set Up Contract Payment Structure"](#)
- [Section 5.1.35, "Book the Contract"](#)
- [Section 5.1.38, "Revise the Contract"](#)
- [Section 5.1.39, "Rebook Multiple Contracts"](#)

5.1.1 Create a Contract

When you create a contract, there are several considerations. Two primary considerations are:

- Do you want to create the contract from scratch?
- Do you want to use information provided in another source?

If the contract is new, you enter all the relevant information. If it is derived from a source, you have existing contract information and details in which you edit during the authoring process.

When you create the contract, you enter information for the contract, customer, rental period, lessor, and other information that may impact the contract during its life cycle.

Prerequisites

In addition to the standard Oracle Lease Management setups, you must set up your customers.

You must define any program-agreements and/or master lease agreements you want to reference.

You must set up all inventory items, install site addresses, billing addresses, usage-based billing counters, payment methods, vendors, guarantors and contract templates.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts

Steps

1. On the Contracts page, click the Create Contract button.

The Create Contract page appears.

2. In the Contract Number field, enter an alphanumeric unique number for the contract. (Or, if you have set up auto-numbering, then an automatically generated number populates the field.)

3. In the Customer Name field, click the Flashlight icon and select the customer party for the lease contract from the list of values.

You can narrow the search by entering in all or part of the customer name.

4. From the list of values, choose the Source for the contract.

The options are: New, Copy, Template, Re-lease, Quote. If you are choosing any of the options other than New, enter a search string in the adjacent field and click the Search icon to search for the source you want to copy.

5. Click Create to save your work.

The Contract Details page appears. You can enter some of the contract header information at this time. The contract number and customer name should already appear in the contract header.

6. Enter a Contract Description.

Note: There are display-only fields on this page, such as version number, status, and legal address, that reflect information drawn from other areas of Oracle Lease Management.

7. If you are using a master lease agreement, then at the Master Lease Number field, click the flashlight icon and select one from the list of values.
8. Select the Released Asset check box if the assets originate from current off-lease inventory.
9. At the Customer Name field, click the flashlight icon and choose the customer for the contract.
10. At the Customer Account field, click the flashlight icon and choose the customer's Oracle Receivables account number from the list of values.
11. Enter the customer's purchase order number.

12. At the Acceptance Method field, choose the method the your customer uses to accept the leased equipment.

Some examples of acceptance methods are verbally, email, fax, phone or paper. If the customer has not accepted the equipment, choose "No acceptance received."

13. In the Rental Period section, in the Term field, enter a numeric value (in terms of whole months) for the length of the contract term.

14. Enter the date when you expect the equipment delivery at the customer's designated site.

15. In the Acceptance Date field, enter the date the customer accepted the equipment.

16. Enter the effective Start Date when the contract term begins.

17. In the Re-book Limit Date field, enter the date before which you will not accept any contract revisions.

18. In the Contract section, in the mandatory Product field, select the financial product you want to attach to the product from the list of values.

Financial products are created during Oracle Lease Management setup, and they contain the accounting options and terms and conditions relevant to that product. For more information on products, see the *Oracle Lease Management Implementation Guide*.

19. Enter the date on which the contract was signed.

20. In the Currency field, choose the currency for the contract.

The lessor's functional currency, determined by the user's set of books, is the default value.

21. If the contract originated through a vendor program, then in the Program field, select the vendor program agreement number that applies to the contract.

22. In the Book Classification field, choose the accounting classification.

The possible options are: Direct Finance Lease, Loan, Loan-revolving, Operating Lease, and Sales Type Lease.

23. Choose the Tax Owner: either Lessor or Lessee.

This determines the tax classification of the contact.

24. In the Credit Line field, click the flashlight icon and choose the credit line for the contract from the list of values.

During funding, the credit line tracks the customer's credit limit. You must set up credit lines in advance. For information on setting up credit lines and limits, see [Section 4.1, "Credit Lines"](#).

25. In the Lessor section, from the list of values, select the Sales Representative for the lessor who receives credit for originating the contract.

The operating unit and set of books of the lessor appear. This information derives from the user's logon profile.

26. In the Other section in the Transfer Date field, enter the date the contract was transferred to a new customer, if applicable.

Note: If the contract was either: Split from another Contract, Replaces a Contract, or has an attached Converted/Legacy Number, that information appears in one of three read-only fields below the Transfer date field.

27. Select the check box if the contract is secured by a Private Activity Bond.
28. Select the Consumer Credit Act Deal check box if the contract is subject to the US Consumer Credit Act.
- If the contact was part of the lessor's legacy conversion, the Converted Account check box automatically includes a check.
29. Select the Save as Template check box if you want to save the contract as template for later replication.
30. Select the Eligible for Pre-Funding check box if the vendors for the contract are eligible to be pre-funded.
31. Select the Revolving Credit check box, if the contract uses a revolving credit line.
32. Select the Eligible for Syndication check box if the contract is the subject of a syndicated agreement.
33. Select the Non-Notification check box to contact the vendor instead of the customer in case of delinquency.
34. Select the Capitalize Interim Interest check box if the contract is subject to capitalization of any interim interest (the period between funding dates and contract start date.)

If left unchecked, interim interest is billed to the customer periodically.

35. Select the Generate Accrual check box to accrue the contract periodically for accounting purposes.

If left unchecked, the account does not accrue.

36. Click the Create button to save your work.

Guidelines

If the contract has not been booked or submitted for approval, you can edit the information on the contract by searching for the contract, and clicking the contract number hypertext link, which opens the Contract Details page. Make your changes and click the Update button.

Hint: You can narrow your search by entering a partial string of the contract number you are searching for and then clicking the flashlight icon. You can further narrow your search by clicking the Advanced Search button and entering more detailed criteria about the contract, such as category, status, or effective from and to dates.

5.1.2 Set Values for a Financial Product

When you select a financial product during authoring, it may have a set of options attached to it. These options, and their related values, reference terms and conditions that impact the contract.

Some of these values are pre-set--a step performed during implementation and the creation of financial products--and cannot be changed. You can change other options. For those options that you can change, you can set the values in the following procedures. Once you have set all options with associated values, those values become default values in the terms and conditions of the contract.

For example, if you have a financial product that requires evergreen eligibility, when you choose this financial product, the evergreen eligibility check box is already checked in the terms and conditions section of contract authoring.

Prerequisites

Financial products with options and values must be set up in Oracle Lease Management.

You also must have a contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Product

Steps

1. Click the Product link.

The Product Options summary page appears. If any option/value combinations have been added to the contract, they appear in the table at the bottom of the page. This table includes option, option description, value, and value description.

2. Click the Add Product Options button.

The Product page appears. This is where you select options and associate values to them.

3. In the Option field, click the flashlight icon and choose the option name you want to set values for.

All options that are associated with the product that you selected for the contract appear in the list of values. After selection, the option name appears in the field.

4. In the Option Value field, click the flashlight icon and from the list of values, choose the value you want to assign to the option you chose in step 2.

The list of values is restricted to those values that are associated during setup with the option you selected in step 2.

5. Repeat steps 2-3 for each option associated with the product.

6. Click the Update button to save your work.

Guidelines

The option values you select during Product configuration impact the Terms and Conditions of the contract. These values determine the default values of certain terms and conditions.

5.1.3 Identify Contract Parties

In a lease arrangement, at a minimum there are always two parties: the lessor and the lessee. These parties are created for you when you begin authoring a contract.

Beyond that, however, you may want to associate other parties with the contract. In Oracle Lease Management you can create additional parties and assign them roles within the agreement. Roles that you can attach to parties in Oracle Lease Management include Vendor, Guarantor, and Label Holder (Private Label).

With each of these roles, you need to provide some information specific to the role.

A vendor is usually the party that sells the lessor the equipment that is going on lease. You must associate vendors to the contract before you can fund the vendor.

A guarantor is a party that guarantees that the lessee makes contractual payments. You may require a guarantor when a lessee's credit-worthiness is not sufficient. A deal can have multiple guarantors.

The private label holder is the brand name the lessor uses when acting on behalf of a program vendor. The lessor actually maintains the investment on the lease, but uses the name and likeness of the label holder when dealing with lessees and other customers.

The Parties page, which appears when you click the Parties menu, displays all the parties already associated with the contract. For a new contract, only the lessor and lessee roles and associated names appear in the table at the bottom of the page.

Prerequisites

You must create a contract.

You must set up parties (Label Holder and Vendors in Oracle Payables; Guarantor in Oracle Receivables).

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Parties

You must select a contract to complete this step.

Steps

1. To add a party to the contract, at the Parties page, click the Create Party button.

The Create Party page appears.

On the Create Party page, you can select what type of party you want to create by selecting the role from the list of values at the Roles field.

The subsequent page that appears depends upon the role you choose.

Step 1 Create Role of Guarantor

1. From the Create Party page, select Guarantor from the Roles field list of values and click Create.

The Party Details page for Guarantor role appears. The Role field displays Guarantor.

2. In the Name field, click the flashlight icon and choose the guarantor party from the list of values.

You can choose any customer account in Oracle Receivables belonging to your organization.

3. Choose the status of the guarantor from the list of values.

The possible options are: Primary and Secondary.

4. In the Correspondence Site field, choose the address to which any credit related correspondence is sent to the guarantor.

This value is the Party Site number. Some guarantors have multiple addresses to choose from.

5. In the Guarantee Type field, choose whether the guarantee is for the Full amount or whether it is a Partial amount guarantee.

6. If the guarantee is partial, in the Guaranteed Amount field, enter a numeric value for the amount of the partial guarantee.

7. In the Guarantee Date field, enter the date you received the guarantee.

8. Enter some brief Comments relating to this guarantor.

9. Click Create to save your work.

Note: If you have a primary and a secondary guarantor, repeat steps 1-11 for each.

Step 2 Create Role of Lease Vendor

1. On the Create Party page, select Lease Vendor from the Roles field list of values and click Create.

The Party Details page for Lease Vendor role appears. The Role field displays Vendor.

2. At the Name field, click the Flashlight icon and choose the Vendor name from the list of values.

You can choose any vendor from Oracle Payables belonging to your organizational unit.

3. Click Create to save your work.

Step 3 Create Role of Label Holder

1. On the Create Party page, select Label Holder from the Roles field list of values and click Create.

The Party Details page for Label Holder role appears. The Role field displays Label Holder.

2. At the Name field, click the Flashlight icon and choose the Label Holder name from the list of values.

You can choose any label holder from Oracle Payables belonging to your organizational unit.

3. At the Logo URL field, enter the URL of the private label logo site.

You can specify the host URL that directs you to the Web site containing a logo of the label holder.

4. Click Create to save your work.

5.1.4 Set Terms and Conditions

Once you have created a contract and entered all the basic information (see [Section 5.1.1, "Create a Contract"](#)), you must add the terms and conditions that may apply to the lessor or the lessee during the life of the contract.

Terms and conditions are the financial and legal arrangements agreed to in the lease contract. In Oracle Lease Management, some of the terms and conditions are determined when you select the financial product with which you are associating the contract. When you set up the product, you choose values, some of which translate to fields in the terms and conditions section.

You can also pre-set terms and conditions through a reference to a vendor program.

When you click the Terms and Conditions menu, the Terms and Conditions Summary page appears. This page contains basic information about the contract you selected, including contract number, status of the contract, a brief description of the contract (if any), the selected financial product, the customer name, the Private Label number (if applicable), and whether or not the contract is syndicated.

Note: This standard heading appears on all authoring pages. You can return to the contract details page by clicking the contract number hypertext link.

Below the basic information, the Additional Information table displays hypertext links to the various areas within Terms and Conditions where you can add information. The topics in this section explore each of these terms and conditions.

The main tasks under this section are:

- [Section 5.1.5, "Set Up Billing"](#)
- [Section 5.1.6, "Set Up Late Charges and Interest"](#)
- [Section 5.1.7, "Set Up Renewal Options"](#)
- [Section 5.1.8, "Set Up Interest Rate"](#)
- [Section 5.1.9, "Set Up Security Deposit, Factoring, and Evergreen"](#)
- [Section 5.1.10, "Set Up Residual Value Insurance"](#)
- [Section 5.1.11, "Set Up Filing Options"](#)
- [Section 5.1.12, "Set Up Asset Return, Re-Purchase Process"](#)
- [Section 5.1.13, "Set Up Purchase Options"](#)
- [Section 5.1.14, "Set Up Termination Quote Process"](#)
- [Section 5.1.15, "Set Up Early Termination Quote Calculation"](#)
- [Section 5.1.16, "Set Up End of Term Termination Quote Calculation"](#)
- [Section 5.1.17, "Set Up Contract Portfolio"](#)
- [Section 5.1.18, "Verify Vendor Programs - Terms and Conditions Sets"](#)

5.1.5 Set Up Billing

In order to properly invoice a customer, you need to enter where to send invoices, what method the customer uses to make payments, and whether or not invoices need a manual review by an agent, for example.

Prerequisites

Set up a contract.

Set up billing addresses, payment methods and invoice formats.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Billing Setup

You must select a contract to complete this step.

Steps

1. Click the Billing Setup hypertext link to show the Terms and Conditions Billing Setup page.
2. In the Bill To Address field, click the Flashlight icon, and from the list of values choose the customer billing site from Oracle Receivables where invoices are sent.
3. In the Payment Method field, click the Flashlight icon and from the list of values choose the method (from the customer's Oracle Receivable's account site) that the customer uses to make payments.
4. In the Bank Account field, from the list of values choose the customer's bank account number in Oracle Receivables, if needed for the payment method.

Oracle Receivables stores bank account numbers along with other customer information.
5. In the Invoice Format field, choose the invoice format group from the list of values.

The invoice group you select determines what appears on the customer's invoices, what billing types are included, whether certain billing types are

combined, and whether or not each leased asset should appear on a separate line, for example.

6. Select the Review Invoice check box to sort the customer's invoices are during printing preparation for a manual review and not to directly mail the invoices.
7. In the Reason for Review field, enter the reason for the manual review, if applicable.
8. Enter the date the manual invoice review ends in the Review Until Date field.
9. Click Create to save your work.

5.1.6 Set Up Late Charges and Interest

You must set the policies governing late charges and late interest, in the event that either of these issues arise during the life of the contract.

Prerequisites

Set up a contract.

Set up late polices.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Late Charges and Interest

Steps

1. Click the Late Charges and Interest hypertext link to show the Terms and Conditions Late Charges and Interest page.
2. Under the Late Charges section, in the Held Until field, enter the date on which you want to begin applying late charges in the event of late payments.
3. Select the Late Charge Exempt check box if you are not charging the customer late fees for this contract.
4. At the Late Charge Policies field, choose the late fee policy that applies to this contract from the list of values.

You can set up late charge policies to include a variety of information, such as whether the charge is a flat fee or a percentage, the grace period, and the minimum and maximum amounts assessed as a late charge. This policy also sets a minimum balance, which if the amount due is less than, no late charge is assessed.

For more information on setting up late policies, see the *Oracle Lease Management Implementation Guide*.

5. Under the Late Interest section, in the Held Until field, enter the date on which late interest begins being applied to the contract, in the event of late payments.
6. In the Late Interest field, choose the late interest policy that applies to this contract from the list of values.

You can set up late interest policies to include the maximum and minimum amounts of late interest to charge to the contract, whether the interest rate is fixed or variable, the grace period, and the minimum balance, beneath which no late interest is charged.

7. Select the Late Interest Exempt check box if you are not charging the customer late interest for this contract.
8. Click the Update button to save your work.

5.1.7 Set Up Renewal Options

Renewal options apply when the contract is at or near end-of-term. You can specify renewal options at the time of authoring. You may have defined renewal options, or the contract may specify them.

Prerequisites

Set up a contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Renewal Options

Steps

1. Click the Renewal Options hypertext link to show the Terms and Conditions Renewal Options page.
2. In the Renewal Notice Days field, enter the number of days before the end of the term that you want to notify the customer of the renewal option for this contract.
3. In the Renewal Options field, choose the renewal option for this contract from the list of values.

The possible values are: None, Fair Rental Value, Fixed Rental Period, and Month to Month.
4. In the Renewal Amount field, enter the amount of the renewal option, if required for the selected renewal option method.
5. Click the Update button to save your work.

5.1.8 Set Up Interest Rate

If the contract is subject to interest rates or variable interest rates, you must set up the interest rate options. For example, you specify whether the interest rate is fixed or variable and what the conversion rates are, as well as define calculations. If the interest rate is variable, you must enter the variables that determine the basis on which the interest rate changes.

Prerequisites

Set up a contract.

Set up interest rate indexes and formulas.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Interest Rate

Steps

1. Click the Interest Rates hypertext link to show the Terms and Conditions Interest Rates page.

2. If the contract is subject to variable rate interest, select the Variable Rate check box.
3. Under the Conversion section, if a conversion option exists for this contract, select the Convert Type from the list of values.

The possible options are: Fixed to Variable, Variable to Fixed, Both, and None. None is the default.
4. If the contract allows a conversion option, select the method of conversion from the list of values.

The possible options are: Mandatory, Optional, or None. None is the default value.
5. Enter the date **on** which the conversion option must be exercised, if applicable.
6. Alternatively, enter the date **by** which the conversion option must be exercised, if applicable.
7. Under the Variable section, select from the list of values the method by which to calculate the interest.

The options are: Fixed Adjust, Float, or None. The default is none.
8. At the Index Name field, select from the list of values the index to calculate the interest rate.
9. If the interest is not tied to an index, enter the Base Rate to calculate the interest.
10. In the Adder field, enter the percentage added to the base rate or index to calculate interest.
11. In the Minimum Rate field, enter the minimum allowable rate to calculate interest.
12. In the Maximum Rate field, enter the maximum allowable rate that the system can use when calculating interest.
13. In the Tolerance field, enter the tolerance limit that a rate change must exceed to be considered in using a new rate.
14. Choose the Adjustment Frequency to use to calculate interest rate changes.

The options are: Daily, Billing Cycle, or None. None is the default.
15. Under the Conversion section, in the Days in a Year field, choose your company's convention for yearly calculations.

The options are: 360, 365, Actual, or None. None is the default.

16. In the Days in a Month field, choose your company's convention for monthly calculations.
The options are: 30, Actual, or None. None is the default.
17. In the Interest Method field, choose the method to calculate the interest.
The options are: Simple Interest, or None. None is the default.
18. Enter the start date on which interest charges begin for this contract.
19. In the Method of Calculation field, choose the method to calculate additional rents for this contract.
20. In the Formula section, in the Calculation Formula Name click the Flashlight icon and choose from the list of values the formula to use for the additional rent calculation method.
Not all rent calculations require a formula.
21. Click the Update button to save your work.

5.1.9 Set Up Security Deposit, Factoring, and Evergreen

If the contract specifies them, you can enter values that govern security deposit, factoring, and evergreen options and settings.

Prerequisites

Set up a contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Security Deposit, Factoring, and Evergreen

Steps

1. Click the Security Deposit, Factoring, and Evergreen hypertext link to show the Terms and Conditions Interest Rates page.
2. In the Security Deposit section, select the Held Until Maturity check box to hold the security deposit until the maturity date of the contract.

3. Select the Net Proceeds From check box if you can net the security deposit refund from the termination proceeds required in a contract buyout.
4. If the security deposit is held only until a specific date, enter the date until which you must hold the security deposit.
5. To factor the revenue streams (such as a split between two entities), enter the percentage amount to factor streams for this contract in the Percentage field.
6. In the Discount Rate field, enter the discount rate to factor streams.
7. In the Evergreen Status section, select the Eligible check box if the contract is eligible for evergreen rents.
8. Click the Update button to save your work.

5.1.10 Set Up Residual Value Insurance

If the residual value of the lease is insured, you can enter the details. If you want to automatically calculate the insured residual, you can select the option and enter the rate for the premium. The pricing engine:

- Determines the minimum amount that you need to insure to classify the lease as direct finance lease.
- Calculates the fee premium for the insurance.

Prerequisites

Set up a contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Residual Value Insurance

Steps

1. Click the Residual Value Insurance hypertext link to show the Terms and Conditions Residual Value Insurance page.
2. Select the check box if the pricing engine automatically calculates the residual value insurance amount and premium.

3. In the Residual Value Insurance Rate field, enter the rate to calculate the premium.
4. Click the Update button to save these selections in the contract.

5.1.11 Set Up Filing Options

If you plan to file a lien on the contract or hold a title and/or registration, you can enter that information at this time. Any lien or title information entered here applies to the entire contract. You also can set up filing options at the asset level.

See [Section 5.1.28, "Choose Asset Filing Options"](#) for details.

Prerequisites

Set up a contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Filing

Steps

The contract information appears above the Liens and Title and Registrations sections.

Step 1 File Liens

1. Choose the Lien Type for the filing from the list of values.
2. Enter the filing number of the lien.
3. Enter the filing date of the lien.
4. Select the Status of this lien from the list of values.

Options include: if the lien is sent, if the lien is under review, and if the lien was rejected.

5. In the Lien Holder field, click the Flashlight icon and choose the party holding the lien from the list of values, if the party is not the lessor.
6. Enter the Jurisdiction in which the lien was filed.

7. Enter the sub-jurisdiction in which the lien was filed.
8. Enter the Expiration Date of the lien filing.
9. Enter the Continuation Number of the lien extension, if applicable.
10. Enter the date on which the lien extension expires.

Step 2 File Title and Registrations

1. Choose the type of title or registration held for this contract.
2. Enter the name of the organization issuing the title or registration.
3. Enter the date of the title.
4. Enter the title number.
5. Enter the registration number.
6. Enter the date the registration expires.
7. Select the location in which this contract is registered.
8. In the Title Custodian field, choose the party having physical custody of the title from the list of values.
9. In the Payee Site field, enter the remit to address of the title custodian.
10. In the Registration Location field, enter the location of the contact registration.
11. Enter the date the registration expires.
12. Click Create to save your work.

5.1.12 Set Up Asset Return, Re-Purchase Process

When the lessee returns an asset, you need to define the asset minimum acceptable price, which you negotiate with the lessee, and you also need to set up the terms of any asset repurchase agreement you have with the vendor or other third party.

In the event that you agree to a repurchase quote option with a third party, you need to consider the quote calculation the sale price of the asset, any discounts you may apply to the quote, and the applicable quote fee, if any. You can set these three elements individually using a fixed amount or a formula to determine the amounts.

You also determine whether or not to prorate the calculation.

Throughout the quote set-up process, if a section is applicable, you need to choose whether or not the quote should use a fixed value or a formula to determine the amount.

Prerequisites

Set up a contract

Define a formula.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Asset Return, Repurchase Process

Steps

1. Click the Asset Return, Repurchase Process hypertext link to show the Terms and Conditions Asset Return, Repurchase Process page.
2. In the Asset Return section, in the Floor Price Formula field, click the Flashlight icon and select from the list of values the formula that calculates the targeted minimum price acceptable for a returned asset, if any.
3. Under the Repurchase Quote Calculation section, select the check box for Repurchase Quote Option to allow a repurchase option for the vendor or another third party.
4. If you plan to use a Repurchase Quote Formula, click the Flashlight icon and select the formula from the list of values.

This formula must be based upon the options you choose for sales price, discount, and quote fees.
5. Choose the Sales Price Option from the list of values, if applicable.
6. If the Sales Price Option is a fixed amount, enter that amount in the Sale Price Amount field.
7. Alternatively, if you are using a formula, click the Flashlight icon and select the Sale Price Formula from the list of values.

8. In the Sale Price Prorate field, choose whether or not to prorate, not prorate, or calculate and prorate at the line level.

If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration. Otherwise it is run against the contract and prorated.

9. Choose the Discount Rate Option (Use Fixed Amount, Use Formula), if applicable.
10. If the Discount Rate Amount is fixed, enter the amount.
11. If you are using a Discount Rate Formula, click the Flashlight icon and choose the formula from the list of values.
12. Choose the Discount Rate Prorate option: Line Calculation, Prorate, Do Not Prorate.
13. Choose the Quote Fee Option, if applicable.
14. If you selected a fixed amount for the Quote Fee option, enter the amount in the Quote Fee Amount field.
15. If you selected a formula to figure the Quote Fee Option, in the Quote Fee Formula field, click the Flashlight icon and choose the formula you want to use from the list of values.
16. Choose the Quote Fee Prorate option: Line Calculation, Prorate, Do Not Prorate.
17. Click the Create Button to save your work.

5.1.13 Set Up Purchase Options

For all contracts you must determine the parameters of the purchase options, even if there is no option. You determine the driving factors separately for an early termination purchase option and the end-of-term purchase option.

In the case of early termination purchase option, you may not offer this option on all contracts. In this case, you select Not Applicable in all the required fields.

The end-of-term purchase option impacts the pricing of the deal and affects the classification of the deal. For example, in the United States of America, if the Purchase Option Type for a particular deal is a \$1 Buyout, the deal is classified as a direct finance loan, or conditional sale. If, on the other hand, the purchase option type is Fair Market Value, the deal is classified as an operating lease.

During this process, you also determine whether or not to prorate the calculation, whereby the terms use proportional calculations to settle the contract.

Throughout the purchase option set-up process, if a section is applicable, you need to choose whether or not the quote uses a fixed value or a formula to determine the amount.

Prerequisites

Set up a contract.

Define a formula.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Purchase Options

Steps

1. Click the Purchase Options hypertext link to show the Terms and Conditions Purchase Options page.

This page includes sections on Early Termination Purchase Option, and End of Term Purchase Option.

Step 1 Early Termination Purchase Option

1. In the Purchase Option field, choose whether the purchase option should be a fixed amount, or determined by a formula, if applicable.
If no early termination purchase option is allowed, accept the default value of Not Applicable.
2. In the Purchase Option Type field, choose the purchase option.
Possible values include: \$1 Buyout, Bargain Purchase Option, Fair Market Value, Fixed Purchase Option, and No Purchase Option.
3. If the Purchase Option requires a fixed amount, enter the amount in the Purchase Option Amount field.
4. If the Purchase Option requires a formula, in the Purchase Option Formula field, click the Flashlight icon and select the formula from the list of values.
5. Choose the Purchase Option Prorate setting you want to use.

Available options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

6. If applicable, choose the Purchase Option Maximum Option, either a fixed amount or a formula.

If you set a purchase option maximum, the purchase option price cannot exceed this set price.

7. If you are using a fixed maximum amount, enter the amount in the Purchase Option Maximum Amount field.
8. If you are using a formula, at the Purchase Option Maximum Formula field, click the Flashlight icon and choose the formula from the list of values.
9. If applicable, choose the Purchase Option Minimum Option, either a fixed amount or a formula.

If you set a purchase option minimum, the purchase option price cannot fall below this set price.

10. If you are using a fixed minimum amount, enter the amount in the Purchase Option Minimum Amount field.
11. If you are using a formula, at the Purchase Option Minimum Formula field, click the Flashlight icon and choose the formula from the list of values.

Note: Maximum and Minimum amounts do not apply if the Purchase Option Type is \$1 Buyout or No Purchase Option.

Step 2 End Of Term Purchase Option

1. In the Purchase Option field, choose whether the end-of-term purchase option is a fixed amount or determined by a formula, if applicable.

If an end-of-term purchase option is not allowed, select Not Applicable and then select No Purchase Option in the following step.

2. In the Purchase Option Type field, choose the purchase option.

Possible values include: \$1 Buyout, Bargain Purchase Option, Fair Market Value, Fixed Purchase Option, and No Purchase Option.

3. If the Purchase Option requires a fixed amount, enter the amount in the Purchase Option Amount field.

4. If the Purchase Option requires a formula, in the Purchase Option Formula field, click the Flashlight icon, and select the formula from the list of values.
5. Choose the Purchase Option Prorate setting you want to use.
Available options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.
6. If applicable, choose the Purchase Option Maximum Option, either a fixed amount or a formula.
If you set a purchase option maximum, the purchase option price cannot exceed this set price.
7. If you are using a fixed maximum amount, enter the amount in the Purchase Option Maximum Amount field.
8. If you are using a formula, at the Purchase Option Maximum Formula field, click the Flashlight icon and choose the formula from the list of values.
9. If applicable, choose the Purchase Option Minimum Option, either a fixed amount or a formula.
If you set a purchase option minimum, the purchase option price cannot fall below this set price.
10. If you are using a fixed minimum amount, enter the amount in the Purchase Option Minimum Amount field.
11. If you are using a formula, at the Purchase Option Minimum Formula field, click the Flashlight icon and choose the formula from the list of values.

Note: Maximum and Minimum amounts do not apply if the Purchase Option Type is \$1 Buyout or No Purchase Option.

12. Click the Create button to save your work.

5.1.14 Set Up Termination Quote Process

When determining the termination quote calculations for a contract, you must first set up the parameters that determine which termination quote calculations to use.

For example, you may author contracts that do not allow for an early termination, but do allow for a partial termination. Or, if you do allow early termination, you

need to determine how many days prior to the end of term date you consider an acceptable "tolerance" to still use end-of-term quote calculations.

This information is important in that early or partial termination quotes could differ significantly from an end-of-term quote calculation.

Prerequisites

Set up a contract.

Define at least one formula.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Termination Quote Options

Steps

1. Click the Termination Quote Process hypertext link to show the Terms and Conditions Termination Quote Process page.

This page includes sections on Early Termination Purchase Option, and End of Term Purchase Option.

2. Under the Termination Quote Process section, select the check box to allow early termination.
3. In the Quote Effective Days field, enter the number of days you want a quote to remain in effect after the date that you create a Termination Quote.

This value determines the default expiration date that appears when you are creating termination quotes for specific assets. For more information on creating termination quotes, see [Section 8.1, "Termination Quotes"](#).

4. In the Quote Effective Maximum Days, enter the maximum number of days you want the user to be able to manually adjust the Effective To date.

For example, if the Quote Effective Days in Step 4 is 30, and you set the Quote Effective Maximum Days for 40, the user in Asset Management can extend the End Date by 10 days.
5. In the End of Term Tolerance Days field, enter the number of days that the end-of-term agreement day is still in effect.

If you set a tolerance of 10 days, for example, a deal that terminates nine days prior to the Termination End Date still qualifies as an End of Term termination.

6. Under the Partial Termination section, if a partial termination requires approval, select the Approval Required check box.
7. If Partial Termination is allowed, select the check box.
8. Under the Partial Termination Gain/Loss section, select the Approval Required check box if the partial termination requires approval

This is only necessary if you did not select the check box in step 7. In this case, if the partial termination generates a financial impact (Gain/Loss), you may want to require approval.

9. In the Net Quote Option field, choose whether the Net Quote Option should be a Fixed Amount or determined by a Formula, if applicable.

Allow for a Net Quote Option if you want to offset some amount against the quote option in the event that a partial termination is exercised.

10. If the Net Quote is a fixed amount, enter the amount in the Net Quote Amount field.
11. If you are using a formula, in the Net Quote Formula field, click the Flashlight icon, and select the formula from the list of values.
12. In the Tolerance Allowed field, enter the amount of variance between the actual termination amount and the net quote amount (figured by fixed amount or formula).

This field accepts positive and negative numbers. Positive numbers are assumed, to enter a negative number, use a dash (-) in front of the number.

In the case of negative numbers, the figure entered is the amount of a loss you are allowing. With positive numbers, this is the amount over the Net Quote figure that you require to accept the quote.

13. Click Create to save your work.

5.1.15 Set Up Early Termination Quote Calculation

If you allow early termination of the contract, you must set up the details for calculating the quote. The calculations used to create an early termination quote work in concert with the early termination purchase option parameters you input earlier (see [Section 5.1.13, "Set Up Purchase Options"](#)) to settle the financial obligations of the contract at termination.

The parameters you can use to calculate the quote include contract obligation, purchase amount, discount rates, quote fee, return fee, rollover incentive, security deposit, termination penalty and a variety of others.

The Termination Quote Formula uses only specific operands, which appear in the following table. (An example formula string is: AMBCOC+AMCPOC+AMCQFE+ANYOUB.) In this example formula, the quote calculation is told to consider either a fixed amount or a formula only for the following terms: contract obligation, purchase amount, quote fee, and outstanding balance. All other terms are ignored.

The following table shows the only operands that you can use to create termination quote formulas.

Table 5–1 Available Operands for Termination Quote Formulas

Operand Name	Description	Corresponding Terms & Conditions Heading
AMBCOC	Contract Obligation	Contract Obligation
AMCTOC	Principal Balance	Contract Obligation
AMCTUR	Unbilled Receivables	Contract Obligation
AMBPOC	Purchase Amount	Purchase Options (screen)
AMCQDR	Discount	Discount Rate
AMCTPE	Termination Penalty	Termination Penalty
AMCSDD	Security Deposit Disposition	Security Deposit
AMCRFE	Return Fee	Return Fee
AMCRIN	Rollover Incentive	Rollover Incentive
AMCQFE	Quote Fee	Quote Fee
AMYOUB	Outstanding Balance	Outstanding Balances
AMYSAM	Service and Maintenance	Service and Maintenance
AMCTAX	Tax / VAT	Tax / VAT
AMBSPR	Sale Price	Sale Price
AMPRTX	Estimated Property Tax	Estimated Property Tax
AMYFEE	Contractual Fee	Contractual Fees

In the preceding table, each operand corresponds to a specific terms and conditions heading (column three). The formulas used to determine the value of each one of these terms can use be comprised of any operand.

Caution: Any other operands used in a top formula will be unrecognizable in the quote and may result in an error or the creation of a miscellaneous line, if the operand is another valid formula.

The lessee and the lessor negotiate the terms of an early termination quote prior to entering into the lease contract.

Oracle Lease Management has seeded formulas that correspond with the Termination Quote Formula and each of the Terms. To see a list of seeded formulas, see the [Appendix B.3, "Formulas"](#).

Prerequisites

Set up a contract.

All formulas must be defined during Oracle Lease Management implementation.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Early Termination Quote Calculation

Steps

1. Click the Early Termination Quote Calculation hypertext link to show the Terms and Conditions Early Termination Quote Calculation page.

Step 1 Quote Calculation

1. If the contract allows for an early termination quote, select the Termination Quote Option check box.
2. In the Termination Quote Formula field, click the Flashlight icon and choose the formula that calculates the termination quote, if applicable.

Step 2 Contract Obligation

1. Choose the contract obligation option, either Used Fixed Amount or Use Formula, if applicable.

The contract obligation is the sum of the unbilled (future) rents, plus unpaid fees, discounted back against the contract and reduced by advanced rent paid.

2. If you are using a fixed amount for the contract obligation, enter the figure in the Contract Obligation Amount field.
3. If you are using a formula, click the Flashlight icon, and select the formula from the list of values in the Contract Obligation Formula field.

Note: Contract Obligation formulas **must** include either the AMCTOC (Principal Balance) or the AMCTUR (unbilled receivables) operand in the formula. Also, the corresponding operand must be included in the Quote Calculation formula. You can include the contract obligation operand (AMBCOC) in the top formula and in the contract obligation formula to account for any additional amounts.

4. Choose the prorate option for the contract obligation.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

Step 3 Discount Rate

1. If you have negotiated a discount rate for the early termination, choose to use either a fixed amount, or a formula, if applicable.

If no discount rate is figured into the quote calculation, select the default: Not Applicable.

2. If you are using a fixed amount for the discount rate, enter the figure in the Discount Rate Amount field.
3. If you are using a formula, click the Flashlight icon, and select the formula from the list of values in the Discount Rate Formula field.
4. Choose the prorate option for the discount rate.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

Step 4 Quote Fee

1. If you have negotiated a quote fee for the early termination, choose to use either a fixed amount, or a formula, if applicable.

If you elect to waive the quote fee, select the default: Not Applicable.

2. If you are using a fixed amount for the quote fee, enter the figure in the Quote Fee Amount field.
3. If you are using a formula, click the Flashlight icon, and select the formula from the list of values in the Quote Fee Formula field.
4. Choose the prorate option for the quote fee.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

Step 5 Return Fee

1. If you have negotiated a return fee for the asset as part of the early termination quote, choose to use either a fixed amount, or a formula, if applicable.

If you elect to waive the return fee, select the default: Not Applicable.

2. If you are using a fixed amount for the return fee, enter the figure in the Return Fee Amount field.
3. If you are using a formula, click the Flashlight icon, and select the formula from the list of values in the Return Fee Formula field.
4. Choose the prorate option for the return fee.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

Step 6 Rollover Incentive

1. If you have included a rollover incentive, which allows the contract to roll over into a new contract, choose to use either a fixed amount, or a formula, if applicable.

If you are not supplying a rollover incentive, select the default: Not Applicable.

2. If you are using a fixed amount for the rollover incentive, enter the figure in the Rollover Incentive Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Rollover Incentive Formula field.
4. Choose the prorate option for the rollover incentive.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

Step 7 Security Deposit

1. If you have negotiated a security deposit disposition, choose to use either a fixed amount, or a formula, if applicable.

If you are not including the security deposit in the termination calculation, select the default: Not Applicable. (For example, there may be no security deposit for the contract, or you may have already returned the security deposit, for example.)

2. If you are using a fixed amount for the security deposit, enter the figure in the Security Deposit Disposition Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Security Deposit Disposition Formula field.
4. Choose the prorate option for the security deposit.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and no proration occurs.

Step 8 Termination Penalty

1. If you have negotiated a penalty amount for an early termination, choose to use either a fixed amount, or a formula, if applicable.

If there is no termination penalty, select the default: Not Applicable.

2. If you are using a fixed amount for the termination penalty, enter the figure in the Termination Penalty Amount field.
3. If you are using a formula, click the Flashlight icon, and select the formula from the list of values in the Termination Penalty Formula field.

4. Choose the prorate option for the termination penalty.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

5. If you are setting a penalty cap amount, choose to use either a fixed amount or a formula to determine the cap, if applicable.
6. If you are using a fixed amount for the termination penalty cap, enter the figure in the Termination Penalty Cap Amount field.
7. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Termination Penalty Cap Formula field.
8. Select the check box of you want to include the Termination Value Compare option in the calculation.

Step 8 Estimated Property Tax

1. If you are including estimated property taxes in the early termination quote, choose to use either a fixed amount, or a formula, if applicable.

If there is no estimated property tax, select the default: Not Applicable.

2. If you are using a fixed amount for the estimated property tax, enter the figure in the Estimated Property Tax Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Estimated Property Tax Formula field.
4. Choose the prorate option for the estimated property tax amount.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 9 Contractual Fees

Select the check box if you want to include Contractual Fees in the calculation.

Step 10 Outstanding Balances

Select the check box if you want to include Outstanding Balances in the calculation. Oracle Lease Management accesses Receivables to return this amount.

Step 11 Service and Maintenance

1. Select the check box if you want to include Service and Maintenance fees in the calculation.
2. Click the Create button to save your work

5.1.16 Set Up End of Term Termination Quote Calculation

You must enter the details you have agreed upon with the lessee to use for calculating the end of term termination quote. The calculations used to create a termination quote work with the end-of-term purchase option parameters you specified earlier (see [Section 5.1.13, "Set Up Purchase Options"](#)) to settle the financial obligations of the contract at termination.

The parameters are used to calculate the quote include such potential factors as contract obligation, purchase amount, discount rates, quote fee, return fee, rollover incentive, security deposit, termination penalty and a variety of others.

You can use only specific operands with the Termination Quote Formula. The Termination Quote Formula operands appear in the following table.

(An example formula string is: AMBCOC+AMCPOC+AMCQFE+ANYOUB.) In this example formula, the quote calculation is told to consider either a fixed amount or a formula only for the following terms: contract obligation, purchase amount, quote fee, and outstanding balance. All other terms are ignored.

The following table displays the only operands that you can use to create termination quote formulas.

Table 5–2 Available Operands for Termination Quote Formulas

Operand Name	Description	Corresponding Terms & Conditions Heading
AMBCOC	Contract Obligation	Contract Obligation
AMCTOC	Principal Balance	Contract Obligation
AMCTUR	Unbilled Receivables	Contract Obligation
AMBPOC	Purchase Amount	Purchase Options (screen)
AMCQDR	Discount	Discount Rate
AMCTPE	Termination Penalty	Termination Penalty
AMCSDD	Security Deposit Disposition	Security Deposit
AMCRFE	Return Fee	Return Fee

Table 5-2 Available Operands for Termination Quote Formulas (Cont.)

Operand Name	Description	Corresponding Terms & Conditions Heading
AMCRIN	Rollover Incentive	Rollover Incentive
AMCQFE	Quote Fee	Quote Fee
AMYOUB	Outstanding Balance	Outstanding Balances
AMYSAM	Service and Maintenance	Service and Maintenance
AMCTAX	Tax / VAT	Tax / VAT
AMBSPR	Sale Price	Sale Price
AMPRTX	Estimated Property Tax	Estimated Property Tax
AMYFEE	Contractual Fee	Contractual Fees

In the preceding table, each operand corresponds to a specific terms and conditions heading (column three). The formulas used to determine the value of each one of these terms can use be comprised of any operand.

Caution: Any other operands that you use in a top formula will be unrecognizable in the quote and may result in an error or the creation of a miscellaneous line, if the operand is another valid formula.

The lessee and the lessor negotiate the terms of an early termination quote prior to entering into the lease contract.

Oracle Lease Management has seeded formulas that correspond with the Termination Quote Formula and each of the Terms. To see a list of seeded formulas, see the [Appendix B.3, "Formulas" section](#).

Prerequisites

Set up a contract.

Define all formulas during Oracle Lease Management implementation.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Early Termination Quote Calculation

Steps

1. Click the End of Term Termination Quote Calculation hypertext link to show the Terms and Conditions End of Term Termination Quote Calculation page.

Step 1 Quote Calculation

1. If the contract allows for an early termination quote, select the Termination Quote Option check box.
2. In the Termination Quote Formula field, click the Flashlight icon and choose the formula used to calculate the termination quote, if applicable.

Step 2 Contract Obligation

1. Choose the contract obligation option, either Used Fixed Amount or Use Formula, if applicable.

The contract obligation is the sum of the unbilled (future) rents, plus unpaid fees, discounted back against the contract and reduced by advanced rent paid.

2. If you are using a fixed amount for the contract obligation, enter the figure in the Contract Obligation Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Contract Obligation Formula field.

Note: Contract Obligation formulas **must** include either the AMCTOC (Principal Balance) or the AMCTUR (unbilled receivables) operand in the formula. Also, you must include the corresponding operand in the top formula. You can include the contract obligation operand (AMBCOC) in the Quote Calculation formula and in the contract obligation formula to account for any additional amounts.

4. Choose the prorate option for the contract obligation.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 3 Discount Rate

1. If you have negotiated a discount rate for the end of term termination, choose to use either a fixed amount, or a formula, if applicable.

If no discount rate is figured into the quote calculation, select the default: Not Applicable.

2. If you are using a fixed amount for the discount rate, enter the figure in the Discount Rate Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Discount Rate Formula field.
4. Choose the prorate option for the discount rate.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 4 Quote Fee

1. If you have negotiated a quote fee for the end of term termination, choose to use either a fixed amount, or a formula, if applicable.

If you elect to waive the quote fee, select the default: Not Applicable.

2. If you are using a fixed amount for the quote fee, enter the figure in the Quote Fee Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Quote Fee Formula field.
4. Choose the prorate option for the quote fee.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 5 Return Fee

1. If you have negotiated a return fee for the asset as part of the end of term termination quote, choose to use either a fixed amount, or a formula, if applicable.

If you elect to waive the return fee, select the default: Not Applicable.

2. If you are using a fixed amount for the return fee, enter the figure in the Return Fee Amount field.

3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Return Fee Formula field.
4. Choose the prorate option for the return fee.
The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 6 Rollover Incentive

1. If you have included a rollover incentive to the lessee for entering into a new lease, choose to use either a fixed amount, or a formula, if applicable.
If you are not supplying a rollover incentive, select the default: Not Applicable.
2. If you are using a fixed amount for the rollover incentive, enter the figure in the Rollover Incentive Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Rollover Incentive Formula field.
4. Choose the prorate option for the rollover incentive.
The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 7 Security Deposit

1. If you have negotiated the disposition of a security deposit, choose to use either a fixed amount, or a formula, if applicable.
If you are not including the security deposit in the termination calculation, select the default: Not Applicable. (For example, there may be no security deposit for the contract, or the security deposit has already been returned, etc.)
2. If you are using a fixed amount for the security deposit, enter the figure in the Security Deposit Disposition Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Security Deposit Disposition Formula field.
4. Choose the prorate option for the security deposit.
The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 8 Termination Penalty

1. If you intend to charge a penalty amount for an end of term termination, choose to use either a fixed amount, or a formula, if applicable.

If there is no termination penalty, select the default: Not Applicable.

2. If you are using a fixed amount for the termination penalty, enter the figure in the Termination Penalty Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Termination Penalty Formula field.
4. Choose the prorate option for the termination penalty.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

5. If you are setting a penalty cap amount, choose to use either a fixed amount or a formula to determine the cap, if applicable.
6. If you are using a fixed amount for the termination penalty cap, enter the figure in the Termination Penalty Cap Amount field.
7. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Termination Penalty Cap Formula field.
8. Select the check box of you want to include the Termination Value Compare option in the calculation.

Step 9 Estimated Property Tax

1. If you are including estimated property taxes in the end of term termination quote, choose to use either a fixed amount, or a formula, if applicable.

If there is no estimated property tax, select the default: Not Applicable.

2. If you are using a fixed amount for the estimated property tax, enter the figure in the Estimated Property Tax Amount field.
3. If you are using a formula, click the Flashlight icon and select the formula from the list of values in the Estimated Property Tax Formula field.
4. Choose the prorate option for the estimated property tax amount.

The options are: Prorate, Do Not Prorate, or Line Calculation. If you choose Line Calculation, then the formula is run against each of the individual contract lines and there is no proration.

Step 10 Contractual Fees

Select the check box if you want to include Contractual Fees in the calculation.

Step 11 Outstanding Balances

Select the check box if you want to include Outstanding Balances in the calculation. Oracle Lease Management accesses Receivables to return this amount.

Step 12 Service and Maintenance

1. Select the check box if you want to include Service and Maintenance fees in the calculation.
2. Click the Create button to save your work

5.1.17 Set Up Contract Portfolio

Optional

You can set up asset tracking functionality for booked contracts in this section. The contract portfolio allows you to enter your expected profit budget for the contract (either as a fixed amount or through the use of a formula), which you can subsequently track by initiating a concurrent program.

The budget amount entered in the contract portfolio (which represents the amount of profit you expect to make through the life of the contract) is stored in asset management tables and does not change in the event you rebook the contract. In this way, you can track a contract through multiple revisions, while maintaining an accurate account of the budget set at the time of original booking.

You can also set up a notification schedule and strategy, if you want to take any action on the contract prior to taking the contract off-lease. For example, if you want to contract your equipment vendor to inquire about upgrades, you can set up a notification schedule to implement this process.

Oracle Lease Management runs a concurrent program, which sends a notification of the strategy you want to employ to the assigned asset management team on the specified date of notification.

Note: Once a contract is booked during authoring, you cannot make any changes to the contract portfolio from this link. Any post-booking changes must be made on the asset management areas. See [Section 9.4, "Maintain Contract Portfolio"](#) for more information.

The two concurrent programs associated with contract portfolio are:

- OKL Notification of Contract Portfolios on Execution Due Date
- OKL Update Contract Portfolio Budget Amount

These concurrent programs can either be scheduled or run manually. For more information on concurrent programs, see [Section I.2, "List of Concurrent Programs" of the appendix](#).

Prerequisites

You must define an assignment group in Oracle Foundation.

Set up a contract.

Define a budget amount formula, if applicable.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Contract Portfolio

Steps

To set up a contract portfolio profile, execute the following:

1. If you want the contract portfolio you are creating to be approved prior to booking, select the Approval Required checkbox.

This kicks off an Oracle workflow process that notifies the appropriate manager to approve the portfolio.
2. In the Assignment Group field, choose the asset management team you want to send notification to regarding this portfolio from the drop-down list.
3. In the Budget Amount Option field, choose the method you want to calculate the contract budget, if any.

Options include: Fixed Amount or Formula.
4. If you choose a fixed amount, enter the amount of the budget in the Budget Fixed Amount field.

5. Alternatively, if you choose a formula, choose the Budget Amount Formula from the list of values.
6. Enter the amount of days from the contract expiration that you want to implement your portfolio strategy.
7. In the Strategy field, select the strategy that you want to implement from the drop-down list.

This strategy is a text message that is included with the notification that you are sending to the assignment group (for example "Initiate Contract to purchase via letter.")

8. Click the Create button to save your work.

5.1.18 Verify Vendor Programs - Terms and Conditions Sets

Optional

If you associate a vendor program with the contract, you can view the terms and conditions of that program by clicking the Terms and Conditions Sets link. This link displays all terms and conditions sets associated with the vendor program you selected.

If your contract does not use a vendor program, then the terms and conditions set summary table will be empty and does not apply to the contract.

Prerequisites

Set up a contract.

Set up vendor programs.

You must also be using a vendor program in the contract for this link to apply.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Terms and Conditions > Vendor Programs

Steps

1. Click the Vendor Program hypertext link to show the Terms and Conditions sets page.

In the Terms and Conditions Sets page, all the terms and conditions sets associated with vendor program referenced in this contract appear in a summary table.

2. To view the details of the Terms and Conditions set, click the set name hypertext link.

This displays the Terms and Conditions Sets Details page, which includes the Set name and a field for Comments. You can add, delete, or edit comments about the set. When you are finished, click Update to save the changes and return to the summary page. The Comment changes appear in the Comments column of the summary table.

3. To view all the terms that are within the set, select the option button to the left of the set and click the Terms button.

The terms appear in a summary table. There is a term name hypertext link and whether or not it is a required term.

4. To view the attributes and values of the term, click the term name hypertext link.

Each term can have up to 15 attributes with associated values.

5. If you want to add a Terms and Conditions Set to the contract, click the Create Terms and Conditions Set button.

The Create Terms and Conditions Set page opens.

6. In the Name field, click the Flashlight icon and from the list of values choose the name of the Terms and Conditions Set you want to add to the contract.

7. Add any comments you want to attach to the set details and click the Create button to save your work and return to the Summary page.

Guidelines

Any terms and conditions sets that you add or edit for the contract are reflected only within that contract. These changed sets are **not** added to the original Vendor Program. If you select that vendor program for a subsequent contract, the new sets will not be included.

5.1.19 Set Up Contract Lines

Authored leasing contracts may contain a variety of line types, including asset, service, fees, insurance, and usage type service or usage lines. Typically, in commercial equipment leasing, you have at least one asset line. An asset line is little

more than the physical asset being leased. A single asset line may contain multiple units.

For example, if the asset going on lease was 10 copy machines, and the only difference between each copy machine was the serial number, only one asset line is required. All item codes are set up prior to authoring in Oracle Inventory.

Service lines work similar to fee lines except service items are set up in Oracle Inventory. On the other hand, when you include a fee line on your contract, you are selecting a particular fee stream type.

The main tasks under this section are:

- [Section 5.1.20, "Set Up Asset Lines"](#)
- [Section 5.1.30, "Set Up Service Lines"](#)
- [Section 5.1.31, "Set Up Lines for Fees"](#)
- [Section 5.1.32, "Set Up Insurance Lines"](#)
- [Section 5.1.33, "Set Up Usage Lines"](#)

5.1.20 Set Up Asset Lines

Required

If you are authoring a new lease contract, you must add the appropriate asset lines to the contract. To add an asset to a contract, you create the asset line and select the appropriate item from a list that is stored in Oracle Inventory. You also enter the quantity of items--a single asset can contain multiple units--and enter other relevant information such as a description of the asset, unit cost, model, manufacturer, installed site, and the fixed asset location. You also enter the residual value details of the asset.

When you first navigate to the Asset Summary page, you can click the Go button to see all the asset lines that have been attached to the contract. The table includes relevant information about the asset line, including asset number, year, make, description, units, cost, vendor, location, and residual amount. This table is empty if you are authoring a new contract.

If the contract involves real estate and is classified as a loan, you can also create an asset line for Real Estate. See the following topic:

- [Section 5.1.29, "Set Up Real Estate Lines"](#)

Prerequisites

Set up all items, services, and usage items in Oracle Inventory.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Lines > Assets

Steps

1. To create a new asset line, from the Assets Summary page, click the Create Asset button.

The Asset Details appears. You enter the asset line general information in the Details section. Once you have created the asset, the links in the Properties section become activated that you can edit at that time.
2. At the Item field, click the Flashlight icon and select an inventory item from the list of values.
3. Enter a required unique alphanumeric value in the Asset Number field.
4. Enter a description of the asset line.
5. Enter the Unit Cost of the item.
6. Enter the number of units you are including on the line.
7. Optionally, enter the Model type of the asset.
8. Optionally, enter the Manufacturer of the asset.
9. Optionally, enter the Year of the Manufacture.
10. At the Installed Site field, click the Flashlight icon, and select the address where the asset is located or installed.
11. At the Fixed Asset Location field, click the Flashlight icon, and select the location for the asset from the list of values.
12. If this is a Prescribed Asset, for Canadian filing purposes, select the check box.
13. Under the Residual section, enter the Percent of the asset cost that represents the residual amount of the asset.
14. Alternatively, enter an amount of the residual for the total line cost.

If you choose to enter a residual percentage, the calculated amount automatically appears in this field.

15. If there is a Guarantor for the residual, select the role of the guarantor from the list of values.

The options are: Lessee, Other, or Vendor. The default value is None.

16. Enter the amount of the residual guarantee.
17. Click the Create button to save your work.

Once you create the asset, you a confirmation message appears.

Copy an Asset Line

If you have existing asset lines, you can copy an asset line onto the contract. You may want to create duplicate asset lines or split a contract.

Steps

1. From the Asset Summary page, select the option button to the left of the asset line you want to copy.
2. Click the Copy Assets button.

The Copy Assets page appears. The Source Contract number and the Contract to be copied to also appear. (In the case of a duplicate asset creation, these will be the same.)

3. In the Reason field, choose the reason you are copying the asset line.
4. Click Copy.

The new asset line appears in the table at the bottom of the Asset Summary page. Oracle Lease Management assigns a unique asset number to the line.

Guidelines

Once you have set up an asset line, you can set the properties for that line. These are:

- [Section 5.1.21, "Set Up Asset Add-Ons"](#)
- [Section 5.1.22, "Set Up Asset Depreciation"](#)
- [Section 5.1.23, "Set Up Asset Taxes"](#)
- [Section 5.1.24, "Enter Asset Serial Numbers"](#)

- Section 5.1.25, "Set Up Asset Billing"
- Section 5.1.26, "Set Up Asset Adjustments"
- Section 5.1.27, "Set Up Asset Supplier Invoice"
- Section 5.1.28, "Choose Asset Filing Options"

Each of the above properties contains information relevant to the contract.

Note: The following steps require that you select an asset line. All properties are configured at the asset line level only.

5.1.21 Set Up Asset Add-Ons

If you want to add additional related items to the asset line, you can click the Add-Ons link. If you add an item in the add-ons section, you automatically get the unit number of the add-on item that corresponds with the asset unit number you entered when setting up the item.

These add-ons add to the total value of the asset line, and the residual value is affected accordingly. In other words, if you had a 15 percent residual on an asset, the residual value of the asset line would increase by a total of 15 percent of the total add-ons cost.

Navigation

Origination > Contracts > Lines > Assets > Add-Ons

Steps

In the Asset field, the Asset Line number for the line for which you are creating an add-on appears. You can search for other asset lines on the contract by clearing the asset line number and clicking the Go button.

You can then select the new asset line for which you want to create add-ons.

1. In the Add-On table, at the Item field, click the Flashlight icon and choose the Inventory item you want to add to the asset line.
2. Enter a Unit Cost for the item.
3. Repeat steps 2-3 for each item you want to add to the asset line.
4. If you run out of lines, click the Add 3 Rows button and continue adding items.
5. Click Create to save your work.

Guidelines

If you want to remove an add-on item from an asset line, select the Remove check box next to the item you want to remove and click the Update button.

To return to the Asset Details page, click the Asset Description hypertext link.

5.1.22 Set Up Asset Depreciation

You must set the asset book depreciation parameters for the asset line. An asset can only depreciate in one asset book for book depreciation. All of the fields have default values appropriate for establishing depreciation settings.

Navigation

Origination > Contracts > Lines > Assets > Depreciation

Steps

In the Asset field, the asset line number that you are working with appears.

The Description hypertext link of the asset line appears just below the Asset field. The hypertext link returns you to the Asset Details page of the selected asset.

1. In the Book field, click the Flashlight icon and choose the asset book from Oracle Assets in which this asset is recorded.

The default value is the asset book for the user's set of books.

2. In the Category field, click the Flashlight icon and choose the asset category from Oracle Assets assigned to this asset.

The default value is the assigned category of the Inventory item from Oracle Inventory.

3. In the In-Service Date field, enter the date the asset was placed in service if different from the contract start date.

4. Enter the depreciable cost if it differs from the capitalized cost.

The value is a default value.

5. In the Depreciation Method field, click the Flashlight icon and choose the method you want to use to figure depreciation from the list of values.

The default value is the method assigned to the asset category in Oracle Assets.

6. Enter the asset's depreciable economic life in the Live in Months field.

This field automatically populates, depending upon the depreciation method you choose.

7. Optionally, enter a depreciation percent rate.

In the Salvage Value field, the asset line residual value is reflected in a dollar amount.

8. Enter a new amount if the salvage value is different than the residual value.
9. Click the Create button to save your work.

At this point, the Asset Tax Depreciation button appears.

10. Click this button to set up the asset's tax book depreciation.

You can set up one or more tax books per asset as long as the tax books are defined for the selected asset book in Oracle Assets.

On the Asset Tax Depreciation page, the table includes lines for multiple tax books.

11. In the Tax Book field, choose the first tax book you want to use for this asset depreciation from the list of values.

The cost of the asset appears in the Cost column.

12. Enter the depreciable tax cost if it differs from the capitalized cost.
13. In the Method field, click the Flashlight icon and select the tax depreciation method you want to use for this asset.

The method you use determines the asset's depreciable tax life for the selected tax book.

14. Click the Create button to save your work.
15. Repeat the steps 11-16 to enter details on additional tax books.

Guidelines

Click the Corporate Book hypertext link to return to the Asset Depreciation page.

5.1.23 Set Up Asset Taxes

If there are sales tax or value added tax implications for the asset separately from the contract, you must set those parameters.

Navigation

Origination > Contracts > Lines > Assets > Taxes

Steps

1. Under the Sales Tax section, select the Exempt check box if the customer is sales tax exempt for this asset.
2. Enter the customer's tax exempt certificate number.
3. Select the Override check box if the look up sales tax rate is to be replaced by a manual override rate for this asset.
4. Enter the amount of the manual override sales tax rate for this asset.
5. Under the VAT section, select the Exempt check box if the customer is VAT exempt for this asset.
6. Enter the customer's VAT exempt certificate number.
7. Select the Override check box to replace the look-up VAT rate by a manual override rate for this asset.
8. Enter the amount of the manual override VAT rate for this asset.
9. Click the Create button to save your work.

5.1.24 Enter Asset Serial Numbers

You can enter the serial numbers for each unit for the asset line. This page displays the asset number, the asset description (a [hypertext link to the Asset Details page](#)), the number of units, and the installed address of each asset.

The table displays lines for each unit of the line specified in the asset details section.

Navigation

Origination > Contracts > Lines > Assets > Serial Numbers

Steps

1. In the Serial Number field, enter the serial number of each unit of the asset.
2. Click Create to save your work.

Guidelines

Once you have added serial numbers to the units of an asset, you can only change the number of units by removing them from this page. Select the Remove check box to the left of the unit you want to remove and click the Update button.

Removing units impacts the overall value of the asset and also impacts the residual value.

5.1.25 Set Up Asset Billing

You need to set up all the billing information for each asset if it differs from the contract billing setup. This includes bill to address, bank account number, bank, payment method, for example.

Navigation

Origination > Contracts > Lines > Assets > Billing

Steps

In the Asset field, the asset line you selected to edit the properties of appears. You can search for other asset lines on this contract by clicking the Go button.

The Description of the asset (a hypertext link) appears beneath the Asset number field.

1. Under the Billing Setup section, click the Flashlight icon and from the list of values select the customer billing address to which invoices for this asset are sent.
2. In the Bank Account field, click the Flashlight icon and choose the customer bank account from which payments are drawn.

This is optional and only used if payments are drawn directly from the customer's account. The Bank name appears once you select the bank account.
3. If invoices for this asset are to be sorted from direct mailing programs for a manual review, choose the Reason For Review from the list of values.
4. Select an invoice format group that applies only to this asset.
5. Select the Review Invoice check box if you want to manually review the printed invoices for this asset before sending them to the customer.
6. In the Payment Method field, choose the customer's payment method for this asset.

7. Click the Create button to save your work.

5.1.26 Set Up Asset Adjustments

If you are going to make any adjustments to the capital cost of the asset, such as capital reductions or trade in amounts, you need to enter those figures here.

Navigation

Origination > Contracts > Lines > Assets > Adjustments

Steps

The Asset field contains the asset number for the asset you are adjusting. If you want to make adjustments to a different asset on this contract you can click the Go button and search for that asset.

The asset description and the total cost of the asset appear below the Asset field.

1. In the Capital Reduction field, enter the percent or value amount of the reduction to capital for the asset line.
2. Select the appropriate option button, either (%) or Value.
3. In the Trade In field, enter the amount of any trade-in applied to the capital amount.
4. Click the Create button to save your work.

The Capital Cost of the asset reflects any adjustments you make after you click Create.

5.1.27 Set Up Asset Supplier Invoice

If you need to record information about the supplier invoice for the specified asset, you can enter those details here.

Navigation

Origination > Contracts > Lines > Assets > Supplier Invoice

Steps

1. In the Vendor field, select the vendor name for the invoice from the list of values.

You can only select from vendors set up in the Parties section with the role of "lease vendor" and which are associated to this contract.

2. In the Invoice Number field, enter the supplier invoice number.
3. In the Invoice Date field, enter the date of the supplier invoice.
4. In the Ship to Site field, choose the ship to address which is to appear on the supplier invoice from the list of values.

You can only select from the customer's existing shipping addresses.

5. Click the Create button to save your work.

Note: This invoice information entered above is not sent to Oracle Payables as a funding request.

5.1.28 Choose Asset Filing Options

If you plan to file a lien on the asset or hold a title and/or registration, you must enter that information here.

Navigation

Origination > Contracts > Lines > Assets > Filing

Steps

The Asset field contains the asset number for the asset you are adjusting.

Step 1 File Liens

1. Choose the Lien Type for the filing from the list of values.
2. Enter the filing number of the lien on this asset.
3. Enter the filing date of the lien on this asset.
4. Select the Status of this lien from the list of values.

Options include: if the lien is sent, if the lien is under review, and if the lien was rejected.

5. In the Lien Holder field, click the Flashlight icon and choose the party holding the lien on this asset from the list of values, if the party is not the lessor.
6. Enter the Jurisdiction in which the lien for this asset was filed.

7. Enter the sub-jurisdiction in which the lien for this asset was filed.
8. Enter the Expiration Date of the lien filing on this asset.
9. Enter the Continuation Number of the lien extension for this asset, if applicable.
10. Enter the date on which the lien extension for this asset expires.

Step 2 File Title and Registrations

1. Choose the type of title or registration held for this asset.
2. Enter the name of the organization issuing the title or registration for this asset.
3. Enter the date of the title for this asset.
4. Enter the title number for this asset.
5. Enter the registration number for this asset.
6. Enter the date the registration for this asset expires.
7. Select the location in which this asset is registered.
8. In the Title Custodian field, choose the party having physical custody of the title for this asset from the list of values.
9. In the Payee Site field, enter the remit to address of the title custodian.
10. In the Registration Location field, enter the location of the asset registration.
11. Enter the date the registration for this asset expires.
12. Click Create to save your work.

5.1.29 Set Up Real Estate Lines

If the contract involves real estate and is classified as a loan, the Asset Summary page displays the Create Real Estate button. Enter all the appropriate information for a real estate asset at this time.

Note: You will not see the Create Real Estate button if the deal is not classified as a loan.

Navigation

Origination > Contracts > Lines > Assets > Real Estate

Steps

1. In the Item field, select the inventory item code for the property from the list of values.
2. Enter the asset number.
3. Enter a short description of the property.
4. Enter the weighted average life of the property.
5. Enter the year the property was originally built.
6. Choose the address of the property from the list of values.

Step 1 Financial

1. Enter the initial direct costs of originating the loan for this property.
2. Enter the bond equivalent yield for the loan on this property.
3. Enter the total amount of the loan in the Financed Amount field.
4. Select the Credit Tenant check box if there is a credit tenant.
5. Select the Government Building Secured check box if the loan is secured by a government building.
6. Enter the percentage of the rentable space occupied at origination in the Occupancy Ratio field.
7. Enter the ratio of rent cash flow to loan payment amount at origination in the Coverage Ratio field.
8. Enter the amount of rent cash flow at origination in the Property Rent field.

Step 2 Inspection

1. Enter the date of the last property inspection.
2. Enter the date the next property inspection is due.

Step 3 Appraisal

1. Select the property collateral class from the list of values.
2. Select the appraiser conducting the property appraisal from the list of values.
3. Enter the appraisal date.
4. Enter the appraised value of the property.

Step 4 Square Footage

1. Enter the property's gross square footage in the Gross field.
2. Enter the property's rentable square footage in the Net Rentable field.

Step 5 Commitment Letter

1. Enter the date a commitment letter was accepted.
2. Enter the date a commitment letter expires.
3. Click Create to save your work.

5.1.30 Set Up Service Lines

If you plan to provide for or bill for any services within the terms of the contract, you must set up the service lines.

You can set up services independently or associated to assets. Also, services can exist as "passthroughs," whereby the price of a service is passed through the supplier.

When you first navigate to the Service Summary page, you can click the Go button to see all the service lines that have been attached to the contract. The table includes relevant information about the service line, including service name, amount, vendor, and effective to and from dates. This table is empty if you are authoring a new contract.

Prerequisites

Inventory service items and suppliers must be set up. Also, if you are going to apply services to individual asset lines, you must set up the asset lines. For passthrough services, a corresponding billing type (stream type) must be set up.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Lines > Service

Steps

1. From the Service Summary page click Create Service.

The Service and Maintenance page appears.

2. In the Service field, click the Flashlight icon and select the Inventory service item you are setting up from the list of values.
3. In the Supplier field, select the supplier for this service from the list of values.
You only need to select a supplier if the service is going to be passed through.
4. Enter the effective date that this service starts.
5. Enter the date this service ends.
6. Enter the cost amount of this service. (This is the fundable amount.)
7. Click Create to save your work.

When you receive confirmation of a successfully created service, you can click the service name hypertext link in the Service Summary table to apply the service to a particular asset or assets, or to make it a passthrough.

Step 1 Serviced Assets

1. From the Service Summary page, click the service name hypertext link and then click the Serviced Assets button.

The Serviced Assets page appears. This page displays the Service name and the supplier name (if any) above a table where you can select the assets to be serviced.

2. In the Assets field, click the Flashlight icon and select the asset you want covered by the service.
3. In the Amount field, enter the cost of the service for each asset.
4. Repeat steps 2-3 for each asset you want covered by the service.

The sum of the cost to service all the assets cannot exceed the total cost of the service.

5. Click Update to save your work.

Step 2 Passthrough

1. From the Service Summary page, click the service name hypertext link and then click the Passthrough button.

The Passthrough page appears. This page displays the Service name and the name of the supplier to whom the service cost is passed through.

2. In the Stream Type field, select the name of the billing item related to the service item that is being passed through from the list of values.
3. Enter the percent of the service cost that is being passed through to the supplier in the Passthrough Percent field.
4. In the Passthrough Basis Code field, choose the basis on which the disbursement date is determined from the list of values.

Guidelines

You can have multiple service lines on the same contract. To remove a line, select the Remove check box to the left of the service you want to remove and click the Update button.

5.1.31 Set Up Lines for Fees

You can create contract lines for fees that have been negotiated into the deal. You can associate fees with a variety of activities such as commissions, customer service activities, documentation fees, and many more.

You can pass through fees to suppliers, if the contract warrants it. For example, if a vendor pays for the cost of a fee, you may passthrough the fee received from the customer to the vendor. Fees can also be applied on an asset by asset basis.

Prerequisites

You must set up fees as stream types with an attribute of "billable" and a category of "fee."

You must have asset lines on the contract if you are going to apply fees to certain assets.

If there are vendors associated with the fees, you need to create the vendor parties.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Lines > Fees

Steps

1. From the Fees Summary page, click the Create Fee button.

The Create Fee page appears.

2. In the Fee field, select the fee type from the list of values.
3. If the Fee is associated with a particular supplier, in the Supplier field select the supplier from the list of values.

You only need to select a supplier if some portion of fee is going to be passed through to the supplier.

4. Enter the date the fee is charged.
5. If the fee is recurring, enter the date the fee ends.
6. Enter the total amount of the single fee or the periodic amount of the recurring fee in the Amount field.
7. Enter the amount of the fee that is initial direct cost to be amortized
8. Click Create to save your work.

When you receive confirmation of a successfully created fee, you can click the fee name hypertext link in the Fee Summary table to allocate the fee to assets or to passthrough to a supplier.

Step 1 Fee by Asset

1. Once you have selected the fee you want to allocate to assets, click the Associate Assets button.

This opens the Fee by Asset page. This page displays the name of the fee and then a table where you can add assets and break up the amount of the fee to each asset.

2. In the Assets field, click the Flashlight icon and select the asset that is covered by the fee.
3. In the Amount field, enter the amount of the fee that is to be applied to each asset.
4. Click Update to save your work.

Step 2 Passthrough

1. Once you have selected the fee you want to passthrough, click the Passthrough button.

The Passthrough page appears. This page displays the fee name and the supplier that receiving the passthrough fee payment.

2. At the Stream Type field, click the Flashlight icon and select the stream name of the fee that is being passed through from the list of values.
3. Enter the percentage of the fee that is being passed through to the supplier in the Passthrough Percent field.
4. Select the basis on which the disbursement date is determined from the list of values in the Passthrough Basis Code field.
5. Click Create to save your work.

Guidelines

If you want to remove a fee line from a contract, at the Fee Summary page select the Remove radio button to the left of the fee you want to remove and click Update.

5.1.32 Set Up Insurance Lines

Most lessors require that customers leasing equipment carry insurance for assets on lease. A lessee can meet this requirement by carrying a third-party insurance policy, or they can buy insurance from the lessor.

Oracle Lease Management functionality allows you to capture the customer's third-party insurance information, or you can create a quote and sell an insurance policy to the lessee. With Oracle Lease Management, you can create lease insurance quotes, or you can create optional insurance quotes. Lease insurance covers the assets that are going on lease. The value of the insurance plan is equal to the value of the assets on lease.

Optional insurance would cover scenarios not included in the basic lease insurance. Optional insurance could include life insurance and loss-of-business insurance, for example.

You can also set up a concurrent program in Oracle Lease Management to monitor lessee's insurance periodically, ensuring that third-party policies are current. If the concurrent program finds that a lessee does not have a current insurance policy covering the leased assets, it starts a process whereby the lessee is automatically sold some insurance.

For a list of all concurrent programs in Oracle Lease Management, see [Appendix I, "Concurrent Programs"](#).

The following section details the steps for the following:

- ["Step 1 Capture Third Party Insurance Information"](#)
- ["Step 2 Create Lease Quote"](#)

- "Step 3 Create Optional Insurance Quote"

Prerequisites

Set up insurance vendors and agents in Oracle Payables.

Set up insurance products and rates in Oracle Lease Management.

You need an existing contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Lines > Insurance

You must have a contract already selected.

Steps

1. Click the Insurance link to open the Insurance Quotes page.
2. To search for existing insurance policies or quotes for this contract, select a filter in the View field (Active, Converted, Expired).
3. Click the Go button.

The insurance policies or quotes attached to the contract appear in the Results table.
4. If the Insurance polices or quotes are Active, click the Quote Number hypertext link to see the details of that insurance quote.

Step 1 Capture Third Party Insurance Information

1. Click the Third Party Policy button to enter this information for the lessee's third-party insurance policy.

The Create Third Party Insurance page appears.
2. In the Policy Number field, enter the insurance policy number
3. Enter the mandatory Effective From and Effective To dates of the policy.
4. In the Covered Amount field, enter the amount of coverage the policy provides.
5. In the Deductible field, enter the amount of any policy deductible.

6. In the Endorsement Field, enter a description of any endorsements to the policy.
7. In the Name of Insured field, enter the name of the insured customer.
8. If the lessor is insured, select the Lessor Insured check box.
9. If the lessor is named as a payee on the policy, select the Lessor Payee check box.
10. In the Insurance Company field, click the Flashlight icon and select the Insurance Company providing the policy.
Once you select the insurance company, an address prompt and field are rendered.
11. Select the address of the insurance company from the list of values.
12. In the Agent/Broker Name field, click the Flashlight icon and select the lessee's agent or broker from the list of values.
13. Select the address of the agent or broker from the list of values.
14. Under the Insurance Proof section, enter the Due Date for proof to be obtained by.
15. Enter the Provided Date when proof was obtained.
16. Click Create to save your work.

Step 2 Create Lease Quote

1. Click the Create Lease Quote button.
The Create Lease Insurance Quote page appears. At the bottom of this page, all asset lines associated with this contract appear. The table includes asset description, quantity, original equipment cost, asset category, insurance class, and location. The total amount of the original equipment cost of all the asset lines is the amount being insured with this quote.
2. In the Provider field, click the Flashlight icon and from the list of values choose the provider for the lease insurance.
3. Choose the Location of the insurance from the list of values.
4. Choose the Sales Representative credited with selling the insurance policy from the list of values.
5. If the lessor is insured by the policy, select the Lessor Insured check box.
6. If the lessor is the payee on the policy, select the Lessor Payee check box.

7. Enter the start date of the policy in the Insurance Effective From field.
8. Enter the length of the insurance policy (in months) in the Term field.
9. Enter the Effective From and Effective To dates of the quote.

These dates specify the length the quote is valid for acceptance.

10. Click the Calculate Premium button to calculate the premium and proceed to the Lease Quote Details page.

During this process, the selected provider and location parameters are used to locate the insurance product and related rates appropriate for the value of the contract and the covered assets.

At the Lease Insurance Quote details page, the quote information appears along with the Calculation Result. You can see the Calculated Premium figure at this time.

11. If you want to adjust the quote, enter the adjustment amount in the Adjustment field.

This amount is subtracted from the premium total. The adjustment calculates an Adjusted Premium number and records who made the adjustment.

12. At this point you can take three actions on the quote:

- **Accept Quote:** Click this button to accept the quote, create a quote number and a policy number. You will not be able to modify this quote.
- **Save Quote:** Click this button to save the quote for the quote period and create a Quote Number. You can return to the Lease Quote Details page at a later time by clicking the hypertext link quote number.
- **Modify:** Click this button to return you to the Create Lease Insurance Quote page where you can make any modifications and then recalculate the premium.

If you choose to save the quote, the quote appears in the Results section of the Insurance Quotes main page when you search using the Active filter.

13. To accept the quote, click the hypertext link quote number.

The Quote Details page opens.

14. Click the Accept Quote button.

Note: When you return to the Quote Details page using the hypertext link quote number, the only action you can take is Accept Quote. Once accepted, you can no longer modify that quote.

Step 3 Create Optional Insurance Quote

1. Click the Create Lease Quote button.

The Create Optional Insurance Quote page appears.

Note: You create optional insurance products in Oracle Lease Management during implementation. For more information, see the *Oracle Lease Management Implementation Guide*.

2. In the Insurance Product field, click the Flashlight icon and choose the optional insurance product you want to quote for the customer.
3. Enter the Factor value in the Factor value field.

This information is used to figure out the premium rate for the product. For example, if the optional insurance is "key man life insurance," and the factor was set up as "age" for the product, enter the age of the man covered by the policy. This factor is used in determining the rate of the premium.

4. Enter the Name of Insured party
5. Choose the location of insured from the list of values in the Country field.
6. Enter the amount of coverage provided in the policy in the Covered Amount field.

The premium rate is multiplied by this coverage amount to determine the monthly total premium.

7. Select the Sales Representative that is creating the insurance quote from the list of values.
8. Choose the Payment Frequency for the policy.
Examples are half-yearly, yearly, monthly, etc. Note that premiums are calculated on a monthly basis. A half-yearly payment includes six premiums.
9. If the lessor is the payee of the policy, select the Lessor Payee check box.

10. If the lessor is the insured party, rather than the customer, select the Lessor Insured check box.
11. Enter the date the insurance policy become effective in the Insurance Effective From field.
12. Enter the length of the policy in the Month field.
13. Enter the Effective From and Effective To dates of the quote
14. Add additional details to the quote.

15. Click the Calculate Premium button to calculate the premium and proceed to the Optional Quote Details page.

During this process, the provider selected, location, covered amount, and factor value parameters are used to find the insurance product and premium rates appropriate for the value of the contract.

At the Optional Insurance Quote details page, the quote information appears along with the Calculation Result. You can see the Calculated Premium figure at this time.

16. To adjust the quote, enter the adjustment amount in the Adjustment field.

The adjustment calculates an Adjusted Premium amount and records who made the adjustment.

17. At this point you can take three actions on the quote:

- **Accept Quote:** Click this button to accept the quote, create a quote number and a policy number. You will not be able to modify this quote after acceptance.
- **Save Quote:** Click this button to save the quote for the quote period and create a Quote Number. You can return to the Optional Quote Details page at a later time by clicking the hypertext link quote number.
- **Modify:** Click this button to return you to the Create Optional Insurance Quote page where you can make any modifications and then recalculate the premium.

If you choose to save the quote, the quote appears in the results section of the Insurance Quotes main page when you search, using the Active filter.

18. To accept the quote, click the hypertext link quote number.

The Quote Details page opens.

19. Click the Accept Quote button.

5.1.33 Set Up Usage Lines

If the contract calls for usage-based billing lines, you need to set up those. For example, if you supply copy machines and bill the customer based on usage (such as the number of copies made), you need to account for this type of billing.

You can apply usage to assets as well as the contract. If you are applying your usage lines by asset, you must set up the asset lines in the contract.

When you enter the Usage Summary page, you can search for all the usage lines associated with the contract. Each line appears in a table containing the usage name, a description of the usage type, the price of the usage-based charges, the minimum quantity to be billed each period, and the defaulted quantity to be billed each period.

If no usage lines are set up, none appear in the list.

Prerequisites

You must set up price lists and usage items in inventory.

You must set up in Oracle Installed Base.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Lines > Usage

Steps

Step 1 Usage Item Setup

1. At the Usage Summary page, click the Create Usage button.
The Create Usage Item page appears.
2. In the Usage Item field, click the Flashlight icon and choose from the list of values the inventory item to use for this usage billing.
3. In the Price List field, click the Flashlight icon and choose from the list of values the price list for determining the per unit billing rate.
4. In the Minimum Quantity field, enter the minimum usage volume that you want to bill per period.

5. In the Default Quantity field, enter the default usage volume that you want to bill per period.
6. Select the Average Monthly Counter Volume check box if an average is used to bill unit volume per month.
7. Select the Level check box if the usage volume is a level amount each period.
8. In the Base Reading field, enter the base reading of the usage counter.
9. In the Base Reading Unit of Measure field, choose the unit of measure in which the base reading is expressed from the list of values.
10. Click the Create button to save your work.

At this point, you can return to the Usage Summary page and select the usage item name from the summary table if you want to apply the usage to an asset.

Step 2 Usage Assets

1. Once you have opened the Usage Item details page, click the Usage Assets icon that is associated with the usage item you want to associate an asset with.

The Usage Assets page appears. This page displays the name of assets billed for usage and a short description of the assets billed for usage.

Note: You can associate multiple assets to one usage item.

2. In the Add Asset field, click the Flashlight icon and choose additional assets for which you want to bill usage for the item.
3. Click Update to save your work.

5.1.34 Set Up Contract Payment Structure

Once you have created all the lines on the contract, you must set up the payment schedules for each of the lines. This payment structure relates to only billable streams on the contract.

You can either set up payment schedules for each line of the contract individually, or you can set up a single payment structure for all the assets on the contract. In the latter case, Oracle Lease Management allows you to spread the payments across all the asset lines according to the percentage of the deal each asset line represents.

At a minimum, you need a payment structure for your rents, every service, and every fee for which you want to have the customer pay.

You must determine payment types, the frequency of payments, and whether rents are collected in advance or arrears, for example. You also enter the payment sequence for each line, and specify multiple sequences if the payment amount changes over the term of the contract.

Prerequisites

You must create all contract lines on the contract.

You must have a contract already selected before you can enter the Payment page.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Payment

Steps

1. After selecting the contract, click the Payment link.

The Payment page appears. This page displays some basic information about the contract (contract name, status, product, contract start state, and Term in Months).

Note: If you are setting up one payment schedule for the entire contract, you do not need to choose a contract line time. You can proceed to the Payments Type field.

2. In the Contract Line Type field, click the Flashlight icon and select the Contract line type if the payment is for a specific line type from the list of values.

The returned list of values includes all contract line types that you have added to the contract. This could include financial assets, fees, or services lines.

Note: Usage and insurance are billed on a separate bases as determined by the details entered for those lines.

3. If you choose a contract line type of service or fee, at the Service or Fee Line field, click the Flashlight icon and choose the specific service or fee line for the payment structure.
4. If you choose a financial asset as the contract line type, at the Asset field click the Flashlight icon and choose the specific asset for the payment schedule from the list of values.

A brief description of the of the asset line appears.

5. In the Payments Type field, click the Flashlight icon and choose the payment type (rent, interest, etc.) from the list of values.
Only billable stream types appear in this list of values.
6. If a number of payments are due in advance of the contract start date, enter that number in the Number of Advance Payments field.
You can only enter 0, 1, 2, or 3 advanced payments.

7. In the Frequency field, choose from the list of values the frequency of payments in the structure.

The options are: monthly, quarterly, semi-annually, or annually.

8. Select the Arrears check box if the payments in the structure are due in arrears of the rental period.

At this point, you can enter a sequenced payment structure in a multi-line table. You can have multiple payment schedules, which might include different payment amounts, throughout the term of the contract.

9. In the Sequence field, enter the sequence number of the payment structure step you are entering.
10. In the Start Date field, enter the date the payment structure step begins.

Note: The start date determines the beginning of the of the payment structure step, not the sequence number.

11. In the Periods field, enter the number of periods in the payment structure step.
12. In the Payment Amount field, enter the amount of the payment structure step.
13. Repeat steps 9-12 for each separate payment step you are including in this payment structure.

14. If you are setting up a single payment structure for the all the lines on the contract, save the payment structure and click the Apply Assets button.

This apportions the rent to each asset line by the percent the asset represents of the total rent of the contract. This action can only occur once.

15. Click Create to save your work.

Guidelines

If you want to remove a sequenced step from the payment structure, select the Remove check box to the left of the sequence line you want to remove.

If you want to delete a payment structure entirely, click the Delete Payment button.

5.1.35 Book the Contract

Prior to booking a contract, the contract carries a status of either New or Incomplete. In order to book the contract, you must do a number of steps. These steps are:

- Validate the Contract
- Generate Streams
- Generate Journal Entries (trial booking)
- Submit for Approval
- Activate

Validating the contract is the first step toward booking it. When you submit the contract for validation, it is sent through a QA checker, which checks for contract inconsistencies, possible issues, etc. Each Process that is checked is returned with a Severity rating. If any of the checks return a rating of Failed, the booking process cannot continue until the issue is addressed. If the contract is validated, the contract status is changed to Passed.

Once the contract is validated, you can generate financial streams. (For more information on streams, see [Section 5.1.36, "Stream Generation and Management"](#).) This process generates the streams and yields for the contract. The yields appear on the Booking Summary page after the steams have been generated. After submitting your request to generate streams, you can refresh the steam generation request page periodically to mark the progress and be updated once the streams process is complete. Once all streams are generated, you can view the streams before requesting your trial booking (generate journal entries).

After streams are generated, you can generate the journal entries. This process essentially runs the contract streams through the accounting engine as a trial booking. When this process is complete, the contract status is changed to Complete. You can view entries in the Financials tab if your user responsibility carries the correct security.

At this point, you submit the contract for approval, which initializes the lease contract approval workflow. The status of the contract is changed to Submitted for Approval.

Once the contract is approved, the status is changed to Booked. Booking submits records to Installed Base, Oracle Assets and the Oracle Lease Management sub-ledger.

Prerequisites

Your contract must have a status of either New or Incomplete.

You must have your QA Checker enabled.

If you are using a lease price modeling software, you must be able to interface with that software.

You must have a contract already selected before you can enter the Payment page.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Booking

Steps

The Booking main page displays basic information about the contract, including the contact number, a description, the customer, the status, the financial product associated with it and whether or not the contract is syndicated. It also displays a Properties, Yields and Streams section. The Properties section displays some basic information about the contract (book classification, effective dates, etc.). The Yields section is blank until stream generation. and

1. Click the Validate Contract button.

This opens the Default QA Check List page. This page displays the various processes checked, gives a brief description, assigns a Severity level and

provides an explanation of the Severity level. The status of the contract is also changed. If it passes validation, the Status reads Passed.

2. Click the Back to Booking Screen to return to the Booking page.
3. Click the Generate Streams button to generate streams.

This opens a page where you can track the progress of your request and view streams once they are generated. For a brief overview on streams, see [Section 5.1.36, "Stream Generation and Management"](#).

4. Click the Back to Booking Screen to return to the Booking page.

The Yields section of the page now contains the yields generated by the pricing engine.

5. Click the Generate Journal Entries button.

If the trial booking is successful, the contract status reads Complete. If you have the appropriate authority (as defined in your user responsibility) you can navigate to the View Transactions page and view the draft journal entries.

6. Click the Back to Booking Screen to return to the Booking page.
7. Click the Submit for Approval button to initiate the lease contract approval workflow process.

The contract status changes to Submitted for Approval.

8. Once the contract is approved, the contract is activated and booked.

The contract status changes to Booked.

The following section--provides a brief overview on streams and stream generation.

5.1.36 Stream Generation and Management

Oracle Lease Management defines a stream as a schedule of amounts and associated dates. This is a central concept to term lending or asset based financing because the lender/lessor recovers the investment through a series of scheduled payments (i.e., a payment stream).

Three main components comprise a stream:

- **Stream type:** this defines the valid date range along with certain characteristics, such as whether or not the stream is billable, taxable, and whether or not the stream element associated with it will be accrued in an accounting transaction.

- **Stream header:** This also includes a valid date range along with the stream type, contract number, contract line number (optional), and status.
- **Stream element:** This is made up of an amount, a date, date billed, and an accrual setting (yes/no).

You create streams by either using an internal process, or linking to a third-party lease price modeling software or both, depending on the stream type and usage. Stream types are user extensible, although Oracle Lease Management has set up critical stream types required for the proper functioning of the software. These streams are protected from user edits.

In addition to calculating the profitability of the investment through cash flow analysis, streams serve a number of other purposes in Oracle Lease Management, including, pricing, billing, accounting and calculating miscellaneous financial measures (e.g. net investment).

5.1.37 View Streams

You can view details of streams that you generate for a particular contract. This function allows you to see the schedule of payments, along with the corresponding amount for each date in the payment schedule throughout the life of the contract.

For accounting purposes, this facility allows you to review all the generated financial streams and verify that they meet the needs of your organization.

Depending upon the nature of the contract, you can view three types of streams for a particular contract:

- Contract Level Streams
- Asset Level Streams
- Services and Fees Streams

Prerequisites

You must have generated streams for a contract.

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Inquiry > Streams

Steps

1. Enter the contract number, or part of the contract number containing the streams you want to view, in the Contract field and click the Go button.

The results table contains all the contracts that meet your search criteria. The table also includes the status of the contract (complete, booked, etc.).

Note: Only contracts with a status of Booked include generated streams associated with them.

2. Click the hyperlink contract number of the contract that contains the streams you want to view.

At this point, the page renders a Contract Level Streams search area. The following search criteria are available to help you narrow the search:

Request ID: This is the request number of the request for stream generation.

Stream Type: If you know the particular stream type you want to view, you can choose it from the list of values.

Stream Date From/To: This is the dates that the stream spans.

Status: The status of the steam. The default is All. Other possibilities include Current, History, Hold, and Working.

3. Enter the stream search criteria and click the Go button.

The results of the search are displayed in a table. The table includes stream type, the list of the amount due dates, the amount due that day, and the status of the stream, which is applied at the contract level.

4. If you want to view streams associated to a particular asset (such as rent), then click the Asset Level Streams button.

This button renders a Asset Level Streams search area. Available search criteria is the same as with Contract Level Streams with these additional features:

- You can select the asset for which you want to view associated streams from the Asset field by clicking the flashlight icon and choosing the asset from the list of values.
- If you want to see streams for all assets, select the Select All check box to the right of the Asset field and click go.

The results of the search are displayed in a table. The table includes stream type, the list of the amount due dates, the amount due that day, and the status of the stream, which is applied at the asset level.

5. If you want to view those streams attached to the contract that are generated in either the Fee or Services lines, click the Service or Fee Streams button.

This button displays a Service and Fee Streams search area. The available filter criteria is the same as Contract Level Streams.

6. After entering a search criteria and clicking the Go button, the results of the search are displayed in the table.

Guidelines

Each of the three possible stream searches (contract, asset, service or fee) returns only those streams relevant for that particular search. You will not see asset level streams, for example, when doing a search for Contract level streams.

5.1.38 Revise the Contract

Once a contract is booked, you cannot change the financial terms of the contract without going through a revision process. There are a variety of reasons you may need to revise a contract.

You may need to make adjustments to the contract, which could affect such factors as the depreciation, rent, overall cost, or residual value. If you plan to split assets of a contract into two contracts, you can perform a split contract, whereby two contracts are created.

In this case, Oracle Lease Management allows you to make the necessary changes to the contract, but the new version of the contract must be rebooked and is a new contract. The old contract status changes to "under revision" during the rebooking process and cannot be edited by anyone else. When the new contract is booked, the old contract is moved into history tables and the status is changed to "terminated."

A contract reversal, in effect, unbooks a contract and reverses all the accounting journal entries associated with the contract.

If you need to split a particular asset line on a contract into multiple asset lines, you can perform a split asset function. In this case, the contract does not require a rebooking.

Within Oracle Lease Management, you can apply the following revisions to a booked contract:

- Rebook
- Split Contract
- Reverse
- Split Asset

You can also view contracts that are under revision.

Prerequisites

You must have a booked contract. In the case of split contracts or split assets, you must have at least two asset lines on the contract.

Responsibility

Lease Super User, Contract Administrator, Accounts, Accounts Controller, Operations Manager

Navigation

Origination > Contracts > Revisions

Steps

The following three steps are required for any revision you perform. The next four subsections detail the steps required to perform the different contract revision options.

1. Click the Contracts link and search for the contract that you want to rebook.

You can only make revisions to contracts that carry a status of Booked. To search for only booked contracts, click the Advanced Search button and in the Status field, choose Booked and click Go.

2. From the set of returned contracts, click the contract number of the contract you want to revise.

The Contract Details page appears.

3. Click the Revisions link

The Revisions page appears. This page displays header information about the existing contract and allows you to select the action you want to perform on the current contract.

4. In the Reason field, choose the reason you are executing a contract revision from the drop-down list.

Possible values include: Adjust Cost, Adjust Depreciation, Split Asset, Split Contract, etc.

5. In the Revision Date field, enter the date the revision is to take effect.

For the contract selected, the Properties, Yields and Streams details of the contract appear as read-only fields. At the bottom of the page, you can choose which revision process you want to apply to the contract.

Step 1 Rebook

1. Click the Rebook button to rebook the existing contract.

When you rebook the contract, Oracle Lease Management creates a copy of the existing contract. At the same time, the old contract status changes from Booked to Under Revision.

You receive a confirmation.

2. Click the Under Revision button to view all contracts under revision, along with the new contract number.
3. In the Copy Contract column, click the contract number hypertext link of the new contract number that you are rebooking. This returns you to the Contract Details page. You can make all necessary revisions to the contract at this time.

After you make the changes to the copy of the contract, you must submit it to the booking process.

Note: In order to change the copied contract, you must access it through the Under Revisions page. The copy of the rebooked contract will not show up in the regular contract page until it has been booked.

4. Book the contract.

Once the copy of the contract is approved and booked, the original contract is updated with changes, the two versions are synced, and versioned. The old version of the contract is sent to the history tables.

The contract retains the original contract number, but the version number changes.

Step 2 Split Contract

Splitting a contract is the process of taking a single contract with multiple asset lines and creating two new contracts, each one assigned a portion of the asset lines.

1. Click the Split Contract button.

The Split Contract: Add Lines page appears. This page displays the original contract number and a few details, and also displays all the asset lines on that contract. The status of the original contract is still active.

Note: The original contract remains active (under revision) until such time that one of the two new contracts is booked. At that time, the original contract status is changed to Terminated.

2. In the Lines section, select the check box to the left of the line of the assets you want to include on the first of the two split contracts.

You must leave at least one asset line unchecked. All unchecked asset lines are automatically assigned to the second contract.

3. After you have selected the assets, click the Create Contract button.

The Split Contract: Review Lines page appears. This page still displays the original contract's information, but under the Added Lines section, the asset lines that you have not assigned to the first split contract appear.

4. To add more lines to the first split contract, select the check box to the left of the asset you want to add and click the Add More Lines button.

5. If you are finished adding lines to the first split contract, click the Review button.

The Added Lines page opens and shows the asset lines attached to the first contract.

6. Click the Done button to create the two split contracts.

The Split Contract: Review page appears. At this point, all asset lines not added to the first split contract are automatically attached to the second new contract.

This page still shows the original contract information in the top panel, but below that there are two blocks of information titled Contract 1 and Contract 2. To the left of these labels are the new contract numbers for each of the new contracts. The asset lines attached to each new contract are also displayed.

If there are several asset lines attached to each contract.

7. To view all asset line, navigate directly to the asset summary section of the new contract by clicking the More hypertext link to the right of the contract you are revising.
8. To edit the contract and begin the rebooking process, click the hypertext link contract number of Contract 1, which returns you to the contract details page.

At this point, you can edit each contract, including the contract number. You also can revise the details of each of these contracts through this process.

9. Book the contracts.

Once you have booked either of the two new contracts, the original contract status changes to Terminated.

Note: To book the second contract, you must query the contact number through a Contract Search from the main Contract Summary page. Once selected, you can proceed through the contract editing and booking process.

Step 3 Split Asset

If you need to split an asset line into multiple asset lines, you can perform the Split Asset task. In this case, because this activity does not have a financial impact on the contract, the status of the original contract never changes.

1. Click the Split Asset button.

The Split Asset page opens. Some relevant details of the contract (number, status, customer) appear.

2. In the Asset field, click the Flashlight icon and select the asset line you want to split into multiple lines from the list of values.

Once you select an asset, a description of the asset, the number of units in the asset, and the cost appear.

3. Select the Split into Number of Units check box if you want to split the asset into a asset lines containing a single unit.

For example, if you had an asset line with 10 units and you selected this check box, you create 10 asset lines, each containing one unit.

4. Otherwise, in the Units field, enter the number of units you want to split off the main asset line.

For example, if you enter 4, then 4 assets are split into one line and the remaining 6 assets stay attached to the existing asset line.

5. Click the Split Asset button to make this change.

The original asset line with the new unit amount, plus the new asset line, the number of units, and the cost of that line appear in a table. You can edit the asset number or the asset description at this time.

Oracle Lease Management assigns the new line an asset number replicating the original number with an additional number. For example, if the original asset number was ASSET123, the new line displays ASSET123.1 as its asset number.

6. Click the Update button to save your work.

Step 4 Reverse

Click the Reverse button if you want to unbook a booked contract.

This activity reverses all your journal entries, effectively ending the contract.

Step 5 Under Revisions

1. Click the Under Revisions button to view all contracts that are currently under revision.

The Revisions in Progress page opens.

2. In the Contracts field, click the Flashlight icon and select the contract you want to view from the list of values.

This is a view-only function and allows you to look at various contracts that currently contain the Under Revision status.

5.1.39 Rebook Multiple Contracts

Oracle Lease Management allows you to rebook a set of "like contracts" through a process called Mass Rebook. Mass rebooking functionality allows you to search for contracts by combining certain parameters with operands to identify the contracts you want to rebook. At the same time, you can subsequently change certain aspects of the contract through the same process. The rebooked contracts keep their original contract numbers.

Note: Mass rebooking differs from regular rebooking in that only certain aspects of a contract (outlined below) are eligible for rebooking. With a regular rebooking, all financial aspects of a deal can be rebooked. For details on the standard contract rebooking process, see [Section 5.1.38, "Revise the Contract"](#).

Parameters used to identify those contracts you want to mass rebook include:

- Contract Number
- Contract Start Date
- Tax Book
- Depreciation Method
- Date Placed in Service
- Asset Category

You can narrow the search by using operands such as "LIKE," "BETWEEN," "=", "<>," and so on. There are two columns where you can enter criteria for your search. For example, if you want to select a set of contracts that have start dates that fall within a particular month, say May, you can modify the search in the following manner:

Table 5–3 Example of Mass Rebook Search Criteria

Criteria	Operand	Criteria	Criteria
Contract Start Date	BETWEEN	01-May-2002	30-MAY-2002

There are five aspects of a contract that you can use the mass rebook functionality to change:

- Depreciation Method
- Date Placed In Service
- Life in Months
- Basic Rate
- Adjusted Rate

Depreciation Method and Date Placed in Service parameters can be used as contract identification criteria and also changed during the mass rebooking.

Mass rebook is a two-step process where you first create a request by using specified criteria to identify the contracts you want to rebook, then you run the rebook request for all the contracts your criteria search has identified, or you can specify those contracts from the list that you want to include in the mass rebook.

Note: All operands are case sensitive and must be entered using only capital letters.

Prerequisites

You must have a booked contract.

Responsibility

Lease Super User, Contract Administrator, Accounts Controller

Navigation

Processing > Programs > Mass Rebook

Steps

To create a new mass rebook request:

1. At the Mass Rebook page, click the New Request button.

The Mass Rebooks page appears.

2. In the Request Name field, enter the name of the request.

This can be any alpha-numeric combination you want. You can subsequently query the request using this name. Below this field is the table where you enter your search criteria and the changes you want to make to the contracts you are rebooking.

3. Choose the criteria you want to use to group your contracts for mass rebooking and enter the operand and criteria values.
4. Choose the criteria you want to change during the rebooking process.
5. Click the Create button to create the request.

At this point, if the request creation is successful, confirmation message appears. The rebooking process has not yet begun.

6. Click the Selected Contracts button.

The Selected Contract page appears. This page displays all the contracts that your request returned, based on your criteria.

7. If you want to mass rebook all the contracts, click the Process button to run the rebooking process.
8. Alternatively, if you want to exclude some of the contracts, in the Selected Column, select the No value for all contracts you don't want to rebook and then click the Process button.

By default, all contracts carry a Yes value in the Selected column.

Guidelines

From the Mass Rebook main page, you can search for previous requests by entering a search string in the Request Name field and clicking the flashlight icon.

You cannot edit any requests already submitted because there may be rebook processing already occurring against the contracts included in the mass rebook request.

5.2 Importing Existing Contracts

Optional

You can import existing contracts from external systems into Oracle Lease Management using Oracle's open interface tables functionality. This process requires that you upload your contract information into Oracle's five open interface tables, using any standard import utility, such as SQL*Loader, at which time a user can import information from those tables into the Lease Management tables based on user-defined parameters.

The Oracle open interface tables used to import contracts are:

- OKL_HEADER_INTERFACE
- OKL_LINES_INTERFACE
- OKL_TERMS_INTERFACE
- OKL_PAYMENTS_INTERFACE
- OKL_PARTY_ROLES_INTERFACE

Note: You must include the legacy contract number for all data you are uploading to the open interface tables. This number must be stored in the "CONTRACT_NUMBER_OLD" column of each of the five tables and serves as the primary key. You can add a new contract number in the "CONTRACT_NUMBER" column of the OKL_HEADER_INTERFACE, or if you leave it blank, Oracle Lease Management creates a new one during the import process.

Once you have uploaded your data to these tables, you can import multiple contracts with one submission, or you can import individual contracts one at a time. In the case of multiple contract importing, you can determine which contracts to import by referencing a batch number, effective dates, or by customer name.

Two main features of this import functionality are the ability to import the contract into a pre-determined contract status, such as BOOKED or COMPLETE automatically, and the ability to reference a contract template to provide additional contract information for imported contracts.

In both cases, values must be entered into specific columns in the OKL_HEADER_INTERFACE table to enable the contract import function. There are several contract statuses that you can import a contract with, including new, passed, complete, and booked. Oracle Lease Management's import function reads the status value that you enter in the "IMPORT_REQUEST_STAGE" column, and processes the contract through to that stage. Depending upon the status, this process may include running validation checks against the contract, generating streams and yields, activating an approval process, creating journal entries, and booking the contract.

Importing a contract with an import status of COMPLETE, or BOOKED is a two-step import process because these statuses require stream generation through a third-party lease price modeling software. Basically, all imported contracts carry a import status of NEW when they are imported. For contracts that carry the NEW or PASSED contract status once they are imported into Oracle Lease Management, the import status changes to INTERFACED.

For contracts requiring stream generation, when they are imported and sent into the pricing engine for stream generation they receive an import status of INTERFACED. Once streams are generated, the import process picks the contract up again, runs the necessary processes, and assigns an import status of FINAL if the process is successfully completed.

To reference a template contract, you must input the template contract number in the "TEMPLATE_NUMBER" column of the OKL_HEADER_INTERFACE table.

This feature allows you to copy contract header and terms and conditions from a template onto an imported contract. This reference populates only those fields that do not already have information from the original legacy contract.

The following two processes are covered in this section:

- [Section 5.2.1, "Import Contracts into Oracle Lease Management"](#)
- [Section 5.2.2, "Track Contract Import Request Status"](#)

For more information on using Oracle open interface tables, see the *Oracle Financials Open Interfaces Reference* manual.

5.2.1 Import Contracts into Oracle Lease Management

Once you have uploaded all your legacy data to the Oracle open interface tables, you can begin importing the contracts into Oracle Lease Management. You can import contracts in a number of ways, such as referencing a batch number, by start and end dates, by contract number, or by customer.

Prerequisites

You must upload the contract data that you want to import into Oracle Lease Management into the Oracle open interface tables.

Responsibility

Lease Super User, Contract Administrator

Navigation

Processing > Interfaces > Import Contracts

Steps

1. From the Contracts Import page, if you are importing contracts by a batch, enter the batch number in the Batch field.

If you intend to import contracts by batch, you must include the batch number in the correct column in the OKL_HEADER_INTERFACE table for each contract you want to include in the batch.

2. Alternatively, if you want to import a specific contract, enter the legacy contract number in the Contract Number field.

This contract number must be in the "CONTRACT_NUMBER_OLD" column for the contract in the OKL_HEADER_INTERFACE table.

3. If you are importing contracts containing a particular start date, enter the Start Date of the contracts you want to import.

You can either import all contracts beginning with a particular start date, or you can use this field to further filter your import if you are importing contracts for a particular customer. For example, all contracts in a particular batch, with a particular start date.

4. If you want to determine a date range for your contract import, enter an End Date.

If you want to import only contracts that start on a particular day, enter the same date for both the start and end dates. If you leave this field blank, you will import all contracts that beginning on or after the start date you enter.

5. If you want to import contracts for a particular customer only, click the Flashlight icon and choose the name of the customer whose contracts you want to import.

6. Click the Submit button to run this import request.

Clicking Submit runs the "Contract Import (Lease Contract Open Interface)" concurrent program. A request ID appears after you click Submit. You can use this reference number to track the progress of your request, so it is recommended you record it for later use.

5.2.2 Track Contract Import Request Status

Optional

You can track the progress of your contract import request through the View option using the concurrent program request function. In order to perform this task you need to know the Request ID of your contract import request at the time you submitted the request.

This functionality allows you to track the progress of two-step contract imports (for statuses such as Completed, Activated, and Booked), as well as allowing you to ensure that all the contracts in a specific request have been uploaded to Oracle Lease Management successfully.

By viewing your concurrent program request, you can see the results of the various import steps, including validation checks, stream generation and final booking. You can also view the total number of contracts that are successfully uploaded during the request. If there are any errors against any of the contracts that you are importing during this process, you can review them using the "View Output"

option. You can then make any necessary changes to the data in the interface tables that might have generated an error.

If an error occurs during import, the import status shows ERROR as the status. Only those contracts that generate an error will not be imported properly. The View Output file records the number of successfully imported contracts.

Prerequisites

You must run the Contract Import concurrent program

Responsibility

System Administrator

Navigation

In Oracle Forms, use the following path:

Requests > View

Steps

1. Double-click the View link to open the Find Requests form.
2. Select the Specific Requests radio button and enter the ID of the request you want to view in the Request ID field.
3. Click the Find Button.

The Requests form opens and the request ID for the Contract Import job you submitted appears in the table, along with relevant details about the request including status, phase, requester, and priority.

4. Click the View Output button to see the results of the request.

This form displays information about all the contracts that you imported into Oracle Lease Management, the number of contracts successfully uploaded, and details on the processes performed on each of the contracts. If there is an error in the request, you can search for the error message on this form to see which (if any) contracts are affected.

Funding and Syndication

When you author a contract, descriptions, and procedures of two related tasks that you may require are the main topics of this section:

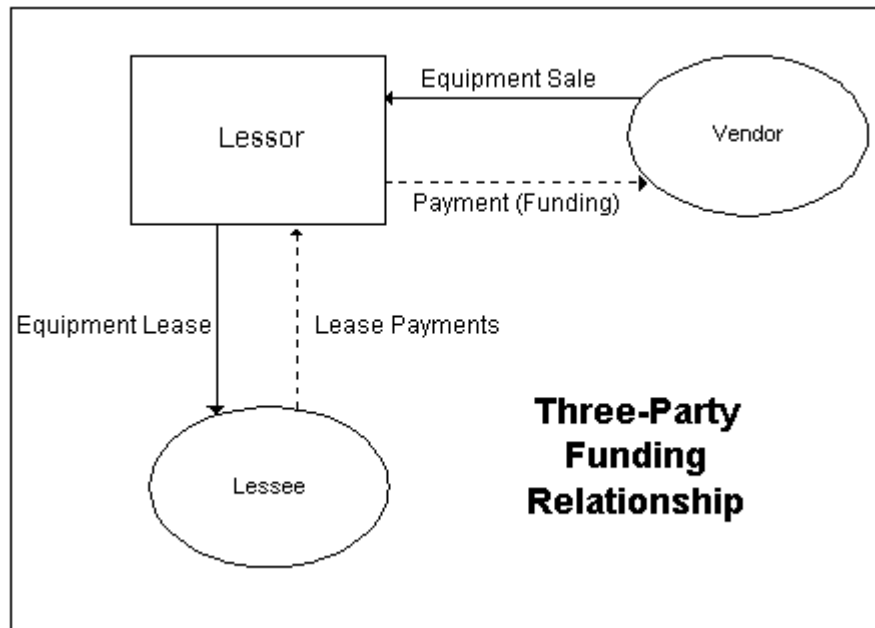
- [Section 6.1, "Funding Agreements"](#)--to determine the contract funding.
- [Section 6.2, "Syndication Agreements"](#)--to set up syndication agreements.

6.1 Funding Agreements

Funding a contract is the process whereby the lessor pays for the equipment and related fees that comprise the lease. Many leasing companies must purchase or fund the equipment from a supplier. The leasing companies (lessors) leased out that equipment to customers (lessees).

In Oracle Lease Management, the funded amount cannot exceed the inherent value of the contract at booking. In other words, you can fund the total cost of the underlying value of the lease, but not more than the total cost at the time of booking.

The inherent value of a lease encompasses the cost of the assets going on lease plus any costs that the manufacturer assesses that the lessor passes to the lessee. The inherent value does not include accrued interest paid prior to the start date or other such costs not included in the yield calculation or capital cost.

Figure 6–1 Funding Relationships in Oracle Lease Management

Oracle Lease Management provides four funding types:

- **Pre-funding:** An amount the lessor pays to a vendor prior to receipt of equipment invoices. For example, if the price of an asset includes some customizations, the vendor may request compensation in advance for that work from the lessor. Later, prior to booking, you can create a "reverse pre-funding" entry of the amount pre-funded in order to adjust the total funding amount.
- **Asset funding:** The actual amount the lessor pays to the vendor for invoices on which the assets appear.
- **Expense Funding:** Any amount to pay (such as legal fees) that the lessor incurs and subsequently passes on to the lessee.
- **Dealer retention:** Accounts for funds you credit back to the funding account to cover costs such as a security deposit that the vendor holds.

The main topics in this section are:

- [Section 6.1.1, "Funding Summary"](#)
- [Section 6.1.2, "Create Funding Request"](#)

- [Section 6.1.3, "Create Asset Line Funding Request"](#)

6.1.1 Funding Summary

The Funding Summary page:

- Displays all the existing funding arrangements associated with a specific contract.
- Allows you to create a new funding request.

You access the Funding Summary page by:

- Searching for the contract you want to fund, or an already-funded contract.
- Clicking the hypertext link contract number from the search results.

The Funding Summary page shows header information, including contract number, description, customer name, status of the contract, the product associated with the contract and whether or not the contract is syndicated.

If funding already applies to this contract, the Funding Summary page displays figures for the following fields: Amount Pre-Funded, Total Funded, Total Debits, Total Remaining. All reversals of pre-funding apply to the Total Debits bucket. The totals in these fields reflect all the contract's funding requests (positive and negative).

To update an existing funding request, click the funding request number hypertext link in the table.

Prerequisites

You must create a contract.

You must select a contract to put it into context.

Responsibility

Lease Super User, Accounts Controller, Accounts Payable, Contract Administrator, Operations Manager

Navigation

Origination > Funding

6.1.2 Create Funding Request

Creating a funding request requires that a contract and all parties involved in the funding request (lessor, lessee, vendor) exist.

From the Funding Summary page, you enter this page in Oracle Lease Management, by clicking the Create Request button.

Note: Although Oracle Lease Management does not allow a lease contract to be over funded at the point of booking, you can under fund the contract, or temporarily over-fund in order to produce pre-fundings.

Prerequisites

You have created a contract.

You have set up the lessor, lessee, and vendor.

You have assigned the vendors.

Responsibility

Lease Super User, Accounts Controller, Accounts Payable, Contract Administrator, Operations Manager

Navigation

Origination > Funding > Funding Summary...Create Funding Request

Steps

1. On the Funding Summary page, click the Create Funding Request button.

The Funding Summary page displays all of the selected contract's associated funding requests.

2. To edit or view an existing request, click the request number hypertext link of the request you want to change.
3. On the Funding Request page, select the Funding Type from the list of values.

The possible values include:

- **Expense:** Allows you to pay for part or all of a fee or service that is added to the contract, but provided by a third party.

- **Fund Asset:** Allows you to pay for part or all of the equipment.
 - **Pre-funding:** Allows you to pay a vendor without an invoice. Entering a request for a negative amount credits a debit in payables, which you can net against other fundings.
 - **Dealer Retention:** Allows you to record customer payments that the dealer holds as funding debits that you can net against other fundings.
4. In the mandatory funding Request Number field, enter a unique alphanumeric string.
 5. Enter a short Description of the funding request.
 6. Click the Flashlight icon and choose the Vendor Number from the list of values.
This is the vendor receiving the funding payments from the lessor. The Vendor Name appears after you select the vendor number.
 7. Click the Flashlight icon and choose the Vendor Site from the list of values.
This opens the address where you send the funding payments.
 8. Enter the Amount of the funding.
This field accepts negative numbers for a pre-funding request type. You enter a negative number when doing a reversal.
The Date Entered field populates with today's date.
 9. In the next field, enter the Due Date when the payment is due to the vendor.
 10. Choose a Payment Method (such as check payment) from the list of values.
 11. Click the Create button to save your work.
 12. Once your funding request is complete, submit it for approval by clicking the Submit Request button.
This action starts an approval workflow for the funding request. If you want to cancel this request, click the Cancel Request button.
 13. Repeat steps 1-9 with each funding request you want to make.
 14. To return to the Summary page to see a summary of all the funding requests associated with the selected contract, click the Summary button.

Guidelines

Once you submit a request for funding, an approval workflow is started. When the request receives the proper approvals, it is made available to the Oracle Lease

Management disbursement process, which occurs when the OKL Pay Invoice Transfer concurrent program is run. For details on the disbursement process, see the diagram [Figure 7-2, "Procedures to Generate Disbursement Data"](#).

6.1.3 Create Asset Line Funding Request

Optional

If you are setting up a funding request for asset funding, after you create the funding request (steps 1-11 above), an Asset Lines button appears. Use the following procedure to fund the asset lines:

Steps

1. Click the Asset Lines button.

The Funding Request Asset Lines page appears. This page includes the Funding Type, request number, date entered and vendor name in the header information.

2. In the Asset Number field, click the Flashlight icon and select the asset you want to fund from the list of values.

When you select the asset, the asset description and asset cost information automatically populates in the table.

3. Enter the amount of the asset cost that you want to fund in the Request Amount field.
4. Click the Update button to save your work.
5. To submit the funding request for approval, return to the Funding Request Details page and click the Submit Request button.

Guidelines

Once you submit a request for funding, an approval workflow is started. When the request receives the proper approvals, it is made available to the Oracle Lease Management disbursement process, which occurs when the OKL Pay Invoice Transfer concurrent program is run. For details on the disbursement process, see the diagram [Figure 7-2, "Procedures to Generate Disbursement Data"](#).

If you want to fully fund all the assets associated to the contract, when you navigate to the Funding Request Asset Lines page, click the Quick Fund Assets button. Then click the Update button to save your work.

If you want to cancel a funding request prior to approval, navigate to the Funding Request Details page and click the Cancel Request button.

6.2 Syndication Agreements

Leasing companies fund leased equipment in different ways. The lessor can fund the equipment with all its own capital, borrow funds from a lender, or it can share the cost of the equipment with an investor. In large lease commitments involving a substantial investment in equipment, a lessor could have multiple investors.

In these investment scenarios, the lessor sells a portion or all of the revenue streams and, in return, the investor shares the burden of the equipment purchase. This arrangement benefits the lessor in that the investors share the risk of the deal—that the initial cost of the asset is recovered through a schedule of payments. Investors often earn a higher rate of return and share the tax benefits inherent in a lease.

These agreements are called syndications. A syndication agreement is a type of contract that the lessor sets up for each investor. The syndication agreement defines basic terms and conditions under which an investor can buy or fund leases or loans.

The agreement also contains the details of each sale and other information required to pay the investor from the revenue streams. The payments, or disbursements, to the investor tend to be proportional to the investor's participation in funding the lease or loan contract.

Typically, the bigger the deal, the more likely it is that a syndication agreement exists.

In Oracle Lease Management, you create a syndication agreement between the lessor and one or more investors and the associate that syndication agreement with a particular lease contract. An investor can have multiple syndication agreements with a lessor.

The main topics in this section are:

- [Section 6.2.1, "Create Syndication Agreement"](#)
- [Section 6.2.2, "Associate Syndication Investors"](#)
- [Section 6.2.3, "Add Articles"](#)
- [Section 6.2.4, "Create Linked Contracts"](#)

6.2.1 Create Syndication Agreement

You create syndication agreements independent of a particular contract. Later, you can associate a syndication agreement with a contract.

Prerequisites

None

Responsibility

Lease Super User, Accounts, Accounts Controller, Accounts Payable, Accounts Receivable, Contract Administrator, Operations Manager

Navigation

Origination > Syndication

Steps

1. On the Syndication page, click the Create Agreement button.
The Syndication Agreement Details page appears.
2. Enter a unique alphanumeric text string in the Agreement Number field.
3. Enter a brief text Description of the agreement.
4. Enter mandatory Effective From and Effective To dates.

Syndication agreements cannot be opened ended. If you are creating a syndication agreement for a particular contract, you may want to use the same dates for the syndication agreement that determine the length of the contract.

5. At the currency field, click the Flashlight icon and choose the currency you want to use in the agreement.

The functional currency of the business unit creating the syndication agreement is the default. Only contracts that use a functional currency that matches the functional currency entered here can be attached to the syndication agreement.

6. Click Create to save your work.

6.2.2 Associate Syndication Investors

Once you have an agreement, you can create investors.

After you have created an agreement, clicking the Investors link opens the Investors Summary page. The top panel of this page contains pertinent information, including the Agreement Number, Description, and the Status of the agreement.

When setting up investors in your syndication agreement, you are providing all the terms of the investment, including the amount (either a set amount or a percentage) of the investor's stake, as well as the details of the revenue distribution.

The investor stake is accounted for in the Oracle Lease Management sub-ledger upon activation. After activation, the investor receives payments processed by Billing, Payments, and Disbursements (BPD) in Oracle Lease Management.

Prerequisites

You must set up a syndication.

You must set up vendors.

Responsibility

Lease Super User, Accounts, Accounts Controller, Accounts Payable, Accounts Receivable, Contract Administrator, Operations Manager

Navigation

Origination > Syndication > Investors

You must select a syndication agreement to complete this step.

Steps

1. At the Investors page, click the Add Investor button.

The Investor Details page appears.

2. Under the Stake section, enter either the Amount Stake or the Percent Stake.

This is the amount of the investment paid by the investor. For example, if the investor is committing \$10,000, enter 10000 in the Amount Stake field. If the investor is committing 10 percent of the total value of the contract, enter 10 in the Percent Stake field. Fill out only one or the other.

3. In the Revenue Share section, enter the percentage of the appropriate revenue stream in which the investor receives a share of the lease revenues.

The three possible revenue streams are: Rent, Residual Value, and Late Charge. Enter values only in those fields applicable to this particular investment.

Note: The total percentage of each of these revenue streams must add up to 100 percent, including all investors and the lessor.

4. In the Benefit section, select the check box of each benefit that applies to this investor.

The benefit options are: Tax Sale Benefit, and Accounting Sale Benefit. Recourse, Remarketing, and Residual Guarantee are investor obligations to the lessor. Generally, these benefits are granted to the major investor in the contract, be that an investor, or the lessor.

5. In the Remittance section, in the Remittance Days field, enter the number of days after the Due Date or Payment Date the remittance is paid out to the investor by the lessor.
6. In the Remittance Occurs After field, choose Due Date or Payment Date from the list of values.
7. In the Fees section, in the Remarketing Fee Percent field, enter the percentage of the investment stake that is charged to the investor for remarketing costs.
8. In the Premium Percent field, enter a percentage amount of the stake that is charged as a premium, if applicable.
9. In the Service By field, choose who services the contract from the list of values.
The possible options are: Lessor, or Investor.
10. In the Other section, select the check box to all the options that the lessor retains the responsibility for.
The possible options are: Tax Reporting, Tax Billing, Sales Tax Reporting, and Sales Tax Billing. Each of these options has tax implications for either the investor or the lessor.
11. Click Create to save your work.
12. Repeat steps 1-11 for each investor that you want to add to the syndication agreement.

Guidelines

On the Investors Summary page, all the investors associated with the syndication agreement are listed in a table at the bottom. You can remove an investor by selecting the Remove checkbox to the left of the investor name and clicking update.

To see the details of the investor's relationship to the syndication, click the Share Details icon to the right of the investor information.

6.2.3 Add Articles

The articles contain terms and conditions that you want to apply to each investor and the lessor involved in the syndication agreement. These articles are written in accordance to the business rules of your enterprise. The articles may also be used to record additional details relating to the syndication relationship.

Prerequisites

Articles must be created in Oracle Contracts Core.

Responsibility

Lease Super User, Accounts, Accounts Controller, Accounts Payable, Accounts Receivable, Contract Administrator, Operations Manager, Portfolio Manager, Terminations

Navigation

Origination > Syndication > Articles

You must select a syndicated agreement to complete this step.

Steps

1. To add an article to the agreement, click the Add Article button.
A table listing the names and subjects of all the available articles appears at the bottom of the Articles page.
2. Select the checkbox to the left of each article you want to add to the agreement.
Once you have added all the articles you want from the displayed list, navigate to the next set of articles by clicking the Next 15 hypertext link.
3. Click the Add to Agreement button to save your work.

Guidelines

All articles attached to the syndication agreement appear at the bottom of the Articles Summary page. You can delete an article by selecting the check box in the Remove column to the left of the article that you want to delete. Click the Update button to save your work.

6.2.4 Create Linked Contracts

Once you have created a syndication agreement, you must associate it to a contract. Currently, Oracle Lease Management requires that you create a separate syndication agreement for each contract that is syndicated.

The top of the Linked Contracts main page contains read-only syndication agreement information, including agreement number, description, and status (for example, active).

When you do a contract search for contracts to link to the agreement, the search only will return contracts that meet the following four criteria:

- Contract must have status of Booked.
- The Eligible for Syndication flag must be checked on the contract.
- The currency code must match the currency code selected for the syndication agreement.
- The Organization ID must match.

Prerequisites

You must have a syndicated agreement set up.

Responsibility

Lease Super User, Accounts, Accounts Controller, Accounts Payable, Accounts Receivable, Contract Administrator, Operations Manager

Navigation

Origination > Syndication > Linked Contracts

You must select a syndicated agreement to complete this step.

Steps

1. On the Linked Contracts page, click the Add Contract button to link a new contract to the syndication agreement.
2. The list of available contracts in Oracle Lease Management, which meet the specified criteria appears.

You can narrow the search of existing contracts by entering a search string (a partial portion of the contract number) and click the Go button.

3. Select the contract you want to associate with the syndication by clicking on the hypertext link contract number.

Note: Once you select the contract number from the list of values it is automatically linked to the syndication agreement. Use the Remove checkbox to delete a contract from the syndication agreement.

Invoice to Receipt

This main topics in this section are:

- [Section 7.1, "Billing to Invoice"](#)
- [Section 7.2, "Receipt of Payments"](#)
- [Section 7.3, "Transaction Summary"](#)
- [Section 7.4, "Cures, Repurchases, and Refunds"](#)

The billing to invoice process deals with generating billing items for invoices. It starts with identifying the due date for customer payments. It calculates the amounts that become due, including taxes, fees, costs and expenses; applies variable interest rates as appropriate; and, generates the receivable.

Oracle Lease Management performs the initial task of selecting the data, and then sends the data to Oracle Receivables, which generates the actual invoice.

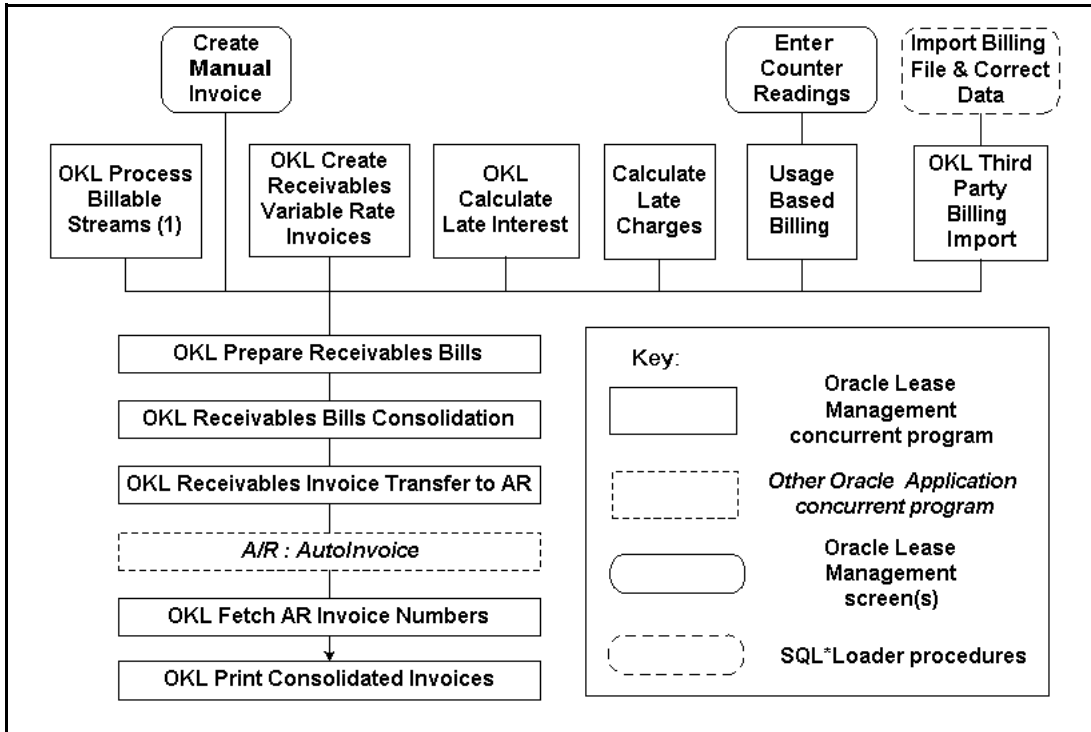
You can generate billing amounts both manually and automatically, including usage-based billing rates, calculations, and adjustments. Oracle Lease Management also provides the ability to read third-party files containing billing charges, and, after validation of the charges, to pass them on to the customer.

You generate billing data through a combination of processes and concurrent programs in Oracle Lease Management and other Oracle applications. Concurrent programs are programs that run in the background. For more information, see:

- [Appendix I, "Concurrent Programs"](#).
- The Managing Concurrent Processing section in the *Oracle Applications System Administrator's Guide*.

The following diagram--[Figure 7-1, "Procedures to Generate Billing Data"](#)--shows the concurrent programs and screen-oriented processes in Oracle Lease Management and Oracle Receivables that you use to generate billing data.

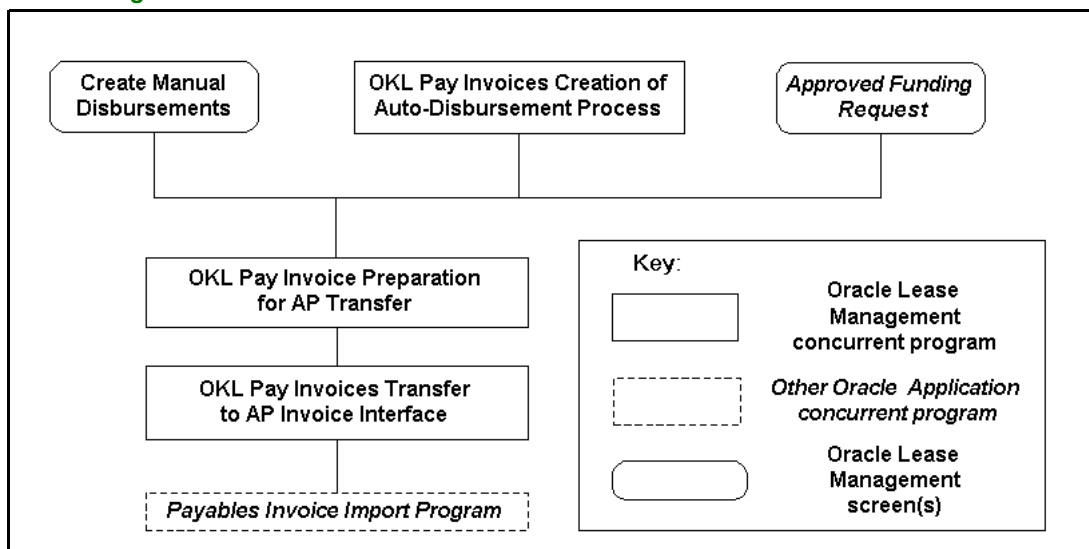
Figure 7-1 Procedures to Generate Billing Data



If you require pass-through or syndication disbursements to vendors, investors, or suppliers, Oracle Lease Management sends the required data for invoice approval and payments to Oracle Payables.

The following diagram (Figure 7-2, "Procedures to Generate Disbursement Data") shows the concurrent programs and screen-oriented processes in Oracle Lease Management and Oracle Payables that generate disbursement data.

Figure 7–2 Procedures to Generate Disbursement Data

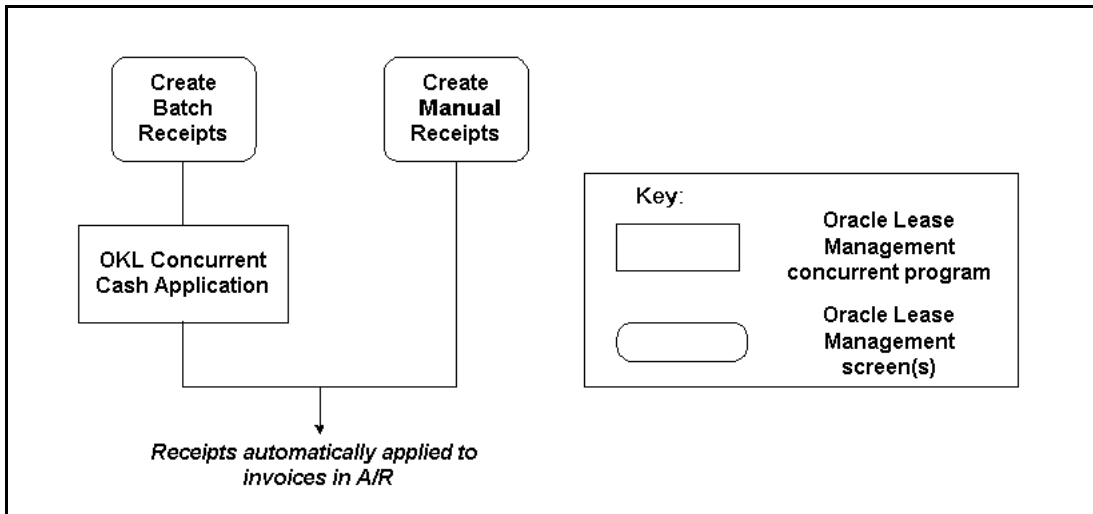


Note: after a funding request has been approved, it is available to the Oracle Lease Management disbursement procedures. See [Section 6.1.2, "Create Funding Request"](#).

The receipt of payments process is a combination of Oracle Lease Management and Oracle Receivables procedures. When you receive payments and electronic transfers, receipts apply to invoices. Late payments and delinquent invoices result in billing items.

The following diagram (Figure 7–3, "Procedures to Generate Receipts Data") shows the concurrent program and screen-oriented processes in Oracle Lease Management to generate receipts data.

Figure 7–3 Procedures to Generate Receipts Data



The procedures to generate billing and disbursement data call the accounting engine for each transaction created and automatically create the accounting entries defined in your accounting entries. The Oracle Receivables module accounts for the receipts procedures.

7.1 Billing to Invoice

The main topics in this section are:

- Section 7.1.2, "Periodic Billing"
- Section 7.1.4, "Miscellaneous Billing"
- Section 7.1.8, "Variable Rate Billing"
- Section 7.1.10, "Late Interest Billing"
- Section 7.1.11, "Late Charges Billing"
- Section 7.1.12, "Bill Excess Usage"
- Section 7.1.17, "Third-Party Billing"
- Section 7.1.18, "Generate Receivables Invoice"
- Section 7.1.19, "Disbursements"
- Section 7.1.21, "Generate Payables Invoice"

7.1.1 About Billing to Invoice

The Billing to Invoice process comprises two major process stages that it always performs:

- Prepare Receivables Data
- Generate Receivables Invoice

The Billing to Invoice process also performs the preceding two major process stages only when disbursements are required for passthroughs or syndications.

Each of these stages contains one or more procedures and may consist of several topics. The tables that follow this section show these topics.

Prepare Receivables Data

The following table shows the types of billings that the system uses to prepare receivables data.

Note: In the following table, the procedures with an asterisk use a concurrent program.

Table 7–1 Prepare Receivables Data Topics

Type of Billing	Procedure
Periodic Billing	Run OKL Process Billable Streams.*
Miscellaneous Billing	Create Manual Invoice and Invoice Lines.
Variable Rate Billing	Run OKL Receivables Variable Rate Invoices.*
Late Interest Billing	Run OKL Calculate Late Interest.*
Late Charges Billing	Run Calculate Late Charges.*
Billing Excess Usage	Enter Meter Reading for a Consolidated Counter. Run Usage Based Billing.*
Third-Party Billing	Import Billing File & Correct Data. Run OKL Third Party Billing Import.*

In the Prepare Receivables Data stage, the main type of billing is periodic billing, where most of the processing is automatic. Sources of billing data include the Oracle

Lease Management, Installed Base, Contracts for Service, and Oracle Inventory tables. This appears in [Table 7-1](#) as "Periodic Billing".

You can also create manual billing for ad hoc charges. For more information, see ["Miscellaneous Billing"](#) in [Table 7-1](#).

With variable-rate billing, your main concern is to calculate the interest adjustment for variable rate contracts. For more information, see ["Variable Rate Billing"](#) in [Table 7-1](#).

When payments are late and are subject to late interest charges, you can calculate the late interest charges. For more information, see ["Late Interest Billing"](#) in [Table 7-1](#).

Customers can incur late charges when they have unpaid invoices that are past their due dates. For more information, see ["Late Charges Billing"](#) in [Table 7-1](#).

For usage-based billing, if you want to use consolidated counter billing, you must first create your consolidated counters. Then, when you are ready to bill excess usage, you must enter the meter readings for the consolidated counters. For more information, see ["Billing Excess Usage"](#) in [Table 7-1](#).

Note: Usage-based billing is closely associated with the Oracle applications Installed Base and Contracts for Service.

Whenever you want to use Oracle Lease Management consolidated counters for billing excess usage, you must first perform some procedures in Installed Base and Contracts for Service. For more information on these procedures, see the Prerequisites part of [Section 7.1.15, "Enter Meter Readings for a Consolidated Counter"](#).

You can import billing files from other systems and combine the external charges with your standard billing. For more information, see ["Third-Party Billing"](#) in [Table 7-1](#).

Although the processing of billing data from different billing sources varies, every billing transaction of each billing type results in a record in Oracle Lease Management.

The main billing data consists of the following data items:

- Stream type, such as rent, insurance
- Amount

- Item type
- Item number, as stored in Oracle Inventory
- Customer information, as stored in Oracle Receivables

Important: For each customer that you wish to invoice, you must enable consolidated billing for lease and loan contracts in Oracle Receivables.

To achieve this, perform the following steps in Oracle Receivables:

1. Log in with Receivables Manager responsibility.
2. Select the options: Customer > Standard.
3. Find the customer.
4. In the Customers - Standard window, select the Profile: Document Printing tab.
5. In the Consolidated Billing Formats area:
 - Check the Enable check box.
 - In the Type field, select Imported.

-
-
- Ship-to location, as stored in Installed Base
 - Bill-to location
 - Payment method

At a later stage of the billing process, tax calculations use the stream type, item number, and ship-to location fields for calculations.

Generate Receivables Invoice

Note: In the following table, procedures with an asterisk use a concurrent program.

Table 7-2 Generate Receivables Invoice Topics

Procedure
Run OKL Prepare Receivables Bills.*
Run OKL Receivables Bills Consolidation.*
Run OKL Receivables Invoice Transfer to AR.*
Run AutoInvoice in Oracle Receivables.*
Run OKL Fetch AR Invoice Numbers.*
Run OKL Print Consolidated Invoices.*

Once the billing data is gathered, the next stage is the same for all types of billing.

Create Consolidation Bills

This stage creates consolidated bills for each combination of the following data items:

- Customer
- Currency
- Bill-to location
- Payment method
- Private label
- Invoice type

Oracle Lease Management adds a Consolidated Bill Number to the gathered billing data, and sends all the billing data to the Oracle Receivables module. The Oracle Receivables module calculates the invoice tax, creates the receivable, and generates the invoice.

In the Generate Receivables Invoice stage, you must run a series of Oracle Lease Management concurrent programs that transfer the consolidated billing data to Oracle Receivables, where AutoInvoice generates the invoices. After completion of generating invoices, you must run another Oracle Lease Management concurrent program to send the invoice numbers back to Oracle Lease Management. Finally, you can run another Oracle Lease Management concurrent program to print the consolidated invoices if you do not print them in Oracle Receivables.

Note: You can combine the running of the individual concurrent programs by creating one or more request sets. Each set can consist of one or more concurrent programs. For more information, see the section Managing Concurrent Programs and Reports in the *Oracle Applications System Administrator's Guide*.

Prepare Payables Data

Note: In the following table, the procedures that include an asterisk use a concurrent program.

Table 7–3 Prepare Payables Data Topics

Type of Disbursement	Procedure
Automatic Disbursement	Run OKL Pay Invoices Creation of Auto-Disbursement Process.*
Manual Disbursement	Create Manual Disbursement.

You use disbursements to initiate payments to suppliers for ad-hoc expenses that you incurred, such as:

- A contract, such as legal fees.
- Pass-through charges billed or received on behalf of the service provider, such as service and maintenance.

You can disburse charges that you bill to a lessee on behalf of a service provider in three ways. The way you disburse charges depends on the rules that you defined during contract authoring.

Three ways that you can initiate disbursements are:

- Billing Basis: When you bill the item to the lessee.
- Due Date Basis: When the item becomes due.
- Receipt Basis: When you receive payment from the lessee.

For a syndication disbursement, the disbursement is always initiated when you receive the payment from the lessor.

Generate Payables Invoice

The Prepare Payables Data stage covers both automatic and manual disbursements. In both cases, Oracle Lease Management temporarily gathers and stores the data.

In the following table, the procedures that include an asterisk use a concurrent program.

Table 7-4 *Generate Payables Invoice Topics*

Procedure
Run OKL Pay Invoices Transfer to AP Invoice Interface*
Run OKL Pay Invoices Transfer to AP Invoice Interface*
Run the Invoice Import Program in Oracle Payables*

In the Generate Payables Invoice process, you must run two Oracle Lease Management concurrent programs that send the disbursement data from Oracle Lease Management to Oracle Payables. Once you have sent the disbursement data, you must run the Invoice Import Program in Oracle Payables to trigger the generation of the invoices in Oracle Payables.

Note: You can combine the running of the individual concurrent programs by creating one or more request sets, each consisting of one or more concurrent programs. For more information, see the section Managing Concurrent Programs and Reports in the *Oracle Applications System Administrator's Guide*.

7.1.2 Periodic Billing

To enable periodic billing, you must run the OKL Process Billable Streams concurrent program.

Once this concurrent program is active, the process of selecting which contracts and items to prepare for billing is completely automatic. Oracle Lease Management identifies customers for automatic billing based on the stream types to be billed, the due date for a payment, and the number of lead days. Lead days are the number of days before the invoice due date that you can generate an invoice.

Similarly, if you require usage-based billing, all the necessary background processing automatically runs and generates the excess usage billing data. For usage-based billing items, where you want to level out counter readings across individual counters, you must set up one or more consolidated counter groups.

7.1.3 Run OKL Process Billable Streams

This procedure identifies contracts with streams due for billing and creates billing items.

Prerequisites

None

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL Process Billable Streams.
3. On the Parameters page, enter dates in the fields From Bill Date and To Bill Date.

Use the date format DD-MON-YYYY (leading zeroes are not required for the day).

If you leave the Contract Number field blank, the concurrent program processes all contracts available within the From Bill Date and the To Bill Date.

4. Enter a specific contract number if you want to process just a single contract.
5. Click OK.

The default value for At these Times is As Soon as Possible.

6. Click the Schedule button if you want to schedule the program to run periodically or according to a previously-saved schedule.
7. Click Submit.

Guidelines

After you submit the request, you can monitor the progress of the program by choosing Requests > View. When the request has completed, highlight the request, and then click the View Output and View Log buttons to check for any errors.

7.1.4 Miscellaneous Billing

The topics in this section are:

- [Section 7.1.5, "Create a Manual Invoice"](#)
- [Section 7.1.6, "Create Manual Invoice Header"](#)
- [Section 7.1.7, "Create Manual Invoice Lines"](#)

7.1.5 Create a Manual Invoice

As a result of an expense occurring for a contract that you want to pass on to the lessee, you can bill manual one-off or ad hoc charges to contracts and assets. For example, suppose you receive a registration fee related to a contract. As you pay the appropriate vendor for this expense, you may also want to charge the lessee in order to recover your money.

The process of creating a manual invoice consists of the following two stages:

- [Section 7.1.6, "Create Manual Invoice Header"](#)
- [Section 7.1.7, "Create Manual Invoice Lines"](#)

7.1.6 Create Manual Invoice Header

You can manually bill one-off or ad hoc charges to contracts and assets.

Prerequisites

None

Responsibility

Lease Super User, Accounts Receivable, Asset Manager, Contract Administrator, Operations Manager or Terminations

Navigation

Receivables > Billing > Manual Invoice

Steps

1. Click the Create Manual Invoice button.
2. Select the Customer Name.

If you perform a List of Values search on the Customer Name, you see both contract and customer information. Any selection from the list of values returns both contract and customer information back to the Create Manual Invoice page, into the Contract Number and Customer Name fields respectively.

3. Select the Contract Number.

Note: You do not need to perform this step if you have already selected your required contract number in the previous step.

4. Enter the Invoice Date.
5. Enter the Amount.
6. Click the Create button.

After you click the Create button, the Create Manual Invoice Lines page appears. For more information, see [Section 7.1.7, "Create Manual Invoice Lines"](#).

The Transaction Number is an automatically generated number that occurs when you create the manual invoice.

7.1.7 Create Manual Invoice Lines

The Create Manual Invoice Lines page appears after you click the Create button in the preceding topic [Section 7.1.6, "Create Manual Invoice Header"](#), of which the following procedures are a continuation.

On the Create Manual Invoice Lines page, you enter assets (optional), fee type details, and the amount for each manual invoice line.

You can enter several invoice lines but the total of all the invoice line amounts must be equal to the Amount that you entered for the invoice on the Create Manual Invoice page.

Prerequisites

[Section 7.1.6, "Create Manual Invoice Header"](#)

Responsibility

Lease Super User, Accounts Receivable, Asset Manager, Contract Administrator, Operations Manager or Terminations

Navigation

Receivables > Billing > Manual Invoice

Steps

1. Select the Fee Type.
2. Select the Asset Number.
3. Optionally, enter a Description for the fee.
4. Enter the Amount for the asset on the invoice line.
5. If you want to create more manual invoice lines, click Add Another Row, and repeat the previous 4 steps; repeat this for each required manual invoice line.

Remember that the total of all the amounts of the manual invoice lines must equal the Total Amount of the manual invoice.

6. After you have entered all the manual invoice lines, click the Create button.

7.1.8 Variable Rate Billing

One of the parameters of a contract is the interest type on which you are basing the contract. Examples of interest types are fixed and variable. In the case of variable interest, there are several more associated parameters that you enter when you book or restructure a contract. The most relevant parameter identifies how you calculate the interest as a result of a change in the rate.

The two basic methods for handling the interest adjustment are:

- **Calculate an interest adjustment:** This functionality uses the formula defined during the booking process to calculate an interest adjustment. This interest adjustment billing is in addition to the rent charge.
- **Re-amortize the contract:** This functionality calls the stream generation tool to calculate new rental and income streams. With this method, you can have only level payment contracts--for example, monthly, quarterly, or annually.

When you perform billing for variable rate contracts, the application automatically evaluates the interest rate type linked to the contract for any increases or decreases.

If the rate type changes, the billing process automatically calculates and bills the appropriate amounts.

7.1.9 Run OKL Create Receivables Variable Rate Invoices

This process:

- Identifies contracts set up with variable rates.
- Identifies if a change in interest occurred.
- Generates bills at the new interest rate.

Prerequisites

None

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL Create Receivables Variable Rate Invoices.
3. Click Submit.

7.1.10 Late Interest Billing

Late payments may be subject to a late interest charge. The Late Interest policy determines the late interest charges.

For more information, see the Define Late Charges Parameters section in the *Oracle Lease Management Implementation Guide*.

7.1.10.1 Run OKL Calculate Late Interest

This procedure identifies late payments, calculates interest, and generates bills for Oracle Receivables.

Prerequisites

You must have created a late interest policy.

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL Calculate Late Interest.
3. Click Submit.

7.1.11 Late Charges Billing

If a previous invoice still has a balance outstanding, late charges may apply. The Late Charges policy determines the late charges amount. The late charges amount is either a flat fee or a percentage of the total invoices past due, depending upon the setup configuration.

To begin the calculation of the late charges, you must start the Calculate Late Charges concurrent program. This program evaluates all outstanding invoices to identify the invoices past their grace period and where the late charges are not placed on hold for the contract. Once the program identifies a delinquent invoice as eligible for late charges, the penalty automatically applies, based on the rules in the late policy.

For more information, see the Define Late Charges Parameters section in the *Oracle Lease Management Implementation Guide*.

7.1.11.1 Run Calculate Late Charges

This procedure identifies past due invoices, calculates late charges, and generates bills for Oracle Receivables.

Prerequisites

You must have created a late charges policy.

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select the entry OKL Calculate Late Interest.
3. Click Submit.

7.1.12 Bill Excess Usage

Usage determines the billing of some leased assets. Typical usage attributes include counts, mileage, and hours used. You enter a usage limit at the time of lease authoring and compare this limit to actual usage readings and bills any excess to the lessee.

To determine the data item setup and perform the steps for processing usage-based billing items, you use several Oracle application modules: Oracle Inventory, Oracle Pricing, Oracle Installed Base, Oracle Contracts for Service, and Oracle Lease Management.

At lease authoring time--in Oracle Lease Management--you create usage lines and enter information regarding the limits of usage and the rate at which you are billing excess usage to the customer. For each Oracle Lease Management contract that contains usage lines, a special Oracle Contracts for Service contract with usage lines is created.

During the lease's life cycle, Oracle Installed Base captures the actual usage readings. At billing time, the Oracle Contracts for Service module calculates the usage amounts and stores that information in tables. The automatic billing procedure in Oracle Lease Management retrieves the usage data from Oracle Contracts for Service, and, as with the other types of billable lease items, passes the data to Oracle Receivables.

The topics in this section include:

- [Section 7.1.13, "Create Consolidated Counters"](#)
- [Section 7.1.15, "Enter Meter Readings for a Consolidated Counter"](#)
- [Section 7.1.16, "Run Usage Based Billing"](#)

7.1.13 Create Consolidated Counters

For usage-based billing items, when you derive each billing amount directly from a single usage counter, you do not have to set up any further usage-oriented data structures in Oracle Lease Management.

If you want to calculate a billing amount by leveling the counter readings across several individual counters, you must create a consolidated counter in Oracle Lease Management.

Once you have created the consolidated counter, Oracle Lease Management provides the ability to capture readings for the consolidated counters. For more information, see [Section 7.1.15, "Enter Meter Readings for a Consolidated Counter"](#). The excess usage is leveled across the counters and included in the billing process.

The creation of a consolidated counter is a procedure that consists of the following two stages:

- [Section 7.1.14, "Create Consolidated Counter"](#): Specify name, dates, customer information, and payment-related information of the consolidated counter.
- [Section 7.1.14.1, "Create Counter Leveling Lines"](#): Specify the counters for the consolidated counter.

7.1.14 Create Consolidated Counter

When you create a consolidated counter, you specify name, dates, customer information, and payment-related information of the consolidated counter.

Prerequisites

You must have set up the associated counter groups and counters in Oracle Installed Base.

Responsibility

Lease Super User, Accounts Receivable, Asset Manager, Contract Administrator, Operations Manager, or Terminations

Navigation

Receivables > Billing > Consolidated Counter

Steps

1. Click the Create Consolidated Counter button.
2. Enter the Name for the consolidated counter, and optionally the Description.
3. Select the From Date and the To Date.
4. Choose the Customer.

Tip: In this step, and in the following three steps, you can click the Flashlight icon beside the field to see a list of values. Each list line shows Customer, Bill To Site, Payment Term, and Payment Method information. If you click the hypertext link on one of the list lines, each of the four field values appear the corresponding fields on the Create Consolidated Counter page. If you retrieve the values you want in one search, you do not have to perform further searches on the other fields.

5. Choose the Bill To Site unless you have already selected the Bill To Site in the previous step; see the tip in the previous step for choosing the Customer.
6. Choose the Payment Term unless you have already selected the Payment Term in another step; see the tip in step 4 for choosing the Customer.
7. Select the Payment Method unless you have already selected the Payment Method in a previous step; see the tip in step 4 for choosing the Customer.
8. Select the Currency.
9. Select the Price List.

10. Click the Create button.
11. Continue to the next set of steps--[Create Counter Leveling Lines](#)--to specify which counters you want to include in your consolidated counter.

7.1.14.1 Create Counter Leveling Lines

After you click the Create button in the preceding step, a confirmation message appears on the Create Consolidated Counter page, and then the Counter Leveling Lines page appears. This page is where you select the counters you want to include in the consolidated counter.

Prerequisites

[Section 7.1.14, "Create Consolidated Counter"](#)

Responsibility

Lease Super User, Accounts Receivable, Asset Manager, Contract Administrator, Operations Manager, or Terminations

Navigation

Receivables > Billing > Consolidated Counter

Steps

1. Select a Counter Name.
2. For each additional counter to add to the consolidated counter, click the Add Another Row button, and select a counter name in the new row.
3. When you have finished, click the Submit button.

7.1.15 Enter Meter Readings for a Consolidated Counter

To enable excess usage billing, you must first enter meter readings for the consolidated counter. The Usage Based Billing concurrent program resolves the leveling across the counters and generates the billing data that billing process uses.

Prerequisites

You must have set up the consolidated counter in Oracle Lease Management. This is a one-off task. For more information, see [Section 7.1.14, "Create Consolidated Counter"](#).

You must have performed the following procedures in the specified sequence:

1. Update your counter readings in Installed Base.
For more information, see the Capture Counter Readings section in the *Oracle Service Concepts and Procedures* manual.
2. In Oracle Contracts for Service, run the concurrent program Service Contracts Main Billing.
For more information, see the Running the Billing Program section in the *Oracle Contracts for Service Concepts and Procedures* manual.
3. In Oracle Contracts for Service, run the concurrent program Usage Averaging and Settlement for Billing.
For more information, see the Running Usage Averaging and Settlement Program section in the *Oracle Contracts for Service Concepts and Procedures* manual.

Responsibility

Lease Super User, Accounts Receivable, Asset Manager, Contract Administrator, Operations Manager, or Terminations

Navigation

Receivables > Billing > Consolidated Counter

Steps

1. Search for the consolidated counter.
2. In the Results area, click the Meter Reading icon for your consolidated counter.
3. Enter the Reading Date.
4. Enter the Meter Reading.
5. When you have finished, click the Calculate button.
6. Verify the amounts within the Bill Amount column.
7. Click Submit to process the meter readings for billing.

7.1.16 Run Usage Based Billing

This procedure returns excess usage amounts from the service contract tables for importing by Receivables.

Prerequisites

If you require excess usage to be leveled-out across counters, you must have created one or more consolidated counters.

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi).

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select the entry Usage Based Billing.
3. Click Submit.

7.1.17 Third-Party Billing

The topics in this section include:

- ["Sample Control File for the Third-Party Billing Import File"](#)
- [Section 7.1.17.1, "Prepare Third-Party Billing Import File for Billing"](#)

To process a billing item from a third-party finance company, Oracle Lease Management can import billing files containing charges that the customer incurs that you want to pass through, for example, property taxes, non-sufficient funds, service & maintenance. Once you import these files, you must review them, correct errors, and download them into Oracle Lease Management tables.

You must include third-party billing data in a billing import file.

You may include the following basic data fields in your data file:

- Contract ID or Asset ID
- Customer ID
- Customer address
- Type of charge

- Amount

In addition, you can provide other fields, such as vendor, invoice, and source identifiers.

The following section illustrates the process of importing a third-party billing file.

Sample Control File for the Third-Party Billing Import File

```
LOAD DATA
INFILE 'okl_bch.dat'
INTO TABLE OKL_EXT_BILLING_INTERFACE
APPEND
FIELDS TERMINATED BY ","
(
CONTRACT_NUMBER CHAR,
STY_NAME CHAR,
ASSET_NUMBER CHAR,
INVOICE_DATE DATE,
AMOUNT CHAR,
CURRENCY_CODE CHAR,
TRX_STATUS_CODE CHAR,
TAX_ASSESSMENT_AMOUNT CHAR,
TAX_JURSDCTN_CTY CHAR,
MLRT_TAX_JURSDCTN_CTY CHAR,
TAX_JURSDCTN_CNTRY CHAR,
MLRT_TAX_JURSDCTN_CNTRY CHAR,
TAX_JURSDCTN_STE CHAR,
MLRT_TAX_JURSDCTN_STE CHAR,
TAX_JURSDCTN_SCHL CHAR,
MLRT_TAX_JURSDCTN_SCHL CHAR,
TAX_JURSDCTN_CNTRY CHAR,
MLRT_TAX_JURSDCTN_CNTRY CHAR
)
```

Note: The column STY_NAME represents the name of the charge type.

7.1.17.1 Prepare Third-Party Billing Import File for Billing

1. **Required:** In all rows, set the value of the column TRX_STATUS_CODE to "SUBMITTED".
2. Create a SQL*Loader control file specific for the data file to be imported.

This step should be done by a technical consultant with knowledge of SQL*Loader programming language. The control file describes the format of the data file to be imported. SQL*Loader does not validate data.

3. Run SQL*Loader to load the data file.

Running SQL *Loader is a concurrent job that takes two arguments: name of data file and name of control file. This job produces an audit report.

4. Review the SQL*Loader audit reports.

The report indicates the number of records which have been successfully or unsuccessfully loaded from data file into the Oracle interface table. Only data records with wrong format are rejected. That is, records with an invalid customer ID are accepted and loaded into the database. These records are rejected by validation process in the next step.

5. Run the concurrent program OKL Third Party Billing Import to pass all records from the billing import interface table to OKL transaction tables.

The process validates data for referential integrity. For example, every record must have an amount, contract ID, and type of charge. Moreover, if optional data is supplied, it is validated. For example, if a vendor ID is provided, it should correspond to active vendor.

Note that all the records that passed the checks in the previous step are loaded into the database.

If the data is loaded correctly, the column TRX_STATUS_CODE is set to "PROCESSED". If the concurrent program detects errors, the column TRX_STATUS_CODE is set to "ERROR".

6. Review the audit and exception reports that the concurrent program OKL Third Party Billing Import generated.

All validated records are copied to Oracle Lease Management transaction tables. Rejected records remain in the interface table. The audit report shows the number of excepted and rejected records. The exception report displays rejected records and corresponding error messages.

7. If any records are rejected, then fix the invalid records until there are no error records.
8. Repeat steps 5-7 until all records are accepted.

7.1.18 Generate Receivables Invoice

Once you have collected the billing data, you need to send it to Oracle Receivables through the AutoInvoice feature. To trigger this data transfer, you must run a series of concurrent programs. One of these programs is an Oracle Receivables program, the rest are Oracle Lease Management programs.

The sequence in which you run the programs is:

1. OKL Prepare Receivables Bills
2. OKL Receivables Bills Consolidation
3. OKL Receivables Invoice Transfer to AR
4. AutoInvoice in Oracle Receivables

For information on how to run AutoInvoice in Oracle Receivables, see the section *Importing Invoice Information Using AutoInvoice* in the *Oracle Receivables User Guide*.

5. OKL Fetch AR Invoice Numbers
6. OKL Print Consolidated Invoices

This is optional, as you can choose to print invoices within Oracle Receivables.

For each of the Oracle Lease Management concurrent programs--steps 1 through 3 and steps 5 and 6--follow the steps as outlined in general in [Section 7.1.18.1, "Run a Billing Concurrent Program"](#), and select the appropriate program name when you prepare to submit a concurrent program request.

Note: You can combine the running of the individual concurrent programs by creating one or more request sets, each consisting of one or more concurrent programs. For more information, see the section *Managing Concurrent Programs and Reports* in the *Oracle Applications System Administrator's Guide*.

7.1.18.1 Run a Billing Concurrent Program

Prerequisites

Before you run the first billing concurrent program, you must have prepared some billing data, through at least one of the procedures listed in [Table 7-1, "Prepare Receivables Data Topics"](#).

Then, you must follow the sequence of programs as outlined in [Section 7.1.18, "Generate Receivables Invoice"](#). (Remember that you must run one program from Oracle Receivables.)

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select the appropriate program name.
For more information, see the Oracle Lease Management concurrent program names in [Section 7.1.18, "Generate Receivables Invoice"](#).
3. Click Submit.

7.1.19 Disbursements

Disbursements are payments to suppliers for expenses incurred for a contract (for example, legal fees) or for charges billed to the lessee on behalf of the service provider (for example, service and maintenance).

To trigger the automatic generation of disbursements, you must start a concurrent program that gathers the disbursement data and creates a transaction within Oracle Lease Management prior to providing the information to the Payables module. There is also a facility to create manual disbursements that also creates a transaction within Oracle Lease Management prior to providing the information to the Payables module.

You must then start a series of concurrent programs to send the disbursement data to Oracle Payables and generate the Payables invoices there. For more information, see [Section 7.1.21, "Generate Payables Invoice"](#).

The topics in this section include:

- [Section 7.1.19.1, "Run OKL Pay Invoices Creation of Auto-Disbursement Process"](#)

- [Section 7.1.20, "Create Manual Disbursement"](#)

7.1.19.1 Run OKL Pay Invoices Creation of Auto-Disbursement Process

Use this procedure to start the automatic disbursements process.

Prerequisites

None

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL Pay Invoices Creation of Auto-Disbursement Process.
3. Click Submit.

7.1.20 Create Manual Disbursement

During the life of a contract, there are often charges incurred for a contract that you must pay to the appropriate supplier. For example, you may be billed for the registration of an asset. You can use this procedure to create the one-off or ad hoc disbursements for these charges.

Prerequisites

None

Responsibility

Lease Super User, Accounts Controller, Accounts Payable, Contract Administrator, or Operations Manager

Navigation

Receivables > Disbursements > Manual Disbursements

Steps

1. Click the Create Manual Disbursement button.
2. Select the Vendor Name.
3. Select the Vendor Site.
4. Select the Contract Number.
5. Select the Stream Type.
6. Optionally, enter the Vendor Invoice Number.
7. Select the Invoice Date.
8. Select the Invoice Type (Standard or Credit).
9. Select the Pay Group.

Pay groups are features in Oracle Payables that you can use to select invoices for payment in a payment batch.

10. Select the Payment Method.
11. Select the Payment Terms.
12. Select the Currency.
13. Enter the disbursement Amount.
14. Click the Create button.

7.1.21 Generate Payables Invoice

Once you collect the disbursement data, you send it to Oracle Payables.

To trigger this data transfer, you must run a series of concurrent programs. One of these programs is an Oracle Payables program; the others are Oracle Lease Management programs.

The sequence in which you run the programs is:

1. OKL Pay Invoices Creation of Auto-Disbursement Process
2. OKL Pay Invoices Transfer to AP Invoice Interface
3. Invoice Import Program in Oracle Payables

For information on how to run the Invoice Import Program in Oracle Payables, see the section Payables Invoice Import Program in the *Oracle Payables User Guide*.

For each of the Oracle Lease Management programs--steps 1 to 2--follow the steps as outlined in general in [Section 7.1.21.1, "Run a Disbursement Concurrent Program"](#), and select the appropriate program name when you prepare to submit a concurrent program request.

Note: You can combine the running of the individual concurrent programs by creating one or more request sets, each consisting of one or more concurrent programs. For more information, see the section Managing Concurrent Programs and Reports in the *Oracle Applications System Administrator's Guide*.

7.1.21.1 Run a Disbursement Concurrent Program

Prerequisites

You must follow the sequence of programs that [Section 7.1.21, "Generate Payables Invoice"](#) indicates. Remember that you must also run one program from Oracle Payables.

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select the appropriate program name
3. For more information, see [Section 7.1.21, "Generate Payables Invoice"](#).
4. Click Submit.

7.2 Receipt of Payments

Oracle Lease Management works in conjunction with Oracle Receivables to let you receive payment for customer invoices in several ways, both automatically and by allocating manual cash payments. You can specify invoices that Oracle Lease Management transactions generate to use Oracle Receivables payment methods, such as direct debit, credit card, and lockbox. Oracle Lease Management lets you set up cash allocation rules, which are used during the processing of manual and lockbox payments.

The main topics in this section include:

- [Section 7.2.1, "Apply Manual Receipt"](#)
- [Section 7.2.9, "Create Receipt Batch"](#)
- [Section 7.2.11, "Run OKL Concurrent Cash Application"](#)
- [Section 7.2.12, "Apply Lockbox Receipts"](#)
- [Section 7.2.13, "Create Automatic Receipts"](#)

7.2.1 Apply Manual Receipt

You can search for invoices and allocate payments manually. You can enter a manual payment for either a consolidated invoice number or a contract.

You may also enter a receipt batch. When you have created a receipt batch, you must then run a concurrent program to apply the batch to the invoices.

The topics in this section include:

- [Section 7.2.2, "Manual Receipts for a Contract"](#)
- [Section 7.2.6, "Manual Receipts for a Consolidated Invoice Number"](#)

7.2.2 Manual Receipts for a Contract

Use the following procedures for manual receipts that you have identified against a contract number. Topics in this section include:

- [Section 7.2.3, "Search for Manual Receipt of a Contract"](#)
- [Section 7.2.4, "Create Manual Receipt for a Contract"](#)
- [Section 7.2.5, "Add Cash Application Details"](#)

7.2.3 Search for Manual Receipt of a Contract

Prerequisites

If you want to have your receipt amount allocated automatically to a selected invoice, you must have set up cash application rules.

For more information, see the Define Cash Allocation Rules section in the *Oracle Lease Management Implementation Guide*.

Responsibility

Lease Super User, Accounts Receivable, or Operations Manager

Navigation

Receivables > Cash > Manual Receipt > Contract

Steps

1. To perform a global search of all the invoices:
 - Click any one of the Flashlight icons, without entering any search criteria in the Customer Name, Customer Number or Consolidated Invoice Number fields.

A list of all the invoices, together with the customer name, customer number, and invoice amount appears.
2. To perform a **restricted search** of the invoices:
 - Enter a search value in one of the fields, Customer Name, Customer Number or Consolidated Invoice Number, and click its corresponding Flashlight icon.

A list of only those invoices that satisfy that single search condition appears, together with the customer name, customer number, and invoice amount.

For example, if you enter AG% in the Customer Name field, then click the Flashlight icon, all the invoices for customers whose name begins with the letters AG appear.

7.2.4 Create Manual Receipt for a Contract

Use this procedure to apply a manual payment against an invoice identified by a contract number.

You must first search for and identify the invoice using its contract number, then apply the manual payment to the invoice.

You can get the receipt amount applied automatically using cash application rules that you set up previously, or you can choose to allocate the cash as you create the manual receipt.

In both cases, you first use the Create Manual Receipt page. Then, when you choose to allocate the cash explicitly, you also have to specify cash amounts on a Cash Application Details page.

Prerequisites

If you want to have your receipt amount allocated automatically to a selected invoice, you must have set up cash application rules.

For more information, see the Define Cash Allocation Rules section in the *Oracle Lease Management Implementation Guide*.

Responsibility

Lease Super User, Accounts Receivable, or Operations Manager

Navigation

Receivables > Cash > Manual Receipt > Contract

Steps

1. Click the Create Manual Receipt button.

On the Create Manual Receipt page, you must first search for the invoice to put it into context by using the search fields at the top of the page: Customer Name, Customer Number and Consolidated Invoice Number. You can perform either a **global search**--as Step 2 indicates--or a **restricted search**--as Step 3 indicates--to locate the invoice.

2. To perform a global search of all the invoices:

- Click any one of the Flashlight icons, without entering any search criteria in the Customer Name, Customer Number or Consolidated Invoice Number fields.

A list of all the invoices, together with the customer name, customer number, and invoice amount appears.

- Select one of the invoices, by clicking its Customer Name hypertext link to put it into context.

3. To perform a **restricted search** of the invoices:

- Enter a search value in one of the fields, Customer Name, Customer Number or Consolidated Invoice Number, and click its corresponding Flashlight icon.

A list of only those invoices that satisfy that single search condition appears, together with the customer name, customer number, and invoice amount.

For example, if you enter AG% in the Customer Name field, then click the Flashlight icon, all the invoices for customers whose name begins with the letters AG appear.

- Select one of the invoices, by clicking its Customer Name hypertext link to put it into context.

After you select an invoice from a search, the selected Contract Amount and Contract Date fields automatically appear on the Create Manual Receipt page.

4. In the Receipt area, enter a Receipt Number.

The receipt number is the identification number of a payment, for example, a check number.

5. Select the Receipt Type.

6. Select the Currency.

7. Enter the Receipt Amount.

8. Optionally, select the Receipt Date.

9. Optionally, enter Comments.

10. Perform either step:

- To apply the receipt amount to the invoice automatically, using the cash application rules that you had set up, click the Create button.

This completes the transaction of creating the manual receipt.

- To perform the cash allocation yourself, as part of the current process of creating the manual invoice, click the Allocate Receipt button. For more information, see [Section 7.2.5, "Add Cash Application Details"](#).

7.2.5 Add Cash Application Details

When you create a manual receipt, you can allocate the cash yourself. The information below follows the procedures in [Section 7.2.4, "Create Manual Receipt for a Contract"](#).

After you click the Allocate Receipt button, a confirmation message appears on the Create Manual Receipt page, and then the Cash Application Details page appears. On the Cash Application Details page, you manually allocate portions of the receipt amount to the assets and streams.

The top part of the page shows the general invoice information with the following fields:

- Invoice Amount: the total amount still outstanding on the invoice.
- Receipt Amount: the amount that you entered as part of the current manual receipt creation.
- Applied Amount: the total of all the amounts you are applying to the individual assets and streams for the manual receipt that you just created. This value automatically changes as you change the Amount Applied fields in the body of the Cash Application Details page.

Below the general invoice information is a list of all the assets, stream types, amounts outstanding and the amounts applied according to the cash application rules for the receipt you just entered.

Steps

1. Change the value of the Amount Applied for as many as you require of the asset-stream combinations in the Cash Application Details page.
2. Click the Update button.

7.2.6 Manual Receipts for a Consolidated Invoice Number

Use the following procedures for manual receipts that you have identified against a contract number. Topics in this section include:

- [Section 7.2.7, "Create Manual Receipt for a Consolidated Invoice"](#)
- [Section 7.2.8, "Add Cash Application Details"](#)

7.2.7 Create Manual Receipt for a Consolidated Invoice

Use this procedure to apply a manual payment against an invoice identified by a consolidated invoice number.

You must first search for and identify the invoice using its consolidated invoice number, and then apply the manual payment to the invoice.

You can get the receipt amount applied automatically using cash application rules that you set up previously, or you can choose to allocate the cash as you create the manual receipt.

In both cases, you will first use the Create Manual Receipt page. Then, when you choose to allocate the cash explicitly, you will also have to specify cash amounts on a Cash Application Details page.

Prerequisites

If you want to have your receipt amount allocated automatically to a selected invoice, you must have set up cash application rules.

For more information, see the Define Cash Allocation Rules section in the *Oracle Lease Management Implementation Guide*.

Responsibility

Lease Super User, Accounts Receivable, or Operations Manager

Navigation

Receivables > Cash > Manual Receipt > Consolidated Bill

Steps

1. Click the Create Manual Receipt button.

On the Create Manual Receipt page, you must first search for the invoice to put it into context by using the search fields at the top of the page: Customer Name, Customer Number and Consolidated Invoice Number. You can perform either a **global search**--as Step 2 indicates--or a **restricted search**--as Step 3 indicates--to locate the invoice.

2. To perform a **global search** of all the invoices:
 - Click any one of the search icons, without entering any search criteria in the Customer Name, Customer Number or Consolidated Invoice Number fields.

A list of all the invoices, together with the customer name, customer number, and invoice amount appears.

- Select one of the invoices, by clicking its Customer Name hypertext link.

3. To perform a **restricted search** of the invoices:

- Enter a search value in one of the fields, Customer Name, Customer Number or Consolidated Invoice Number, and click its corresponding Flashlight icon.

A list of only those invoices that satisfy that single search condition appears, together with the customer name, customer number, and invoice amount.

For example, if you enter AG% in the Customer Name field, then click the Flashlight icon, all the invoices for customers whose name begins with the letters AG appear.

- Select one of the invoices by clicking its Customer Name hypertext link.

After you select an invoice from a search, the selected Consolidated Invoice Amount and Consolidated Invoice Date fields automatically appear on the Create Manual Receipt page.

4. In the Receipt area, enter a Receipt Number.

The receipt number is the identification number of a payment, for example, a check number.

5. Select the Receipt Type.

6. Select the Currency.

7. Enter the Receipt Amount.

8. Optionally, select the Receipt Date.

9. Optionally, enter Comments.

10. Perform either step:

- To apply the receipt amount to the invoice automatically, using the cash application rules that you had set up, click the Create button.

This completes the transaction of creating the manual receipt.

- To perform the cash allocation yourself, as part of the current process of creating the manual invoice, click the Allocate Receipt button. For more information, see [Section 7.2.8, "Add Cash Application Details"](#).

7.2.8 Add Cash Application Details

After you click the Allocate Receipt button, a confirmation message appears on the Create Manual Receipt page, and then the Cash Application Details page appears. On the Cash Application Details page, you manually allocate portions of the receipt amount to the assets and streams.

The top part of the page shows the general invoice information with the following fields:

- Invoice Amount, which is the total outstanding amount on the invoice.
- Receipt Amount, which is the amount you entered as part of the current manual receipt creation.
- Applied Amount, which is the total of all the amounts that you are applying to the individual assets and streams for the manual receipt that you just created. This value automatically changes as you change the Amount Applied fields in the body of the Cash Application Details page.

Below the general invoice information is a list of all the assets, stream types, amounts outstanding and the amounts applied according to the cash application rules for the receipt you just entered.

Steps

1. Change the value of the Amount Applied for as many as you require of the asset-stream combinations on the Cash Application Details page.
2. Click the Update button.

7.2.9 Create Receipt Batch

Use this procedure to apply several manual payments together in a receipt batch.

First, you create a receipt batch header, and then, in a number of batch lines, you specify the invoices and the receipt amounts that you want to apply to the invoices.

Prerequisites

None

Responsibility

Lease Super User, Accounts Receivable, or Operations Manager

Navigation

Receivables > Cash > Receipt Batch

Steps

1. Click the Create Receipt Batch button.
2. Enter a Batch Name.
3. In the Batch Quantity field, enter the number of batch lines you want to create.
4. In the Batch Total field, enter the total of all the receipt amounts of the batch lines you will create.
5. Enter the Batch Currency.
6. Optionally, select the Deposit Date.
7. Optionally, select the GL Date.
8. Select the Receipt Method.
9. Click the Create button.

After a confirmation message, the Create Batch Lines page appears, where you must create a batch line for each invoice for which you want to create a manual receipt. For more information, see [Section 7.2.10, "Create Batch Lines"](#).

7.2.10 Create Batch Lines

After a confirmation message, the Create Batch Lines page appears. You must create a batch line for each invoice for which you want to create a manual receipt.

Prerequisites

[Section 7.2.9, "Create Receipt Batch"](#)

Responsibility

Lease Super User, Accounts Receivable, or Operations Manager

Navigation

Receivables > Cash > Receipt Batch

Steps

1. Click the Flashlight icon beside the Customer Number field, and select an invoice from the list that appears.
2. Enter the Check Number.
3. Enter the Receipt Amount.
4. Click the Add Another Row button, and repeat the previous 3 steps for each batch line you want to create.
5. Click the Create button.

7.2.11 Run OKL Concurrent Cash Application

The OKL Concurrent Cash Application processes the receipt batch you entered in Oracle Lease Management against the invoices in Oracle Receivables.

Prerequisites

You must have created one or more receipt batches.

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL Concurrent Cash Application.
3. Click Submit.

7.2.12 Apply Lockbox Receipts

Note: The application of lockbox receipts is an automatic procedure that occurs in Oracle Receivables.

Lockbox is a service that commercial banks offer corporate customers to let them out-source their accounts receivable payment processing. AutoLockbox is a facility of Oracle Receivables that allows you to eliminate manual data entry by automatically processing receipts that are sent directly to your bank.

The standard AutoLockbox procedure is a three step process:

1. **Import:** During this step, AutoLockbox reads and formats the data from your bank file into AutoLockbox tables using an SQL *Loader script.
2. **Validation:** The validation program validates the data in the AutoLockbox tables.
3. **Post the Cash:** This step applies the receipts and updates your customer's balance.

For more information, see the Using AutoLockbox section in the *Oracle Receivables User Guide*.

The application of lockbox receipts to invoices generated from Oracle Lease Management transactions checks and uses the Oracle Lease Management cash application rules before any Oracle Receivables cash application rules.

7.2.13 Create Automatic Receipts

You can use the Automatic Receipts feature of Oracle Receivables to automatically generate receipts for customers with whom you have defined payment agreements, such as payments through direct debit.

For more information, see the Creating Automatic Receipts and Creating Remittance Batches sections in the *Oracle Receivables User Guide*.

7.3 Transaction Summary

Use this procedure to locate transactions in the system. You can drill down to the specific transaction lines to obtain more detailed information. Transaction summary information appears in three main areas:

- **Retrieve Transaction Summary Records:** View contract number, customer name, invoice, currency, due date, amount, and balance.
- **View Transaction Line Results:** View a breakdown of the lines of the invoice that shows how much was paid and how much is still due for each line of the invoice.

- **View Transaction Line Details Results:** View a breakdown of the streams history within each line of the invoice that shows how much was paid and how much is still due for each stream of each line of the invoice.

Prerequisites

None

Responsibility

Lease Super User, Accounts, Accounts Payable, Accounts Receivable, Contract Administrator, Operations Manager, or Terminations

Navigation

Receivables > Transactions > Transaction Summary

Steps

Use the following steps to navigate the transaction summary pages.

Retrieve Transaction Summary Records

You can search and retrieve transaction summary records by specifying any or all of the following fields:

- Consolidated Invoice Number
- Contract Number
- Customer Name

The initial results show you the following fields about an invoice:

- Contract Number
- Customer Name
- Invoice (This field is hypertext linked, which allows you to access transaction line information.)
- Currency
- Due Date
- Amount
- Balance

- Details (This is an icon, which allows you access to stream details on each transaction line.)

View Transaction Line Results

When you click an invoice in the Transaction Summary results area, the Transaction Lines page appears. This page contains summary information about the invoice in the header, including the Invoice Amount and the Balance.

In the Lines section of the page is a breakdown of the lines of the invoice that shows how much was paid and how much is still due for each line of the invoice.

The fields that appear in the Lines area are:

- Line Number
- Contract Number
- Line Name
- Invoice Amount (This is the amount *for the current line* on the invoice, not the total amount of the invoice, which appears in the header.)
- Tax
- Amount Paid
- Balance (This is the balance **for the current line** on the invoice, not the balance of the invoice, which appears in the header.)

View Transaction Line Details Results

When you click the Details icon of an invoice in the Transaction Summary results area, the Transaction Line Details page appears. This page contains summary information about the invoice in the header, including the Invoice Amount and the Balance.

In the Streams section of the page is a breakdown of the streams history within each line of the invoice that shows how much was paid and how much is still due for each stream of each line of the invoice.

The fields that appear in the Streams area are:

- Line Number
- Line Name
- Stream
- AR Invoice

- Invoice Amount (This is the amount **for the current stream** on the invoice line, not the total amount of the invoice, which appears in the header.)
- Tax
- Amount Paid
- Balance (This is the balance **for the current line** on the invoice, not the balance of the invoice, which appears in the header.)
- Check number
- Receipt Date

7.4 Cures, Repurchases, and Refunds

Cures are payments that the vendor makes due to a customer who did not make the required payments according to terms of the lease.

Repurchases occur when all of the following happen:

- A lessee fails to make any payments within a specified window of time.
- A lessee has already had a specified number of cure payments made on their behalf.
- The vendor buys back or repurchases the contract.

Refunds occur when the customer makes a payment on a delinquent contract after the vendor has made a cure payment. The vendor program agreement parameter determines which action to perform: The collections agent either refunds the vendor's original cure payment or offsets the received payment against other contracts that require cure payments.

This section contains the following topics:

- [Section 7.4.1, "Define Cure, Repurchase, and Refund T&C for a Vendor Program"](#)
- [Section 7.4.2, "Request a Cure or Repurchase"](#)
- [Section 7.4.6, "Reconcile a Payment Against a Request"](#)
- [Section 7.4.7, "Refund a Payment to a Vendor"](#)

7.4.1 Define Cure, Repurchase, and Refund T&C for a Vendor Program

All the features of cures, repurchases, and refunds are defined as part of the terms and conditions of a vendor program.

Defining cure, repurchase, and refund terms and conditions for a vendor program is a specific example of the general process described in [Section 4.3.3, "Add Terms and Conditions"](#).

The full range of cure, repurchase, and refund parameters available for a vendor program appear in [Table 7–5, "Cure, Repurchase, and Refund Terms and Conditions"](#).

Table 7–5 Cure, Repurchase, and Refund Terms and Conditions

Terms and Conditions Set Name	Terms	Attributes
Collections Cure and Repurchase	Collections Cure	Is cure applicable?
Collections Cure and Repurchase	Collections Cure	Type of cure (Full Cure/Interest Cure)
Collections Cure and Repurchase	Collections Cure	Days past due allowed
Collections Cure and Repurchase	Collections Cure	Days past due projected?
Collections Cure and Repurchase	Collections Cure	Effective day
Collections Cure and Repurchase	Collections Cure	Litigation cure type (Full Cure/Interest Cure)
Collections Cure and Repurchase	Collections Cure	Contract rate for interest cure calculation
Collections Cure and Repurchase	Collections Refund	Days account must be in current status before refund required
Collections Cure and Repurchase	Collections Refund	Do refunds offset cure money due from vendor?
Collections Cure and Repurchase	Collections Repurchase	Days past due before repurchase can be requested
Collections Cure and Repurchase	Collections Repurchase	Number of cures before repurchase can be requested

Table 7-5 Cure, Repurchase, and Refund Terms and Conditions

Terms and Conditions Set Name	Terms	Attributes
Collections Cure and Repurchase	Collections Repurchase	Does days past due get projected to month end?

To enable a vendor to be able to perform cures, repurchases, and refunds, you must:

- Create a "Collections Cure and Repurchase" terms and conditions set in the vendor program
- Select the terms, attributes, and attribute values that are appropriate.

Generally, within the "Collections Cure and Repurchase" terms and conditions set, select any of the terms, attributes, and attribute values applies to satisfy your requirements. The one parameter value you must choose is **Yes** for the Collections Cure attribute "Is cure applicable?" This parameter switches on the cure, repurchase, and refund features for the vendor program.

7.4.1.1 Cure and Refund Attribute Details

The tables in section describe the details of the attributes for each of the following terms:

- **Collections Cure**

Collections Refund

Table 7-6 Collections Cure Attribute Details

Attribute	Description
Is cure applicable?	If switched on, allows cure, repurchase, and refund.
Type of cure	For all accounts not in litigation, specifies whether the cure is to be a full cure (that is, cure the rents outstanding), or an interest cure (that is, cure just the interest on the amount outstanding).
Days past due allowed	Number of days beyond the due date before the lessor is entitled to a cure payment.
Days past due projected?	"On/off" switch specifying if the days past due date are projected to the end of the month.
Effective day	

Table 7–6 Collections Cure Attribute Details (Cont.)

Attribute	Description
Litigation cure type	For accounts in litigation, specifies whether the cure is to be a full cure or an interest cure.
Contract rate for interest cure calculation	Interest rate to be applied in interest cure calculations.

Table 7–7 Collections Refund Attribute Details

Attribute	Description
Days account must be in current status before refund required	This refers to the number of days which follow a period of delinquency. The general idea is that the account might become delinquent again within a certain time interval. Only if the account stays in the new, current status should the vendor be refunded.
Do refunds offset cure money due from vendor?	Once the customer clears a delinquency by sending in the back payments, the money received from the customer is generally paid back to the vendor who had been sending the cure payments. This option allows the payments received from a customer for one delinquent contract to be offset (that is, used as cure payments) against other delinquent contracts.

7.4.2 Request a Cure or Repurchase

Requesting a cure or repurchase consists of the following procedures:

- 1. Identify Potential Cures.**

You must first run a concurrent program, OKL: Generate Cure Amount, to identify potential cures.

- 2. Create a Cure or Repurchase Request.**

A request may be for one or more contracts. For each contract, you must decide whether you are requesting a cure, a repurchase, or both.

You create a cure or repurchase request by entering information on a number of Vendor Cure request pages.

There is an approval status associated with the request, which changes as follows:

- While you are creating the request, and are still adding contracts to the request, but have not yet submitted the request, the approval status is Work in Progress (WIP).
- Once you have submitted the request, the approval status is set to Pending.
- At this stage, an internal workflow is triggered, which requires an approval; once this approval is given, the approval status is set to Approved.
- Finally, when the request is sent (see [Send Cure Requests to Vendors](#)), the approval status is set to Sent to Vendor.

3. [Send Cure Requests to Vendors](#).

You must run a concurrent program, OKL: Send Cure Request, to send the required email or email messages to the vendor or vendors.

7.4.3 Identify Potential Cures

This program examines all contracts, which have vendor programs, where the contract payments are overdue, and which fulfill the Cure and Repurchase terms and conditions for cure determination.

Prerequisites

None

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL: Generate Cure Amount.
3. Click Submit.

7.4.4 Create a Cure or Repurchase Request

The process of creating a cure or repurchase request, together with the contracts that must be cured or repurchased, consists of the following operations:

- Create the request
- Add one or more contracts to the request

Prerequisites

You must have first run a concurrent program, *Generate Cure Amount*, to identify potential cures.

Responsibility

Lease Super User or Operations Manager

Navigation

Receivables > Cure

Steps

Vendor Cures page

1. On the Vendor Cures page, click the Create Request button.

Vendor Cures - Create Request page

The Vendor Cures - Create Request page appears.

1. In the Vendor Name field, click the Flashlight icon and select a vendor name.
2. In the Vendor Location field, click the Flashlight icon and select a vendor location.
3. In the Vendor Contact field, click the Flashlight icon and select a vendor contact.
4. Enter a Request Number.

The request number may contain any alphanumeric characters, and can be in any format you choose.

5. Click Create.

At this point, a request has been created, with your specified request number, whose approval status is Work in Progress (WIP).

The next stage is to add contracts to the request, and to specify whether you want to cure, repurchase, or cure *and* repurchase each contract.

Vendor Cures page

1. On the Vendor Cures page, search for the request to which you want to add contracts.
2. In the Results area, click the request number hyperlink.

Vendor Cures - Requests page

1. On the Vendor Cures - Requests page, click Add Contracts.

Vendor Cure Requests - Add Contracts page

On the Vendor Cure Requests - Add Contracts page, you first search for contracts.

1. In the Vendor Program field, click the Flashlight icon and select a vendor program.
2. In the Contract Number field, click the Flashlight icon, enter a search mask to select one or more contracts.
3. Click Go, to search for the contracts which are associated with your chosen vendor program.
4. In the Results area, select the Select check box of each of the contracts that you want to add to the request.
5. In the Request field for each contract that you have checked select Cure, Repurchase, or Both.
6. Click the Add to Request button.

Vendor Cures - Requests page

1. On the Vendor Cures - Requests page, for each contract in the list of contracts, you can perform a variety of tasks, before you click a button to terminate your work on the page:
 - In the Request field, select Cure, Repurchase, or Both.
(Note that you can select the type of request in both the Vendor Cures - Add Contracts page and the Vendor Cures - Requests page.)
 - Check the Remove check box, if you want to remove the contract from the list

2. Decide whether you have entered all the relevant information for your request, or if you wish to save the changes so far, and perhaps add to your request later.
3. If you want to save the changes have made so far, but do not yet wish to submit the request, click Update.

After you have clicked Update:

- The approval status of the request is still Work in Progress (WIP).
 - you can continue to make changes to the request.
4. If you have entered all the information necessary to process the request, click Submit.

After you have clicked Submit:

- The approval status of the request is set to Pending.
- A workflow is called so that the request can be approved.
- You cannot change the request details.

7.4.5 Send Cure Requests to Vendors

You can send an individual approved request, or all approved requests for a vendor, or all approved requests to all vendors.

Prerequisites

You must have requests that have been approved to be sent to the vendor.

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL: Send Cure Request.
3. Click Submit.

7.4.6 Reconcile a Payment Against a Request

When a cure payment is received, it must be registered as a payment against the appropriate request. This is known as reconciliation. Reconciliation can occur for requests that have been approved and sent to a vendor.

You must specify the amount to be reconciled for each contract. When a payment is received for a cure, and is equal to or greater than the cure amount, the contract on the request is automatically marked as cured. You also have an option to manually mark the contract on the request as cured.

Prerequisites

You must have received payments for cures or repurchases.

Responsibility

Lease Super User or Operations Manager

Navigation

Receivables > Cure

Steps

Vendor Cures page

1. On the Vendor Cures page, search for the request or requests in which you want to reconcile payments, by entering a combination of search criteria in the following fields:
 - Vendor Name
 - Request Number
 - Approval Status (select one of the following:
All, Approved, Pending, Sent to Vendor, Work in Progress)
 - Request Dates From and To
2. Click Go.
3. In the Results area, click the Select radio button beside the request where you want perform reconciliation.
4. Click the Reconcile button.

Vendor Cures - Reconciliation page

The top of the Vendor Cures - Reconciliation page displays a list of the contracts in your chosen request. For each contract, you enter the amount allocated for that contract.

The Report Total area specifies amount totals for all the cures and repurchases for which you have entered reconciliation amounts in the request list (you must click the Update Total button to refresh the totals).

The Payment area is where you enter the total amount of the payment.

The Funds area shows utilization of any reserve funds that a vendor may have.

1. In the request list, for each contract that you want to reconcile, perform the following operations:
 - In the Select field, choose the request type to reconcile (cure, repurchase)
 - In the Amount Reconciled field, enter the payment amount allocated for that contract.
 - In the Cured field, optionally mark the contract as cured.

(In general, you should not manually update the Cured field. It is available for manual update in case you wish to override the automatic setting of this field.)

2. Click the Update Total button.

This updates the cure, repurchase and report totals.

3. In the Payment area, enter the amount of the payment in the Amount field.

Generally, your Payment Amount is equal to the Report Total.

If the value of (Report Total - Payment Amount) is a positive number, then this represents an underpayment, and the value of (Report Total - Payment Amount) must be greater than or equal to the value of Funds Available, else you get an error message.

If (Report Total - Payment Amount) is greater than or equal to Funds Available, then the field Funds Utilized is updated with the value of (Report Total - Payment Amount), and this value is subtracted from the Funds Available.

If (Report Total - Payment Amount) is a negative number, this represents an overpayment, and after reconciliation, this overpayment is added to the Funds Available.

4. Click Reconcile.

7.4.7 Refund a Payment to a Vendor

When a customer makes payments on a contract after the vendor has made cure payments, you can either directly refund the vendor's original cure payments or indirectly refund the vendor by offsetting the received payment against other contracts that require cure payments by the same vendor. The ability to choose offsets as well as direct refunds is one of the vendor program terms and conditions.

Refunding or offsetting a payment to a vendor consists of the following procedures:

1. **Make Cured Contracts Available for Refund.**

You must first run a concurrent program, OKL: Generate Cure Refund, to generate cure refunds.

2. **Refund or Offset Payments to Vendors.**

You search for a vendor, then search for the contracts associated with a particular vendor program. For each contract, you specify whether to refund or offset and the amount to be refunded or offset.

7.4.8 Make Cured Contracts Available for Refund

This program examines contracts that have been reconciled and marked as cured. This program can be run for a specific contract to generate refund amounts, or the program can generate refund amounts for all cured contracts.

Prerequisites

None

Responsibility

Lease Administrator

Navigation

Sign in using the Forms URL (<host>:<port>/cgi-bin/f60cgi)

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the Ellipsis button (...) to the right of the Name field.
2. Select OKL: Generate Cure Refund.

3. Click Submit.

7.4.9 Refund or Offset Payments to Vendors

The process of refunding or offsetting payments to vendors consists of the following operations:

- Search for a vendor
- Search for contracts in one of the vendor's vendor programs
- For each contract, enter the amount to be refunded or offset

Prerequisites

You must have first run a concurrent program, OKL: Generate Cure Refund, to identify contracts which can be refunded.

Responsibility

Lease Super User or Operations Manager

Navigation

Receivables > Refund

Steps

Vendor Cures page

1. In the Vendor Name field, click the Flashlight icon and select a vendor name.
2. Click Go.
3. In the Results area, click the Select option button beside the vendor to whom you want to issue refunds or offsets, and click Refund.

Vendor Cures - Refund page

1. In the Vendor Program field, click the Flashlight icon, and select a vendor name.
2. In the Contract Number field, click the Flashlight icon, and enter search criteria to select one or more contracts.
3. Click Go.

The Results area displays all the contracts that match your search criteria.

4. For each contract for which you want to refund or offset, perform the following operations:
 - Click the Select box
 - In the Type field, choose Refund or Offset.
 - In the Amount field, enter the amount to refund or offset
5. You can optionally click Update Total to see the offset, refund and grand totals of all the amounts you entered at the contract level.
6. Click Refund.

Quote to Termination

The main sections in this section are:

- [Section 8.1, "Termination Quotes"](#): Allow contracts to terminate early or at the expiration of the contract.
- [Section 8.2, "Restructure Quotes"](#): Extend the contract term for a specified rental amount and period.
- [Section 8.3, "Consolidated Quotes"](#): Combine multiple quotes into one quote.
- [Section 8.4, "Contract Terminations"](#): Terminate a contract based on allowable contract and user statuses.

When you terminate a contract with the purchase of the asset, the asset becomes off-lease and is available to the asset-return-to-disposal processes for remarketing or disposal.

8.1 Termination Quotes

The main topics in this section include:

- [Section 8.1.1, "Provide Quote"](#): Identify and determine the quote's details, review and approve the quote, perform recalculations, and obtain repurchasing approval.
- [Section 8.1.9, "View Assets"](#): View a list of assets, their information, and costs in a termination quote.
- [Section 8.1.10, "View Messages"](#): View a termination quote's error, warning, and information messages.
- [Section 8.1.11, "Obtain Third Party Approval for Repurchasing Leased Asset"](#): Obtain approval from a third-party purchaser of an off-lease asset.

The termination process provides the necessary information to handle the termination of a contract or asset on a contract. Contracts include a number of terms and conditions, including how to handle contract termination. The first step in identifying the financial impact of the contract termination is the quotation process.

Reasons for Termination Quotes

Reasons for termination quotes include:

- The lessee wants to terminate the contract early and requests a termination quote. Termination quotes identify the financial impact of the termination. Various business rules that you specified in the contract's terms and conditions are the basis of calculating the financial impact of a termination quote. The lessee would make a choice:
 - Accept the quote and terminate the contract.
 - Continue with the contract to normal expiration.
- In certain situations, the lessee can require a termination quote at contract expiration. For example, prior to contract expiration if the lessee wants to purchase the asset, then you can generate a termination quote to determine the end-of-term purchase option. The lessee would have the option to accept or not accept the termination quote.

Methods of Quote Acceptance

The two methods of quote acceptance are:

- Upon Receipt: The contract terminates upon receipt of payment before the lessor accepts termination notification. Upon Receipt is the default means of termination quote acceptance.
- Pre-Proceeds: The contract terminates upon acceptance notification. The selection of Pre-Proceeds overrides the default Upon Receipt termination quote acceptance method.

Supported Contract Stages for Termination Quotes

The current termination quote process supports quote generation at two stages of the contract's life: before the end of term and at the end of term. At both of these stages, you can generate quotes to include or exclude the purchase of the asset.

Supported Combinations of Quote Line Types

The following table shows valid combinations of quote line types and contract situations for termination quotes.

Table 8-1 Supported Quote Line Types

Line Type	Applicability Based on Terms and Conditions	Ability to Specify Formula on Contract	Updatable After Creation of Quote	Define Stream for Billing and Accounting
Purchase Option Amount	Yes	Yes	Yes	Yes
Contract Obligation	Yes	Yes	No	Yes
Unbilled Receivables	Yes	Yes	No	Yes
Principal Balance	Yes	Yes	No	Yes
Discount Rate	Yes	Yes	Yes	Yes
Termination Penalty	Yes	Yes	Yes	Yes
Security Deposit Disposition	Yes	Yes	No	No
Return Fee	Yes	Yes	Yes	Yes
Rollover Incentive	Yes	Yes	Yes	Yes
Quote Fee	Yes	Yes	Yes	Yes
Estimated Property Tax	Yes	Yes	Yes	Yes
Outstanding Balance	Yes	No	No	No
Service & Maintenance	Yes	No	No	No
Contractual Fees	Yes	No	No	No
Tax / VAT	Always applicable	Yes (at site level)	No	No
Miscellaneous	Yes	Yes	Yes	Yes

Supported Termination Quotes Based on Contract Status

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. The following table shows supported combinations of the termination quote process and contract statuses.

Table 8–2 Supported Termination Quotes Based On Contract Status

Contract Status	Process: Termination Quote
Booked	Yes
Evergreen	Yes
Under Revision	No
Abandoned	No
Complete	No
Incomplete	No
New	No
Passed	No
Bankruptcy Hold	Yes
Litigation Hold	Yes
Termination Hold	Yes
Approved	No
Pending Approval	No
Amended	No
Reversed	No
Terminated	No

8.1.1 Provide Quote

The topics in this section include:

- **Section 8.1.2, "Search for Termination Quote"**: Locate termination quotes, determine which type of termination you are using and whether or not the contract permits early termination; verify that you can offer a termination quote according contract status; view the amounts to accept the termination quote.

- **Section 8.1.3, "Create Termination Quote"**: Identify the contract and asset for which you are creating the quote.
- **Section 8.1.4, "View or Update Termination Quote"**: Maintain effective date, comments, and indicate whether or not you have accepted the termination quote.
- **Section 8.1.5, "Review Quote Recipient and Send Quote through Fulfillment Process"**: Review who should approve the termination quote.
- **Section 8.1.6, "Change Termination Quote Effective Dates"**: Modify the effective dates of a termination quote.
- **Section 8.1.7, "Update Termination Quote Amounts"**: Override certain field values in termination quote.
- **Section 8.1.8, "Accept Termination Quotes"**: Indicate that you accept the termination quote.

8.1.2 Search for Termination Quote

Use this procedure to:

- Search for termination quotes and put the termination quote into context.
- Determine whether or not early termination is available for the termination quote.
- Specify the type of termination quote for your contract. The termination quote types are:
 - **Termination - With Purchase**: For any lessee or guarantor to whom we have issued the termination quote and who wants to purchase the asset.
 - **Termination - Without Purchase**: For any lessee or guarantor to whom we have issued the termination quote and who does not want to purchase the asset.
 - **Termination - Rollover To New Contract With Purchase**: For anyone for whom we are issuing a new contract and who wants to purchase the asset.
 - **Termination - Rollover To New Contract Without Purchase**: For anyone for whom we are issuing a new contract and who does not want to purchase the asset.
 - **Termination - Recourse Repurchase**: For a vendor to whom we have issued the termination quote and who wants to purchase the asset.

- View the amount details of the termination quote including:
 - **Contract Obligation:** Amount that the contract specifies.
 - **Discount**
 - **Miscellaneous**
 - **Purchase Amount**
 - **Tax / VAT**
 - **Quote Total:** The sum of preceding items that the lessee must pay to close the termination quote.

You can perform either a simple search or an advanced search to locate a termination quote. A simple search lets you find a termination quote by quote number, quote type, or quote status. An advanced search lets you locate a termination quote by effective dates, accepted, payment received, recipient, or contract.

Prerequisites

Your contract has one or more associated assets and permits termination quotes.

With the exception of manually entered termination quote values, the terms and conditions include formulas and outline the required calculations.

The contract status must permit termination quotation, according to what [Table 8-2, "Supported Termination Quotes Based On Contract Status"](#) indicates.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes

Note: To use these features, you must put a quote in context. That is, you must search for and select a quote.

Steps

1. To locate termination quotes with simple search, specify one or more criteria:
 - **Quote Number:** Enter full or partial quote number.

- **Quote Type:** Choose one quote type from the list.
 - **Quote Status:** Choose one quote status from the list.
2. Click the Go button.
Matching termination quotes appear in the Results area.
 3. If you are done with your simple search, skip to Step 7; to perform an advanced search, go to the next step.
 4. To locate termination quotes with an advanced search, click the Advanced Search button.
 5. Specify one or more search criteria in **one** of the areas: Search By Quote, Search By Recipient, Search By Contract.
 - **Search By Quote** search fields include: Quote Number, Quote Type, Quote Status, Accepted, Payment Received, and Effective From and Effective To date ranges.
 - **Search By Recipient** search fields include: Recipient Number and Recipient Name.
 - **Search By Contract** fields include: Contract Number, Product Type, and Contract Start From and Contract End From date ranges.
 6. Click the respective Search By Quote, Search By Recipient, **or** Search By Contract button.
Matching termination quotes appear in the Results area.
 7. In the Results area:
 - Click a hypertext link in the Quote Number column to view the quote's details.
 - Click a hypertext link in the Amount column to view the amounts the comprise the termination quote.

8.1.3 Create Termination Quote

Use this procedure to create a termination quote. In this procedure, you select a contract to place it in context of the quote, and you specify which assets in that contract that you want to include in a termination quote. Based on the selected contract, a termination quote type might not be permitted. The business rules determine the permissibility of the termination quote. For example, you cannot

create an early termination quote if the terms and conditions do not allow early termination quotes.

Note: If your termination quote requires splitting assets in a contract, you must ensure that you have set up the contract's assets in the authoring the contract to let you specify which assets you want to include in a termination quote.

Prerequisites

Your contract must have one of these statuses:

- One or more associated assets and permits this type of termination quote.
- Contract status must permit quotation.
- The terms and conditions include the required formulas.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes

Steps

1. Click the Create Quote button.
The Contracts Search page opens.
2. In the Search area, specify one or more search criteria to locate the contract for which you are creating a termination quote:
 - In the Contract Number field, enter the contract number or partial match search criteria or the contract number.
 - In the Contract Start Date field, enter the date range to find contracts dating from or within beginning dates you specify.
 - In the Contract End Date field, enter the date range to find contracts ending dates at within the dates you specify.
3. Click the Go button.
Matching contracts appear in the Results area.

4. In the Results area in the Contract Number column, click the contract's number for which you want to create a termination quote.

The Create Termination Quotes page appears and shows the contract's number, starting and ending dates, and fields that let you define the termination quote.

5. In the Quote Type field, choose a quote type.

This is a required field. For more information on quote types, see [Section 8.1.2, "Search for Termination Quote"](#).

6. In the Quote Reason field, choose the reason for the quote.

This is a required field.

7. In the Comments field, enter any optional comments that you may want to include.

8. In the Assets area, select one or more assets to which you want to apply the termination quote.

If you select all assets, then this results in a full termination; if you do not select all assets, then this results in a partial termination.

9. Click the Create button.

If your contract permits termination quotes, a confirmation message appears. If your contract does not permit termination quotes, then an error message appears.

8.1.4 View or Update Termination Quote

You can view or update information about termination quotes. You can update two types of fields in a termination quote:

- **Common Termination Quote Fields:** Fields that all termination quotes have in common and are not based on termination quote formulas. For more information, see "[Common Termination Quote Fields](#)".
- **Quote Line Fields:** Fields from the contract's terms and conditions that are based on quote lines. Under certain circumstances, some quote line fields are calculated and based on the termination quote formula. Other quote line fields are not based on the termination quote formula because the formula may have an error or is missing. For more information, see "[Quote Line Fields](#)".

Common Termination Quote Fields

Common termination quote fields are those fields that all termination quotes have in common, regardless of being based on the termination quote formula. Common Termination quote fields that you can update include:

- **Effective To** date: change the ending effective date of the termination quote. Changing this date does not change any calculations.
- **Pre-Proceeds**: Indicate that you are accepting a termination quote before the quote dues are received.
- **Accepted**: Indicate that you have accepted the termination quote.
- **Comments**: Enter any free-form text to make notes about the termination quote.
- **Parties**: Select one or more parties to whom you want to send a quote.

Quote Line Fields

You can update certain quote line fields in a termination quote depending on whether or not the termination quote formula that you used in the terms and conditions of your contract are correct and complete. Termination quotes rely on the termination quote formula for calculation. The termination quote formula has specific, required, named operands that should have been set up in the implementation of Oracle Lease Management.

Correct Termination Quote Line Fields

If the termination quote formula is correctly set up in the implementation of Oracle Lease Management and the quote lines in your contract's terms and conditions include the termination quote formula, then Oracle Lease Management produces a termination quote with calculated values; you can update these fields:

- **Purchase Option Amount**
- **Discount Rate**
- **Termination Penalty**
- **Return Fee**
- **Rollover Incentive**
- **Quote Fee**
- **Estimated**
- **Miscellaneous**

Incomplete or Incorrect Termination Quote Line Fields

If any of the required, named operands are missing from the termination quote formula or if any quote lines in the terms and conditions do not include the termination quote formula, then Oracle Lease Management produces a termination quote that comprises only of certain fields, **all** of which have **zero** values and require manual updating. Since you have to manually update the values for this type of termination quote, this documentation refers to this type of quote as a **manual termination quote**. The available fields are:

- **Purchase Option Amount**
- **Contract Obligation**
- **Discount Rate**
- **Tax / VAT**
- **Miscellaneous**

The following steps provide general procedures for searching, viewing, and updating termination quotes.

Prerequisites

You have created a termination quote. For more information, see [Section 8.1.3, "Create Termination Quote"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes

Steps

1. In the Search area, specify one or more search criteria to locate the contract for which you are creating a termination quote:
 - In the Quote Number field, enter the quote number, partial match search criteria.
Enter the percent sign--%--to search for all termination quotes.
 - In the Quote Type field, choose the type of termination, such as Termination - With Purchase, Termination - Recourse Repurchase, Termination -

Rollover to New Contract With or Without Purchase, Termination - Without Purchase.

- In the Quote Status field, choose Accepted, Approved, Completed, or Draft. Draft is the only choice if you want to modify a termination quote.
2. Click the Go button.
In the Results area, matching termination quotes appear.
 3. In the Quote Number column, click the quote's number--a hypertext link.
The Termination Quote Details page opens.
 4. Optionally, edit the Effective To, Pre-Proceeds, Accepted, or Comments fields. For more information, see "[Common Termination Quote Fields](#)" in the introduction to this topic.
 5. Optionally, edit the available quote line fields.
Available quote line fields vary according to how you implemented the termination quote formula and applied it to the contract. For more information on which quote line fields you can modify, refer to the related topics, including:
 - "[Quote Line Fields](#)"
 - "[Correct Termination Quote Line Fields](#)"
 - "[Incomplete or Incorrect Termination Quote Line Fields](#)"
 6. Click the Update button.

8.1.4.1 Send a Termination Quote to a Party

You can send a quote to a party from the Termination Quote Details page. To send a termination quote, you must search for it and place it into context.

1. Search for the termination quote.
For more information, see [Section 8.1.2, "Search for Termination Quote"](#).
2. In the Quote Number column, click the quote's number--a hypertext link.
The Termination Quote Details page opens.
3. In the Parties area under the Select column, select the party to whom you want to send a quote.
4. Click the Send Quote button.
5. To send the quote to another party--if available--repeat this subset of steps.

6. Click the Update button.

8.1.5 Review Quote Recipient and Send Quote through Fulfillment Process

This information shows:

- Who should receive the quote to approve it.
- The order in which recipients should receive quotes for validation.

Note: You do not create quote recipients here. You create quote recipients in the terms and conditions when you author the contract. You set up the recipient as a party role along with the approver and a courtesy copy.

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes...Parties > Contracts

Steps

No steps are applicable.

8.1.6 Change Termination Quote Effective Dates

Use this procedure to determine termination quote Effective To date. The business rules specify default termination quote effective dates. The terms and conditions specify the number of days to use for the Quote Effective Days. The Quote Effective Days is the default date. You can modify this date up to any date no longer than the specified date in the terms and conditions under Quote Effective Maximum Days.

Oracle Lease Management calculates the quote amount based on the current date. The setup of Oracle Lease Management determines the effective to date. You can change the effective to date as long as you stay within the limits specified in Oracle Lease Management setup. Changing the effective to date has no impact on the calculated values.

Termination quote statuses are:

- **Drafted**
- **Completed**
- **Approved**
- **Accepted**

Prerequisites

You have created a termination quote.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes

Steps

1. In the Quotes area, specify search criteria to locate the termination quote:
 - **Quote Number:** Enter the full quote number, or specify partial match criteria.
 - **Quote Type:** Seeded values may include choices for termination with and without purchase, repurchase, and roll-overs.
 - **Quote Status:** Draft is the only choice if you want to modify a termination quote.

Note: You cannot modify termination quotes if the quote's status is anything other than Drafted. These other statuses include: Completed, Approved, and Accepted.

2. Click the Go button.
Matches appear in the Results area.
3. In the Results area in the Quote Number column, click the hypertext link of the quote that you want to change.

The Termination Quote page opens and shows the editable fields.

4. In the Effective To field, click the Calendar icon and choose the date.
5. Click the Update button.

8.1.7 Update Termination Quote Amounts

Business rules determine the calculated termination quote amounts, but you can update some of the termination quote amounts.

The following table shows you the supported termination quote line types that you can manually update after creation of quote.

Table 8–3 Supported Quote Line Types That You Can Update

Line Type	Updatable After Creation of Quote	Available for Manual Termination Quotes	Remarks
Purchase Option Amount	Yes	Yes	None
Discount Rate	Yes	Yes	None
Termination Penalty	Yes	No	None
Return Fee	Yes	No	None
Rollover Incentive	Yes	No	None
Quote Fee	Yes	No	None
Estimated Property Tax	Yes	No	None
Miscellaneous	Yes	Yes	Automatic creation based on the way termination formula is defined.

8.1.8 Accept Termination Quotes

The following topics describe the two means of accepting termination quotes:

- [Section 8.1.8.1, "Accept the Termination Quote Automatically"](#)
- [Section 8.1.8.2, "Accept the Termination Quote Manually"](#)

8.1.8.1 Accept the Termination Quote Automatically

Automatic acceptance of a termination quote happens through the cash application routine of Oracle Lease Management. The automatic acceptance of termination quote occurs only if:

- The termination quote uses the Upon Receipt means of acceptance. The Upon Receipt means of acceptance means that the contract terminates upon receipt of payment before the lessor accepts termination notification.
- The amount received matches the termination quote amount. If the amount received upon receipt does not amount the termination quote amount, then you must manually apply the cash received.

In the cash application routine, when the amount received matches the termination quote:

- The termination quote is automatically accepted.
- The invoice's termination quote lines are generated for transfer to Oracle Receivables.

8.1.8.2 Accept the Termination Quote Manually

Use this procedure to **manually** approve a termination quote when:

- The termination quote specifies Pre-Proceeds option. The Pre-Proceeds option terminates the contract upon acceptance notification.
- The termination quote specifies to terminate the contract Upon Receipt, but the amount received does not match the termination quote amount.

Quote acceptance terminates the contract and changes its status. This procedure changes the quote's status to Approved. You cannot change the content of the termination quote--such as the Effective To date or the assigned assets--once the status changes to Approved. Business rules determine whom to notify for approval.

You can accept a termination quote two ways:

- **Pre-Proceeds:** The contract terminates upon acceptance notification.
- **Upon Receipt:** The contract terminates upon receipt of payment before the lessor accepts termination notification.

Manual acceptance of termination quote requires you to manually apply in Oracle Receivables the cash receipt to the invoice that the termination quote created and to any other outstanding invoices.

Prerequisites

The termination quote's status is Approved.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes

Steps

1. In the Quotes area, specify search criteria to locate the termination quote:
 - **Quote Number:** Enter the full quote number, or specify partial match criteria.
 - **Quote Type:** Seeded values include choices for termination with and without purchase, repurchase, and roll-overs.
 - **Quote Status:** Draft is the only choice if you want to modify a termination quote.

Note: You cannot modify termination quotes if the quote's status is anything other than Draft. These other statuses include: Completed, Approved, and Accepted.

2. Click the Go button.
Matches appear in the Results area.
3. In the Results area in the Quote Number column, click the hypertext link of the quote that you want to change.
The Termination Quote page opens and shows the editable fields. This page also shows the list of parties related to the quote and includes contact Name, Role, Contacts, Date Hold Until, and Date Notified.
4. Select the Accepted check box.
5. Select the Pre-Proceeds check box to terminate the contract upon acceptance.
6. Click the Update button.

8.1.9 View Assets

The Asset Management > Quotes > Termination Quotes > Asset page shows you a view-only list of the asset number, description, and cost of all assets in a contract. The purpose of this feature is to let you review the details of assets that you are terminating or are purchasing through a termination quote.

Prerequisites

You have created a termination quote.

You have placed contract with the termination quote in context.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes > Asset

Steps

No steps are applicable

8.1.10 View Messages

During the life cycle of the termination quote, Oracle Lease Management posts error, omission, and information messages. You can review these messages and take action to see that subsequent processing does not fail.

Three types of messages pertaining to terminations quotes are:

- Error
- Warning
- Information

The Messages page shows:

- Quote Number
- Contract Number
- A list of messages and their dates

Prerequisites

You have created a termination quote on a contract.

You have placed contract with the termination quote in context.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes > Messages

Steps

Rectify the error at the source and regenerate the termination quote, if applicable.

8.1.11 Obtain Third Party Approval for Repurchasing Leased Asset

When you have a repurchase agreement, the third party--the source or supplier of the leased asset--has agreed to receive the asset according to agreed-upon terms in the repurchase agreement. The agreed-upon terms can be either an amount or a formula. The remarketer requests a quote for the vendor, and the third party approves the quote.

The re-purchasing agreement specifies the price that the third party pays the lessor for repurchasing the asset. The price is either a fixed amount or a formula-based amount.

Prerequisites

A repurchase agreement exists.

You have received the asset.

Responsibility

Lease Super User, Asset Manager and Remarketer

Navigation

Asset Management > Asset Returns...Repurchase Asset

Note: You need to have an asset in context in order to access this area.

Steps

No steps are applicable.

Tip: You can optionally edit the Effective To, Comments, Ship To address and phone information.

8.2 Restructure Quotes

The restructure quotation process allows the lessee to change terms in the contract.

This Asset Management functionality allows you to:

- Solve for rent for both leases and loans, such as renegotiating for a new rent payment that is more manageable for the lessee.
- Solve for term for loans only, such as extending the contract term for a period of time.

The acceptance of a restructure quote results in a re-booked contract. The calculations that the restructure quote provides becomes the basis of the re-booking.

Supported Restructure Quotes Based on Contract Status

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. The following table shows supported combinations of the restructure quote process and contract statuses.

Table 8-4 *Supported Restructure Quotes Based On Contract Status*

Contract Status	Process: Restructure Quote
Booked	Yes
Evergreen	No
Under Revision	No
Abandoned	No
Complete	No
Incomplete	No
New	No
Passed	No

Table 8-4 Supported Restructure Quotes Based On Contract Status(Cont.)

Contract Status	Process: Restructure Quote
Bankruptcy Hold	Yes
Litigation Hold	Yes
Termination Hold	No
Approved	No
Pending Approval	No
Amended	No
Reversed	No
Terminated	No

The topics in this section include:

- [Section 8.2.1, "Search and Update Restructure Quotes"](#)
- [Section 8.2.2, "Create Restructure Quotes"](#)

8.2.1 Search and Update Restructure Quotes

Use these procedures to search, view, and update restructure quotes.

Prerequisites

Contract status must permit quotation.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Restructure Quotes > Restructure Quotes

Steps

1. Enter one or more search criteria to locate the restructure quote:
 - **Quote Number:** Enter full or partial match criteria to find by the quote number.
 - **Quote Type:** Choose to solve rent or yield, for example.

- **Quote Status:** Choose from Accepted, Approved, Bid, Completed, or Draft.
2. Click the Go button.

In the Results area, matching restructure quotes appear. Field information includes: Quote Number, Status Type, Effective From date, Effective To date, and Rent Amount.
 3. In the Quote Number column, click the hypertext link of the restructure quote that you want to view or update.

The Restructure Quote Details page appears. The three fields that you can modify are:

 - **Effective To:** The date to which the restructure quote applies. If you change this date, the lease price modeling software recalculates the values.
 - **Accepted:** Select the check box to mark the restructure quote as accepted.
 - **Comments:** Enter or edit any free-form text description.
 4. Click the Update button to apply your updates.

8.2.2 Create Restructure Quotes

To create a restructure quote, you must have a contract number in context. A lease price modeling application, calculates and updates values for restructure quotes.

The asset management restructure function allows you to:

- Solve for rents for leases and loans.
- Solve for terminations for loans only.

Prerequisites

A contract must be in context.

One or more assets must be in contract.

Contract status must permit quotation.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Restructure Quotes

Steps

1. Click the Create button.

If you do not have a contract in context, the Contract page appears, whereupon you can search for and select a contract to put it in context.

The Create Structure Quote page appears and shows the contract number, starting date, and ending date.

2. In the Quote Reason field, choose a reason for the quote termination.
3. In the Comments fields, optionally enter any free-form text, such as description, comments, or notes.
4. In the Options area, complete these fields:
 - **Select:** If you want to select a quote.
 - **End of Purchase Option:** Purchase option to use in quote.
 - **Purchase Amount:** Enter an amount. Amount information goes to a lease price modeling software application that returns a calculated value on the Details page.
 - **Quote Type:** Choose from a list of values to **solve for term** for loans only, or **solve for rent** for either loans or leases.
 - **Term Extension:** Specify the length of time from the original contract end date that you want to extend the term. For example, if your contract originally ends on December 31, 2002; your quote date is June 30, 2002; and the quote specifies 12 months, then the extension adds six months to the original ending contract date.
5. Click the Create button.

8.3 Consolidated Quotes

You can combine multiple quotes into one consolidated quote for your customer's convenience. Some customers may prefer a consolidated quote because it lets them make one payment rather than have to handle several individual quotes. In Oracle Lease Management, however, each quote in a consolidated quote remains an independent stand-alone quote.

You can consolidate quotes from multiple contracts as long as each quote meets certain conditions. These conditions include each quote having the same effective

date, product type, recipient, and quote type. Once you combine multiple quotes into a consolidated quote, you cannot remove them from the consolidated quote.

The asset management representative can modify the quote, as needed. Oracle Defect Management notifies quotes to the requestor and program partner as required.

Topics in this section include:

- [Section 8.3.1, "Search and Update a Consolidated Quote"](#)
- [Section 8.3.2, "Create a Consolidated Quote"](#)

8.3.1 Search and Update a Consolidated Quote

You can search for and update a consolidated quote. To locate a consolidated quote, you can search by quote number, quote type, or quote status.

Prerequisites

Contract status must permit quotation.

Quote recipient of each quote must be the same.

Effective dates of each quote must be the same.

Product of each quote item must be the same.

Quote type and quote status of each quote item must be the same.

One or more of the quotes cannot already have been accepted or consolidated.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Consolidated Quotes

Steps

1. In the Search area, specify one or more search criteria:
 - In the Quote Number field, enter full or partial search criteria.
 - Choose a Quote Type, or leave the field blank to find all quote types.
 - In the Quote Status field, choose

Accepted

Approved

Completed

Drafted

2. Click the Go button to perform the search.

Matching quotes appear in the Results area and show you the quote number, status, type, effective dates, and recipient for consolidated quote.

3. In the Quote Number column, click the consolidated quote's number.

The Consolidated Quote Details page appears and shows you:

- Non-Editable fields: Quote Number, Effective From, Type, Status; and individual quote information that comprise the consolidated quote: Quote Number, Quote Reason, Status, Recipient, and Amount.
- Editable fields: Effective To date, Accepted check box, and Comments. The Accepted check box indicates that the consolidated quote has been accepted.

4. Click the Update button to apply any changes you make.

8.3.2 Create a Consolidated Quote

You can create a new consolidated quote by selecting multiple quotes that share the same attributes: quote status, quote recipient, effective dates, product type, and quote type. To create a quote, you search for quotes with matching attributes.

Prerequisites

Contract status must permit quotation.

Quote recipient of each quote must be the same.

Effective dates of each quote must be the same.

Product of each quote item must be the same.

Quote type and quote status of each quote item must be the same.

One or more of the quotes cannot already have been accepted or consolidated.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Consolidated Quotes

Steps

1. Click the Create Quote button.

The Create Consolidated Quote page appears. You need to find quotes by quote type and/or effective dates.

2. In the Search area:

- Choose a Quote Type, or leave the field blank to find all quote types.

Note: All quotes in a consolidated quote must have the same quote type.

- In the Effective Date fields, click the Calendar icon to choose starting and/or ending dates, or leave the Effective Date fields blank to locate quotes with any

Note: All quotes in a consolidated quote must have the same effective date.

3. Click the Go button to perform the search.

Matching quotes appear in the Results area and show you the quote number, status, type, effective dates, and recipient for each quote.

4. In the Select column, select the quotes that you want to consolidate.

The status, type, effective dates, and recipient must be the same for each quote in one consolidation.

5. Click the Consolidate button.

8.4 Contract Terminations

When a lease or loan contract reaches the end of its term, a concurrent process automatically terminates the contract unless the contract was originally flagged as **evergreen** with a purchase option. In the case with evergreen contracts, the contract does not terminate and the billing continues beyond the contract's specified term. You can search for a terminated contract and view all of the undertaken steps.

Methods of contract terminations include:

- Natural end of contract termination through a batch process. For more information, see [Section 8.4.3, "Batch Process Contract Termination"](#).

- Accepting a termination or restructure quote. For more information, see [Section 8.1, "Termination Quotes"](#) or [Section 8.2, "Restructure Quotes"](#).
- *Ad hoc* contract termination or request termination. This section covers ad hoc or request terminations.

The topics in this section include:

- [Section 8.4.1, "Search for Terminated Contracts"](#)
- [Section 8.4.2, "Request Termination"](#)
- [Section 8.4.3, "Batch Process Contract Termination"](#)

8.4.1 Search for Terminated Contracts

Use this procedure to locate contract terminations where the termination applies to the entire contract. This procedure locates *ad hoc* contract terminations. You can search for a terminated contract to view the status, check the progression of steps in the termination process, check and resolve any error and omission messages.

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Contract Termination > Termination Terminations

Steps

1. On the Termination Transactions page, enter one or more search criteria for the terminated contract:
 - **Contract Number**
 - **Contract End Date:** Click the Calendar icon and choose starting or ending dates.
 - **Contract Status:** Choices may include: Approved, Termination Hold, Reversed, Amended, Pending Approval, Litigation Hold, Bankruptcy Hold, Passed, New, Incomplete, Under Revision, Booked, Entered, Terminated, Hold, Active, Canceled, and Evergreen.

- **Transaction Date:** Click the Calendar icon and choose starting or ending dates.
 - **Transaction Status:** Choices include: Approved, Canceled, Closed, Entered, Error, Pending Customer Approval, Pending Internal Approvals, Processed, Rejected, Submitted, and Waiting.
2. Click the Go button.

In the Results area are the matching contracts.

3. In the Contract Number column, click the termination transaction details of contract on the Termination Transaction page.

The Termination Transaction page shows you the contract number, contract status, start date, end date, transaction status, transaction date, termination reason, comments (that you can edit), steps of the termination process, and messages. You should review and resolve any error or omission messages.

The steps of termination process indicates the statuses of:

- **Validate Contract**
- **Set To Evergreen**
- **Cancel Insurance**
- **Close Streams**
- **Close Balances**
- **Post Accounting Entries**
- **Amortize Asset**
- **Disposal of Asset**

8.4.2 Request Termination

Use this procedure to select a contract for termination.

Supported Request Termination Process Based on Contract Status

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. The following table shows supported combinations of the request termination process and contract statuses.

Table 8–5 Supported Request Termination Process Based On Contract Status

Contract Status	Process: Request Termination
Booked	Yes (Contract should have expired or be after quote acceptance.)
Evergreen	Yes
Under Revision	No
Abandoned	No
Complete	No
Incomplete	No
New	No
Passed	No
Bankruptcy Hold	No
Litigation Hold	No
Termination Hold	No
Approved	No
Pending Approval	No
Amended	No
Reversed	No
Terminated	No

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Contract Termination > Request Termination

Steps

1. In the Search area, specify any of the following search criteria to locate the contract that you want to terminate:

- **Contract Number**
 - **Contract Start Date:** Click the Calendar icon and choose beginning or ending dates that the contract had started.
 - **Contract End Date:** Click the Calendar icon and choose beginning or ending dates that the contract was to have ended.
2. Click the Go button.
In the Results area, matching contracts appear.
 3. In the Select column, select one or more contracts that you want to terminate.
 4. Click the Terminate Contract button.
You can verify the progress and status the terminated contract by searching for it. For more information, see [Section 8.4.1, "Search for Terminated Contracts"](#).

8.4.3 Batch Process Contract Termination

The person with Lease Administrator login responsibility runs a batch process that searches for contracts that are ready for termination to formally terminate them. The batch process looks for termination dates up to the current date. Whereas some lessors might run this batch process daily, other lessors with smaller portfolios might run this batch weekly or less frequently.

Supported Batch Process Contract Termination Based on Contract Status

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. The following table shows supported combinations of the batch process contract termination and contract statuses.

Table 8–6 Supported Batch Process Contract Termination Based On Contract Status

Contract Status	Process: Contract Expiration (Batch)
Booked	Yes
Evergreen	No
Under Revision	No
Abandoned	No
Complete	No

Table 8–6 Supported Batch Process Contract Termination Based On Contract Status

Contract Status	Process: Contract Expiration (Batch)
Incomplete	No
New	No
Passed	No
Bankruptcy Hold	No
Litigation Hold	No
Termination Hold	No
Approved	No
Pending Approval	No
Amended	No
Reversed	No
Terminated	No

To run the batch for processing contract termination, the Lease Administrator accesses the Submit Request area (also known as the Submit Request Screen or SRS) in Forms.

Asset Return to Disposal

The Asset Return to Disposal process covers record keeping of returned assets, handling amortization and writedowns, evaluating the condition of an asset, determining what you want to do with the asset, and deploying your end-of-term strategies.

Topics that concern the handling of off-lease assets are:

- [Section 9.1, "Asset Returns"](#): Maintain information about your off-lease asset.
- [Section 9.2, "Asset Conditioning"](#): Track any asset re-conditioning or repairs and bill your vendor or lessee.
- [Section 9.3, "Asset Disposal"](#): Determine how to dispose of the asset, such as, remarketing it, re-leasing it, repurchasing it, or scrapping it.
- [Section 9.4, "Maintain Contract Portfolio"](#): Review your end-of-term strategy for the asset.

9.1 Asset Returns

In the Asset Returns area, you can maintain the information for your off-lease assets, such as:

- Maintaining the asset status to help you track where your asset is in the asset return process. When you specify some asset statuses, you may trigger some processes to take place that update the asset for other stages in the asset return process.
- Maintaining the asset return type, which identifies the source of a return request.
- Specifying the asset location to track where your asset is.

- Specifying the shipping instructions to agree upon transportation arrangements.
- Specifying the asset return fees to record costs associated with the returning of assets and the disposal process.

Oracle Lease Management automatically creates an asset return request by way of these three sources:

- Acceptance of a termination quote without purchase.
- Repossession of the asset. This sets the Asset Status to Scheduled and the Asset Return Type to Repossession Request. For asset repossessions, this process must happen before other repossession-related activities, such as the Repossession Request or Unsuccessful Repossession.
- Ending of contract term without exercising the purchase option. This sets the Asset Status to Scheduled and the Asset Return Type to Contract Expiration upon termination of a contract.

Under the following situation, you must manually create an asset return request:

- The lessor initiates a request to return the leased asset. This sets the Asset Status to Returned and the Asset Return Type to Intent to Return.

The main topics in this section are:

- [Section 9.1.1, "Maintain Asset Return Request"](#)
- [Section 9.1.5, "Specify Asset Location"](#)
- [Section 9.1.8, "Specify Shipping Instructions"](#)
- [Section 9.1.9, "Specify Asset Return Fees"](#)

9.1.1 Maintain Asset Return Request

As a returned off-lease asset undergoes various stages of examination and evaluation, you should maintain the asset return information. Oracle Lease Management automatically generates an asset return request under certain conditions, but in other conditions, you have to manually create an asset return request. For more information, see [Section 9.1, "Asset Returns"](#).

The topics in this section include:

- [Section 9.1.2, "Create a Manual Asset Return Request"](#)
- [Section 9.1.3, "Search for a Returned Asset Request"](#)

- [Section 9.1.4, "Update Asset Return Status"](#)

9.1.2 Create a Manual Asset Return Request

When your customer makes a request to return an asset before the contract's specified end-of-term, you must manually create an asset return request. You do not manually create an asset return request for assets that have reached their end-of-term because Oracle Lease Management automatically generates those asset return requests upon contract expiration.

When you create an asset return request, you specify:

- A return type for the asset. Return types include: Contract Expiration, Repossession Request, Executed Termination Quote, and Intent to Return.
- The status of the returned asset. Statuses include: Returned, Scrapped, Repossessed, and Available for Sale.
- Relevant dates, such as Date Return Due, Date Returned, and Date Notified.
- The Remarketer involved with remarketing the returned asset. Assignment of a returned asset goes to a remarketer, who:
 - Is part of the group assigned to managing remarketing for the asset based on the asset's item category.
 - Is responsible for the asset until disposal.
- Optional notes or comments.
- Like Kind Exchange information to link to the Period Open to Period Close process; select this option before you make an asset available for sale.

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns

Steps

1. Under the Asset Returns > Results area, click the Create Return button.

The Create Asset Return page opens.

2. Required: In the Asset Number field:
 - Enter full or partial asset number search criteria.
 - Click the Flashlight icon.
 - On the list of matching results, choose the asset.
The associated contract number, currency, description, and contract end date appear with the chosen asset number on the Create Asset Return page.
3. Required: In the Type field, choose the reason for the return, such as: Contract Expiration, Executed Termination Quote, Intent to Return, or Repossession Request.
4. Required: In the Status field, choose a status for the asset return of either Returned or Scheduled.
5. In the following date fields, click the Calendar icon and choose the dates for:
 - **Date Return Due:** The date by which you expect to receive the asset. (Required)
 - **Date Notified:** The date by which you notified the lessee to return the asset.
 - **Date Returned:** The date you received the asset.
 - **Date Title Returned:** The date that you formally received title for the asset.
6. Required: In the Remarketer field:
 - Enter full or partial remarketer name.
 - Click the Flashlight icon.
 - Choose the remarketer on the list of matching results.
Only the remarketers who are associated with the asset's item category appear in the list of values.
7. In the Inventory area in the Description field, enter any description you want to include.

You can add or update the price.

Note: Do *not* complete the fields in the Repossession area if those fields are blank. If the Repossession fields are blank, then *ignore* them. The Repossession fields contain data only if Collections has requested a repossession. The rules automatically determine the Date Required and Date Hold Until fields. You can change the Repossession area fields only if Collections has already populated these fields.

8. Click the Create button.

A confirmation message informs you that the process successfully completed.

See Also

[Section 9.1.3, "Search for a Returned Asset Request"](#): To locate a returned asset request and put it into context for updating.

[Section 9.1.4, "Update Asset Return Status"](#): To maintain or update information about a returned asset during the return and remarketing process.

9.1.3 Search for a Returned Asset Request

Use this procedure to locate the asset return request of the off-lease returned asset. You can search for both automatically generated asset return requests and manually created asset return requests. You need to search for and select a returned asset to:

- Put the returned asset into context so that you can update the asset's status, dates, location, and condition, for example.
- View information about the asset, such as contract number, contract status, asset status, start date, end date, asset type, original cost, serial number, in service date, manufacturer's name, model number, and depreciation information. Depreciation information may include life in months, new or used, salvage value, depreciation category, and depreciation start date.

Prerequisites

Either you have manually created or the system has automatically created the Asset Return request. For more information, see [Section 9.1.2, "Create a Manual Asset Return Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns

Steps

1. Under the Asset Returns > Search area, specify one or more search criteria to locate the asset:
 - **Asset Number:** Enter partial or full search criteria.
 - **Asset Description:** Enter partial or full search criteria.
 - **Remarketer:** Enter search criteria, click Go, and choose a specific remarketer.

Tip: You can perform a more advanced search by clicking the Advanced Search button. In addition to the search criteria in the basic or "simple" search, the Advanced Search lets you specify Date Notified, Date Returned, and Return Status search criteria.

2. Click Go to perform the search.

Under the Results area, matching asset returns appear. The Results area shows you the asset number, asset description, date return due, return status, remarketer, return, and condition information.
3. Under the Asset Number column, click the asset's number to view more information about the asset.

9.1.4 Update Asset Return Status

Use this procedure to locate and update a returned asset's status. Information that you can update include specifying that the asset is available for sale, returned, repurchased, or scrapped, for example.

If you change an Asset Status to Cancelled, it is not possible to update the Asset Status to any other option.

Important! If you want to change an asset's price or description for the item in inventory, then do that **before** you set the Status field to Available for Sale. When you indicate that an asset is Available for Sale in the Status field, the Inventory program assigns an inventory item number to the asset, and you can no longer change either the price or the description in Oracle Lease Management. You must complete any changes in the relevant module, such as Oracle Inventory for the description and Oracle Pricing for the change in price.

Prerequisites

Either you have manually created or the system has automatically created the Asset Return request. For more information, see [Section 9.1.2, "Create a Manual Asset Return Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns

Steps

1. Under the Asset Returns > Search area, specify one or more search criteria to locate the asset:
 - **Asset Number:** Enter partial or full search criteria.
 - **Asset Description:** Enter partial or full search criteria.
 - **Remarketer:** Enter search criteria, click Go, and choose a specific remarketer.

2. Click Go to perform the search.

Under the Results area, matching asset return requests appear. The Results area shows you the asset number, asset description, date return due, return status, remarketer, return, and condition information.

3. Under the Return column on the row that shows the asset that you want to update, click the Note icon.

4. The Asset Return page shows the fields that you can view or update.

For more information on the fields see [Section 9.1.2, "Create a Manual Asset Return Request"](#).

Important: Do *not* complete the fields in the Repossession area if those fields are blank. If the Repossession area fields are blank, then *ignore* them. The Repossession fields contain data only if the Collections module has processed the returned asset. The rules for Collections automatically determine the Date Required and Date Hold Until fields. You can change the Repossession area fields only if Collections had already populated these fields.

5. Click the Update button to save your changes, or click the Restore button to revert to the most recently saved information in case you do not want to save your updates.

A confirmation message informs you that the process successfully completed.

9.1.5 Specify Asset Location

When you receive an off-lease asset, you may want to specify, view, or update the asset's location. When you change the location of a returned off-lease asset, you must indicate this information in two areas for use by different Oracle modules--Installed Base and Assets. The two modules maintain location address information in different formats and methods.

The topics under Asset location are:

- [Section 9.1.6, "Change Location of Asset for Installed Base"](#): Use this to update asset instances for use by the Oracle Installed Base module.
- [Section 9.1.7, "Change Asset Location for Oracle Assets"](#): Use this to update asset information for use by the Oracle Assets module.

9.1.6 Change Location of Asset for Installed Base

Use this procedure to record changes to location of returned off-lease fixed assets for use by the Installed Base module. The Installed Base module uses regular street address, city, state or province, and postal code information.

You can change the specified location of leased assets on the Installed Location page. The Installed Location page shows you:

- **Asset Return:** The asset return number with hypertext link to Asset Return Details page.
- **Asset Number:** The asset number with hypertext link to Asset page.
- **Contract Number:** The contract's number.
- **Asset Description:** A brief asset description.
- **Instance Number:** The number by which Installed Base tracks asset instances.
- **Party Name:** The name of the person or business associated with the asset's location.
- **Location:** The street address of where the asset is located.
- **New Location:** The new location that you selected.
- **New Party Name:** The name of the party associated with the new location.

Prerequisites

Returned asset must be in context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Location > Installed Location

Steps

1. Verify that the returned asset is in context.
For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).
2. Under the New Location column on the row that shows the asset:
 - Enter search criteria for the new location.
 - Click Go.
 - Select the new location.
The selected location information appears on the New Location page.
3. Click the Update button.

Guidelines

If you change the location of asset instances by asset number to update Oracle Installed Base, you may also want to update the asset's location information in Oracle Assets since both modules have different methods of recording asset information. For more information, see [Section 9.1.7, "Change Asset Location for Oracle Assets"](#).

9.1.7 Change Asset Location for Oracle Assets

When you want to specify the location of an off-lease asset, you must update this information in two areas to accommodate two different Oracle modules--Installed Base and Assets. Whereas the Installed Base module lets you use regular postal addresses--such as street name, city name, state or province name, and postal code--to specify locations, the Oracle Assets module requires you to use **location flexfields** to indicate an asset's location. Location flexfields let you specify or express locations by multiple segment values. For more information, see the *Oracle Applications Flexfields Guide* and the *Oracle Assets User Guide*.

Use this procedure to record changes to location of returned off-lease fixed assets for use by the Oracle Assets module. For information on recording off-lease asset location for the Installed Base module, see [Section 9.1.6, "Change Location of Asset for Installed Base"](#).

You can change the specified location of returned off-lease fixed assets on the Fixed Asset Location page. The Fixed Asset Location page shows you:

- **Asset Return:** The asset return number with hypertext link to Asset Return Details page.
- **Asset Number:** The asset number with hypertext link to Asset page.
- **Contract Number:** The contract's number.
- **Asset Description:** A brief asset description.
- **Fixed Asset Number:** The asset's number that the Oracle Fixed Assets module uses.
- **Location:** The location flexfield that Oracle Fixed Assets module uses.
- **Units Assigned:** The quantity of assets.
- **New Location:** Search and choose from a list of values a new location for the asset.

Prerequisites

Returned asset must be in context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Location > Fixed Asset Location

Steps

1. Verify that the returned asset is in context.
For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).
2. Under the New Location column on the row that shows the fixed asset:
 - Enter search criteria for the new location.
 - Click Go.
 - Select the new location.
The selected location information appears on the New Location page.
3. Click the Update button.

9.1.8 Specify Shipping Instructions

You can provide the lessee instructions for:

- Returning the off-lease asset.
- When a third party is purchasing an off-lease asset. The shipping instructions inform the lessee to return the asset to the third party.

This process uses the Oracle CRM Fulfillment module to send an email.

Prerequisites

You have created the asset return and placed the asset into context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Shipping Instructions

Steps

1. In the Asset Return and Asset Number fields, verify that the correct asset is in context by clicking the hypertext links.

If you need to locate the asset to put it into context, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

A contract formula automatically calculates the Asset Value For Insurance field. The Date Instructions Sent field is the date you sent the shipping instructions. The system automatically updates this value.

2. Select the Transportation Option Accepted to accept the lessor's transportation option for return of asset.
3. In the Instructions field, enter any specific details for asset return instructions.
4. In the Contact Details area, complete:
 - **Party Name:** Enter partial or full search criteria; click Go; click the party name.
 - **Contact Name:** Enter partial or full search criteria; click Go; click the contact name.
 - **Contact Method:** Enter partial or full search criteria; click Go; click the contact method.
5. In the Shipping Address area, complete:
 - **Ship To Party:** Enter partial or full search criteria; click Go; click the ship to party's name.
6. Click the Update button.

A confirmation message informs you of a successfully completed process.

9.1.9 Specify Asset Return Fees

Use this procedure to record costs associated with the returning of assets and the disposal process. You can use this information for subsequent analysis.

Prerequisites

You have created the asset return and placed the asset into context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Fees

Steps

1. In the Asset Return and Asset Number fields, verify that the correct asset is in context by clicking the hypertext links.

If you need to locate the asset to put it into context, see [Section 9.1.3, "Search for a Returned Asset Request"](#).
2. On a row under the Type column, choose a fee type:
 - **Auction Fee**
 - **Marketing Fee**
 - **Miscellaneous Fee**
 - **Repossession Fee**
 - **Scrapping Fee**
 - **Shipping Fee**
3. In the Comments field, enter any text that you need about the fee.
4. In the Amount field, enter the fee amount.
5. To add more rows, click the Add 3 Rows button.
6. To remove any fees, select the check box on the row of the fee that you want to remove.
7. Click the Update button.

A confirmation message informs you of a successfully completed process.

9.2 Asset Conditioning

During the asset return process, inspectors examine the asset and produce a condition report. If the asset is in need of repairs, then the inspector determines what the needed repairs are and estimates their costs.

The following topics cover how to record the condition of a returned, off-lease asset. When you record the condition of a returned asset, you record the overall condition of the asset, and then you can record detailed condition lines. Detailed condition lines include specifying the actual costs of conditioning the asset. When you are ready to bill either the vendor or the lessee for the repairs, you can issue an invoice.

The main topics in this section include:

- [Section 9.2.1, "Maintain an Asset's Condition"](#)
- [Section 9.2.5, "Generate Repair Invoice"](#)

9.2.1 Maintain an Asset's Condition

The topics in Asset Condition are:

- [Section 9.2.2, "Create Asset Condition"](#)
- [Section 9.2.3, "Create Condition Line"](#)
- [Section 9.2.4, "Update Condition Line"](#)

Note: To record the condition of a returned asset, you must put it into context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

9.2.2 Create Asset Condition

When you receive a returned asset, you can evaluate and record the asset's overall condition. After you create the overall asset condition, you can add detailed line items to describe the condition. To record the condition of a returned asset, you must put it into context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

Prerequisites

You have created the asset return and placed the asset into context.

You have evaluated the returned asset's condition.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Condition > Asset Condition...Create Asset Condition or click the Condition icon on the Asset Return page.

Steps

1. In the Asset Return and Asset Number fields, verify that the correct asset is in context by clicking the hypertext links.
2. If you need to select another returned asset, see [Section 9.1.3, "Search for a Returned Asset Request"](#).
3. In the Asset Condition field, choose a condition, such as Good, Fair, Poor, or Not Applicable.
4. In the Inspector field, enter full or partial-match search criteria, and click the Flashlight icon.

A list of inspectors appears.

5. Click the name of the inspector.
6. In the Reported On field, click the Calendar icon and choose a date.
7. Click the Create button to save the information.

The Asset Condition Details page appears.

Guidelines

You can add specific condition lines and detailed information for each line. For more information, see [Section 9.2.3, "Create Condition Line"](#) and [Section 9.2.4, "Update Condition Line"](#).

9.2.3 Create Condition Line

After you create a record of the asset's overall condition, you can add detailed line items to describe specific areas. Detailed line information can include recommended repairs, repair descriptions and codes, and estimated and actual costs of repairs.

Prerequisites

You have created the asset return and placed the asset into context.

You have evaluated the returned asset's condition.

You have created a record of the asset's overall condition. For more information, see [Section 9.2.2, "Create Asset Condition"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Condition > Asset Condition...Create Asset Condition...Asset Condition Details, or

Click the Condition icon on the Asset Return page.

Steps

1. In the Asset Return and Asset Number fields, verify that the correct asset is in context by clicking the hypertext links.
2. On the Asset Condition Details page, click the Create Line button.
The Create Asset Condition Line page appears.
3. Complete the following fields:
 - **Part:** Enter free-form text.
 - **Status:** Choose Pending, Repaired, Waiting for Approval.
 - **Condition Type:** Choose Fair, Good, Not Applicable, Poor.
 - **Reported On:** Click the Calendar icon, and click a date.
 - **Approved On:** Click the Calendar icon, and click a date, if applicable.
 - **Approved:** Select the check box upon approval for the repair to take place.
4. In the Damage Details area, provide specific damage information:
 - **Damage Type:** Choose types such as Broken, Dented, Missing Parts, Non Repairable, Not Applicable, or Scratched.
 - **Damage Description:** Enter free-form text to provide more information.
5. In the Repair Details area, complete the following fields:
 - **Repair Code:** Enter full or partial search criteria, click Go, and click a repair code.

- **Repair Description:** Displayed text based on repair code.
 - **Estimated Repair Cost:** Based on the selected repair code. For more information, see the *Oracle Lease Management Implementation Guide*.
 - **Actual Repair Cost:** The amount billed if you use the generate bill option.
 - **Recommended Repair:** A description of recommended repair.
6. Click the Create button.

9.2.4 Update Condition Line

After you create a record of the asset's overall condition and have added detailed line items to describe specific areas, you can update existing line items, such as to change the status, approval, damage details, or repair information.

Prerequisites

You have created the asset return request. For more information, see [Section 9.1.2, "Create a Manual Asset Return Request"](#).

You have placed the asset into context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

You have evaluated the returned asset's condition.

You have created a record of the asset's overall condition. For more information, see [Section 9.2.2, "Create Asset Condition"](#).

You have created asset condition lines. For more information, see [Section 9.2.3, "Create Condition Line"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Condition > Asset Condition...Create Asset Condition...Asset Condition Details, or click the Condition icon on the Asset Return page.

Steps

1. In the Asset Return and Asset Number fields, verify that the correct asset is in context by clicking the hypertext links.

If you need to locate the asset to put it into context, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

2. On the Asset Condition Details page on the row that shows the item you want to edit, click the Details icon.

The Asset Condition Line Detail page appears.

3. Edit any of the available fields:
 - **Part:** Enter free-form text.
 - **Status:** Choose Pending, Repaired, Waiting for Approval.
 - **Condition Type:** Choose Fair, Good, Not Applicable, Poor.
 - **Damage Type:** Choose types such as Broken, Dented, Missing Parts, Non Repairable, Not Applicable, or Scratched.
 - **Damage Description:** Enter free-form text to provide more information.
 - **Repair Code:** Enter full or partial search criteria, click Go, and click a repair code.
 - **Repair Description:** Displayed text based on repair code.
 - **Estimated Repair Cost:** Cost based on selected repair code.
 - **Actual Repair Cost:** Enter the actual cost of repairing the item.
 - **Recommended Repair:** Enter free-form text to offer recommended repairs.
4. Click the Update button.

9.2.5 Generate Repair Invoice

After you create a record of the asset's overall condition, you have added detailed line items to describe specific areas of damage and repair, you may bill either the vendor or the lessee for the repairs. To bill either the vendor or the lessee, the status must be Approved.

The setup of billing items happens during implementation. For more information, see the *Oracle Lease Management Implementation Guide*.

Prerequisites

You have created the asset return. For more information, see [Section 9.1.2, "Create a Manual Asset Return Request"](#).

You have placed the asset into context. For more information, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

You have created a record of the asset's overall condition. For more information, see [Section 9.2.2, "Create Asset Condition"](#).

You have entered the specific line item details that you want to bill the lessee or the vendor. For more information, see [Section 9.2.3, "Create Condition Line"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Condition > Asset Condition...Asset Repair Invoice

Steps

1. In the Asset Return and Asset Number fields, verify that the correct asset is in context by clicking the hypertext links.

If you need to locate the asset to put it into context, see [Section 9.1.3, "Search for a Returned Asset Request"](#).

2. Select the line items that you want to bill either the vendor or the lessee.
3. Click the respective Bill Vendor or Bill Lessee button.

A confirmation message indicates that the billing was successfully processed.

9.3 Asset Disposal

Asset Disposal refers to what you do with an off-lease asset after you have returned and evaluated it. Choices for asset disposal include scrapping the returned asset, remarketing the returned asset, re-leasing the returned asset, and repurchasing the returned asset.

The main topics of Asset Disposal are:

- [Section 9.3.1, "Remarket the Off-Lease Asset"](#)
- [Section 9.3.6, "Re-Lease the Off-Lease Asset"](#)
- [Section 9.3.7, "Repurchase the Off-Lease Asset"](#)
- [Section 9.3.8, "Scrap the Off-Lease Asset"](#)

9.3.1 Remarket the Off-Lease Asset

When you choose to remarket an off-lease asset, the following processes:

- Create a new item in inventory using the item description from the asset return request.
- Update the price on the Price List from the price on the asset return request.
- Let you enable the item for re-sale through iStore.
- Continue depreciation, as applicable.

This section covers how can use Oracle Lease Management to process returned off-least assets for resale. Other remarketing actions take place in other Oracle modules, such as Oracle iStore and Order Management. When you sell an asset through Oracle iStore, the Order Management module captures the details of the asset sale and creates the sale. In Oracle Lease Management, you can view details of the remarketing effort and the billing for the buyer of your asset. For more information on iStore and Order Management, refer to the document for those modules.

In Oracle Lease Management, you can monitor an asset's remarketing status and bill the buyer of the asset.

Topics in this section include:

- [Section 9.3.2, "Specify Availability for Sale"](#)
- [Section 9.3.3, "Search for Remarket Orders"](#)
- [Section 9.3.4, "View Asset Sale Information"](#)
- [Section 9.3.5, "View the Billing for a Sold Off-Lease Asset"](#)

9.3.2 Specify Availability for Sale

To specify that an off-lease asset is available for sale, you update the asset's Return Status field to Available for Sale.

Prerequisites

- You have updated the item description.
- You have updated the item price.
- You have updated the Like Kind Exchange, if applicable.

For more information, see [Section 9.1.4, "Update Asset Return Status"](#).

Impact of Making an Asset Available to Sale

When you make an asset available for sale:

- The Asset Status changes to Available for Sale.
- A validation process verifies that the contract has expired or terminated.
- If validation passes, then this creates an item in inventory using the description and price you entered.

Impact of Selling the Asset through iStore

When you sell an item through iStore:

- The Asset Status changes to Remarketed.
- A validation process verifies that the previous Asset Status was Available for Sale, and there are order lines for the entire quantity of assets.
- If validation passes, then you cannot update the Asset Status to any other choice.

Choose a topic:

- [Section 9.3.3, "Search for Remarket Orders"](#)
- [Section 9.3.4, "View Asset Sale Information"](#)
- [Section 9.3.5, "View the Billing for a Sold Off-Lease Asset"](#)

9.3.3 Search for Remarket Orders

You can locate and view remarket orders of off-lease assets that you are offering for resale.

Note: The system creates the sales order after a sale occurs in the iStore module

Prerequisites

The Order Management module includes the sales order for your asset.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Remarketing > Remarket Orders

Steps

1. Enter one or more search criteria to locate and place the remarket order into context:
 - **Asset Number:** Asset number for asset sold; lets you navigate to Asset Details page.
 - **Item Number:** Sale information for the asset.
 - **Order Number:** Sale information for the asset.
 - **Customer:** The person or company that purchased the asset.
 - **Remarketer:** The name of the person or business who is the remarketer.
2. Click Go.
3. In the Results area, matches appear and show you, Order Number, Order Date, Asset Number, Item Number, Customer, Remarketer, and Price.
4. Under the Order Number column, click the order number of the asset to view more information.

9.3.4 View Asset Sale Information

Use the procedures in this section to view details of the asset that you sold through the iStore product. The Order Management module captures the details of the asset sale. In order to view the sold asset's details, you must put the asset into context by searching for it.

Prerequisites

Someone bought the asset through iStore.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Remarketing > Remarket Order...Details icon

Steps

1. Enter one or more search criteria to locate and place the remarket order into context:
 - **Asset Number:** Asset number for asset sold; lets you navigate to Asset Details page.
 - **Item Number:** Sale information for the asset.
 - **Order Number:** Sale information for the asset.
 - **Customer:** The person or company that purchased the asset.
 - **Remarketer:** The name of the person or business who is the remarketer responsible for the disposal of the asset.
2. Click the Go button.

In the Results area, matching assets appear.
3. In the Results area under the Order Number column, click the order's hypertext link.

The Asset Sale Details page opens. The Asset Sale Details page shows you the completed order information:

- **Asset Number:** Asset number for asset sold.
- **Description:** Brief asset description
- **Currency**
- **Order Number:** Sale information for the asset.
- **Order Date:** The date of the sales order.
- **Price:** Price of the item.
- **Cost:** Lessor's cost of the asset.
- **Item Number:** Sale information for the asset.
- **Description:** Item description.
- **Customer:** The person or business that bought the asset.
- **Ship To:** The address to which you shipped the asset.
- **Ship Date:** The date the shipping occurred.

9.3.5 View the Billing for a Sold Off-Lease Asset

You can view the billing to the buyer of your sold off-lease asset.

Prerequisites

You sold the asset.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Remarketing > Remarket Orders...Billing

Steps

1. Enter one or more search criteria to locate and place the remarket order into context:
 - **Asset Number:** Asset number for asset sold; lets you navigate to Asset Details page.
 - **Item Number:** Sale information for the asset.
 - **Order Number:** Sale information for the asset.
 - **Customer:** The person or company that purchased the asset.
 - **Remarketer:** The name of the person or business who is the remarketer.
2. Click the Go button.

In the Results area, matching assets appear.
3. In the Results area under the Order Number column, click the order's hypertext link.
4. The Asset Sale Details page opens.
5. Choose Remarketing > Billing.

The Asset Sale Details page shows you the billing information, such as Asset Number, Item Number, Description, Currency, Bill To, Bill Date, Invoice Number, Invoice Date, and Invoice Amount.

9.3.6 Re-Lease the Off-Lease Asset

When you choose to re-lease an off-lease asset, the asset becomes available for selection in the Re-leasing process in the Origination part of Oracle Lease Management.

9.3.6.1 Specify Availability for Re-Leasing

To specify that an off-lease asset is available for re-leasing, you update the asset's Return Status field to Re-lease. For more information, see [Section 9.1.4, "Update Asset Return Status"](#).

Impact of Making an Asset Available for Re-Leasing

When you specify that an asset is available for re-lease:

- The Asset Status changes to Re-lease.
- A validation process verifies that the contract has expired or terminated.
- If validation passes, then the item is available for re-leasing.

9.3.7 Repurchase the Off-Lease Asset

When the vendor repurchases an off-lease asset, the process automatically triggers a sale to the vendor based on the terms and conditions defined on the vendor program contract.

The repurchasing of off-lease asset topics are:

- [Section 9.3.7.1, "Specify Availability for Repurchasing"](#): to indicate that the asset is available for repurchasing.
- [Section 9.1.4, "Update Asset Return Status"](#): to specify that the asset is available for repurchasing.
- [Section 9.3.7.2, "Repurchase Asset"](#): to record the repurchasing of the off-lease asset.

9.3.7.1 Specify Availability for Repurchasing

To specify that an off-lease asset is available for repurchase, you update the asset's Return Status field to Repurchased. For more information, see [Section 9.1.4, "Update Asset Return Status"](#).

Impact of Making an Asset Available for Repurchasing

When you specify that an asset available for repurchasing:

- The Asset Status changes to Repurchase.
- A validation process verifies that the vendor has accepted the repurchase quote.
- If validation passes, you cannot change the Asset Status to any other choice.

Supported Combinations of Quote Line Types for Repurchase Quotes

The following table shows valid combinations of quote line types and contract situations for repurchase quotes.

Table 9–1 Supported Quote Line Types for Repurchase Quotes

Line Type	Applicability Based on Terms and Conditions	Ability to Specify Formula on Contract	Updatable After Creation of Quote	Define Stream for Billing and Accounting	Available for Manual Termination Quotes
Discount Rate	Yes	Yes	Yes	Yes	Yes
Quote Fee	Yes	Yes	Yes	Yes	No
Tax / VAT	Always applicable	Yes (at site level)	No	No	Yes
Miscellaneous	Yes	Yes	Yes	Yes	Yes
Sale Price	Yes	Yes	Yes	Yes	Not Applicable

9.3.7.2 Repurchase Asset

Use this procedure to record the sale of an asset to the vendor. In order to undertake a repurchase, you must have a repurchase agreement. You create the repurchase agreement when you authorize the contract. The repurchase agreement can be part of a vendor program agreement.

Prerequisites

You have created the asset return and placed the asset into context.

A repurchase agreement exists with a third party.

The contract's terms and conditions includes a formula that defines the terms for repurchasing an asset.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Asset Returns

Steps

1. On the Asset Returns page, locate the asset by specifying one or more search criteria:
 - Asset Number
 - Asset Description
 - Remarketer
2. Click the Go button.
3. In the Results area, matches appear.
4. Under the Asset Number hypertext link, click the asset number that you want to use for repurchasing.

The Asset's detail page appears. This puts the asset into context.
5. On the navigation menu, click Repurchase Asset.

The Repurchase Asset page opens.
6. Click the Create Quote button.

The Repurchase Asset page shows more information, including the quote and calculated amounts.
7. Edit one or more of these fields:
 - **Effective To:** date field
 - **Accepted** (check box): third party accepted the quote.
 - **Comments:** free-form text
8. Click the Update button to apply any changes.
9. Click the Send Quote button to send the quote to the third party.

See Also

[Section 8.1.11, "Obtain Third Party Approval for Repurchasing Leased Asset"](#)

9.3.8 Scrap the Off-Lease Asset

When you choose to scrap an off-lease asset, the following processes happen:

- Retires the asset from Fixed Assets at a value of zero.
- Triggers the calculation for a gain or loss on disposal of the asset.

To scrap an off-lease asset, you update the asset's Return Status field to Scrapped. For more information, see [Section 9.1.4, "Update Asset Return Status"](#).

Impact of Scrapping an Off-Lease Asset

When you specify that an asset available for scrapping:

- The Asset Status changes to Scrapped.
- A validation process verifies that the contract has expired or terminated.
- If validation passes, then you cannot change the Asset Status to any other choice.

9.4 Maintain Contract Portfolio

The Contract Portfolio concerns the end-of-term strategy. You define the end-of-term strategy when you originally set up the original contract. In the Contract Portfolio area, you can view and update these parameters. You may want to set up strategies, for example, and you would usually want to start your strategy some time before the contract terminates.

The objective of asset tracking is to track projected revenue that leased assets generate anticipated at or near the end of the contract.

9.4.1 Search and Update Contract Portfolio

Use this procedure to view and update the end-of-term strategy of a contract.

Prerequisites

You have included portfolio details at the time of authoring a contract.

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Contract Portfolios

Steps

1. In the Search area of the Contract Portfolios page, enter one of more search criteria to locate the contract: Contract Number, Contract Status, Contract End Date (starting and ending date), Portfolio Status, Portfolio Execution Date,

2. Click the Go button.

In the Results area, matching contracts appear and show you: Contract Number, Contract Status, Contract End Date, Portfolio Status, Execution Date, Strategy, and Details.

3. Under the Contract Number column, click the contract's hypertext link to view or edit more information.

The Contract Portfolio page appears and shows you the original contract portfolio strategy (if it has not been edited).

4. View or edit the following fields:

- **Status:** Portfolio statuses include Pending Approval, Approved, Entered, and Processed.
- **Strategy:** Choose from a list of values that tell you what to do, such as: Initiate contact to upgrade by phone, Initiate contact to purchase by phone, Initiate contact to purchase by letter, Manually define strategy.
- **Assignment Group:** Choose from a searchable list the group assigned to this strategy.
- **Budget Amount:** The amount you expect to settle upon termination.
- **Execution Due Date:** The date to start the strategy.
- **Execution Actual Date:** The actual date that you performed the strategy.
- **Comments:** Enter any free-form text to describe the situation.

5. Click the Update button to apply any changes.



Accounting Period Open to Period Close

The Accounting processes from the Period Open to Close flow enable accruals, loss provisions, write-downs, periodic adjustments, and journal entries specific to the asset-based finance industry.

The main topics in this section are:

- **Section 10.1, "Generate Accruals"**: Generate accruals to determine whether or not to assign receipts against a contract to income or some other account.
- **Section 10.2, "Loss Provisions"**: Create estimated or tentative loss reserves against contracts.
- **Section 10.3, "Interface to General Ledger"**: Transfer accounting entries from Oracle Lease Management to the Oracle General Ledger.
- **Section 10.4, "View Transactions"**: Locate accounting transactions in the system.
- **Section 10.5, "Miscellaneous Transactions"**: Create manual journal entries that you want to associate with contracts.
- **Section 10.6, "Assets"**: Handle off-lease amortization, salvage value writedown, and residual value writedown.
- **Section 10.7, "View Account Balances Report"**: Generate a report of account balances for a given contract and range of general ledger account codes.
- **Section 10.8, "Summary of Period Close Process"**: Close an accounting period in Oracle Lease Management.

10.1 Generate Accruals

Use these procedures to generate accruals to determine whether or not to assign receipts against a contract to income or some other account.

When the accrual batch runs, every current (non-terminated) contract undergoes accrual status evaluation. Accrual status evaluation comprises:

- Accrual rules that you defined in setup.
- Accrual override.

About Accrual Evaluation

For contracts that pass accrual evaluation, the system accounts for income by way of accounting templates where the memo flag is set to **No**; the system applies revenue to an income account. For contracts that fail accrual evaluation, the system accounts for income by way of accounting templates where the memo flag is set to **Yes**. Based on the setup, it is possible to account for the income in a separate account, such as an income suspense account.

About Accrual Reversal Rules

Based on accrual reversal rules:

- If a contract fails the accrual evaluation, income recognized in earlier periods may be reversed. For example, income that was accounted for with the memo flag set to **No** becomes accounted for with the memo flag set to **Yes**.
- If a contract that previously failed but now passes accrual evaluation, the income that had been reversed or accounting for using an accounting template where the memo flag was set to **Yes**, now uses the accounting template with the memo flag set to **No**.

About the Memo Flag in Accounting Templates

The Memo flag in accounting templates identifies the template to be used based on the accrual evaluation.

If a contract fails accrual evaluation, income may be accounted for in a different account and uses an accounting template with the Memo flag set to **Yes**. A contracts with an accrual overrides also uses an accounting template with the Memo flag set to **Yes**.

If a contract passes accrual evaluation, income goes to an income account and uses an accounting template with the Memo flag set to **No**.

About Determining Accrual Amounts

The way Oracle Lease Management obtains amounts that is uses in accruals depends on whether the contract is a fixed or a variable rate contract.

Fixed rate contracts include amounts from streams to determine an accrual amount. You set up streams at the product level. For more information, see the *Oracle Lease Management Implementation Guide*.

Variable rate contracts use a formula to determine an accrual amount. The automatic reversal of accruals in the next period happens only for variable rate contracts.

The topics in this section are:

- [Section 10.1.1, "Specify Accrual Override"](#)
- [Section 10.1.2, "Generate Batch Accruals"](#)

10.1.1 Specify Accrual Override

Use this procedure to specify that accrual rule evaluation does **not** apply to a specific contract. With the accrual override option, the accrual rule evaluation treats the contract as if evaluation has failed. Failure of accrual rule evaluation means:

- Income for that contract goes to a non-income account rather than an income account.
- Income recognized in earlier periods will be reversed.
- The contract uses an accrual accounting template with the Memo flag set to **Yes**.

Prerequisites

Contract is current.

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Accruals > Accrual Override

Steps

1. In the Contract Number field, enter full or partial search criteria, and Click Go.
Under the Results area, matching results appear.
2. In the Results area under the Contract Number column, click the contract number hypertext links to which you want to apply an accrual override.

3. Select the Override Accrual check box to apply accrual override to the contract.
4. Click the Update button.

10.1.2 Generate Batch Accruals

Use this procedure to specify an accrual batch name and accrual date.

Prerequisites

Define accrual rules. This should have been completed in the implementation of Oracle Lease Management. For more information, see *Oracle Lease Management Implementation Guide*.

Define accrual reversal days. This should have been completed in the implementation of Oracle Lease Management. For more information, see *Oracle Lease Management Implementation Guide*.

Set up accrual stream accounting templates. Each accrual stream has two templates:

- One template has the Memo flag set to Yes for accrual evaluations that fail.
- The other template has the Memo flag set to No for accrual evaluations that pass.

The accrual stream accounting templates should have been completed in the implementation of Oracle Lease Management. For more information, see *Oracle Lease Management Implementation Guide*.

Set the accrual override for contracts that you want to fail accrual evaluation. For more information, see [Section 10.1.1, "Specify Accrual Override"](#).

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Programs > Generate Accruals

Steps

1. In the Batch Name field, enter a name for your accrual batch.
2. In the Accrual Date field, click the Calendar icon and click a date.

The Accrual Date is the cut-off date for income recognition and is the date that you specify. It does not need to be the current or system date.

3. Click the Submit button.

10.2 Loss Provisions

Loss provisions let you create estimated or tentative loss reserves against contracts. Loss provisions make use of aging buckets that you set up in Oracle Receivables. The loss provision rates associate aging buckets with loss provision rates.

The main topics in this section are:

- [Section 10.2.1, "Determine General Loss Provision"](#)
- [Section 10.2.2, "Determine Specific Loss Provision"](#)

10.2.1 Determine General Loss Provision

General loss provisions apply to all contracts for a product except for any contract that has a specific loss provision.

Calculations for general loss provisions are based on:

- A provision calculation on Net Book Value (NBV), Net Investment Value (NIV), or principle balance.
- Rates from aging buckets in Receivables.

General loss provisions apply reversals:

- In the next period run.
- Upon contract termination.

When you determine an **actual** loss, you can create an adjusting entry to record that loss. For more information, see [The topic in this section is:](#)

[Section 10.2.1.1, "Submit General Loss Provision"](#).

10.2.1.1 Submit General Loss Provision

To calculate and process general loss provisions, you run the General Loss Provision program.

Prerequisites

Define the product per the setup *Oracle Lease Management Implementation Guide*.

Set up stream types with the Class set to **provision**.

Set up loss rates for Oracle Receivables aging buckets.

Set up accounting templates for streams; specify the Transaction Type as **General Loss Provision**.

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Programs > General Loss Provisions

Steps

1. At the General Loss Provision page, search for and select:
 - **Product:** Applies to all contracts for the product unless you applied a specific loss provision.
 - **Stream Type:** Only stream types whose class is equal to provision are available.
 - **Bucket Name:** Define loss rates for aging buckets in the setup of Oracle Lease Management. This activity should have already been done during implementation. For more information, see the *Oracle Lease Management Implementation Guide*.
 - **Provision Date:** Effective date of the loss provision.
2. In the Tax Deductible Local field, choose either **Yes** or **No**.
Selection of the Tax Deductible Local field functions as an informational flag.
3. In the Tax Deductible Corporate field, choose either **Yes** or **No**.
Selection of the Tax Deductible Local field functions as an informational flag.
4. In the Description field, optionally enter any free-form text to describe the general loss provision.
5. Click the Submit button.

10.2.2 Determine Specific Loss Provision

Specific loss provisions:

- Are applicable to a specific contract.

- Reverse on contract termination.
- Reverse previous provisions in addition to or in place of any earlier specific loss provisions.

The topics in this section are:

- [Section 10.2.3, "Create Specific Loss Provision"](#)
- [Section 10.2.4, "Search Specific Loss Provision"](#)
- [Section 10.2.5, "Update Specific Loss Provision"](#)

10.2.3 Create Specific Loss Provision

Prerequisites

Set up stream types with stream class as provision.

Set up accounting templates for the streams with transaction type as specific loss provision.

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Loss Provisions > Specific Loss

Steps

1. On the Specific Loss Provisions page, click the Create button.
The Create Specific Loss Provisions page appears.
2. In the Contract Number field:
 - Enter full or partial search criteria.
 - Click Go.
 - Click the contract number to which this specific loss provision applies.
3. In the Stream Type field:
 - Enter full or partial search criteria.
 - Click Go.

- Click the stream type to which this specific loss provision applies.

Note: The available stream types are only those whose class is equal to provision.

4. In the Reserve Amount field, enter the amount for your reserve.
5. In the Description field, enter optional free-form text.
6. Select Reverse Total Reserve if you want to reverse all loss provisions in the contract.
7. Select Tax Deductible Local if you want to flag this loss provision for local tax information.
8. Select Tax Deductible Corporate if you want to flag this loss provision for corporate tax information.
9. Click the Create button.

A confirmation message indicates successful completion.

10.2.4 Search Specific Loss Provision

Use this procedure to search for contracts with specific loss provisions to view loss provision information.

Prerequisites

The specific loss provision is created. For more information, see.

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Loss Provisions > Specific Loss

Steps

1. On the Specific Loss Provisions page, enter full or partial search criteria to locate the contract with a loss provision.
2. Click Go.

In the Results area, matching contracts appear. The matching results show the contract number, stream type, and total reserve amount.

10.2.5 Update Specific Loss Provision

You can view and edit a contract's specific loss provision details. The fields that you can edit are Reverse Total Reserve and Description.

Prerequisites

You have created the specific loss provision. For more information, see [Section 10.2.3, "Create Specific Loss Provision"](#)

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Loss Provisions > Specific Loss

Steps

1. On the Specific Loss Provisions page, enter full or partial search criteria to locate the contract number to which the loss provision applies.

2. Click Go.

In the Results area, matching contracts appear. The matching results show the contract number, stream type, and total reserve amount.

3. Under the Contract Number column, click the contract number whose specific loss provision you want to view or update.

4. View or edit the available fields.

5. Click the Update button.

See Also

[Section 10.2.3, "Create Specific Loss Provision"](#)

10.3 Interface to General Ledger

Use this procedure to transfer accounting entries from Oracle Lease Management to the Oracle General Ledger.

About Accounting Entries

The three types of accounting entries that Oracle Lease Management generates are:

- Draft accounting entries that happen before you book a contract. Draft accounting entries let you see what the booked accounting entries will be upon booking.
- Accounting entries that go to other Oracle modules. Billing and credit memo entries go to Oracle Receivables. Invoices that you want to pay go to Oracle Payables.
- Accounting entries that go to the Oracle General Ledger. To transfer accounting entries to the Oracle General Ledger, follow the procedures in this section.

The interface to the General Ledger is a two step process:

- [Section 10.3.1, "Run the OKL Accounting Entry Process"](#)
- [Section 10.3.2, "Run the Interface to the General Ledger"](#)

10.3.1 Run the OKL Accounting Entry Process

Before you can transfer accounting entries from Oracle Lease Management to the General Ledger, you have to run the OKL Accounting Entry Process concurrent program. For more information, see [Section 11.1, "Set Accounting Process"](#).

10.3.2 Run the Interface to the General Ledger

Prerequisites

You must synchronize both the accounting calendar periods in Oracle Lease Management and the General Ledger. For more information, see [Section 10.3.1, "Run the OKL Accounting Entry Process"](#).

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Interfaces > General Ledger Interface

Steps

1. In the Batch Name field, enter a name for the batch.

2. In the From Date and To Date fields:
 - Click the Calendar icon.
 - Click the respective From or To date to choose the batch's starting and ending dates.
3. In the Validate Account field choose either:
 - **Yes:** to perform account code validation.
 - **No:** to not perform account code validation, such as if you want to manually perform account code validation elsewhere, such as in the General Ledger.
4. In the GL Ledger field, choose either:
 - **In Detail:** to include a journal entry for each transaction.
 - **In Summary:** to consolidate the transaction journal entries.
5. In the Submit Journal Import field, choose either:
 - **Yes:** to automatically perform the transfers from the General Ledger Interface table to the General Ledger Transaction table.
 - **No:** to run separate, manual processes to perform the transfers from the General Ledger Interface table to the General Ledger Transaction table.
6. Click the Submit button.

10.4 View Transactions

Use this procedure to locate accounting transactions in the system. You can drill down to the specific transaction line to obtain specific accounting-related charges, such as the accounts and amounts that were debited and credited.

Prerequisites

None

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Inquiry > Transactions

Steps

1. On the View Transactions page, enter one or more search criteria to locate the transaction(s) that you want to view:
 - **Contract Number:** Enter search criteria; click the Flashlight icon; and click the contract number.
 - **Transaction Type:** Choose one transaction type; examples include Accrual, Asset Disposition, Asset Return, Adjustments, Asset Condition, Billing, Booking, Credit Memo, Debit Memo, Funding, General Loss Provision, and Specific Loss Provision.
 - **Transaction Start Date:** Click the Calendar icon and click the starting date of your transaction.
 - **Transaction End Date:** Click the Calendar icon and click the end date of your transaction.
 - **Source:** Choose a module, such as Fixed Assets, Payables, Receivables, or Lease Transactions.
2. Below the Source field, click the Go button to perform the search for transactions.
3. In the Results area are matching transactions.
4. In the Results area under the Transaction Number column, click the hypertext link of the transaction that you want to view.

The View Transaction Detail page appears and shows currency, contract number, source, transaction number, transaction status, date, amount, description, product, and transaction line information.

5. In the Transaction Line area under the Line Number column, click the hypertext link to view more information about a specific transaction line.

The View Transaction Accounting Lines page appears and shows currency, contract number, transaction number, line number, description, date, type, stream type, source, status, amount, and detailed accounting information.

The detailed accounting information includes the line type, accounts charged, description, debit and credit, amount, accounting date, accounting template, and posted information.

See Also

For reference information on the accounting transactions and transaction types, see [Appendix D, "Accounting Transaction Types"](#).

For examples of typical accounting transactions, see:

- [Appendix E, "Accounting for an Operating Lease"](#)
- [Appendix G, "Accounting for a Direct Finance Lease"](#)
- [Appendix F, "Accounting for a Loan"](#)

10.5 Miscellaneous Transactions

Use these procedures to create manual journal entries that you want to associate with contracts. The first part of creating a miscellaneous, contract-associated journal entry is to create the transaction header. After you create the transaction header, you search and update the transaction header and create detailed transaction lines. The transaction lines include line type, optional accounting template, optional stream, amount information, and the specific debit and credit accounts of your miscellaneous transaction.

Important! While you could create manual journal entries in the General Ledger, if you want to associate manual journal entries with their contracts, then you must create the entries here.

Topics concerning miscellaneous transactions include:

- [Section 10.5.1, "Create Miscellaneous Transaction Header"](#)
- [Section 10.5.2, "Search and Update Miscellaneous Transaction"](#)
- [Section 10.5.3, "Create Miscellaneous Transaction Line"](#)
- [Section 10.5.4, "Search and Update Miscellaneous Transaction Lines"](#)
- [Section 10.5.5, "Create or Update Accounting Lines"](#)

10.5.1 Create Miscellaneous Transaction Header

The first part of creating a miscellaneous transaction is to create the miscellaneous transaction header.

Prerequisites

Contract

Open Accounting Period

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Create Transactions > Miscellaneous Transactions

Steps

1. On the Miscellaneous Transactions page, click the Create Miscellaneous Transaction button.

The Create Miscellaneous Transaction Header page opens.

2. In the Contract Number field, specify the contract with which you are associating the miscellaneous transaction:
 - Enter full or partial search criteria of the contract number.
 - Click the Flashlight icon.
 - Click the associated contract.
3. In the Transaction Number field, enter a unique alpha-numeric number or ID for the miscellaneous transaction.

You must enter a unique value in the Transaction Number field.

4. In the Description, enter an optional summary or other notes about the miscellaneous transaction.
5. In the Transaction Date field:
 - Click the Calendar icon.
 - Click the transaction date.
6. In the Amount field, enter the amount of the transaction.
7. Click the Create button.

Guidelines

After you create the miscellaneous transaction header, you can search and update the miscellaneous transaction and add detailed transaction lines.

See Also

[Section 10.5.2, "Search and Update Miscellaneous Transaction"](#)

[Section 10.5.3, "Create Miscellaneous Transaction Line"](#)

[Section 10.5.4, "Search and Update Miscellaneous Transaction Lines"](#)

10.5.2 Search and Update Miscellaneous Transaction

You can search for and update miscellaneous transactions. While updating a miscellaneous transaction, you can add, edit, or remove transaction lines.

Prerequisites

The miscellaneous transaction header have been created. For more information, see [Section 10.5.1, "Create Miscellaneous Transaction Header"](#).

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Journal Entries > Miscellaneous Transactions

Steps

1. On the Miscellaneous Transactions page in the Search field, choose what you want to search by: Contract Number, Transaction Number, or Transaction Type.
2. In the empty field to the right, enter partial or full search criteria, and click the Go button.
3. Under the Results area, matching results appear.

The Results area shows you the transaction number, contract number, transaction type, transaction date, and amount of each matching miscellaneous transaction.
4. Under the Transaction Number column, click the hypertext link of the transaction that you want to view or update.

The Miscellaneous Transaction Details page opens and shows you the Contract Number, Product, Customer Name, Transaction Number, and Transaction Status, Description, Transaction Date, and Amount.
5. Optionally edit the Description, Transaction Date, or Amount.
6. Click the Update button.

See Also

[Section 10.5.4, "Search and Update Miscellaneous Transaction Lines"](#)

[Section 10.5.3, "Create Miscellaneous Transaction Line"](#)

10.5.3 Create Miscellaneous Transaction Line

The transaction lines contain detailed information about the miscellaneous transaction. Transaction lines include the optional accounting template, optional stream, and amount information.

You can also access the accounting line information, where you specify the transaction's debit and credit information.

Prerequisites

You have created the miscellaneous transaction header. For more information, see [Section 10.5.1, "Create Miscellaneous Transaction Header"](#).

You have searched for and accessed the transaction miscellaneous transaction details. For more information, see [Section 10.5.2, "Search and Update Miscellaneous Transaction"](#).

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Create Transactions > Miscellaneous Transactions

Steps

1. On the Miscellaneous Transaction Details page, click the Miscellaneous Transaction Lines button.

For more information on accessing the Miscellaneous Transaction Details page, see [Section 10.5.2, "Search and Update Miscellaneous Transaction"](#).

The Miscellaneous Transaction Lines page opens.

2. Click the Create Miscellaneous Transaction Lines button.
3. In the Line Number field, enter the line number that you want to designate this transaction line to be.

You can create one or more transaction lines to your miscellaneous transaction.

4. In the Line Type field, choose the type of line.
Your choices of line types may include Accrual, Booking, General Loss Provision, Miscellaneous, Rebooking, Reverse, Specific Loss Provision, Terminate, and Transfer and Assumption.
5. In the Description field, enter optional notes or summary information.
6. In the Accounting Template field, optionally specify an accounting template:
 - Enter full or partial accounting template search criteria.
 - Click the Go button.
 - Click the accounting template name.
7. In the Stream Type field, optionally specify an Stream Type:
 - Enter full or partial Stream Type search criteria.
 - Click the Go button.
 - Click the Stream Type name.
8. In the Amount field, enter the amount of the transaction line.
9. Click the Update button.

10.5.4 Search and Update Miscellaneous Transaction Lines

The transaction lines contain detailed information about the miscellaneous transaction. Transaction lines include the line type, optional accounting template, optional stream, and amount information. You can also access the accounting line information, where you specify the transaction's debit and credit information.

Prerequisites

You have created the miscellaneous transaction header. For more information, see [Section 10.5.1, "Create Miscellaneous Transaction Header"](#).

You have searched for and accessed the transaction miscellaneous transaction details. For more information, see [Section 10.5.2, "Search and Update Miscellaneous Transaction"](#).

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Journal Entries > Miscellaneous Transactions

Steps

1. On the Miscellaneous Transaction Details page, click the Miscellaneous Transaction Lines button.

For more information on accessing the Miscellaneous Transaction Details page, see [Section 10.5.2, "Search and Update Miscellaneous Transaction"](#).

The Miscellaneous Transaction Lines page opens.

2. Click the Miscellaneous Transaction Lines button.

The Miscellaneous Transaction Lines page opens.

3. In the Transaction Lines area under the Line Number column, click the transaction line hypertext link.

The Miscellaneous Transaction Line Details page opens and shows you the contract number, transaction number, transaction amount, and line number. You can view or edit these fields: Line Type, Description, Accounting Template, Stream Type, and Amount.

4. Click the Update button.

Guidelines

You can also create or update accounting lines from the Miscellaneous Transaction Line Details page. Accounting lines specify the debit and credit accounts that you want to associate with this transaction.

See Also

[Section 10.5.5, "Create or Update Accounting Lines"](#)

10.5.5 Create or Update Accounting Lines

You can create, edit, view, or delete specific accounting lines. The context of each accounting line includes:

- Account
- Debit or Credit
- Amount

After you have added or editing an accounting line, you must validate the accounting lines.

Prerequisites

You have created the miscellaneous transaction header. For more information, see [Section 10.5.1, "Create Miscellaneous Transaction Header"](#).

You have searched for and accessed the transaction miscellaneous transaction details. For more information, see [Section 10.5.2, "Search and Update Miscellaneous Transaction"](#).

You have created and searched for the miscellaneous transaction line. For more information, see [Section 10.5.3, "Create Miscellaneous Transaction Line"](#) and [Section 10.5.4, "Search and Update Miscellaneous Transaction Lines"](#).

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Create Transactions > Miscellaneous Transactions

Steps

1. On the Miscellaneous Transaction Line Details page, click the List of Accounting Lines button.

For information on how to access the Miscellaneous Transaction Line Details page, see [Section 10.5.4, "Search and Update Miscellaneous Transaction Lines"](#).

The Miscellaneous Accounting Lines Details page opens.

2. To add accounting line information:
 - On a blank row under the Account column, click the Search icon and click the account name.
 - Under the Debit/Credit column, choose either Debit or Credit (DR/CR).
 - In the Amount column, enter the amount.
3. To edit accounting line information:
 - Select a row that you want to edit.
 - On the Account column, click the Search icon and click the account name.

- Under the Debit/Credit column, choose either Debit or Credit (DR/CR).
 - In the Amount column, enter the amount.
4. To remove an accounting line under the Remove column, select the check box of the accounting line row that you want to delete.
 5. Click the Validate Accounts button to verify the selection of accounts.

Important! You **must** click the Validate Accounts button to verify the selection of accounts.

6. Click the Update button to apply your changes to the accounting line details.

10.6 Assets

The main topics in this section are:

- [Section 10.6.1, "Off-Lease Asset Transactions"](#): Review and change depreciation hold period and depreciation basis.
- [Section 10.6.4, "Salvage Value Writedown"](#): Review or change the salvage value of an asset in Oracle assets.
- [Section 10.6.7, "Residual Value Writedown"](#): Review or change the residual value of an asset on a contract.

10.6.1 Off-Lease Asset Transactions

You can create off-lease asset transactions on assets:

- Whose lease contracts have ended.
- That may or may not have been returned to the possession of the lessor.

For off-lease assets, you may want to review or change the hold period and/or depreciation method. A hold period is the number of days during which you defer or suspend recognition of depreciation after the asset comes off of a lease. For more information on setting up the hold period, see the *Oracle Lease Management Implementation Guide*.

The topics in this section include:

- [Section 10.6.2, "View Summary of Off-Lease Asset Transactions"](#)
- [Section 10.6.3, "Update Off-Lease Asset Transaction Details"](#)

10.6.2 View Summary of Off-Lease Asset Transactions

When an asset comes off lease, Oracle Lease Management automatically creates an off-lease transaction record. On the Off-Lease Asset Transactions page, you can view the following information about off-lease asset transactions:

- Asset Number
- Asset Depreciation
- Transaction Type
- Asset Category
- Date Created
- Transaction Date
- Hold Period Days
- Depreciation Method
- Depreciate
- Transaction Status
- Details

Prerequisites

Set up off-lease Assets. For more information, see the *Oracle Lease Management Implementation Guide*.

Responsibility

Lease Super User, Asset Manager

Navigation

Financials > Assets > Off-Lease Asset Transactions

Steps

Not Applicable

10.6.3 Update Off-Lease Asset Transaction Details

You can view or edit the hold periods days and the depreciation method of your off-lease asset.

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Financials > Assets > Off-Lease Asset Transactions

Steps

1. On the Off-Lease Asset Transactions page on the row of the off-lease asset that you want to update, click the Details icon.

The Off-Lease Asset Transaction page opens.

2. Update any of the following fields:

- **Transaction Date:** Change the date to extend or reduce the off-lease hold period.
- **Depreciation Method:** Specify the depreciation that you want to use.
- **Adjusted Cost:** The new value of off-lease asset.
- **Salvage Value:** The new salvage value amount.

3. Click the Update button to save changes that you made.

Changes happen whenever the concurrent program processes update the Oracle Assets module.

10.6.4 Salvage Value Writedown

Salvage value is the remaining value of an asset that you do not depreciate. During the asset's life, you can revise the salvage value using the salvage value writedown procedures.

The topics in this section include:

- [Section 10.6.5, "Specify or Update Salvage Value Writedown"](#)
- [Section 10.6.6, "View Asset Details"](#)

10.6.5 Specify or Update Salvage Value Writedown

Use the following procedure to specify or change an asset's salvage value writedown. For more information, see [Section 10.6.4, "Salvage Value Writedown"](#).

Prerequisites

The asset must exist in Oracle Assets.

Responsibility

Lease Super User, Asset Manager

Navigation

Financials > Assets > Salvage Value Writedown

Steps

1. On the Salvage Value Writedown page, search for the asset by specifying one or more search criteria by Asset Number, Asset Category, Asset Description, or Asset Corporate Book.
2. Click the Go button.
In the Results area, matches appear.
3. On the row that shows the asset for which you are looking, enter the salvage value under the New Salvage Value column.
4. Click Update to save your information.

10.6.6 View Asset Details

You can view the following information about the assets: Asset Number, Asset Description, Contract Number, Contract Status, Asset Status, Contract Start Date, Contract End Date, Asset Type, Original Cost, Serial Number, In Service Date, Manufacturer Name, Model Number; Depreciation: Life in Months, New/Used, Salvage Value, Depreciation Category, and Depreciation Start Date.

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Financials > Assets > Salvage Value Writedown

Steps

1. On the Salvage Value Writedown page, search for the asset by specifying one or more search criteria by, Asset Number, Asset Category, Asset Description, or Asset Corporate Book.

2. Click the Go button.

In the Results area, matches appear.

3. On the row that shows the asset for which you are looking, click the asset number hypertext link under the Asset Number column.

The Asset page shows the asset's information. You cannot edit information on this page. You can specify or change the salvage value on another page. For more information, see [Section 10.6.5, "Specify or Update Salvage Value Writedown"](#) or [Section 10.6.8, "Specify or Change Residual Value Writedown"](#).

10.6.7 Residual Value Writedown

Residual value is the value of an asset at the end of a lease term that you record on the lease contract. Periodically, you may need to reduce the residual value of the asset.

The topics in this section include:

- [Section 10.6.8, "Specify or Change Residual Value Writedown"](#)
- [Section 10.6.9, "View Asset Details"](#)

10.6.8 Specify or Change Residual Value Writedown

Use the following procedure to specify or change an asset's residual value writedown. For more information, see [Section 10.6.7, "Residual Value Writedown"](#).

Prerequisites

A booked contract with assets having residual values

Responsibility

Lease Super User, Asset Manager

Navigation

Financials > Assets > Residual Value Writedown

Steps

1. On the Residual Value Writedown page, search for the asset by specifying one or more search criteria for:
 - **Asset Number**
 - **Item Category:** More detailed categorization that you set up in Oracle Inventory.
 - **Product:** As you defined in the implementation of Oracle Lease Management, such as your book classification.
 - **Asset Description**
 - **Contract Number**
2. Click the Go button.
In the Results area, matches appear.
3. On the row that shows the asset for which you are looking, enter the Residual Value under the New Residual Value column.
4. Click Update to save your information.

10.6.9 View Asset Details

You can view the following information about the assets: Asset Number, Asset Description, Contract Number, Contract Status, Asset Status, Contract Start Date, Contract End Date, Asset Type, Original Cost, Serial Number, In Service Date, Manufacturer Name, Model Number; Depreciation: Life in Months, New/Used, Salvage Value, Depreciation Category, and Depreciation Start Date.

Prerequisites

None

Responsibility

Lease Super User, Asset Manager

Navigation

Financials > Assets > Residual Value Writedown

Steps

1. On the Residual Value Writedown page, search for the asset by specifying one or more search criteria: Asset Number, Item Category, Product, Asset Description, or Contract Number.
2. Click the Go button.
In the Results area, matches for the search appear.
3. On the row that shows the asset for which you are looking, click the asset number hypertext link under the Asset Number column.

Tip: Use the left-side navigation menu to exit this page.

The Asset page shows the asset's information. You cannot edit information on this page, but you can specify or change the Residual value in another area. For more information, see Section 10.6.8, "Specify or Change Residual Value Writedown".

10.7 View Account Balances Report

You can generate a report of account balances for a given contract and range of general ledger account codes. The report includes year-to-date and lease-to-date balances. You can generate either a detail and summary report. The detail report shows monthly balances, and the summary report provides one balance per account.

Prerequisites

None

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Programs > Account Balances

Steps

1. In the Contract Number field, specify a contract:
 - Enter full or partial contract number search criteria.
 - Click Go.
 - Click the matching contract number.
2. In the Account From and Account To fields, enter respective beginning and ending account codes.

Account codes range from 0000 through zzzz. To specify all account codes, enter 0000 in the Account From field, and enter zzzz in the Account To field. To specify only one account, enter the same account code in both the Account From and Account To fields.
3. In the Format field, choose either Detail or Summary.

The Detail format shows monthly balances. The Summary report shows one balance per account.
4. Click the Submit button.
5. Log in to Forms > Lease Administrator to view or print the report.

10.8 Summary of Period Close Process

To close an accounting period in Oracle Lease Management, you should do the following tasks in the following sequence:

1. Disburse funds that should be accounted in the current accounting period. This is part of the Credit Application to Booking key business flow.
 - Review all funding requests that have not been approved.
 - Modify the funding requests to meet the approval requirements.
 - Resubmit the funding requests for approval.
2. Book all contracts that should be accounted in the current accounting period. This is part of the Credit Application to Booking key business flow.
 - Review the contracts that have failed the QA check.
 - Update the information that has resulted in the QA failure.
 - Resubmit the contract for QA check.

- Review the contracts that have not received streams from your lease price modeling software.
 - Modify the information to correct the errors.
 - Resubmit the call to lease price modeling software for generating streams.
 - Review the list of contracts that have not been approved.
 - Modify the contracts to meet the approval requirements.
 - Resubmit the contracts for approval.
3. Re-book all contracts that should be accounted in the current accounting period. This is part of the Credit Application to Booking key business flow.
- Review all contracts that are under revision.
 - Review all contracts that are under release or restructure.
 - Submit the revisions approved for re-booking.
4. Carry out asset adjustments. Three key business flows are part of this area: Quote to Termination, Asset Return and Disposal, and Accounting Period to Close.
- Enter asset returns for assets on lease.
 - Enter asset returns for assets on loan; manually update Oracle Lease Management and assets.
 - Update location changes.
 - Update off-lease amortization changes.
 - Update changes in book or tax depreciation.
 - Effect salvage value write-downs.
 - Effect residual value write-downs.
5. Terminate contracts. This is part of the Quote to Termination key business flow.
- Review pending termination quotes.
 - Complete the acceptance for termination to be accounted in the current accounting period.
 - Run the automatic termination process.
6. Condition assets. This is part of the Asset Return to Disposal key business flow.
- Review asset condition invoices to be raised on customers or vendors.

- Generate invoices against customers and vendors.
7. Remarket assets. This is part of the Asset Return to Disposal key business flow.
 - Complete repurchase of assets by vendor.
 - Do asset billing for sales done through iStore.
 - Close period in Oracle Inventory.
 - Payment of remarketing commissions.
 8. Maintain insurance policies. This is part of the Inquiry to Resolution key business flow.
 - Pay service providers for insurance.
 - Bill customers for insurance.
 - Accrue the insurance for income and expense.
 - Run automatic insurance process.
 9. Perform pre-billing activities. This is part of the Invoice to Receipt key business flow.
 - Run the pre-funding interest calculation program.
 - Update counter reading for UBB.
 - Run the Oracle Contracts for Service billing for UBB.
 - Run the variable interest rate program.
 - Run the evergreen billing program.
 - Run the late charge program.
 - Run the third-party billing import.
 10. Generate periodic billing for the open accounting period. This is part of the Invoice to Receipt key business flow.
 - Review exceptions and errors.
 - Resolve the exceptions and errors.
 - Re-run the periodic billing process.
 - Transfer the invoices into Oracle Receivables.
 11. Enter receipts from customers. This is part of the Invoice to Receipt key business flow.

- Enter the receipts individually or in batches.
 - Run the batch receipts interface to Oracle Receivables.
 - Run the lockbox interface to Oracle Receivables.
 - Manually apply the receipts that the cash application rules do not process.
- 12.** Update syndicated contracts. This is part of the Credit Application to Booking key business flow.
- Record investments against syndication contracts.
 - Invoice for payment of investors' share of syndicated contracts.
- 13.** Create manual journal entries in Oracle Lease Management for adjustments at a contract level. This is part of the Period Open to Close key business flow.
- 14.** Transfer miscellaneous disbursements and debit memos to Oracle Payables. This is part of the Oracle Payables module. These miscellaneous disbursements and debit memos include:
- Pass-throughs.
 - Vendor cure.
 - Ad hoc expenses.
 - Security deposit refund.
 - UCC and registration expenses.
- 15.** Transfer miscellaneous billing and credit memos to Oracle Receivables. This is part of the Oracle Receivables module. These billings and credit memos include:
- Vendor cure.
 - Ad hoc fees.
 - Investor stake.
 - UCC and registration fees.
- 16.** Write-Off Receivables. This is part of the Oracle Receivables module.
- Effect write-offs from Oracle Collections.
 - Effect write-offs from Oracle Receivables.
- 17.** Run the accrual and income generation program for the accounting period. This is part of the Period Open to Close key business flow.

18. Create specific loss provisions for the accounting period. This is part of the Period Open to Close key business flow.
19. Run the loss provision program for the accounting period. This is part of the Period Open to Close key business flow.
20. Close Oracle Payables (recommended but optional). This is part of the Oracle Payables module.
 - Transfer all approved funding requests to Oracle Payables.
 - Approve the invoices in Oracle Payables.
 - Issue payments from Oracle Payables.
 - Transfer accounting entries from Oracle Payables to Oracle General Ledger.
 - Close the accounting period in Oracle Payables
21. Close Oracle Receivables (recommended but optional). This is part of the Oracle Receivables module.
 - Transfer all customer invoices to Oracle Receivables.
 - Transfer accounting entries from Oracle Receivables to Oracle General Ledger.
 - Close the accounting period in Oracle Receivables.
22. Close Fixed Assets (recommended but optional). This is part of the Oracle Fixed Assets module.
 - Run the final depreciation and close the depreciation period.
 - Calculate gain or loss on sale for any disposed assets.
 - Do tax-related adjustments.
23. Transfer accounting from Oracle Lease Management to Oracle General Ledger (recommended but optional). This is part of the Period Open to Close key business flow.
 - Transfer accounting entries from Oracle Lease Management into Oracle General Ledger.
 - Review errors and resolve.
 - Transfer from Oracle General Ledger interface to journal tables.
 - Post the accounting entries from Oracle Lease Management, Oracle Payables, Oracle Receivables, and Oracle Assets.

24. Close accounting period in Oracle Lease Management. This is part of the Period Open to Close key business flow.

You can schedule the concurrent programs to run at a specified time periodically, or you run them by manual intervention.

Journalize Accounting Entries

The main topics in this section are:

- [Section 11.1, "Set Accounting Process"](#)
- [Section 11.2, "Specify Journal Entry Corrections"](#)
- [Section 11.3, "Specify Period Reversal"](#)

11.1 Set Accounting Process

Use this procedure to perform validation of accounting distributions before posting to the Oracle Lease Management sub-ledger. This process performs validation on account codes and dates, for example. Accounting line transactions that pass validation are posted to the Oracle Lease Management sub-ledger. Accounting line transactions that do not pass validation appear in an error report. You can access the report through the Lease Administrator responsibility in Forms.

Prerequisites

None

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Programs > Accounting Process...Accounting Entry Process page

Steps

1. In the Start Date and End Date fields, click the respective Calendar icon and click the starting and ending dates for running accounting line validation.

2. Click the Submit button.

Successfully validated accounting lines appear in the Oracle Lease Management sub-ledger.

Accounting lines that do not pass validation require manual examination through a report in Forms and manual journal entry corrections. For more information, see [Section 11.2, "Specify Journal Entry Corrections"](#).

11.2 Specify Journal Entry Corrections

When accounting process validation fails--see [Section 11.1, "Set Accounting Process"](#)--you need to manually correct the those accounting lines that caused errors.

Based on either the report that the Accounting Entry process generated or doing a search on the Journal Entry Correction page, you identify the transactions requiring corrections.

Prerequisites

None

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Financials > Accounting > Journal Entry Corrections

Steps

1. Review the error.
2. Fix the error by changing values for the transactions.
3. Update the transaction.
4. Resubmit to the Accounting Process.

11.3 Specify Period Reversal

Use this procedure to process transactions that have been set up for reversal and require reversal in subsequent accounting periods. For example, accrual

transactions need to be reversed at the beginning of the new month. You must run the following procedure to run the accrual reversals.

Prerequisites

None

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Programs > Period Reversal...Period Reversal page

Steps

1. In the Period Name field, enter search criteria.
2. Click Go.
3. Click the accounting period name in which to process reversals.
4. Click the Submit button.

Inquiry to Resolution

The main topics in this section are:

- [Section 12.1, "Overview"](#)
- [Section 12.2, "Responsibilities"](#)
- [Section 12.3, "Navigate the Universal Work Queue, e-Business Center, and Lease Center"](#)
- [Section 12.4, "Contracts Tab in the e-Business Suite"](#)
- [Section 12.6, "An Overview of the Lease Center Window"](#)
- [Section 12.7, "About the Lease Center Window Overview"](#)
- [Section 12.8, "About the Overview Tab"](#)
- [Section 12.9, "About the Structure Tab"](#)
- [Section 12.10, "About the Parties Tab"](#)
- [Section 12.11, "About the Account Tab"](#)
- [Section 12.12, "About the Transactions Tab"](#)
- [Section 12.13, "About the Asset Tab"](#)
- [Section 12.14, "About the Insurance Tab"](#)
- [Section 12.15, "About the Requests Tab"](#)
- [Section 12.16, "About the Documents Tab"](#)
- [Section 12.17, "About the Tasks Tab"](#)
- [Section 12.18, "About the Schedules Tab"](#)

12.1 Overview

Lease Center agents and their managers can use the Lease Center of Oracle Lease Management to resolve common leasing service requests. These service requests may include:

- Requests for information specific to leasing. For example, your customers may inquire about the terms and conditions on their contract or they may have a question about their bill. Suppliers and vendors may also call with questions regarding disbursements.
- Requests for updates or changes to their lease contracts. For example, a customer may request an equipment exchange or a restructure of the contract.
- Requests for updates to their account information. For example, customers may request an update to their address information.

12.1.1 High Level Business Flow of the Lease Center

The following steps describe a typical business flow using the Call Center, the eBusiness Center, and the Lease Center.

1. An external party, such as a customer or a vendor, calls through the Call Center.
2. A user logged into the Universal Work Queue receives a pop-up message for an incoming call and answers the call.
3. If the customer is identified, upon intake of the call, the user is launched into the eBusiness Center with the customer information available for review and can drill down into a specific contract from the Contracts tab.
4. Once you have identified the contract, you can use the navigator to assess the Lease Center and review contract details.
5. You can then process inquiries and requests in the Lease Center.
6. Alternatively to step 4, if the call pertains to Vendor/Investor disbursements, you can launch this function from the Navigator and process the request.

12.2 Responsibilities

The Inquiry to Resolution business process uses the following responsibilities. Not all functions are performed in the Lease Center and some require responsibilities from other products in the eBusiness Suite.

Lease Center Agent

The agent receives inquiries from customers, vendors, and other parties. Types of functions available to the Lease Center Agent include:

- Lease Center inquiries focused on assets, invoices, payments, terms and conditions, plus others.
- Vendor and investor disbursements.
- eBusiness Center issues, including customer updates, restructure quotes, termination quotes, renewal requests, transfer and assumption requests, and equipment exchange requests.
- Document transmissions specific to leasing; for example, amortization schedules, VAT schedules and correspondences.
- Insurance functions such as quotes, policy information, and claims.
- Directory assistance.

Lease Center Manager

The Lease Center manager oversees operations specific to customer service for leasing. Types of functions available to the Lease Center Manager include:

- All Lease Center agent functions.
- Setting up service fees.
- Setting up document templates for email and other formal communication with customers, vendors, and partners.
- Approving requests generated from the leasing center.

12.3 Navigate the Universal Work Queue, e-Business Center, and Lease Center

When you are logged in as a Lease Center agent or manager, the Navigator offers the following choices:

- **Universal Work Queue:** The Universal Work Queue window displays your assigned work items. Use the Universal Work Queue to accept and process inbound calls from customers and other parties. Refer to the *Oracle Universal Work Queue Concepts and Procedures* guide for more information.
- **Lease Center:** The Lease Center window lets you select and view lease and loan contracts and process customer requests.

- **Vendor Investor Disbursements:** The Vendor Search window lets you search for a specific vendor or syndication partner and view disbursements to these parties.
- **eBusiness Center:** The eBusiness Center lets you use lookups or the list of values to find a customer. You can use the eBusiness Center to update and add customer information. The Contracts tab displays information about contracts for the selected customer. Select the Lease Contracts category, select a contract, and then click the Details button to open the Lease Center for the contract. The eBusiness Center remains open.
- **Collections Center:** If authorized, the Lease Center agent can view collections information for the customer. The Collections window appears and contains no customer data. You can search to find a customer. Refer to the *Oracle Collections Concepts and Procedures* guide for more information.
- **Lease Center Search:** You can search for specific contracts using the following methods.
 - Select the desired contract from the search results to open the Lease Center window.
 - **Quick Search:** Displays a set of queries set up in the application such as Contract Number, Customer Account, Asset Number, Invoice Number, and Insurance Policy. Choose one.
 - **Expanded Search:** You can create your own search using various combinations of parameters.
- **Directory Assistance:** Enter customer search criteria to obtain the phone number from a directory assistance Web site.
- **Requests:** You can start a concurrent request process, view the status of an executing concurrent request, or define a request set.

12.4 Contracts Tab in the e-Business Suite

You can access contracts for a customer in the eBusiness Center by clicking the Contracts tab. This tab displays the contract number, the status of the contract, as well as the start and end date for a specific class of contracts.

To view lease contracts for the customer, select Lease Contracts from the Category list. All lease contracts for the customer appear in the grid. You can select a contract from the list and click the Details button to access the Lease Center, at which point

additional details for the contract are available. The eBusiness Center window remains open. See [An Overview of the Lease Center Window](#) for more information.

12.5 Starting and Ending Customer Transactions

12.5.1 Start and End Your Interactions

When working with customers, you may want to record the nature and outcome of various interactions. Depending on your implementation of the Oracle Interaction History application, some interactions, such as a call to a customer, may start an interaction automatically. You can also start an interaction by choosing Start Interaction from the Tools menu in the eBusiness Suite.

You can end the interaction by choosing End Interaction from the Tools menu, or you can wait for the application to prompt you to end the interaction automatically. This happens whenever you switch parties (change customers) and update the new record.

If you choose to start and end an interaction manually, use the Start Interaction and End Interaction buttons on the toolbar. These are the two buttons with a stop light icon: a green stop light for starting and red for ending the interaction.

You can tell when an interaction is being recorded by examining the start and end interaction buttons in the toolbar. If the Start Interaction button is disabled and the End Interaction button is enabled, this means that your interaction is being recorded.

12.5.2 Wrap Up

When you end an interaction, you are asked to enter information about the outcome of the interaction in the Interaction Wrap Up window. The results are displayed in Interaction History in the Overview tab.

12.5.3 View Interactions

The list of interactions you can obtain on the Overview tab of the eBusiness Center gives you an audit trail of all of the interactions with customers in any eBusiness Suite application. For example, if someone else in your sales organization makes a change to an opportunity you are working on, you will find a record of the interaction here.

You can view the record of in any interaction by double clicking on the interaction entry. This displays the record in the eBusiness Suite application where it was created. For example, double clicking on a record of an interaction on a lead, displays the lead in the Lead Center. Double clicking on a record of a service request, displays the service request in Oracle Customer Care. You must have the correct responsibility, however, for viewing such records in the other eBusiness Center applications.

Note: Merely switching parties does not automatically prompt you to end an interaction with the previous party. You must update the new record first. This allows you to view information from other parties without having to restart the interaction.

12.6 An Overview of the Lease Center Window

The Lease Center window is your central work area for activities relating to the Inquiry to Resolution process for Oracle Lease Management. See the following sections for information about the areas in the Lease Center window that you can use to process your customer interactions:

- [Section 12.8, "About the Overview Tab"](#)
- [Section 12.9, "About the Structure Tab"](#)
- [Section 12.10, "About the Parties Tab"](#)
- [Section 12.11, "About the Account Tab"](#)
- [Section 12.12, "About the Transactions Tab"](#)
- [Section 12.13, "About the Asset Tab"](#)
- [Section 12.14, "About the Insurance Tab"](#)
- [Section 12.15, "About the Requests Tab"](#)
- [Section 12.16, "About the Documents Tab"](#)
- [Section 12.17, "About the Tasks Tab"](#)
- [Section 12.18, "About the Schedules Tab"](#)

12.7 About the Lease Center Window Overview

The Lease Center window is divided into sections: The top half of the window contains an overview of the selected customer and contract information. The bottom half is a series of tabs that open windows with additional details.

The Lease Center window header provides summary contract and customer account information. Customer information includes, for example, first and last name, address, and phone number. Search for a specific contract by using the Lease Center Search window or by clicking the Find button. Overview information, along with contract details, appears.

Lease contract information includes the following information:

- The contract number that is currently being viewed or referenced for a customer service request.
- The current status of the contract.
- If there is a Syndication Agreement associated to the contract.
- The start and end dates of the contract.
- The description of the contract.
- Any vendor program associated to the contract.
- The functional currency for the contract.
- The Financial Product associated with the contract.
- If the Lessor or Lender is not the organization name designated on the contract as the lessor, the Private Label field displays the organization name with which users must identify themselves with the customer.

12.8 About the Overview Tab

The Overview tab presents a high-level snapshot of additional contract information plus customer interaction history. Additionally, you can add notes within this tab. To learn more, refer to the following sections:

- [Section 12.8.1, "Review Contract Details"](#)
- [Section 12.8.2, "Add Notes"](#)
- [Section 12.8.3, "View Customer or Contract Interaction History"](#)

12.8.1 Review Contract Details

In order to have successful interactions with customers, it is important to have information about their contracts immediately available. Using the Overview tab, you can view the following information in the Contract Details area of the screen:

- The value of Net Investment as calculated by formula for the contract.
- The next payment due date and amount for the customer for this contract.
- The last payment date and amount from the customer for this contract.
- The term of the contract.
- The Interest Rate type if one is associated with the contract.
- The total asset cost for the contract, which is the sum of the Original Equipment cost of all assets on the contract.
- Advance rent amount, which is the amount of rents received in advance of the start of the lease.
- Total outstanding receivables due against this contract.
- Any security deposit amount for the contract.

12.8.2 Add Notes

Within the Overview tab, you can use the Notes feature to record customer and contract information. When you create a note, the application automatically saves information on the note's creator, the date and time the note was created, and the context in which it was entered. Notes are only viewable and editable by the owner unless a note is related to other objects, thereby making the note available to others. You can also display other notes for a particular customer.

12.8.2.1 Create a Quick Note

You may want to create a quick note concerning a customer or contract issue. The note picks up the default profile values associated with the note type and status for this contract.

Steps

1. Click the Quick Note button.
2. Type your note in the Notes box.
3. Click the Save Note button.

12.8.2.2 View All Notes for the Lease Contract

It may be necessary for you to look at all of the notes generated for a particular customer. The Notes window includes a summary section and a detail section where the details of the note can be viewed or updated by the note owner. To do so, follow the steps below:

Steps

1. Click the All Notes button.
The Notes for Oracle Lease Management form appears.
2. To search for existing notes within a specific time frame, choose the dates for the View From and View To fields.
3. Click the Display button to view all notes created for the customer during the specified time frame.
4. Choose a note from the list you want to view.
The details appear in the Note Details section.
5. If the note extends beyond the text box, click the More button to see the complete text for a note.
6. Click the Related To button to see which elements relate to the note.
7. Click OK to save any changes or click Cancel to return to the Overview tab.

12.8.2.3 Create a New Note

On the Notes for Oracle Lease Management form, you can also create a new note.

Steps

1. Click the New button.
2. Type your note in the box.
3. Choose a Note Type from the list.
4. Change the Status if required.
5. If you want to relate the note to an object, click the Related To button.
6. Select a Note Type from the list, for example, Expired Reviewed or Routine Information.
7. Click OK to save the note.

12.8.3 View Customer or Contract Interaction History

Through the Lease Center, you have the ability to find and view historical information on customers' interactions. By default, the last three transactions for the contract appear in the Interaction History area. You can view previous interactions, any specific activities generated through the interaction, and information about the outcome of the interaction for a specific lease contract.

Click the All Customer Interactions button to view all or some of the interactions related to a customer.

Click the All Contract Interactions to view all or some of the interactions related to a contract.

12.9 About the Structure Tab

The Structure tab allows you to view the terms and conditions for a specific contract. The terms and conditions are typically established during the authoring of the contract. They are grouped as follows in the Lease Center:

- [Section 12.9.1, "View Billing Set Up"](#)
- [Section 12.9.2, "Interest Rate"](#)
- [Section 12.9.4, "Termination/Renewal"](#)

12.9.1 View Billing Set Up

By default, the Billing Set Up information appears on the form. You can use this tab to review the billing and payment-related terms and conditions for the selected contract. You can also check if late charges or late interest charges apply, or if the contract is evergreen eligible.

Use this tab to do the following:

Set Up Billing

- View the Bill To Site where invoices will be sent.
- View the customer's bank name if needed for the payment method.
- View the customer's bank account number if needed for the payment method
- View the receipt method the customer will use to make payment.
- Check if the customer's invoices are to be pulled for a manual review.
- View the date manual invoice review will end.

- View reason for a manual invoice review.
- View an invoice format group.

Late Charges and Interest

- View the late fee charge policy that will apply for this contract.
- Check if the customer will not be charged late charges for this contract.
- View the date until which late charges will be held for this contract.
- Check if the customer will not be charged late interest for this contract.
- View the date until which late interest will be held for this contract.

Security Deposit

- Check if the security deposit must be held until the maturity date of this contract.
- Check if you can net the security deposit refund from the termination proceeds for this contract.
- View the date until which the security deposit must be held.

Evergreen Status

- Check if this contract is eligible for evergreen rents.

12.9.2 Interest Rate

For a lease contract, you can view the type of interest rate, for example, whether it's a fixed or variable rate, if conversion from one interest rate type to another is permitted during the course of the contract, what index is being used to compute the interest rate, and other such information.

When you select the Interest Rate option from the Structure tab, you can do the following:

Interest type

- Check if the contract is subject to variable interest payments.

Formula

- If the calculation method for additional rents uses a formula, you can view calculation formula name.

Variable

- View the method by which the variable interest payment will be calculated for this contract.
- View the index used to calculate the interest rate for this contract.
- View the base rate used to calculate the interest for this contract.
- View the adder rate used to calculate total interest.
- View the minimum and maximum allowable rates used in calculating interest for this contract.
- View the tolerance limit that a rate change must exceed to be considered in calculating the interest for this contract.
- View the frequency with which interest rate changes are determined.

Conversions

- View the type of conversion option if one exists for this contract.
- View the method of conversion if a conversion option exists for this contract.
- View the date on which the conversion option will be exercised for this contract.
- View or enter the date by which the conversion option must be exercised for this contract.

Calculation

- View the convention for yearly calculations.
- View the convention for monthly calculations.
- View the method used to calculate the interest for this contract.
- View the date on which interest charges begin for this contract.
- View the method used to calculate additional rents for this contract.

12.9.3 Convert Interest Rate

You can also initiate a request to convert the type of interest rate, if permitted, under the terms and conditions of the contract. To do so, follow the steps below.

Steps

1. Click the Convert Interest Rate button to convert from Fixed to Variable or Variable to Fixed Interest type, if applicable.
2. This button is enabled under the following circumstance: the Conversion method is optional, the Convert by Date has not passed, and there is a value for the Convert Type field.
 - Clicking this button opens up a new window where you can enter proposed values for the new interest type and save the request.
3. After entering the proposed values, click the Update Interest Type button to initiate a request to modify the contract and rebook as applicable (see [Section 12.9.2, "Interest Rate"](#) for definitions).

Once saved, a workflow initiates, which can be configured to route the request to a user with the Contract Revision responsibility.

12.9.4 Termination/Renewal

When you select the Termination/Renewal option from the Structure tab, you can do the following:

Termination Quote Calculation

- View the type of any applicable discounts.
- View the type of any applicable quote fee.
- View the type of any applicable return fee.
- View the type of penalty for terminating the contract.
- View the discount amount.
- View the quote amount.
- View the return fee amount.
- View the penalty amount.

Termination Quote Process

- Check if partial termination is allowed.
- Check if early termination allowed.
- View the number of days a quote will be effective.

- View the maximum days a quote can be effective.
- View the number of days before contract expiration, considered to be the end of term.

Termination Purchase Options

- View the end of term option.
- View the amount of any fixed end-of-term option.
- View the mid-term option.
- View the amount of any fixed mid-term option.

Renewal Options

- View the number of days before the end of term the customer must be notified of the renewal option for this contract.
- View the renewal option for this contract.
- View the amount of the renewal option if required for the selected method.

12.10 About the Parties Tab

The Parties tab provides information on all of the different organizations and persons associated to the contract appear on this tab. For example, one or more vendors may be tied to the contract or there may a guarantor, proving a default guarantee for part or all of the contract.

Use the Parties tab to:

- [Section 12.10.1, "View Parties Associated to a Contract"](#)
- [Section 12.10.2, "View Contact Details Connected to a Party"](#)

12.10.1 View Parties Associated to a Contract

Select All to view all parties tied to this contract or select a specific Role Type to limit viewing parties or suppliers to the selected role. Choosing this option allows you to do the following:

- View the name of the party.
- View the party identification number.
- View the relationship type or organization type of the party.

- View the role of the party with reference to this contract.
- For a guarantor, view the amount that they have guaranteed for the contract.

12.10.2 View Contact Details Connected to a Party

Within this tab, you can obtain a snap-shot view of customers contact information including their mailing address, email address, and phone number.

12.11 About the Account Tab

The Accounts tab provides additional details for the customer's receivable account tied to the contract being viewed in the Lease Center. With this tab, you have account information at your fingertips and can view status of the customer, current balances, number of lease contracts, leasing invoices, etc.

Use this tab to do the following:

- [Section 12.11.1, "View Customer Account Information"](#)
- [Section 12.11.2, "View Consolidated Invoices for the Account"](#)

12.11.1 View Customer Account Information

The information on the Account tab and its tabs may come from Oracle Receivables or other accounting packages. Using this tab, you can do the following:

- View the customer account name.
- View the customer account number.
- View the current account status.
- View the tax code assigned to this customer account. For more information, please refer to the Tax Codes and Rates section in Oracle Receivables help.
- View the date the account was established.
- If suspended, view the suspension date for the account.
- View the current account balance.
- View the subcategory code for the account. For more information on this, please refer to the Maintaining Account Details section of Oracle Receivables help.
- View the Account Activation Date.
- View the termination date for the account, if applicable.

- View the statement cycle for the account to determine when statements are sent to this account.
- View the tax rounding rule for the account. For more information on this, please refer to the Tax Rounding rules section of Oracle Receivables help.
- View the number of lease contracts associated to this account.
- Click the Customer Standard button to open the standard Customer maintenance screen from Accounts Receivable, if you have authorization to access this screen.
- Click the Bill Refund Request button to initiate a request for a customer refund. Within the Refund Request Details screen you can view the amount available for refund and the amount outstanding. You can enter the refund amount, the reason for the refund and the refund date.

12.11.2 View Consolidated Invoices for the Account

In the Invoices area, you can do the following:

- View all consolidated invoice numbers for which this contract was billed.
- View the date a consolidated invoice was created.
- View the total amount billed to the customer for an particular consolidated invoice.
- Viewed if the invoice has been pulled.
- View the status of the consolidated invoice.
- View the currency in which the invoice was billed.
- View whether or not the invoice has been pulled.
- View the Set of Books under which the invoice was generated.
- View the Organization ID to which the invoice belongs.
- Highlight an invoice number and click the details button or the hyperlink to view details for a specific consolidated invoice.

From this screen you can click the Send Document button to send an electronic copy of the invoice to the customer.

12.12 About the Transactions Tab

Use the Transactions tab to view or do the following:

- [Section 12.12.1, "Search for and View Billing Transaction Information"](#)
- [Section 12.12.2, "Search for and View Receipt Information"](#)
- [Section 12.12.3, "Search for and View Disbursement Transactions"](#)
- [Section 12.12.4, "Issue a Credit Memo"](#)
- [Section 12.12.5, "Request a Billing Correction"](#)
- [Section 12.12.6, "Send Documents for Billing or Receipts"](#)

12.12.1 Search for and View Billing Transaction Information

For billing inquiries on leases and loans, you can search for consolidated invoices by various criteria, drill down to invoice line details for an invoice, and relay this information either on the phone or by using a predefined document template through the Send Document feature. At a quick glance, you can also view the total amount billed, the total amount outstanding, and the total remaining for the transaction lines returned by the search.

Steps

1. To search for billing information from the Transactions tab, select Billing from the drop-down list and click the Search button.
2. Enter the appropriate parameters in the form, or choose them from the lists, and click Find.

You can view the following information:

- Totals of all rows for Transaction Amounts (amount received and amount remaining)
- Transaction type of the invoice line.
- Consolidated invoice number that the invoice line details appeared on.
- Asset number that the invoice line details apply to.
- Date the consolidated invoice was created.
- Date the consolidated invoice is due.
- Amount due for the consolidated invoice line.

- Amount received for the consolidated invoice line.
- Amount remaining for the consolidated invoice line.

12.12.2 Search for and View Receipt Information

Similarly, you can view details of receipts and the invoices to which they apply, view the total amount applied against a particular invoice line, reference in A/R, as well as view payment method and other details. You can send this information to the customer using the Send Document feature.

Steps

1. Select Receipts from the list.
2. Click the Search button to find a particular receipt.
3. Enter the appropriate parameters in the form, or choose them from the lists, and click Find.

You can view the following information:

- Transaction type
- Payment method
- Receipt number
- Receipt date
- Receipt amount
- Transaction amount (the amount billed)
- Applied amount
- Application date
- Remaining amount
- Invoice number
- Invoice date
- Due date
- Contract number
- Application status
- Invoice currency

- Receipt currency
- AR Invoice number

12.12.3 Search for and View Disbursement Transactions

Users may receive requests from parties who may receive payments related to the contract. For example, an investor may inquire about the customer accounts with which they are associated. A vendor may inquire on a disbursement item relating to a specific customer's account.

Additionally, customers may request information on the accounts payable history, viewable by contract. This may include information such as refund checks or payments made to a vendor.

Steps

1. To search for disbursements, select Disbursements from the list.
If there are no recent disbursement transactions for the contract, a message appears and the disbursement search screen pops up.
2. If disbursement records exist, the Disbursement Details section displays existing disbursement invoice details for the contract.
3. To narrow your search for disbursements transactions, click the Search button and select the appropriate search criteria.
4. Click the Search button to find a disbursement transaction.
5. Enter the appropriate parameters in the form, or choose them from the lists, and click Find. This allows you to view the following:
 - The asset number for which disbursement details are displayed.
 - The name of the vendor to whom the disbursement was made.
 - The transaction type of the disbursement.
 - The invoice number paid.
 - The invoice date of the paid invoice.
 - The amount that was disbursed.
 - The method of the disbursement.
 - The check number if a check was used for the disbursement transaction.
 - The date the check was issued, if applicable.

- The disbursement amount.
- The currency in which the disbursement was issued.

12.12.4 Issue a Credit Memo

You can also choose to initiate a credit memo for one or more consolidated invoice lines. You can issue an amount up the dollar figure in the Amount Remaining column.

Steps

1. Select Billing from the list.
2. Select one or more rows for which you want to issue a credit memo.
3. Click the Issue Credit Memo button.
4. Enter the credit amount(s) for each row.
5. Click Issue Credit Memo to process the transaction and send the refund to the customer.
6. Click Close to exit if you do not wish to process the credit memo.

12.12.5 Request a Billing Correction

You may get a request to process a correction to a customer's billing if discrepancies exist such as booking errors, additional fees, taxes, or others.

Steps

To request a follow up and correction in billing, follow these steps:

1. From the Transactions tab, select Billing from the list.
2. Click the Billing Correction button.
3. Enter details of the correction request.
4. Click the Submit Corrections Request button to forward for approvals and processing.

The workflow defined during implementation will determine the steps the request passes through.

12.12.6 Send Documents for Billing or Receipts

You can send documents to customers in follow-up to inquiries on billing or receipts.

Steps

1. For billing interactions or receipts, click the line(s) associated with the information you want to send the customer.
2. Click the Send Document button.
3. On the Send Document form, select a template Name from the list.
A read-only description appears in the Description box.
4. Enter the From email address.
5. Enter the To email address.
6. If you do not want to accept the default subject line, change the Subject.
7. Click the Allow Other Email box if you want to allow recipients other than those tied to the parties of the contract.
8. Click the Send Document button to send the document.
9. Click the Reset button if you want to start fresh.
10. Click the Cancel button to cancel the document request and return to the Transactions tab.

12.13 About the Asset Tab

The Assets tab allows the user to view complete details about all assets for a contract.

The Asset tab allows users to:

- [Section 12.13.1, "View Asset Summary Information"](#)
- [Section 12.13.2, "View Usage Based Billing Information"](#)
- [Section 12.13.3, "View Property Tax"](#)
- [Section 12.13.4, "View Asset Details"](#)
- [Section 12.13.5, "Change the Location of Multiple Assets"](#)

12.13.1 View Asset Summary Information

Upon opening the Asset tab, you can do the following:

Asset Summary

- View the Asset Number for the line.
- View the year the asset was manufactured.
- Click button to view Serial Numbers for this Asset.
- View the model number of the asset if applicable.
- View the short description assigned to the assets.
- View the manufacturer's name for the asset.
- View the location of the asset.
- View the original cost of the asset.
- View the residual value amount for the asset.
- View the installed location for this asset.
- View the party having physical custody of the title for this asset.
- View the address or location of the physical title.
- View the name of the supplier for the asset.
- View the asset's depreciable life in months.

12.13.2 View Usage Based Billing Information

Some assets may be set up to incur a periodic charge based on usage of the asset. Customers may inquire about a meter reading or pricing plan, report a meter reading, or request a change in a previous meter reading. Agents use this window to resolve such requests.

12.13.3 View Property Tax

To view the property tax details for an asset, click the Property Tax button. On this form, you can do the following:

- View the Asset Number for which the property tax information is being displayed.

- View the Asset description for which the property tax information is being displayed.
- View the state for the asset location.
- View the location of the asset for which the property tax information is being displayed.
- View the date property tax was assessed for this Asset.
- View the amount billed as property tax.
- View the tax rate or mil rate for the city under which the asset's property tax rate is assessed.
- View the city under which the asset's property tax rate is assessed.
- View the county under which the asset's property tax rate is assessed.
- View the tax rate or mil rate for the county under which the asset's property tax rate is assessed.
- View the state under which the asset's property tax rate is assessed.
- View the tax rate or mil rate for the state under which the asset's property tax rate is assessed.
- View the school district under which the asset's property tax rate is assessed
- View the tax rate or mil rate for the school district under which the asset's property tax rate is assessed.

12.13.4 View Asset Details

To get a full-scale view of an asset, click the Asset Details button. On the Asset Details form, you can view asset information and asset registration information.

12.13.4.1 View Asset Information

In the General area of the Asset Details screen, you can do the following:

General

- Display the Asset Number for which the details are being viewed
- Click the Serial Numbers button to view or enter a list of all serial numbers for the Asset, if applicable.
- View the item code of the Asset.

- View the year the asset was manufactured.
- View the model number of the asset.
- View the total number of units on the Asset line.
- View the cost per unit, for the asset.
- View the manufacturer's name for the asset.
- View the short description of the assets.
- View the installed location of the asset.
- View the original cost of the assets.
- View the name of the supplier for the asset.
- View the party holding physical title to this asset.
- View the physical location of the asset title.
- View date in service for the fixed asset.
- View the asset's depreciable life.
- Check to see if the Asset is a prescribed asset.
- See whether the assets is New or Re-leased.

Financial Structure

In the Financial Structure area, you can do the following:

- View the account balance for the Asset.
- View the Principal Balance for the Asset, if applicable.
- View the Net Receivable Balance for the Asset.
- View interest charge amounts, if applicable, for the Asset.
- View the Amount financed for the Asset.

Residual

In the Residual area, you can do the following:

- View the percentage of the equipment cost that represents the residual value.
- View the guarantor of the residual, if applicable.
- View the amount of the residual value.

- View the amount of the residual value that is guaranteed.
- View the premium rate for residual value insurance.

Additional Asset Information

Click the More button to view additional asset information, which allows you to do the following:

- Check if the customer is sales tax exempt for this asset.
- View the customer's tax exempt certificate number.
- Check if the look up sales tax rate is to be replaced by a manual override rate for this asset.
- View the amount of the manual override sales tax rate for this asset.
- Check if the customer is VAT exempt for this asset.
- View the customer's VAT exempt certificate number.
- Check if the look up VAT rate is to be replaced by a manual override rate for this asset.
- View the amount of the manual override VAT rate for this asset.
- View the item code for add-ons to this asset.
- View the Description for the add-on.
- View the quantity of add-ons.
- View the cost per unit of the add-ons.
- Display the total capitalized cost of the asset.
- View the percent of the reduction in capital for the asset.
- View the value amount of the reduction in capital for the asset.
- View the amount of any trade-in applied to the capital amount.
- Display the adjusted capital cost of the asset line.
- View the supplier invoice number for the Asset.
- View the date of the supplier invoice.
- View the vendor of the supplier invoice.
- View the ship to address on the supplier invoice.

12.13.4.2 View Registration Information

To view the asset registration information, click the Asset Registration button. On this form, you can do the following:

Registration

In the Registration area, you can do the following:

- View the title number for this asset.
- View the date of the title for this asset.
- View the location in which this asset is registered.
- View the party holding the physical title to this asset.

Liens

In the Liens area, you can do the following:

- View the filing number of the lien on this asset.
- View the jurisdiction in which the lien for this asset was filed.
- View the date on which the lien continuation for this asset was filed.
- View the sub-jurisdiction in which the lien for this asset was filed.
- View the continuation number of the lien extension for this asset.
- View the lien type for the lien on this asset.
- View the expiration date of the lien on this asset.
- View the status of the lien filing for this asset.
- View the party holding the lien on this asset.

12.13.5 Change the Location of Multiple Assets

To change the location of multiple assets for the customer, use the Bulk Asset Update feature.

Steps

1. From the main Asset window, using the Control key, select all the assets to be updated.
2. Click the Bulk Asset Update button.

3. The Asset Location Bulk Update form appears.
4. Select or enter the new location for the asset.
5. Click OK to submit the changes or click Cancel to exit without saving.

12.14 About the Insurance Tab

Many lessors require that customers leasing equipment carry insurance for assets on lease or other types of optional insurance to meet credit requirements. A lessee can meet the requirement for lease insurance by carrying a third-party insurance policy, or they can buy insurance from the lessor.

Oracle Lease Management functionality allows you to capture the customer's third-party insurance information, or you can create a quote and sell an insurance policy to the lessee. The lessor then purchases a policy from pre-defined insurance providers on behalf of the lessee.

Within the Lease Center Insurance Tab, you can access both quote and policy information. You can use the Insurance tab to view or perform tasks within these views. For active policies (both lease and optional insurance) you can log claim information.

Quotes

When you are in the Quotes view of the Insurance Tab, you can see information on existing quotes. On the left panel, a list of all the existing quotes appear. When you select one, relevant information appears in the right panel. This includes quote number, provider, status, product, insurance type (optional or lease), premium, payment frequency, quote valid dates, and effective dates. From this view you can also perform the following:

- [Section 12.14.1, "Create a Lease Insurance Quote"](#)
- [Section 12.14.2, "Create an Optional Insurance Quote"](#)
- [Section 12.14.3, "View Quote Details"](#)

Policies

When you are in the Policies view of the Insurance Tab, you can see information on existing policies. On the left panel, a list of all the existing quotes appears. When you select one, relevant information appears in the right panel. This includes policy number, status, name of insured, provider, product, premium, covered amount, factor value, and so on.

From this view you can also perform the following:

- [Section 12.14.4, "View Policy Information"](#)
- [Section 12.14.5, "Gather Third-Party Insurance Information"](#)
- [Section 12.14.6, "Activate Policy"](#)
- [Section 12.14.7, "Cancel/Delete Policy"](#)
- [Section 12.14.8, "Obtain Policy Details"](#)
- [Section 12.14.9, "Log Insurance Claims"](#)

12.14.1 Create a Lease Insurance Quote

Lease insurance covers all assets that are on a contract. The coverage amount of the insurance plan is equal to the value of the assets on lease.

Use the following procedure to create a lease insurance quote.

Steps

1. Choose Quotes from the drop-down list at the Insurance field and click the Create Lease Quote button.

The Create Insurance Quote form appears.

2. In the Create field, select Create Lease Insurance Quote.

On the page, all asset lines associated with this contract are displayed. The table includes asset description, quantity, original equipment cost, asset category, insurance class, and location. The total amount of the original equipment cost of all the asset lines is the amount of coverage requested.

3. In the Provider field, choose the provider for the lease insurance form the list of values.
4. Choose the Sales Representative credited with selling the insurance policy from the list of values.
5. Choose the Location of the insurance from the list of values.
6. If the lessor will be the insured on the policy, select the Lessor Insured checkbox.
7. If the lessor will be the payee on the policy, select the Lessor Payee checkbox.
8. Enter the start date of the policy in the Insurance Effective From field.

9. Enter the length of the insurance policy (in months) in the Term field.
10. Enter the Effective From and Effective To dates of the quote.

These dates represent the period the quote is valid for acceptance.
11. Click the Calculate Premium button to calculate the premium.

During this process the provider selected and location parameters are used to locate the insurance product and related rates appropriate for the value of the contract and the assets covered.
12. The quote information appears along with the Calculation Result.

If you want to adjust the quote, enter the adjustment amount in the Adjustment field.

This amount is subtracted from the premium total. The adjustment calculates an Adjusted Premium number and records who made the adjustment.
13. At this point you can take three actions on the quote:
 - Accept Quote: Click this button to accept the quote. This action creates a quote number and a policy number, after which you can no longer modify it.
 - Save Quote: Click this button to save the quote for the quote period and create a Quote Number. You can return to the Lease Quote Details page at a later time by clicking the hypertext link quote number.
 - Modify: Click this button to return you to the Lease Insurance Quote page where you can make any modifications and then recalculate the premium.

If you choose to save the quote, the quote appears in the Results section of the Insurance Quotes page when you search using the Active filter.
14. To accept the quote from the summary screen:
 - Select quote number by clicking on it.
 - Click the Accept Quote button.
 - Or click the Quote Details button to go to the quote details page and click the Accept Quote button.

12.14.2 Create an Optional Insurance Quote

Optional insurance covers other factors than basic lease insurance. Optional insurance could include life insurance, loss-of-business insurance, and so on.

Use the following procedure to create an insurance quote for optional insurance.

Steps

1. From within the Create Insurance Quote form, in the Create field choose the Create Lease Quote option.
2. In the Insurance Product field, choose the optional insurance product you want to quote for the customer.
3. Enter the Name of Insured party
4. Choose the location of insured from the list of values in the Country field.
5. Enter the Factor value in the Factor value field.

This information is used to determine the premium rate for the product. For example, if the optional insurance is "key man life insurance," and the factor was set up as "age" for the product, enter the age of the person covered by the policy.

6. Enter the amount of coverage provided in the policy in the Covered Amount field.

The premium rate is multiplied by this coverage amount to determine the monthly total premium.

7. Choose the Payment Frequency for the policy.

Examples are half-yearly, yearly, monthly, etc. Note that premiums are calculated on a monthly basis. A half-yearly payment includes six premiums.

8. Select the Sales Representative that is creating the insurance quote from the list of values.
9. If the lessor is the payee of the policy, select the Lessor Payee checkbox.
10. If the lessor is the insured party, rather than the customer, select the Lessor Insured checkbox.
11. Enter the date the insurance policy becomes effective in the Insurance Effective From field.
12. Enter the length of the policy in the Term in Months field.
13. Enter the Effective From and Effective To dates of the quote
14. Add additional details to the quote.
15. Click the Calculate Premium button to calculate the premium.

During this process, the product selected, location, covered amount and factor value parameters are used to find the provider and premium rates appropriate for the value of coverage.

16. The quote information appears along with the Calculation Result.

If you want to adjust the quote, enter the adjustment amount in the Adjustment field.

The adjustment calculates an Adjusted Premium amount and records who made the adjustment.

17. At this point you can take three actions on the quote:

- **Accept Quote:** Click this button to accept the quote and create both a quote number and a policy number. After you accept a quote, you can no longer modify it.
- **Save Quote:** Click this button to save the quote for the quote period and create a Quote Number. You can return to the Optional Quote Details page at a later time.
- **Modify:** Click this button to return you to the Create Optional Insurance Quote page where you can make any modifications and then recalculate the premium.

If you choose to save the quote, the quote appears in the Results section of the Insurance Quotes page when you search using the Active filter.

18. To accept the quote:

- Select quote number by clicking on it.
- Click the Accept Quote button.
- Or click the Quote Details button to go to the quote details page and click the Accept Quote button.

12.14.3 View Quote Details

Once a quote is saved or accepted, you can see the details by clicking the Quote Details button from the Insurance Summary screen. This form contains the same information as the Create Quote form except you cannot modify a quote from this form. You can accept a saved quote.

12.14.4 View Policy Information

Once you have accepted a quote, a policy number is generated and the information is converted from an insurance quote to an insurance policy. Oracle Lease Management allows you to view information about existing insurance policies within the Insurance tab. To do so, select Policies from the Insurance list. The left panel displays all the policies associated with the contract and the following information about each policy:

- Policy number
- Policy type
- Provider
- Status
- Activation Date
- Premium Amount

You can view a policy by clicking on the policy you want to view. In the Insurance Policy box (the right panel), the applicable information appears for the selected policy. You can also click the Policy Details button to view the following parameters:

- Policy number
- Status
- Provider
- Premium
- Insurance product
- Factor value
- Sales representative
- Insurance factor
- Name of insured
- Payment frequency
- Policy type
- Covered amount
- Activation date

- Effective date

For lease insurance policies, you will also see a list of the covered assets. From the Policy Summary screen, you can perform several tasks, outlined below.

12.14.5 Gather Third-Party Insurance Information

Oracle Lease Management functionality allows you to capture the customer's third-party insurance information.

Use the following procedure to capture third-party insurance information.

Steps

1. Choose the Policies view from the drop-down list at the Insurance field and click the Gather Third-Party Insurance button.
The Insurance Third-Party Policy form appears.
2. In the Policy Number field, enter the insurance policy number
3. In the Covered Amount field, enter the amount of coverage the policy provides.
4. In the Endorsement Field, enter a description of any endorsements to the policy.
5. In the Deductible field, enter the amount of any policy deductible.
6. In the Name of Insured field, enter the name of the insured customer.
7. If the lessor is insured, select the Lessor Insured checkbox.
8. If the lessor is named as a payee on the policy, select the Lessor Payee checkbox.
9. Enter the Due Date proof of the policy must be obtained by.
10. Enter the Provided Date when proof was obtained.
11. Enter the mandatory Effective From and Effective To dates of the policy.
12. Under the Third Party Insurance Agency section, in the Insurance Company field, click the Go button and select the Insurance Company providing the policy.
13. Select the address of the insurance company from the list of values.
14. Under the Third Party Insurance Agent section, in the Agent/Broker Name field, click the Go button and select the lessee's agent or broker from the list of values.
15. Select the address of the agent or broker from the list of values.

16. Click the Create Third Party Insurance button to save your work.

12.14.6 Activate Policy

To activate a policy, select the policy you want to activate and click the Activate Policy button.

12.14.7 Cancel/Delete Policy

To cancel or delete a policy, choose a policy and click the Cancel/Delete Policy button. You can delete policies prior to activation, but once they are activated, you must cancel them. Any amounts to be credited to the customer's account or retrieved from a provider on behalf of the lessor are automatically calculated and processed.

12.14.8 Obtain Policy Details

To obtain more detailed policy information that which appears on the main page, select the policy you want to view and click the Policy Details button. You can view the following information:

Insurance Policy Detail

- Policy number
- Provider
- Insurance product
- Sales representative
- Name of insured
- Policy type
- Covered amount
- Activation date
- Status
- Premium
- Factor value
- Insurance factor
- Payment frequency

- Lessor payee
- Lessor insured
- Effective from

Assets

- Asset
- Original equipment cost
- Type
- Insurance class
- Location

12.14.9 Log Insurance Claims

For contracts with existing insurance policies, you can log claims made against a policy by your customers. You can log two types of insurance claims:

- Lease Insurance Claim
- Optional Insurance Claim

In either case, to log an insurance claim you must select a policy. The policy type, which is displayed in the policy header information, determines the type of claim you create.

Note: Customer Service representatives record claim information provided by outside sources. They do not serve as an insurance agent.

12.14.9.1 Create Lease Insurance Claim

Follow these steps to create a lease insurance claim:

1. On the main Insurance tab and from within the Policy view, select the lease insurance policy you are filing the claim against and click the Insurance Claim button.

This opens the Claim Summary form. This form displays some policy details (policy number, type, provider, etc.) and also lists all the claims already made against the policy.

2. To create a new claim, click the Create Claim button.
This opens the Lease Insurance Claims form. This form displays the insured assets under the policy in the Asset Details table.
3. In the Claim Details section, enter the Claim Number.
4. Enter the Claim Amount.
5. Enter the Claim Date.
6. From the list of values, choose the Claim Status.
Possible values are: Completed, Entered, In Progress.
7. From the list of values, choose the Claim Loss Type.
This value represents the type of incident that generated the claim. Possible values include: flood, fire, power surge, road accident, etc.
8. Enter the Accident Date that the claim references.
9. Enter information for the police department handling the claim in the Police Contact Information field (phone number, address, etc.), if applicable.
10. Enter the Police Report Number, if any.
11. In the Asset Details section, select the asset the claim refers to and enter the Damage Description.
12. Enter the Claim Description for the damaged asset.
13. Choose the Claim Type for the asset.
Indicate whether the claim is for Full coverage or Partial Damage coverage.
14. Choose the Line Status for the asset.
This value indicates the overall state of the asset line. Possible values are: Good, Fair, Poor, and Not Applicable.
15. Choose the Condition Status for the asset.
This value indicates where the asset is in the repair process. Possible values are: Pending, Repaired, Waiting For Approval.
16. Repeat steps 11-15 for each asset affected by the Claim.
17. To save the claim, click the Submit Claim button.
18. If you need to hold any billing items as a result of the claim, click the Lock Out button

The Hold Billing form opens. This form displays information about the Asset Claim in the header and displays a table with all the billing items for the selected asset, along with the next due date and the next amount due.

You may want to withhold billing for some claims, such as those that involve warranty repairs, for example. If an asset is off-line due to warranty service, the contract may stipulate that you cannot charge for "service and maintenance" during that period.

19. Choose the check box to the left of the billing item you want to hold and click the Hold Billing button.

12.14.9.2 Create Optional Insurance Claim

Follow these steps to create an optional insurance claim:

1. On the main Insurance tab and from within the Policy view, select the policy of type "optional" you are filing the claim against and click the Insurance Claim button.

This opens the Insurance Claims Policy Details form. This form displays some policy details (policy number, type, provider, etc.) and also lists all the claims already made against the policy.

2. To create a new claim, click the Create Optional Claim button.

This opens the Add Optional Insurance Claims form.

3. Enter the Claim Number.
4. Enter the Claim Amount.
5. Enter the Date of the Claim
6. Choose the Claim Status from the list of values.

The options are: Entered, Completed, In Progress.

7. Choose the type of Claim Loss from the list of values.

This value represents the type of incident that generated the claim. Possible values include: flood, fire, power surge, road accident, etc.

8. Enter the date the accident that generated the claim occurred.
9. Enter the contract information for the police department handling the claim in the Police Contact Information field (phone number, address, etc.).
10. Enter the Police Report Number, if any.

11. Enter a description of the claim.
12. Click the Submit Claim button to save your work.

12.15 About the Requests Tab

Use the Requests tab to help customers with the following requests:

- [Section 12.15.1, "Termination Quotes"](#)
- [Section 12.15.2, "Equipment Exchange"](#)
- [Section 12.15.3, "Transfer and Assumptions"](#)
- [Section 12.15.4, "Renewal Quotes"](#)

12.15.1 Termination Quotes

Use this tab to create new termination quotes and view existing quotes for a contract. All termination quotes created in the Lease Center for a contract are based on Termination Quote rules defined for the contract during authoring and use the quote calculation mechanism specified in the Asset Management module of Oracle Lease Management.

With this feature you can:

- [Section 12.15.1.1, "View Previously Created Termination Quotes"](#)
- [Section 12.15.1.2, "View Details and Amount Breakdowns for an Existing Quote"](#)
- [Section 12.15.1.3, "Create a New Quote"](#)

12.15.1.1 View Previously Created Termination Quotes

When you click the Requests tab, select termination quotes in the drop-down list and select Termination Quotes. Previously created termination quotes appear in the form. Information includes the number, the quote type, the status, the quote reason, the amount, and the effective from and to dates.

12.15.1.2 View Details and Amount Breakdowns for an Existing Quote

To view the quote amount breakdown for existing quotes, click the link under the Amount column pertaining the quote in question on the Termination Quote Summary table. To view details about the quote, click the Quote Number.

On the Termination Quote Details screen, you can do the following:

- Display in the contract number for the termination quote.
- Display quote number.
- Display the total quote amount calculated for the quote.

Click on the Ellipses button next to the Amount field to get a breakdown of Quote Amounts.

- Display the date the quote became effective.
- Display and update the date the quote becomes ineffective.
- Display status of the quote.
- Display whether the quote is determined to be an early termination quote.
- Display approval status of the quote.
- Displays a check box indicating whether the termination quote is accepted.
- Display the type of quote created.
- Display quote reason tied to the termination quote.
- View or add to the comments tied to the termination quote.
- Display party name for the quote.
- Display the role the party holds for the contract.
- Display the type of recipient the party is on the quote.
- Display the contact who received the quote.
- Display date that the quote is held until before being distributed.
- Display date the quote recipient was notified.
- Click button to save and changes to the termination quote.
- Click button to cancel out of this screen.

12.15.1.3 Create a New Quote

Steps

1. Click the New button.
2. The Create Quote form appears.

3. Select a Quote Type from the drop-down list. Example, Termination with purchase.
4. Select a Quote Reason from the drop-down list. Example, Buy-out of Equipment.
5. Enter a note in the Comments field.
6. Select one or more asset line associated with the quote.
7. Click the Save button on the toolbar to save the request, calculate the quote amount, and trigger a workflow, which will execute the quote process.

12.15.2 Equipment Exchange

A customer may request to exchange one or more assets on a contract. It may be a temporary loaner or a permanent exchange. Oracle Lease Management supports the following types of exchange:

- Like for Like, where the asset being exchanged is the same or similar to the new asset.
- Non-like for like, where the asset being exchanged may be completely different from the new asset. A non-like for like asset exchange has financial implications and results in the contract being modified and rebooked if approved.

You are required to make the determination on whether the exchange is a like for like or non-like for like exchange.

In the Equipment Exchange Summary window you can view details of existing requests, such as status, request type, and creation date. You can do the following:

- View existing equipment exchange requests
- Create a new equipment exchange request

12.15.2.1 View Equipment Exchange Information

From the Equipment Exchange Summary window, double-click on a request line to view the following details:

- Request Number
- Status
- Comments
- Duration of Exchange

- Return Date
- Exchange Date
- Details about the current asset
- Details about the replacement asset

You can also update the Comments field on the request.

12.15.2.2 Create a New Equipment Exchange Request

To create a new request, click on New from the Equipment Exchange Summary window.

In the New Request form, you can do the following:

- Add comments pertaining to the exchange request.
- Select the duration, for example, whether it is a permanent exchange or a loaner.
 - If it is permanent, select the type of exchange.
 - If it is a loaner, you must enter the return date.
- Enter the Effective Date of the exchange.
- Select the asset to be exchanged.
- Specify serial number, asset description, item year, model, manufacturer, and vendor of the new asset.
- If the exchange is permanent and non like-for-like, you can enter the new unit cost.
- Click the Save button to save the request and initiate the OKL CS Equipment Exchange workflow, which will retrieve the necessary approvals for this request. Once saved, you can:

View the request number.

View the status of the request as it moves through the approval and/or rebooking life cycle.

12.15.3 Transfer and Assumptions

A customer may request a transfer of some or all assets on a contract to another party. Oracle Lease Management supports the following for Transfers and Assumptions:

- A full transfer, in which case the contract number is maintained. If the request is approved, then the contract is rebooked under the party's name.
- A partial transfer, in which case part of the assets on the contract are split off from the existing contract to a new contract. Both contracts are reviewed, and if the request is approved, both are rebooked.

Use this tab to do the following:

- View transfer and assumptions information
- Create a new transfer request
This action runs the OKL CS Transfer Assumption Request workflow, which gathers the appropriate approvals for the transfer or assumption.

12.15.3.1 View Transfer and Assumption Information

Upon selecting Transfer and Assumption from the list, you can do the following:

- Display the Transfer and Assumption Request number in the summary screen.
- Display the status of the Transfer and Assumption request.
- Display any comments tied to the Transfer and Assumption Request.
- Display the type of request, in this view it will be always Transfer and Assumption.
- Double-click the request line to view additional details, such as Rejection Reason.
- Click button to create a new Transfer and Assumption Request.

12.15.3.2 Create a New Transfer Request

Steps

1. From the Requests tab, select Transfer and Assumption from the list.
2. Click the New button to create a new transfer request.
3. Select Type of Transfer, partial or complete.
4. Select or enter the Transfer Effective date.
5. Enter any comments.
6. Select a contact for the original contract.

7. Select a new lessee and enter the required details.
8. If it is a partial transfer, select the assets that you want to move from this contract. To do this:
 - Click the (+) sign next to the word "Asset" on the original contract.
 - Select one or more assets and use the arrows to move assets to the new contract. You can also select assets and move them back, if necessary.
 - Click the Create Request button to save the request and trigger an approval workflow.

12.15.4 Renewal Quotes

You can initiate a request to renew a contract. This function provides you with the ability to capture a new residual value and term. When you create the request a new payment amount is automatically calculated. The value can be routed for approval, accepted by the customer, and then submitted for a rebook.

12.16 About the Documents Tab

The Documents tab provides you with a mechanism to send different types of documents related to leasing, to a variety of recipients. You can upload your document templates through the Fulfillment Module of CRM Foundation and tie the document to a specific process or inquiry within Oracle Lease Management. After completing this step, you can pick a document type here and send it by email to one or more recipients.

Example documents include:

- Bill of sale
- Settlement letter request

12.16.1 Send a Document

Steps

1. Select the type of document you want to send from the list. Example, Settlement Letter Request.
2. Select a document template from the list if there is more than one associated with the document type.

3. A read-only description tied to the document template appears in the box.
4. Enter a Subject for the email.
5. Enter a name in the From field if you do not wish to accept the default of your name as the sender.
6. In the Recipients section, select one or more recipients based on the following information:
 - Recipient
 - Party Role
 - Email
7. Click the Send Document button.

12.17 About the Tasks Tab

Use the Task tab of the Lease Center to view, create, and assign tasks pertaining to a contract.

A task you create here appears in the work queue of the individual you assign as the owner of the task.

The task tab is divided into two regions. The left side presents the list of existing tasks for the contract. You can sort the list of tasks in the list by any column, and you can restrict the list to display only private tasks by selecting the Private check box. Use the right side of the tab to view the details of an existing task you selected in the list or to enter a new task.

Use the Tasks tab to do the following:

- View existing task information
- Create new tasks

12.17.0.1 View Existing Task Information

You can view task-related information such as name, priority, status, number, assigned by, assign to, closed, cancelled, completed, private flag, description, and last update date.

12.17.0.2 Create a New Task

Steps

1. From the Tasks tab, click the New button.
1. Select the type of task you wish to create.
2. Enter the name of the task.
3. Enter the customer contact for the task.
4. Enter the phone number of the contact for the task.
5. Select the priority with which the task must be executed.
6. Select the present status of the task, for e.g., in planning.
7. The default time zone of the agent appears for a new task. Select a new time zone if required.
8. Enter or select the planned start date and end date for the task.
9. Select the type of resource that needs to be assigned to the task as the owner.
10. Select or enter the name of the resource who is responsible for the task.
11. Select or enter the name of the resource who will be executing the task.
12. Select or enter the name of the person doing the assignment.
Defaults to the agent when an assignment is made.
13. Check the Private box if this is a private task.
14. Enter one or more lines to describe the task.

12.18 About the Schedules Tab

The Schedules tab allows user to search by specific transactions within a time frame, or you can also search all of the transactions. Schedule types include:

- [Section 12.18.1, "Amortization"](#)
- [Section 12.18.2, "Payments"](#)
- [Section 12.18.3, "Search for Variable Rate Information"](#)
- [Section 12.18.4, "VAT Schedules"](#)

12.18.1 Amortization

A customer may request an amortization schedule for their internal accounting needs. An amortization schedule provides the breakdown of interest expense and principal of each payment on a loan contract.

12.18.1.1 View Amortization Schedule

Use the follow steps to view an amortization schedule.

Steps

1. Select Amortization from the list.

If the contract is an interest bearing contract, the amortization schedule appears, otherwise you are notified that the amortization schedule is not viewable.

2. Click the Send Document button to send this document to the relevant party.

12.18.2 Payments

Use this function to relay information to customers regarding their schedule of payments for a specific transaction type or all transaction types and for a specific time frame.

Search the Payment Schedules

Steps

1. Select the Transaction type for which an item on the schedule appears.

Information includes:

- Transaction type for which an item on the schedule appears
- Date payment is due
- Payment amount due on the date.

2. Select the start date and end date of the range of dates for which the payment schedule needs to be displayed.

If you want to view all of the payment schedules, select All from the Transaction Type list and leave the date fields blank.

3. Click Find to view the payment schedule for the search criteria selected.

The payment schedule information displays in the Payment Schedule box on the right. Details include transaction type, date due, and amount due.

4. Click the Send Document button to send the document to the relevant party.

12.18.3 Search for Variable Rate Information

A customer or other parties may inquire as to the interest rate used to calculate their rental amount. The Variable Rate Statement provides a breakdown of rate information by date for loans and interest bearing contracts. The following are some of the scenarios that may apply:

Steps

1. Select the start date and end date of the range of dates for which the variable rate information needs to be displayed.
2. Click Find to display the variable rate statement for the search criteria selected.

The variable rate information displays in the box on the right. Information includes:

- The interest rate applicable for the period
 - The start date of the range of dates for which the interest rate is applicable
 - The end date of the range of dates for which the interest rate is applicable
3. Click the Send Document button to send this document to the relevant party.

12.18.4 VAT Schedules

Use this function to relay information to a customer regarding their VAT schedule. You can review and relay information to customers regarding the tax item in question for their schedule of payments.

12.19 About the Vendor Investor Disbursement Window

A vendor or a syndication partner may request information on monies due to them for one or more contracts. The Lease Center Agent or manager can use this function to search for a party, view summary level information of disbursements to the party and drill down to the disbursements details for the party or for a specific contract for the party.

Use this function to:

- [Section 12.19.1, "Search for a Vendor or Investor"](#)
- [Section 12.19.2, "View Disbursement Details for all Contracts for a Vendor or Investor"](#)
- [Section 12.19.3, "View Disbursement Details for a Single Contract"](#)

12.19.1 Search for a Vendor or Investor

To search for a vendor or investor, you can choose from a selection of search criteria to search for a party for whom you wish to view disbursements. Search criteria includes, for example, name, invoice number, vendor name and invoice number, contract number, address, and phone number.

The search results displayed include summary level disbursement information by contract. Information fields displayed here include name, vendor number, address, contract number, number of disbursements, and total disbursements.

12.19.2 View Disbursement Details for all Contracts for a Vendor or Investor

Results are returned by the search for a party. Click on a specific party to get disbursement details for all contracts for that party.

Information fields displayed here includes contract number, Transaction type for the disbursement, invoice number, status of the invoice, payee name and address, payment method, amount disbursed, and date issued.

12.19.3 View Disbursement Details for a Single Contract

From the summary level results, click on a specific contract number to drill down into disbursement details for all parties for the contract. This action takes you to the Transactions tab of the Lease Center, where you can review disbursement details for the contract.

Part III

Appendices

This section of the Oracle Lease Management User Guide contains the following chapters:

- [Appendix A, "Profile Options"](#)
- [Appendix B, "Seed Data"](#)
- [Appendix C, "Seeded Roles and Responsibilities"](#)
- [Appendix D, "Accounting Transaction Types"](#)
- [Appendix E, "Accounting for an Operating Lease"](#)
- [Appendix G, "Accounting for a Direct Finance Lease"](#)
- [Appendix F, "Accounting for a Loan"](#)
- [Appendix H, "Formula Engine"](#)
- [Appendix I, "Concurrent Programs"](#)
- [Appendix J, "Oracle Lease Management Open Interface Tables"](#)

Profile Options

During implementation, you set a value for each user profile option to specify how Oracle Lease Management controls access to and processes data. Generally, the system administrator sets and updates profile values.

For more information, see the topic about setting up profile options in the *Oracle Applications System Administrator's Guide*.

A.1 Profile Options

Table A-1, "Oracle Lease Management Seeded Profile Options" indicates:

- As a User, whether you can view or update the profile option.
- As a System Administrator, at which levels you can update the profile options at the user, responsibility, application, or site levels.
- If the profile option is required and the option's default value (some profile options have no default).

The allowable options under the User and System Administrator headings are:

- + You can update the profile option.
- V You can view the profile option value, but you cannot change it.
- 0 You cannot view or change the profile option value.

Table A-1 Oracle Lease Management Seeded Profile Options

Profile Option Name and Level	User	Sys Admin	Sys Admin	Sys Admin	Sys Admin	Requirements	Requirements
Level	User	User	Responsibility	Application	Site	Required?	Default Value
OKL: Allow Lease Contract Template Creation	V	+	+	+	+	Yes	No
OKL: Asset Addition Corporate Book	V	0	+	0	+	Yes	Null
OKL: Cancel policy with proof of third party insurance	0	0	+	0	+	Yes	Yes
OKL: Contract items Inventory organization	V	0	+	0	+	Yes	Null
OKL: Days after auto-quote to policy activation	0	0	+	0	+	Yes	90
OKL: Days for automatic insurance establishment	0	0	+	0	+	Yes	None
OKL: Default Note Type	0	+	0	0	0	Yes	None
OKL: Default Price List	V	V	+	+	+	Yes	
OKL: Default Remarketer	V	V	+	V	+	Yes	
OKL: Default Remarketer Team for Asset Returns	V	V	+	V	+	Yes	
OKL: Debug	0	0	0	+	0	No	None
OKL: Default Subinventory	V	V	+	+	+	Yes	Null
OKL: Email Identity	0	0	-	+	0	Yes	None
OKL: Fulfillment Server	0	0	0	0	+	Yes	None

Table A-1 Oracle Lease Management Seeded Profile Options(Cont.)

Profile Option Name and Level	User	Sys Admin	Sys Admin	Sys Admin	Sys Admin	Requirements	Requirements
Level	User	User	Responsibility	Application	Site	Required?	Default Value
OKL: Hangup On End	0	+	0	0	0	No	None
OKL: Insurance item type	0	0	+	0	+	Yes	Null
OKL: Insurance quote deal size limit	0	0	+	0	+	Yes	US \$1,000,000
OKL: Insurance quote deal term maximum months	0	0	+	0	+	Yes	120
OKL: Insurance quote deal term minimum months	0	0	+	0	+	Yes	6
OKL: Interactions - Default Action	0	+	0	0	0	Note	None
OKL: Interactions - Default Action Item	0	+	0	0	0	Note	None
OKL: Interactions - Default Outcome	0	+	0	0	0	Note	None
OKL: Interactions - Enable Auto Wrapup	0	+	0	0	0	No	None
OKL: Interactions - Enable Automatic Start	0	+	0	0	0	No	None
OKL: Interactions - Enable Change Activity	0	+	0	0	0	No	None
OKL: Interactions - Generate Event Activity	0	+	0	0	0	No	None
OKL: Interactions - Record Media Item ID	0	+	0	0	0	No	None

Table A-1 Oracle Lease Management Seeded Profile Options(Cont.)

Profile Option Name and Level	User	Sys Admin	Sys Admin	Sys Admin	Sys Admin	Requirements	Requirements
Level	User	User	Responsibility	Application	Site	Required?	Default Value
OKL: Interactions - Start On Query	0	+	0	0	0	No	None
OKL: Lead days to notify customer of insurance policy expiration	0	0	+	0	+	Yes	60
OKL: Lease Center Default Tab	0	+	0	0	0	No	None
OKL: Maximum number of months allowed after payment for refund	0	0	+	0	+	Yes	6
OKL: Maximum number of months to refund	0	0	+	0	+	Yes	6
OKL: Minimum percent of premium paid for policy activation	0	0	+	0	+	Yes	50
OKL: Notify customer of insurance policy expiration	0	0	+	0	+	Yes	Yes
OKL: Payment Frequency for Automatic Insurance	0	0	+	0	+	Yes	None
OKL: Percent of total premium to pay	0	0	+	0	+	Yes	80
OKL: Recent Number of Days	0	0	0	0	+	No	None
OKL: Remarketing Distribution Account	V	V	+	+	+	Yes	

Table A-1 Oracle Lease Management Seeded Profile Options(Cont.)

Profile Option Name and Level	User	Sys Admin	Sys Admin	Sys Admin	Sys Admin	Requirements	Requirements
Level	User	User	Responsibility	Application	Site	Required?	Default Value
OKL: Remarketing Inventory Organization	V	V	+	V	+	Yes	
OKL: Scripting Installation	0	+	0	0	0	No	None
OKL: Script Launch on Interaction	0	+	0	0	0	No	None
OKL: Script Launch on UWQ Delivery	0	+	0	0	0	No	None
OKL: Small Balance Write-Off Tolerance	V	V	V	+	+	Yes	
OKL: Split Asset Retirement Type	V	0	+	V	+	Yes	Null
OKL: Streams for Booking Path	V	0	+	0	+	Yes	Null
OKL: Stream Generation Database Server Host	0	+	+	+	+	Yes	No
OKL: Stream Generation Database Server Port	0	+	+	+	+	Yes	No
OKL: Stream Generation Database Server ID	0	+	+	+	+	Yes	No
OKL: Stream Generation Log Directory	V	+	+	+	+	Yes	No
OKL: Stream Generation Pricing Engine Name	V	+	+	+	+	Yes	No
OKL: Stream Generation Time Out	+	+	+	+	+	Yes	No

Table A-1 Oracle Lease Management Seeded Profile Options(Cont.)

Profile Option Name and Level	User	Sys Admin	Sys Admin	Sys Admin	Sys Admin	Requirements	Requirements
Level	User	User	Responsibility	Application	Site	Required?	Default Value
OKL: Stream Generation URL for Pricing Engine	0	+	+	+	+	Yes	No
OKL: Small Balance Write-offs Tolerance Amount	V	V	V	+	+	Yes	
OKL: Third Party Task Group ID	0	0	+	0	+	Yes	None
OKL: Third Party Task Owner Group ID	0	0	+	0	+	Yes	None
OKL: Transportation Department Notification	+	+	+	+	+	Yes	Null
OKL Update Billing Structure	0	+	0	0	0	Yes	None
OKL: Use Account Generator Workflow	+	+	+	+	+	Yes	No
OKL: Waive Service Fee	0	+	0	0	0	Yes	None
OKL: Waive Service Fee Limit	0	+	0	0	0	Yes	None
Notes: Default Note Status	0	+	-	-	-	Yes	None

The following sections list Oracle Lease Management's major seeded data. Topics include:

[Section B.1, "Streams"](#)

[Section B.2, "Rule Groups"](#)

[Section B.3, "Formulas"](#)

B.1 Streams

The following sections list all the seeded stream types available in Oracle Lease Management. Each table shows streams types grouped by their category.

- [Table B-1, "Seeded Stream Types: Origination"](#)
- [Table B-2, "Seeded Stream Types: Other Rent and Receivables \(Non-fee\)"](#)
- [Table B-3, "Seeded Stream Types: Fees and Charges"](#)
- [Table B-4, "Seeded Stream Types: Insurance"](#)
- [Table B-5, "Seeded Stream Types: Payables"](#)
- [Table B-6, "Seeded Stream Types: Other"](#)
- [Table B-7, "Seeded Stream Types: Accounting"](#)

B.1.1 Origination Stream Type

The following table shows the Origination seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-1 Seeded Stream Types: Origination

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Rent	Payment due from customer	Y	Y	Y	N	N
Principal Balance	Balance of principal outstanding on loans	Y	Y	N	N	N
Rate Participation	Payment of lessor to vendor to improve vendor margin	Y	N	N	N	Y
Interest Payment	Interest portion of loan payment	Y	Y	N	N	N
Principal Payment	Principal portion of loan payment	Y	Y	N	N	N
FAS 91 Fee Income	Income stream for amortizable fees	Y	Y	N	N	N
Rental Accrual	Amount of rent payment to accrue	Y	Y	N	N	N
Unmatched Funding	Portion of total capital or principal not funded at booking	Y	Y	N	N	N
Advanced Rentals	Future rent payments due in advance of rental term	Y	Y	Y	N	Y
Financed Extension Fee Income	Fee charged to customer for financing a lease extension	Y	Y	Y	Y	N
Security Deposit	Cash collateral held against a contract	Y	Y	Y	N	Y
Rate Subsidy (manufacturer)	Payment made to lessor by manufacturer to subsidize yield	Y	Y	N	N	N
Service and Maintenance	Amounts billed for service or maintenance products	Y	Y	Y	N	Y

B.1.2 Other Rent and Receivables--Non-fee

The following table shows the Other Rent and Receivables (Non-fee) seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-2 Seeded Stream Types: Other Rent and Receivables (Non-fee)

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Service & Maintenance Evergreen	Amounts billed past end date of service or maintenance products	Y	Y	Y	N	Y
Evergreen Rent	Rent payment billed after initial end of term	Y	Y	Y	N	Y
Interim Interest	Interest charged prior to start date	Y	Y	Y	Y	Y
Interim Rent	Per diem rent payment charged prior to contract start date	Y	Y	Y	Y	Y
Principal Catch Up	Additional principal paid against a variable rate contract	Y	Y	Y	N	N
Variable Interest Charge	Interest payment due for variable rate contract	Y	Y	Y	Y	N
Usage Charge	Charges for usage based contract items	Y	Y	Y	N	N
Buyout Purchase Amount	Amount charged for buyout purchase of a lease contract	Y	Y	Y	N	N
New Contract Incentive	Incentive credits paid to a customer to induce subsequent deal	Y	N	Y	N	N
Discount	Discount given to customers against principal or capital amount	Y	N	Y	N	N

Table B-2 Seeded Stream Types: Other Rent and Receivables (Non-fee) (Cont.)

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Cure	Amount of payment due to bring an account out of default status	Y	Y	Y	N	N
Principal Received	Amount of principal to accrue monthly	Y	N	N	N	N
Sales Tax	Sales Tax calculated by AR; seeded for cash application purposes	N	N	N	N	N

B.1.3 Fees and Charges

The following table shows the Fees and Charges seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-3 Seeded Stream Types: Fees and Charges

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Personal Property Tax	Periodic tax due on leased assets	Y	Y	Y	N	Y
Collection Fee	Paid to third party agencies who perform collection services	Y	N	N	N	Y
Customer Service Fee	Charged to customer for fulfilling a service request	Y	Y	Y	N	N
Documentation Fee	Charged to customer for creating documentation	Y	Y	Y	N	N
Early Termination Fee	Charged to customer for terminating a contract before end of term	Y	Y	Y	N	N
Equipment Removal Charge	Charged to customers for picking up equipment	Y	Y	Y	N	Y
Estimated Personal Property Tax	Estimate of expected property taxes due	Y	Y	Y	N	N
Florida Doc Stamp Fee	Fee paid to Florida associated with contracts	Y	Y	Y	N	Y
Freight Charge	Charged to customer for shipping expenses	Y	Y	Y	Y	Y
Late Fee	Charged to customer on payments that are past due	Y	Y	Y	N	Y
Late Interest	Charged to customer on balance past due	Y	Y	Y	N	Y
Legal Fee	Paid to third party for legal services	Y	N	N	N	Y
Non-Sufficient Funds Fee	Charged to customer for returned payments	Y	Y	Y	N	N

Table B-3 Seeded Stream Types: Fees and Charges (Cont.)

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Processing Fee	Charged to customer for performing miscellaneous process	Y	Y	Y	N	N
Repossession Fee	Charged to customer upon repossession	Y	Y	Y	N	N
Asset Repair Charge	Charge to customer for repairs on returned assets	Y	Y	Y	N	N
Vendor Charge	Charge to customer associated with a vendor	Y	Y	Y	N	N
Returned Asset Fee	Charge to customer for returning an asset	Y	Y	Y	N	N
Quote Fee	Charge to customer for providing a termination or restructure quote	Y	Y	Y	N	N
Document Request Fee - Amortization Schedule	Customer Service Fees Charged for Amortization Schedule Doc Request	N	Y	Y	N	N
Document Request Fee - Audit Letter	Customer Service Fees Charged for Audit Letter Request	N	Y	Y	N	N
Document Request Fee - Vat Schedule	Customer Service Fees Charged for VAT Schedule Doc Request	N	Y	Y	N	N
Document Request Fee – Variable Rate Statement	Customer Service Fees Charged for VRS Request	N	Y	Y	N	N
Documents Request Fee – Invoice Reprint	Customer Service Fees Charged for Invoice Reprint Request	N	Y	Y	N	N
Document Request Fee – Invoice On Demand	Customer Service Fees Charged for Invoice on Demand Request	N	Y	Y	N	N
Restructure Request Fee	Customer Service Fees Charged for Restructure Request	N	Y	Y	N	N
Termination Request Fee	Customer Service Fees Charged for Termination Request	N	Y	Y	N	N

Table B-3 Seeded Stream Types: Fees and Charges (Cont.)

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Equipment Exchange Request Fee	Customer Service Fees Charged for Equipment Exchange Request	N	Y	Y	N	N
Transfer Fee	Customer Service Fees Charged for Transfer Request	N	Y	Y	N	N
Payment Setup Change Fees	Customer Service Fees Charged for Payment Setup Change Request	N	Y	Y	N	N
Interest Rate Conversion Fee	Customer Service Fees Charged for Interest Rate Conversion Request	N	Y	Y	N	N
Service Fee	Customer Service Fees Charged for miscellaneous customer service requests	N	Y	Y	N	N

B.1.4 Insurance

The following table shows the Insurance seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-4 Seeded Stream Types: Insurance

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Lease Insurance	Charge to customer for lease insurance	N	Y	Y	N	N
Insurance Receivable	Amount of insurance premium due	Y	N	N	N	N
Insurance Payable	Amount of insurance premium to be paid	Y	N	N	N	N
Insurance Income	Amount of insurance premium to recognize as income	Y	N	N	N	N
Insurance Expense	Amount of insurance premium to recognize as an expense	Y	N	N	N	Y
Insurance Refund	Amount of insurance premium to refund to customer	Y	N	Y	N	N
Insurance Adjustment	Amount of insurance paid to retrieve for cancelled policy	Y	N	N	N	Y

B.1.5 Payables

The following table shows the Payables seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-5 Seeded Stream Types: Payables

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Reverse Payment	Amount of payment reversed	Y	N	Y	N	N
Insurance Premium	Charge to customer for lease insurance	Y	N	N	N	Y
Commission	Amount paid for sales commission	Y	N	N	N	Y
Asset Sale Profit Share (vendor/lessee)	Portion of profit to share from sale of asset	Y	N	N	N	Y
Funding	Amount of funding request	Y	N	N	N	Y
Pre-Funding	Amount of pre-funding request	Y	N	N	N	Y
Seller Subsidy	Amount paid to subsidize the profits to a third party	Y	N	N	N	Y

B.1.6 Other

The following table shows the Other seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-6 Seeded Stream Types: Other

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Tax	Amount of tax	Y	Y	Y	N	Y

B.1.7 Accounting

The following table shows the Accounting seeded stream type names, their descriptions, and whether or not each stream type is subject to Accrue, Taxable, Billable, Capitalize, or Fundable.

Table B-7 Seeded Stream Types: Accounting

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Pre-Tax Income	Amount of income recognized before taxes	Y	N	N	N	N
Variable Income Accrual	Amount of income from variable rate contracts	Y	N	N	N	N
PV Guarantee	Present value of a residual value guarantee	Y	N	N	N	N
Present Value Residual	Present value of the residual value	Y	N	N	N	N
Residual Value Insurance (Premium)	Amount of premium for residual value insurance	Y	N	N	N	Y
Variable Income Non-Accrual	Amount of income for variable rate contracts	Y	N	N	N	N
Total Capital Cost	Total capital cost for a contract	Y	N	N	N	N
Provision	Amount of provision for bad debt	Y	N	N	N	N
Residual Value	Amount of residual value	Y	N	N	N	N
Salvage Value	Amount of salvage value	Y	N	N	N	N
Unearned Income	Amount of income not yet recognized	Y	N	N	N	N
Deferred Income	Amount of income to be recognized later	Y	N	N	N	N
Unbilled Receivables	Total of rent payments yet to be billed	Y	N	N	N	N
Total Funding	Total amount of all funding requests	Y	N	N	N	N
Total Principal Amount	Total principal of loan	Y	N	N	N	N
Asset Sale Receivable	Receivable from sale of asset	Y	N	N	N	N

Table B-7 Seeded Stream Types: Accounting (Cont.)

Stream Name	Description	Accrue	Taxable	Billable	Capitalize	Fundable
Case Contract Write Off	Amount of receivable discharged due to collection activities	Y	N	N	N	N
Small Balance Write Off	Amount of receivable discharged due to size of balance	Y	N	N	N	N
Termination Value	Amount required to retain profitability of original investment	N	N	N	N	N
Stip Loss Value	Amount required to obtain a desired profitability on original investment	N	N	N	N	N
Book Depreciation	Periodic amount of depreciation to expense on management book	N	N	N	N	N
State Depreciation	Periodic amount of depreciation to expense on state tax book	N	N	N	N	N
Federal Depreciation	Periodic amount of depreciation to expense on federal tax book	N	N	N	N	N
Guaranteed Residual Third Party	Amount of residual value guaranteed by a third party	N	N	N	N	N
Guaranteed Residual Insured	Amount of residual value insured	N	N	N	N	N
Interest Income	Amount of interest income to accrue monthly	Y	N	N	N	N
Present Value Insured Residual	Present Value of the insured portion of the residual value.	N	N	N	N	N
Present Value Unguaranteed Residual	Present value of the unguaranteed portion of the residual	N	N	N	N	N
Loan Payment	Total payment amount for loans	N	N	N	N	N

B.2 Rule Groups

The Oracle Contracts rules architecture is part of the Oracle Contracts Core contract structure and works in combination with the contract header and lines. Rules are a structured presentation of contract terms and conditions. Rule groups are a collection of similar rules. How the data relates to the contract determines whether the data are captured as a rule or in the header-line structure. In general, rules govern the operation or procedures and processes performed on contract headers, lines, or sub-lines.

For example, a rule may specify a number of days that should elapse between transaction events for a contract. The process checks this type of rule against the first transaction date before picking up the contract and processing it for the second transaction.

Oracle Lease Management has seeded rule groups in five categories:

- Lease
- Loan
- Master Lease Agreement
- Vendor Programs
- Syndication

Rule groups may be associated with contracts when you are working within any of these five areas.

Once defined, the rule and rule group definitions are referenced when the rule and rule group values are assigned in the rule tables (OKC_RULES_B and OKC_RULE_GROUPS_B) that correspond to a contract, contract line, or sub-line.

The following table, [Table B-8, "Seeded Rule Groups In Oracle Lease Management"](#), lists all the Oracle Lease Management seeded rule groups, their corresponding rule group codes, and their associated category.

Table B-8 Seeded Rule Groups In Oracle Lease Management

Rule Group Name	Rule Group Code	Category
Insurance Vendor Program Rule Group	INVPRUL	LEASE
Non-Notification	LANNTF	LEASE
Quote Recipient	AMQR1R	LEASE
Quote Approver	AMQR5A	LEASE

Table B-8 Seeded Rule Groups In Oracle Lease Management (Cont.)

Rule Group Name	Rule Group Code	Category
Quote FYI Party	AMQR9F	LEASE
No Name Included	AMTQCA	LEASE
Termination Quote Process	AMTQPR	LEASE
Billing Setup	LABILL	LEASE
Customer Account	LACAN	LEASE
Late Charges	LALCGR	LEASE
Stream Levels	LALEVL	LEASE
Late Interest	LALIGR	LEASE
Re-book Limit Date	LAREBL	LEASE
Re-leased Flag	LARLES	LEASE
Termination Options	LATROP	LEASE
Asset Filings	LAAFLG	LEASE
Asset Tax	LAASTX	LEASE
Evergreen Eligibility	LAEVEL	LEASE
Factoring	LAFCTG	LEASE
Guarantor Details	LAGRDT	LEASE
Interest Index Setup	LAIIND	LEASE
Passthrough	LAPSTH	LEASE
Renewal Options	LARNOP	LEASE
Security Deposit	LASDEP	LEASE
Asset Return Line	AMLARL	LEASE
Repurchase Quote Calculation	AMREPQ	LEASE
Early Termination Purchase Option, Asset	AMTEOA	LEASE
Early Termination Purchase Option, Contract	AMTEOC	LEASE
Termination Quote Calculation - Early Termination, Asset	AMTEWA	LEASE
Termination Quote Calculation - Early Termination, Contract	AMTEWC	LEASE

Table B-8 Seeded Rule Groups In Oracle Lease Management (Cont.)

Rule Group Name	Rule Group Code	Category
End of Term Purchase Option, Asset	AMTFOA	LEASE
End of Term Purchase Option, Contract	AMTFOC	LEASE
Termination Quote Calculation - End of Term, Asset	AMTFWA	LEASE
Termination Quote Calculation - End of Term, Contract	AMTFWC	LEASE
Gain/Loss Options on Termination Quote	AMTGAL	LEASE
Conditions for Partial Termination Quote	AMTPAR	LEASE
Mexico Tax	LAMXTX	LEASE
Private Activity Bond	LAPACT	LEASE
Residual Value Insurance	LARVIN	LEASE
Capitalization Setup	LACPLN	LEASE
Label Holder	LALABL	LEASE
Usage Based Billing	LAUSBB	LEASE
Tax Owner	LATOWN	LEASE
Asset Return Line	AMLARL	LOAN
Repurchase Quote Calculation	AMREPQ	LOAN
Gain/Loss Options on Termination Quote	AMTGAL	LOAN
Conditions for Partial Termination Quote	AMTPAR	LOAN
Termination Quote Process	AMTQPR	LOAN
Early Termination Purchase Option, Asset	AMTEOA	LOAN
Early Termination Purchase Option, Contract	AMTEOC	LOAN
Termination Quote Calculation - Early Termination, Asset	AMTEWA	LOAN
Termination Quote Calculation - Early Termination, Contract	AMTEWC	LOAN
End of Term Purchase Option, Asset	AMTFOA	LOAN
End of Term Purchase Option, Contract	AMTFOC	LOAN
Termination Quote Calculation - End of Term, Asset	AMTFWA	LOAN

Table B-8 Seeded Rule Groups In Oracle Lease Management (Cont.)

Rule Group Name	Rule Group Code	Category
Termination Quote Calculation - End of Term, Contract	AMTFWC	LOAN
Termination Options	LATROP	MASTER_LEASE
Renewal Options	LARNOP	MASTER_LEASE
Insurance Master Lease Rule Group	INSRUL	MASTER_LEASE
Insurance Vendor Program Rule Group	INVPRUL	MASTER_LEASE
UK Tax	LAUKTX	MASTER_LEASE
Insurance Vendor Program Rule Group	INVPRUL	PROGRAM
Vendor Invoice Nettable_YN and Wait_YN	LAPYBP	PROGRAM
Customer Service Fee Applicability	CSSRFEE	PROGRAM
Collections Cure and Repurchase	COCURP	PROGRAM
Investor Syndication Details	LASYND	SYNDICATION

B.3 Formulas

The following sections list all the seeded formulas available in Oracle Lease Management. Each table shows formulas grouped by the key business flow they impact.

- [Table B-9, "Seeded Formulas: Credit Application to Booking"](#)
- [Table B-10, "Seeded Formulas: Quote to Termination"](#)
- [Table B-11, "Seeded Formulas: Period Open to Period Close"](#)
- [Table B-12, "Seeded Formulas: Inquiry to Resolution"](#)

B.3.1 Credit Application to Booking Formulas

The following table shows the Application to Booking seeded formula names, their descriptions, the calculation used in the formula, and the parameters included in the calculation.

Table B-9 Seeded Formulas: Credit Application to Booking

Formula Name	Description	Calculation	Parameters
LINE_OEC	Calculates the Original Equipment Cost (OEC)	Price per unit * no of units	Contract id (mandatory) + Line id (optional)
CONTRACT_SUMOF_RENTS	Sum of rent streams	Sum of rent streams	Contract id (mandatory)
LINE_RESIDUAL_VALUE	Calculates the RV	Residual Value per unit	Contract id (mandatory) + Line id (mandatory)
CONTRACT_RESIDUAL_VALUE	Calculates the RV	Residual Value for the contract	Contract id (mandatory)
CONTRACT_OEC	Contract Capitalized Amount	Sum of capitalized amount of all asset lines	Contract id (mandatory)
CONTRACT_TRADEIN	Sum of Trade Ins	Sum of all trade ins from financial asset lines	Contract id (mandatory)
LINE_TRADEIN	Trade in amount for a line	Trade in amount for the asset line	Contract id (mandatory) + Line id (mandatory)
CONTRACT_CAPREDUCTION	Sum of Capital Reduction	Sum of capital reduction of all asset lines	Contract id (mandatory)
LINE_CAPREDUCTION	Capital Reduction of a line	Capital reduction amount for the asset line	Contract id (mandatory) + Line id (mandatory)
CONTRACT_FEESCAPITALIZED	Sum of Capitalized Fees	Sum of capitalized fees lines	Contract id (mandatory)
LINE_FEESCAPITALIZED	Capitalized Fees for line	Capitalized fees for the asset line	Contract id (mandatory) + Line id (mandatory)
CONTRACT_CAP_AMNT	Total financed amount	OEC-Trade in - Cap Reduction + Cap Fees	Contract id (mandatory)
LINE_CAP_AMNT	Financed amount for line	OEC-Trade in - Cap Reduction + Cap Fees	Contract id (mandatory) + Line id (mandatory)
CONTRACT_AMNT_PREFNDED	Amount pre-funded	Sum of all approved requests for specific contract where type = pre-funding	Contract id (mandatory)

Table B-9 Seeded Formulas: Credit Application to Booking

Formula Name	Description	Calculation	Parameters
CONTRACT_TOT_FNDED	Total funded amount	Sum of all approved requests for specific contract	Contract id (mandatory)
CONTRACT_TOT_DEBITS	Total negative fundings	Sum of all approved requests for specific contract where amount is negative (A/P debits)	Contract id (mandatory)
CONTRACT_TOT_CRDT_LMT	Total credit limit	Sum of all credit limit (contract line) for specific contract entity scs_code = 'CREDITLINE_CONTRACT'	Contract id (mandatory)
CONTRACT_CRDT_RMNG	Balance credit limit	Sum of all credit limit (contract line) for specific contract cs_code = 'CREDITLINE_CONTRACT' and subtract from Funding total	Contract id (mandatory)
CONTRACT_TOT_CRDT_NEW_LMT	New credit limit	Sum of all credit new limit (contract line) for specific contract scs_code = 'CREDITLINE_CONTRACT'	Contract id (mandatory)
CONTRACT_TOT_CRDT_ADDN	Additional credit limit	Sum of all credit addition (contract line) for specific contract scs_code = 'CREDITLINE_CONTRACT'	Contract id (mandatory)
CONTRACT_TOT_CRDT_REDN	Reduction in credit limit	Sum of all credit addition (contract line) for specific contract scs_code = 'CREDITLINE_CONTRACT'	Contract id (mandatory)

B.3.2 Quote to Termination

The following table shows the Quote to Termination seeded formula names, their descriptions, the calculation used in the formula, and the parameters included in the calculation.

Table B-10 Seeded Formulas: Quote to Termination

Formula Name	Description	Calculation	Parameters
AM_UNBILLED_RECEIVABLES	Future Dues for a lease	Sum of unbilled rents (at present value) - advance rent	Contract id (mandatory)
AM_PRINCIPAL_BALANCE	Principal Balance for a loan	Principal Balance	Contract id (mandatory)
AM_DISCOUNT_RATE	Discount Rate	Original Capitalized Cost * (-0.1)	Contract id (mandatory)
AM_QUOTE_FEE	Quote Fee	Original Capitalized Cost * 0.1	Contract id (mandatory)
AM_RETURN_FEE	Return Fee	Original Capitalized Cost * 0.1	Contract id (mandatory)
AM_ROLLOVER_INCENTIVE	Rollover Incentive	Original Capitalized Cost * 0.1	Contract id (mandatory)
AM_SECURITY_DEPOSIT	Security Deposit refundable	Balance Security Deposit Amount	Contract id (mandatory)
AM_TERMINATION_PENALTY	Termination Penalty	Original Capitalized Cost * 0.1	Contract id (mandatory)
AM_ESTIMATED_PROPERTY_TAX	Estimated Property Tax	Estimated Property Tax	Contract id (mandatory)

B.3.3 Period Open to Period Close Formulas

The following table shows the Period Open to Period Close seeded formula names, their descriptions, the calculation used in the formula, and the parameters included in the calculation.

Table B–11 Seeded Formulas: Period Open to Period Close

Formula Name	Description	Calculation	Parameters
VARIABLE_INCOME_ACCRUAL	Variable Income Amount	Principal * Interest Rate * No of days to accrue / No of days in a year	Contract id (mandatory)
LP_NET_INVESTMENT_VALUE	Balance investment on contract	Operating Lease - Net Book Value, DF Lease - Net Investment Value and Loan - Principal Balance	Contract id (mandatory)

B.3.4 Inquiry to Resolution Formulas

The following table shows the Inquiry to Resolution seeded formula names, their descriptions, the calculation used in the formula, and the parameters included in the calculation.

Table B-12 Seeded Formulas: Inquiry to Resolution

Formula Name	Description	Calculation	Parameters
CS_ADVANCE_RENT	Advance Rent	Advance Rent	Contract id (mandatory)
CS_SECURITY_DEPOSIT	Security Deposit	Security Deposit	Contract id (mandatory)
CS_NET_INVESTMENT	Net Investment	Rent + Residual Value - Unearned Income	Contract id (mandatory)

Seeded Roles and Responsibilities

This appendix includes:

- **Oracle Lease Management Responsibilities:** a list of the Oracle Lease Management seeded responsibilities that cover all the functionality of this application.

About Other Module's Responsibilities

Each Oracle module implemented to run Oracle Lease Management requires its own responsibility during the setup process. For more information, see the appropriate module's implementation guide.

About Creating New Users and Responsibilities

You can create new users and responsibilities and assign responsibilities as needed. For more information, see *Oracle Applications System Administrator's Guide*, *Oracle CRM Technology Foundation Implementation Guide*, and *Oracle CRM Technology Foundation Concepts and Procedures*.

C.1 Oracle Lease Management Responsibilities

The following is a list of the seeded responsibilities in Oracle Lease Management, along with a brief description of the functional areas associated with them.

Lease Account Receivable: With the Accounts Receivable responsibility, your main tasks fall within the Receivables and Processing tabs, and include billing and disbursements under programs, import contracts, import billing charges, and general loss provisions under reports, as well as import billing charges under interfaces.

Lease Accounts: With the Lease Accounts responsibility, you have access to the menus and tasks associated with the contracts, lines, payments, booking, and revisions processes of the origination component of Lease Management. You have responsibility for funding, syndication, billing transactions, all of the receivables tasks, interest calculation, and streams. Additionally, in the processing area, your involvement includes like kind exchanges, income accruals, general loss provisions, General Ledger transfers, and journal interfaces.

Lease Accounts Controller: As a Lease Accounts Controller, you have the same responsibilities as with the Accounts responsibility plus vendor agreements, master lease agreements, and asset quotes. Additionally, you have access to several processing areas including billing, disbursements, late charges, interest calculations, import contracts, billing import exception. The Accounts Controller also has the majority of the setup responsibilities.

Lease Accounts Payable: With the Lease Accounts Payable responsibility, you have access to the menus and tabs associated with funding, syndication, transactions, customer service, and the disbursement component of the processing area.

Lease Asset Manager: As the Lease Asset Manager, you have access to the menus and tasks associated with quoting, vendor agreements, master lease agreements, billing (with the exception of documentation), customer service, and all of the tasks in the asset management area. Additionally, within the Processing tab, the Asset Manager has access to termination and returns, and within the Setup tab, you have access to the asset management setups including remarketer information, repairs and costs, and termination quotes.

Lease Center Administrator: As a Contract Administrator, you have access to the menus and tasks associated with prospects, quotes, credit applications, certain components of the origination process including contracts, products, parties, terms & conditions, lines, payment, booking, and revisions. You also have responsibility for vendor agreements, master lease agreements, the billing and transactions components of receivables, customer service, and certain components of asset management including asset tracking, quotes, contract termination, and returns.

Lease Center Agent: As a Lease Center Agent, you have the responsibilities aligned with the customer service components of lease management. Agents deal with inquiries focused on assets, invoices, payments, terms and conditions; vendor and investor disbursements; eBusiness Center issues, including customer updates, restructure quotes, termination quotes, renewal requests, transfer and assumption requests, and equipment exchange requests; document transmissions specific to leasing; for example, amortization schedules, VAT schedules and correspondences; insurance functions such as quotes, policy information, and claims; and directory assistance.

Lease Center Manager: As a Lease Center Manager, you have all of the responsibilities of a Lease Center Agent plus you have the ability to set up service fees; set up document templates for email and other formal communication with customers, vendors, and partners. You also can approve requests generated from the leasing center.

Lease Contract Administrator: As a Lease Contract Administrator, you have access to the menus and tasks associated with most of the origination area, transactions, customer service, most of asset management excluding asset remarketing. Additionally, you have access to import billing charges and import contracts tasks under the Processing tab.

Lease Operations Manager: As the Lease Operations Manager, you have access to most of the Lease Management system. You will need additional responsibilities to access financials, certain processing functionality, and most of the streams, financial, and accounting setup information.

Lease Portfolio Manager: As the Portfolio Manager, you have access to the menus and tasks associated with vendor agreements, syndication, customer service, and the entirety of asset management. Additionally, under the Processing tab, you have the responsibility for terminations.

Lease Sales Manager: As a Lease Sales Manager, you have access to the menus and tasks associated with quotes, prospects, credit applications, insurance, vendor and master lease agreements, customer service, and asset management quoting.

Lease Super User: As the Lease Super User, you have access to the menus and tabs for the entirety of the Lease Management system.

Lease Terminations: With the Lease Terminations responsibility, you have access to the menus and tasks associated with vendor agreements, master lease agreements, transactions, and asset management excluding asset remarketing tasks. Additionally, under the Processing tab, you have access to asset terminations, returns, streams, and reports.

Lease Administrator: With the Lease Administrator responsibility you can run concurrent programs in Oracle Forms and also have access to all the authoring functionality.

Accounting Transaction Types

The topics in this appendix are:

- Section D.1.1, "Process Flow of Transactions and Creation of Accounting Entries"
- Section D.2, "About the Accounting Transaction Type Tables"
- Section D.3, "View Accounting Transaction Types"
- Section D.4, "Authoring Accounting Transaction Types"
- Section D.5, "Collections and Customer Service Accounting Transaction Types"
- Section D.6, "Billing and Receipts Accounting Transaction Types"
- Section D.7, "Asset Management Accounting Transaction Types"
- Section D.8, "Accounting Area Accounting Transaction Types"
- Section D.9, "Other Accounting Transaction Types"

D.1 About Accounting Transactions

An accounting event leads to creation of a accounting transaction. The combination of a transaction type and product determine the processing of the transaction. An accounting transaction consists of a transaction header and transaction lines under the header.

Accounting transaction types are a component of an accounting transaction's accounting lines. The components of an accounting transaction include:

- Transaction types
- Product

- Amount

D.1.1 Process Flow of Transactions and Creation of Accounting Entries

The processing of transactions and creation of accounting entries occur in the following order.

1. The transaction makes a call to the accounting engine and requests the formula list from the template set.
2. The accounting engine considers the **product** and **transaction type** returns the formula list.
3. The transaction calls the formula engine with the first formula ID.
A transaction may have one or more formula IDs.
4. The formula engine identifies the parameters necessary to execute the transaction.
5. The transaction provides the parameters to the formula engine.
6. The formula engine executes the formula and returns the result--amount--to the transaction.
7. The transaction creates transaction lines.
8. The transaction passes the amount, product, and transaction type to the Accounting Engine.
9. The Accounting Engine creates accounting lines.
10. Processing repeats steps 3 through 9 until all the formulas in the list are complete.

The examples in this chapter show accounting transaction types by functional areas of Oracle Lease Management.

D.2 About the Accounting Transaction Type Tables

The tables show the accounting transaction types by these fields:

Transaction Type Name: The name of the transaction type.

Transaction Type Class: The class of the transaction type.

Journal Category: Helps you differentiate journal entries by purpose or type, such as accrual, payments, or receipts. For more information, see the *Oracle General Ledger User Guide*.

D.3 View Accounting Transaction Types

You can view accounting transaction types if you have access to the Setup tab in Oracle Lease Management. Setting up and maintaining accounting transaction types occur during implementation of Oracle Lease Management.

Prerequisites

None

Responsibility

Accounts Controller or Operations Manager

Navigation

Setup > Accounting > Transaction Types

Steps

1. On the Transaction Types page in the Search area Name field, enter search criteria to narrow your search or leave the field blank to search for all accounting transaction types.
2. Click the Go button.

In the Results area, matching accounting transaction types appear with their name, description, transaction class, and transaction category.

D.4 Authoring Accounting Transaction Types

The following table shows you the accounting transaction types for the Authoring functional area.

Table D-1 Authoring Accounting Transaction Types

Transaction Type Name	Transaction Type Class	Journal Category
Split Contract	SPLIT_CONTRACT	Adjustment
Split Asset	SPLIT_ASSET	Adjustment

Table D-1 Authoring Accounting Transaction Types (Cont.)

Transaction Type Name	Transaction Type Class	Journal Category
Booking	BOOKING	Booking
Funding	FUNDING	From AP
Rebook	REBOOK	Rebook
Release	RELEASE	Release
Renewal	RENEWAL	Renewal
Reverse	REVERSE	Reverse
Syndication	SYNDICATION	Syndication

D.5 Collections and Customer Service Accounting Transaction Types

The following table shows you the accounting transaction types for the Collections and Customer Service functional areas.

Table D-2 Collections and Customer Service Accounting Transaction Types

Transaction Type Name	Transaction Type Class	Journal Category
Vendor Cure	VENDOR_CURE	Adjustment (Already seeded)
Insurance	INSURANCE	Adjustment (Already seeded)

D.6 Billing and Receipts Accounting Transaction Types

The following table shows you the accounting transaction types for the Billing and Receipts functional areas.

Table D-3 Billing and Receipts Accounting Transaction Types

Transaction Type Name	Transaction Type Class	Journal Category
Billing	BILLING	From AR
Billing	BILLING	From AR
Evergreen	EVERGREEN	From AR
Evergreen	EVERGREEN	From AR
Disbursement	DISBURSEMENT	From AP
Credit Memo	CREDIT_MEMO	From AR

Table D-3 Billing and Receipts Accounting Transaction Types (Cont.)

Transaction Type Name	Transaction Type Class	Journal Category
Credit Memo	CREDIT_MEMO	From AR
Debit Memo	DEBIT_NOTE	From AP
Balance Write Off	BALANCE_WRITE_OFF	From AP
Balance Write Off	BALANCE_WRITE_OFF	From AP

D.7 Asset Management Accounting Transaction Types

The following table shows you the accounting transaction types for the Asset Management functional area.

Table D-4 Asset Management Accounting Transaction Types

Transaction Type Name	Transaction Type Class	Journal Category
Termination	TERMINATION	Termination
Asset Disposition	ASSET_DISPOSITION	Asset Disposition
Asset Condition	ASSET_CONDITION	Adjustment (Already seeded)
Asset Residual Change	ASSET_RESIDUAL_CHANGE	Adjustment (Already seeded)

D.8 Accounting Area Accounting Transaction Types

The following table shows you the accounting transaction types for the Accounting functional area.

Table D-5 Accounting Area Accounting Transaction Type

Transaction Type Name	Transaction Type Class	Journal Category
Miscellaneous	MISCELLANEOUS	Miscellaneous
Accruals	ACCRUAL	Accrual (already seeded)
General Loss Provision	GENERAL_LOSS_PROVISION	Loss Provision
Specific Loss Provision	SPECIFIC_LOSS_PROVISION	Loss Provision

D.9 Other Accounting Transaction Types

The following table shows you the accounting transaction types for the Authoring functional area.

Table D-6 Other Accounting Transaction Types

Transaction Type Name	Transaction Type Class	Journal Category
Adjustment	ADJUSTMENTS	Adjustment (already seeded)

Accounting for an Operating Lease

The examples in this chapter show typical accounting transactions that occur during the life cycle of an operating lease.

The main sections in this appendix are:

- [Section E.1, "Components and Parameters"](#)
- [Section E.2, "Funding"](#)
- [Section E.3, "Booking"](#)
- [Section E.4, "One-Off Billing"](#)
- [Section E.5, "Rent - Income Accrual and Billing"](#)
- [Section E.6, "Depreciation from Oracle Assets"](#)
- [Section E.7, "Amortization of Financed Fees"](#)
- [Section E.8, "Disbursements"](#)
- [Section E.9, "Pass-Through"](#)
- [Section E.10, "Specific Loss Provision"](#)
- [Section E.11, "Termination"](#)

E.1 Components and Parameters

The following table shows components and parameters of this sample operating lease.

Table E-1 Sample Operating Lease Components and Parameters

Component	Value	Remarks
Asset Cost	500,000	
Funding Date	1-Jan-01	
Booking Date	1-Feb-01	
Interim Rent	\$5,000	From 01-Jan-01 to 31-Jan-01
Security Deposit	\$50,000	
Rent	\$45,000	Quarterly in arrears
Term	36	Months
Salvage Value	\$50,000	
Documentation Fees	\$5,000	Financed
UCC Fees	\$5,000	Financed
Rent for Fees	\$300	For the fees finances
Amortization	\$278	For the fees finances
First Insurance	\$2,500	Recovered
Legal Charges	\$3,000	Recovered
Depreciation	12%	Per anum on the asset cost
Insurance Premium	\$2,500	First year's insurance paid
Maintenance Charges	\$10,000	Pass through of maintenance, paid out \$9,000
Specific Loss Provision	\$7,500	1.5% of Asset Cost
Termination		End of Term

E.2 Funding

The Funding phase of an operating lease includes:

- [Section E.2.1, "Generate Funding Request"](#)
- [Section E.2.2, "Approve Funding Request"](#)
- [Section E.2.3, "Create Invoice in Oracle Payables"](#)
- [Section E.2.4, "Approve Invoice in Oracle Payables"](#)
- [Section E.2.5, "Pay Invoice"](#)

E.2.1 Generate Funding Request

Generation of a funding request starts the funding process for you--the lessor--to purchase equipment from a vendor. This part of funding does not impact any accounting entries. The first accounting entries occur upon approval of the funding request.

E.2.2 Approve Funding Request

Upon approval of a funding request, you obtain the funds to acquire the equipment that you are offering to lease to your customer--the lessee. The approval of funding impacts only the Oracle Lease Management sub-ledger.

The total funding is \$510,000, of which:

- \$500,000 is the Asset Cost.
- \$5,000 is a Financed Doc Fee.
- \$5,000 is a Financed UCC Fee.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Pre-Funding	\$510,000
-------------	-----------

Credit

Vendor Liability	\$510,000
------------------	-----------

E.2.3 Create Invoice in Oracle Payables

In preparation to pay the vendor, the Oracle Payables module creates the vendor's invoice. The creation of the invoice to pay the vendor does not result in an accounting entry. The next step is to obtain approval for the invoice to pay the vendor for the equipment.

E.2.4 Approve Invoice in Oracle Payables

Upon approval of the invoice in Oracle Payables to pay the vendor of the equipment, the journal entries from [Section E.2.2, "Approve Funding Request"](#) transfer to the Oracle General Ledger.

This journal entry occurs in the Oracle General Ledger sub-ledger.

Debit

Pre-Funding (an advance account)	\$510,000
----------------------------------	-----------

Credit

Vendor Liability	\$510,000
------------------	-----------

E.2.5 Pay Invoice

After approval of the invoice, payment to the vendor can occur. The payment of the invoice to the vendor results in a decrease of the vendor liability amount and a decrease in the bank account from which you pay the invoice.

This journal entry occurs in the Oracle General Ledger sub-ledger.

Debit

Vendor Liability	\$510,000
------------------	-----------

Credit

Bank Account	\$510,000
--------------	-----------

E.3 Booking

Upon booking of the operating lease contract, the following occur:

- [Section E.3.1, "Set-off for Funding"](#): Updates the funding accounts in the Oracle Lease Management sub-ledger.
- [Section E.3.2, "Set-off for Asset"](#): Adjusts the asset cost against funding and asset clearing.
- [Section E.3.3, "Establish Funded Fees as Assets"](#): Accounts for the financed fees as assets, where the assets are subject to amortization over the life of the lease.

E.3.1 Set-off for Funding

The Set-off for Funding journal entry transfers the financed amount from Pre Funding to Lease Funding. Any amounts still due to the vendor would be credited to Unmatched Funding. In this example, no amounts are still due to the vendor.

The following journal entry shows the entire funded amount of \$510,000 being set-off for funding. Lease Funding is a liability account, and Pre-Funding is an asset account.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Lease Funding	\$510,000
---------------	-----------

Credit

Pre Funding	\$510,000
-------------	-----------

E.3.2 Set-off for Asset

The Set-off for Asset journal entry establishes the asset cost for Oracle Fixed Assets. Note that this amount does not include the financed fees, which amount to \$10,000.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Asset Clearing	\$500,000
----------------	-----------

Credit

Lease Funding	\$500,000
---------------	-----------

E.3.3 Establish Funded Fees as Assets

The Funded Fees journal entries establish the financed fees as assets that the accounting system amortizes over the life of the lease. The financed fees are the Financed Doc Fee and the Financed UCC Fee.

For information on the amortization of funded fees, see [Section E.7, "Amortization of Financed Fees"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Financed Doc Fee	\$5,000
------------------	---------

Financed UCC Fee	\$5,000
------------------	---------

Credit

Lease Funding	\$10,000
---------------	----------

E.4 One-Off Billing

The examples in this section pertain to bills that you--the lessor--initiate to pay, as opposed to bills that you have scheduled to pay on a periodic basis. Sample accounting-related topics for one-off billing include:

- [Section E.4.1, "Create Interim Rent Bill"](#)
- [Section E.4.2, "Generate Interim Rent Bill"](#)
- [Section E.4.3, "Generate First Insurance Bill"](#)

- Section E.4.4, "Generate Legal Charges"
- Section E.4.5, "Transfer Invoices to Oracle Receivables"
- Section E.4.6, "Transfer of Accounting from Oracle Receivables to General Ledger"
- Section E.4.7, "Receipt of Payment Against First Bills"
- Section E.4.8, "Submit Claim for Security Deposit"
- Section E.4.9, "Receive Security Deposit"
- Section E.4.10, "Generate Debit Note for Security Deposit"
- Section E.4.11, "Apply on Account Receipt to Security Deposit Debit Note"

E.4.1 Create Interim Rent Bill

Interim rent is the amount that the lessee pays for funding the contract prior to booking. Bill creation does not result in accounting entries.

E.4.2 Generate Interim Rent Bill

When you generate the interim rent bill in Oracle Lease Management, you recognize both:

- What the lessee owes in the Lease Receivables account for interim rent.
- Interim rent income.

The journal entry shows the increase to both Lease Receivables and Interim Rent income. This journal entry occurs in Oracle Lease Management.

Debit

Lease Receivables	\$5,000
-------------------	---------

Credit

Interim Rent	\$5,000
--------------	---------

E.4.3 Generate First Insurance Bill

When you generate the insurance bill to charge the lessee, you recognize:

- The insurance amount in Lease Receivables that you expect to receive from the lessee.
- Off-setting the expense that you recognized when the insurance company billed you the insurance premium.

The journal entry shows the increase to Lease Receivables and the decrease or off-set to the Insurance Premium expense. This journal entry occurs in Oracle Lease Management.

Debit

Lease Receivables	\$2,500
-------------------	---------

Credit

Insurance Premium	\$2,500
-------------------	---------

E.4.4 Generate Legal Charges

When you generate the legal fees bill to charge the lessee, you recognize:

- The amount in Lease Receivables that you expect to receive from the lessee for legal fees.
- Off-setting the expense you had recognized when the legal services company billed you the legal services.

The journal entry shows the increase to both Lease Receivables and the decrease or off-set to the Legal Charges expense. This journal entry occurs in Oracle Lease Management.

Debit

Lease Receivables	\$3,000
-------------------	---------

Credit

Legal Charges	\$3,000
---------------	---------

E.4.5 Transfer Invoices to Oracle Receivables

The system transfers the generated invoices transactions from Oracle Lease Management to Oracle Receivables. Only until Oracle Lease Management's invoice transactions appear in Oracle Receivables can you apply any payments or credit memos against these invoices.

E.4.6 Transfer of Accounting from Oracle Receivables to General Ledger

The system transfers the invoice transactions from Oracle Receivables to the General Ledger.

The following journal entry shows a consolidated entry for recognizing interim rent, insurance premium, and legal charges that you are billing the lessee.

Debit

Lease Receivables	\$10500
-------------------	---------

Credit

Interim Rent	\$5,000
Insurance Premium	\$2,500
Legal Charges	\$3,000

E.4.7 Receipt of Payment Against First Bills

When you receive payment from the lessee for the interim rent, insurance premium, and legal charges, the payment increases your bank account balance and decreases the amount in Lease Receivables.

Debit

Bank Account	\$10,500
--------------	----------

Credit

Lease Receivables	\$10,500
-------------------	----------

E.4.8 Submit Claim for Security Deposit

When you submit a claim to the lessee for a security deposit, you do not recognize the security deposit until the lessee pays it.

E.4.9 Receive Security Deposit

When the lessee receives the security deposit from the lessee, you recognize:

- The amount received in the bank account.
- An Increase to the On Account Receipt account. The amount goes to the On Account Receipt account because you have not yet recognized the deposit in Lease Receivables.

Debit

Bank Account	\$50,000
--------------	----------

Credit

On Account Receipt	\$50,000
--------------------	----------

E.4.10 Generate Debit Note for Security Deposit

You issue a debit note (like an invoice) to recognize:

- The security deposit amount in Lease Receivables.
- The amount received as a liability since you keep the funds until time to refund the security deposit to the lessee.

Debit

Lease Receivables	\$50,000
-------------------	----------

Credit

Security Deposit	\$50,000
------------------	----------

E.4.11 Apply on Account Receipt to Security Deposit Debit Note

Once you have recognized the security deposit amount in Receivables, you can apply the On Account Receipt amount to the Lease Receivables.

The following journal entry reduces both the On Account Receipt liability and the Leases Receivable accounts.

Debit

On Account Receipt	\$50,000
--------------------	----------

Credit

Lease Receivables	\$50,000
-------------------	----------

E.5 Rent - Income Accrual and Billing

The examples in this section show the accrual of three months lease rent that the lessee pays quarterly in arrears, the generations of the rent bill, and the application of received rent. Topics include:

- [Section E.5.1, "Accrue First Month"](#)
- [Section E.5.2, "Accrue Second Month"](#)
- [Section E.5.3, "Accrue Third Month"](#)
- [Section E.5.4, "Generate Lease Rent Bill"](#)
- [Section E.5.5, "Receive Lease Rent"](#)

E.5.1 Accrue First Month

The accrual of rent makes use of:

- Rent Accrual - OP Lease: a liability clearing account.
- Lease Rent: an income account.

The journal entry shows the increases to both the Rent Accrual account--an asset--and Lease Rent--an income account. Note that you have neither received payment for rent nor issued an invoice or bill for the rent.

Debit

Rent Accrual - OP Lease	\$15,000
-------------------------	----------

Credit

Lease Rent	\$15,000
------------	----------

E.5.2 Accrue Second Month

The same accrual entry occurs in the second months as the first month. For more information, see [Section E.5.1, "Accrue First Month"](#).

Debit

Rent Accrual - OP Lease	\$15,000
-------------------------	----------

Credit

Lease Rent	\$15,000
------------	----------

E.5.3 Accrue Third Month

The same accrual entry occurs in the third month as the first month. For more information, see [Section E.5.1, "Accrue First Month"](#).

Debit

Rent Accrual - OP Lease	\$15,000
-------------------------	----------

Credit

Lease Rent	\$15,000
------------	----------

E.5.4 Generate Lease Rent Bill

In the third month, you prepare the quarterly billing and recognize the rents due in Lease Receivables while reducing the amounts accrued in the Rent Accrual - OP Lease clearing account.

Debit

Lease Receivables	\$45,000
-------------------	----------

Credit

Rent Accrual - OP Lease	\$45,000
-------------------------	----------

E.5.5 Receive Lease Rent

The lessor pays rent for three months. Cash goes into the Bank Account while reducing the outstanding amount in Lease Receivables.

Debit

Bank Account	\$45,000
--------------	----------

Credit

Lease Receivables	\$45,000
-------------------	----------

E.6 Depreciation from Oracle Assets

Throughout the life of the asset, you recognize depreciation--the key tax advantage of offering leases. The handling of depreciation occurs in the Oracle Assets module. For more information, see the *Oracle Assets User Guide*.

E.7 Amortization of Financed Fees

You recognize amortization of financed or funded fees over the life of the lease. In an earlier journal entry example--[Section E.3.3, "Establish Funded Fees as Assets"](#)--you established the financed fees as assets. The financed fees are the Financed Doc Fee and the Financed UCC Fee.

The following topic demonstrates the amortization of financed fees for one month.

- [Section E.7.1, "Amortize Financed Fees for One Month"](#)

E.7.1 Amortize Financed Fees for One Month

The amortization of financed fees recognizes an increase to Fee Expense while decreasing the asset Financed Fees.

The following journal entry shows the entry for one month's amortization. That is, with simple straight-line amortization, \$10,000 divided by the 36 month lease term is \$278--rounded to the nearest dollar.

Debit

Fee Expense	\$278
-------------	-------

Credit

Financed Fees	\$278
---------------	-------

E.8 Disbursements

You pay bills that are directly related to the contract. You pay the vendors the bills and charge the bills to the lessee. The topics in this section include:

- [Section E.8.1, "Generate Disbursement Request for Insurance Premium"](#)
- [Section E.8.2, "Approve Disbursement Request"](#)
- [Section E.8.3, "Create Invoice in Oracle Payables"](#)
- [Section E.8.4, "Approve Invoice in Oracle Payables"](#)
- [Section E.8.5, "Pay Invoice"](#)
- [Section E.8.6, "Generate Disbursement Request for Legal Charges"](#)
- [Section E.8.7, "Approve Disbursement Request"](#)
- [Section E.8.8, "Create Invoice in Oracle Payables"](#)
- [Section E.8.9, "Approve Invoice in Oracle Payables"](#)
- [Section E.8.10, "Pay Invoice"](#)

E.8.1 Generate Disbursement Request for Insurance Premium

The sample operating lease includes insurance premiums that you pay directly to the vendor (insurance company or broker) and then bill the lessee for the insurance premium. In these examples, you do not mark-up the insurance premium.

The generation of a disbursement request does not result in any accounting entries.

E.8.2 Approve Disbursement Request

Upon approval of the disbursement request for paying insurance, the journal entry recognizes increases to both the Insurance Premium expense and the Vendor Liability accounts. This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Insurance Premium	\$2,500
-------------------	---------

Credit

Vendor Liability	\$2,500
------------------	---------

E.8.3 Create Invoice in Oracle Payables

The creation of the vendor's bill in Oracle Payables does not result in an accounting entry. Only upon approval does the vendor's bill result in an accounting entry.

E.8.4 Approve Invoice in Oracle Payables

When the vendor bill is approved for payment in Oracle Payables, the accounting entry transfers to the Oracle General Ledger. In order apply disbursements for the vendor bill, the entry must be recorded in Oracle Payables.

The following journal entry recognizes both increases to the Insurance Premium expense and the Vendor Liability accounts in the Oracle General Ledger.

Debit

Insurance Premium	\$2,500
-------------------	---------

Credit

Vendor Liability	\$2,500
------------------	---------

E.8.5 Pay Invoice

When you pay the insurance premium, the accounting entry recognizes reductions to both the Vendor liability and the Bank Account.

Debit

Vendor Liability	\$2,500
------------------	---------

Credit

Bank Account	\$2,500
--------------	---------

E.8.6 Generate Disbursement Request for Legal Charges

The sample operating lease includes legal charges that you pay directly to the vendor (legal services company) and then bill the lessee for the legal charges. In these examples, you do not mark-up the legal charges.

The generation of a disbursement request does not result in any accounting entries.

E.8.7 Approve Disbursement Request

Upon approval of the disbursement request for paying the legal charges bill, the journal entry recognizes increases to both the Legal Charges expense and the

Vendor Liability accounts. This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Legal Charges	\$3,000
---------------	---------

Credit

Vendor Liability	\$3,000
------------------	---------

E.8.8 Create Invoice in Oracle Payables

The creation of the vendor's bill in Oracle Payables does not result in an accounting entry. Only upon approval does the vendor's bill result in an accounting entry.

E.8.9 Approve Invoice in Oracle Payables

Upon approval of the disbursement request for paying the legal charges bill, the journal entry recognizes increases to both the Legal Charges expense and the Vendor Liability accounts. This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Legal Charges	\$3,000
---------------	---------

Credit

Vendor Liability	\$3,000
------------------	---------

E.8.10 Pay Invoice

When you pay the legal charges, the accounting entry recognizes reductions to both the Vendor liability and the Bank Account.

Debit

Vendor Liability	\$3,000
------------------	---------

Credit

Bank Account	\$3,000
--------------	---------

E.9 Pass-Through

For every amount paid to the vendor, there is a corresponding amount recoverable from the customer. Sample topics concerning pass-through charges include:

- [Section E.9.1, "Generate On-time Bill"](#)
- [Section E.9.2, "Transfer Invoices to Oracle Receivables"](#)
- [Section E.9.3, "Transfer Accounting from Oracle Receivables to General Ledger"](#)
- [Section E.9.4, "Receive Payment Against Pass-Through Bill"](#)
- [Section E.9.5, "Request Disbursement"](#)
- [Section E.9.6, "Import Invoice Into Oracle Payables"](#)
- [Section E.9.7, "Payment Of Invoice"](#)

E.9.1 Generate On-time Bill

The following journal entry shows recognition to an increase in the Lease Receivables account and a decrease to the Maintenance expense account.

Debit

Lease Receivables	\$10,000
-------------------	----------

Credit

Maintenance	\$10,000
-------------	----------

E.9.2 Transfer Invoices to Oracle Receivables

The transfer of invoice information to Oracle Receivables does not result in an accounting entry. Without the entry in Oracle Receivables, you would not be able to apply payments received or take other accounting actions on this item.

E.9.3 Transfer Accounting from Oracle Receivables to General Ledger

The following example shows the entry recorded in General Ledger-- an increase in the Lease Receivables account and a decrease to the Maintenance expense account.

Debit

Lease Receivables	\$10,000
-------------------	----------

Credit

Maintenance	\$10,000
-------------	----------

E.9.4 Receive Payment Against Pass-Through Bill

The receipt of payment against the invoice shows an increase to the Bank Account and a decrease to Lease Receivables.

Debit

Bank Account	\$10,000
--------------	----------

Credit

Lease Receivables	\$10,000
-------------------	----------

E.9.5 Request Disbursement

The following accounting entry shows increases to both Maintenance expense and Vendor Liability--what you owe the maintenance vendor. Note that this amount difference than what the lessee owes you. While doing a pass-through, you may retain some portion as profit.

Debit

Maintenance	\$9,000
-------------	---------

Credit

Vendor Liability	\$9,000
------------------	---------

E.9.6 Import Invoice Into Oracle Payables

When a disbursement takes place, you make payments through Oracle Payables.

The following accounting entry shows the entry recorded in Oracle Payables: increases to both Maintenance expense and Vendor Liability--what you owe the maintenance vendor.

Debit

Maintenance	\$9,000
-------------	---------

Credit

Vendor Liability	\$9,000
------------------	---------

E.9.7 Payment Of Invoice

When you pay the bill, both the Vendor Liability and the Bank Account balances decrease by the amount disbursed.

Debit

Vendor Liability	\$9,000
------------------	---------

Credit

Bank Account	\$9,000
--------------	---------

E.10 Specific Loss Provision

You decided to recognize a specific loss provision. Upon [Termination](#), of the contract, you may reverse this entry.

The topic in this section is:

- [Section E.10.1, "Create a Specific Loss Provision"](#)

E.10.1 Create a Specific Loss Provision

The accounting entry shows the amount of the loss being expensed to the Specific Loss Reserve account and credited or increased to the Loss Reserve balance sheet account.

Debit

Specific Loss Provision	\$7,500
-------------------------	---------

Credit

Loss Reserve	\$7,500
--------------	---------

E.11 Termination

Upon contract termination the following transactions occur:

- [Section E.11.1, "Reverse Loss Provision"](#)

- [Section E.11.2, "Request Disbursement"](#)
- [Section E.11.3, "Import Invoice into Oracle Payables"](#)

E.11.1 Reverse Loss Provision

Upon termination of a contract, the existing loss provision undergoes reversal.

The following accounting entry shows a debit or reduction in Loss Reserve and a credit or decrease to the expense.

Debit

Loss Reserve	\$7,500
--------------	---------

Credit

Provision Written Back	\$7,500
------------------------	---------

E.11.2 Request Disbursement

Upon contract termination, you refund the security deposit.

The following accounting entry shows a decrease to the Security Deposit liability account and an increase to the Vendor Liability in the Oracle Lease Management sub-ledger.

Debit

Security Deposit	\$50,000
------------------	----------

Credit

Vendor Liability	\$50,000
------------------	----------

E.11.3 Import Invoice into Oracle Payables

The same entry that you created in [Section E.11.2, "Request Disbursement"](#) appears in Oracle Payables.

Debit

Security Deposit	\$50,000
------------------	----------

Credit

Vendor Liability	\$50,000
------------------	----------

Accounting for a Loan

The examples in this chapter show typical accounting transactions that occur during the life cycle of a loan.

The main sections in this appendix are:

- [Section F.1, "Components and Parameters"](#)
- [Section F.2, "Funding"](#)
- [Section F.3, "Booking"](#)
- [Section F.4, "One-Off Billing"](#)
- [Section F.5, "Interest Income Accrual and Billing"](#)
- [Section F.6, "Amortization of Financed Fees"](#)
- [Section F.7, "Disbursements"](#)
- [Section F.8, "Specific Loss Provision"](#)
- [Section F.9, "Termination"](#)

F.1 Components and Parameters

The following table shows components and parameters of this sample loan.

Table F-1 Sample Loan Components and Parameters

Component	Value	Remarks
Principal	\$500,000	
Funding Date	01-Jan-01	
Booking Date	01-Jan-01	
Loan Payment	\$45,000	Quarterly in arrears, of which principal is \$32,688.94, and interest is \$12,311.06.
Term	36	Months
Document Fees	\$10,000	Financed
Rent for Fees	\$300	For the fees finances
Amortization	\$278	For the fees finances
Legal Charges	\$3,000	Recovered
Specific Loss Provision	\$7,500	1.5% of asset cost
Termination		End of term

F.2 Funding

The Funding phase of a loan includes:

- Section F.2.1, "Generate Funding Request"
- Section F.2.2, "Approve Funding Request"
- Section F.2.3, "Create Invoice in Oracle Payables"
- Section F.2.4, "Approve Invoice in Oracle Payables"
- Section F.2.5, "Pay Invoice"

F.2.1 Generate Funding Request

Generation of a funding request starts the funding process for you--the lender--to purchase equipment from a vendor. This part of funding does not impact any accounting entries. The first accounting entries occur upon approval of the funding request.

F.2.2 Approve Funding Request

Upon approval of a funding request, you obtain the funds to acquire the equipment that you are offering to loan to your customer--the borrower. The approval of funding impacts only the Oracle Lease Management sub-ledger. Pre-Funding is an advance payment (asset) account.

The total funding is \$510,000, of which:

- \$500,000 is the Principal.
- \$10,000 is a Financed Doc Fee.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Loan Funding	\$510,000
--------------	-----------

Credit

Vendor Liability	\$510,000
------------------	-----------

F.2.3 Create Invoice in Oracle Payables

In preparation to pay the vendor, the Oracle Payables module creates the vendor's invoice. The creation of the invoice to pay the vendor does not result in an accounting entry. The next step is to obtain approval for the invoice to pay the vendor for the equipment.

F.2.4 Approve Invoice in Oracle Payables

Upon approval of the invoice in Oracle Payables to pay the vendor of the equipment, the journal entries from [Section F.2.2, "Approve Funding Request"](#) transfer to the Oracle General Ledger.

This journal entry occurs in the Oracle General Ledger sub-ledger.

Debit

Pre-Funding	\$510,000
-------------	-----------

Credit

Vendor Liability	\$510,000
------------------	-----------

F.2.5 Pay Invoice

After approval of the invoice, payment to the vendor can occur. The payment of the invoice to the vendor results in decrease of the vendor liability amount and a decrease in the bank account from which you pay the invoice.

Debit

Vendor Liability	\$510,000
------------------	-----------

Credit

Bank Account	\$510,000
--------------	-----------

F.3 Booking

Upon booking of the loan contract, the following occur:

- [Section F.3.1, "Booking - Principal"](#): Recognizes principal loan payments through the life of the asset as a receivable and part of the loan funding.
- [Section F.3.2, "Booking - Doc Fee"](#): Finance the documentation fee; borrower repays the fee over the life of the loan.
- [Section F.3.3, "Establish Funded Fees as Assets"](#): Establish the financed fees as assets that the accounting system amortizes over the life of the loan.

F.3.1 Booking - Principal

This is the sum of principal that you are billing through the term of the loan. The total principal is the asset cost.

Loan Principal is an asset, and Loan Funding is a liability. This journal entry increases both accounts. This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Loan Principal	\$500,000
----------------	-----------

Credit

Loan Funding	\$500,000
--------------	-----------

F.3.2 Booking - Doc Fee

Finance the documentation fee; borrower repays the fee over the life of the loan

The Doc Fee journal entry establishes the financed document fees as assets that the accounting system amortizes over the life of the loan. This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Doc Fee Financed Account	\$10,000
--------------------------	----------

Credit

Doc Fee Income	\$10,000
----------------	----------

F.3.3 Establish Funded Fees as Assets

The Funded Fees journal entries establish the financed fees as assets that the accounting system amortizes over the life of the loan. The financed fee is the Financed Doc Fee.

For information on the amortization of funded fees, see [Section F.6, "Amortization of Financed Fees"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Financed Doc Fee	\$10,000
------------------	----------

Credit

Loan Funding	\$10,000
--------------	----------

F.4 One-Off Billing

The examples in this section pertain to bills that you--the lender--initiate to pay, as opposed to bills that you have scheduled to pay on a periodic basis. Sample accounting-related topics for one-off billing include:

- [Section F.4.1, "Generate Legal Charges"](#)
- [Section F.4.2, "Transfer Invoices to Oracle Receivables"](#)
- [Section F.4.3, "Transfer of Accounting from Oracle Receivables to General Ledger"](#)
- [Section F.4.4, "Receipt of Payment Against First Bills"](#)

F.4.1 Generate Legal Charges

When you generate the legal fees bill to charge the borrower, you recognize:

- The amount in Loan Receivables that you expect to receive from the borrower for legal fees.
- Off-setting the expense you had recognized when the legal services company billed you the legal services.

The journal entry shows the increase to both Loan Receivables and the decrease or off-set to the Legal Charges expense. This journal entry occurs in Oracle Lease Management.

Debit

Loan Receivables	3,000
------------------	-------

Credit

Legal Charges	3,000
---------------	-------

F.4.2 Transfer Invoices to Oracle Receivables

The system transfers the generated invoice transactions from Oracle Lease Management to Oracle Receivables. Only until Oracle Lease Management's invoice transactions appear in Oracle Receivables can you apply any payments or credit memos against these invoices.

F.4.3 Transfer of Accounting from Oracle Receivables to General Ledger

The system transfers the invoice transactions from Oracle Receivables to the General Ledger.

The following journal entry shows an entry for recognizing legal charges that you are billing the borrower.

Debit

Loan Receivables	\$3000
------------------	--------

Credit

Legal Charges	\$3,000
---------------	---------

F.4.4 Receipt of Payment Against First Bills

When you receive payment from the borrower for the legal charges, the payment increases your bank account balance and decreases the amount in Loan Receivables.

This journal entry occurs in Oracle Receivables.

Debit

Bank Account	\$3,000
--------------	---------

Credit

Loan Receivables	\$3,000
------------------	---------

F.5 Interest Income Accrual and Billing

The examples in this section show the accrual of three months interest income that the borrower pays quarterly in arrears, the generation of the principal and interest bill, and the application of payment received.

- [Section F.5.1, "Accrue First Month"](#): According to a generated schedule, the example's first month amount is \$4137.00.
- [Section F.5.2, "Accrue Second Month"](#): According to a generated schedule, the example's second month amount is \$4103.60.
- [Section F.5.3, "Accrue Third Month"](#): According to a generated schedule, the example's third month amount is \$4,070.46.
- [Section F.5.4, "Generate Loan Bill"](#): Bill your customer for interest.
- [Section F.5.5, "Receive Loan Payment"](#): Recognize receipt of payment.

F.5.1 Accrue First Month

The accrual of interest makes use of:

- A liability account called Revenue Clearing (a clearing account)
- An income account called Loan Finance Income.

The journal entry shows the decrease to the Revenue Clearing account and an increase to Loan Finance Income. Note that you have neither received payment for interest nor issued an invoice or bill for the interest.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Revenue Clearing	\$4,137.00
------------------	------------

Credit

Loan Finance Income	\$4,137.00
---------------------	------------

F.5.2 Accrue Second Month

Except for the amount, the same accrual entry occurs in the second months as the first month. For more information, see [Section F.5.1, "Accrue First Month"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Revenue Clearing	\$4,103.60
------------------	------------

Credit

Loan Finance Income	\$4,103.60
---------------------	------------

F.5.3 Accrue Third Month

Except for the amount, the same accrual entry occurs in the third months as the first month. For more information, see [Section F.5.1, "Accrue First Month"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Revenue Clearing	\$4,070.46
------------------	------------

Credit

Loan Finance Income	\$4,070.46
---------------------	------------

F.5.4 Generate Loan Bill

In the third month, you prepare the quarterly billing and recognize the interest and principal due in Loan Receivables while:

- Off-setting the balance in the Revenue Clearing account for the amount you had accrued for three months. Revenue Clearing is a liability account.
- Reducing the balance in the Loan Principal account by the loan's principal amount. Loan Principal is an asset account.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Loan Receivables	\$45,000
------------------	----------

Credit

Revenue Clearing	\$12,311.06
Loan Principal	\$32,688.94

F.5.5 Receive Loan Payment

The borrower pays principal and interest for three months. Cash goes into the Bank Account while reducing the outstanding amount in Loan Receivables.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Bank Account	\$45,000
--------------	----------

Credit

Loan Receivables	\$45,000
------------------	----------

F.6 Amortization of Financed Fees

You recognize amortization of financed or funded fees over the life of the loan. In an earlier journal entry example--[Section F.3.3, "Establish Funded Fees as Assets"](#)--you established the financed fees as assets. The financed fee is the Financed Doc Fee.

The following topic demonstrates the amortization of financed fees for one month.

- [Section F.6.1, "Amortize Financed Fees for One Month"](#)

F.6.1 Amortize Financed Fees for One Month

The amortization of financed fees recognizes an increase to Fee Expense while decreasing the asset Financed Fees.

The following journal entry shows the entry for one month's amortization. That is, with simple straight-line amortization, \$10,000 divided by the 36 month loan term is \$278, rounded to the nearest dollar.

Debit

Fee Expense	\$278
-------------	-------

Credit

Financed Fees	\$278
---------------	-------

F.7 Disbursements

You pay bills that are directly related to the contract. You pay the vendors the bills and charge the bills to the borrower. The topics in this section include:

- [Section F.7.1, "Generate Disbursement Request for Legal Charges"](#)
- [Section F.7.2, "Approve Disbursement Request"](#)
- [Section F.7.3, "Create Invoice in Oracle Payables"](#)
- [Section F.7.4, "Approve Invoice in Oracle Payables"](#)
- [Section F.7.5, "Pay Invoice"](#)

F.7.1 Generate Disbursement Request for Legal Charges

The sample loan includes legal charges that you pay directly to the vendor (a legal services company) and then bill the borrower for the legal charges. In these examples, you do not mark-up the legal charges.

The generation of a disbursement request does not result in any accounting entries.

F.7.2 Approve Disbursement Request

Upon approval of the disbursement request for paying the legal charges bill, the journal entry recognizes increases to both the Legal Charges expense and the Vendor Liability accounts. This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Legal Charges	\$3,000
---------------	---------

Credit

Vendor Liability	\$3,000
------------------	---------

F.7.3 Create Invoice in Oracle Payables

The creation of the vendor's bill in Oracle Payables does not result in an accounting entry. Only upon approval does the vendor's bill result in an accounting entry.

F.7.4 Approve Invoice in Oracle Payables

Upon approval of the disbursement request for paying the legal charges bill, the journal entry recognizes increases to both the Legal Charges expense and the Vendor Liability accounts.

This entry occurs in the Oracle Payables.

Debit

Legal Charges	\$3,000
---------------	---------

Credit

Vendor Liability	\$3,000
------------------	---------

F.7.5 Pay Invoice

When you pay the legal charges, the accounting entry recognizes reductions to both the Vendor liability and the Bank Account.

Debit

Vendor Liability	\$3,000
------------------	---------

Credit

Bank Account	\$3,000
--------------	---------

F.8 Specific Loss Provision

You decided to recognize a specific loss provision. Upon [Termination](#) of the contract, you reverse this entry.

The topic in this section is:

- [Section F.8.1, "Create a Specific Loss Provision"](#)

F.8.1 Create a Specific Loss Provision

The accounting entry shows the amount of the loss being expensed to the Specific Loss Reserve account and credited or increased to the Loss Reserve balance sheet account.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Specific Loss Provision	\$7,500
-------------------------	---------

Credit

Loss Reserve	\$7,500
--------------	---------

F.9 Termination

Upon contract termination the following transactions occur:

- [Section F.9.1, "Reverse Loss Provision"](#)

F.9.1 Reverse Loss Provision

Upon termination of a contract, the existing loss provision undergoes reversal.

The following accounting entry shows a debit or reduction in Loss Reserve and a credit or decrease to the expense.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Loss Reserve	\$7,500
--------------	---------

Credit

Provision Written Back	\$7,500
------------------------	---------

Accounting for a Direct Finance Lease

The examples in this chapter show typical accounting transactions that occur during the life cycle of a direct finance lease.

The main sections in this appendix are:

- Section G.1, "Components and Parameters"
- Section G.2, "Funding"
- Section G.3, "Booking"
- Section G.4, "One-Off Billing"
- Section G.5, "Rent - Income Accrual and Billing"
- Section G.6, "Amortization of Financed Fees"
- Section G.7, "Disbursements"
- Section G.8, "Pass-Through"
- Section G.9, "Specific Loss Provision"
- Section G.10, "Termination"

G.1 Components and Parameters

The following table shows components and parameters of this sample direct finance lease.

Table G-1 Sample Direct Finance Lease Components and Parameters

Component	Value	Remarks
Asset Cost	500,000	

Table G-1 Sample Direct Finance Lease Components and Parameters (Cont.)

Component	Value	Remarks
Funding Date	01-Jan-01	
Booking Date	01-Feb-01	
Pre-Booking Interest	\$3,500	
Security Deposit	\$50,000	
Rent	\$45,000	Quarterly in arrears
Term	36	Months
Unbilled Receivables	\$540,000	Rent times the number of billed periods, or 45,000 * 12.
Unearned Income	\$90,000	Rent + Residual Value - Cost of Asset, or 540,000 + 50,000 - 500,000.
Residual Value	\$50,000	The residual value for the contract
Document Fees	\$10,000	Financed
Rent for Fees	\$300	For the fees finances
Amortization	\$278	For the fees finances
First Insurance	\$2,500	Recovered
Legal Charges	\$3,000	Recovered
Insurance Premium	\$2,500	Monthly insurance charge to lessee
Maintenance Charges	\$10,000	Pass-through of monthly maintenance charged to lessee and passed back to vendor
Specific Loss Provision	\$7,500	1.5% of asset cost
Termination		End of term

G.2 Funding

The Funding phase of a direct finance lease includes:

- Section G.2.1, "Generate Funding Request"
- Section G.2.2, "Approve Funding Request"
- Section G.2.3, "Create Invoice in Oracle Payables"
- Section G.2.4, "Approve Invoice in Oracle Payables"
- Section G.2.5, "Pay Invoice"

G.2.1 Generate Funding Request

Generation of a funding request starts the funding process for you--the lessor--to purchase equipment from a vendor. This part of funding does not impact any accounting entries. The first accounting entries occur upon approval of the funding request.

G.2.2 Approve Funding Request

Upon approval of a funding request, you obtain the funds to acquire the equipment that you are offering to lease to your customer--the lessee. The approval of funding impacts only the Oracle Lease Management sub-ledger. Pre-Funding is an advance payment (asset) account.

The total funding is \$510,000, of which:

- \$500,000 is the Asset Cost.
- \$10,000 is a Financed Doc Fee.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Pre-Funding	\$510,000
-------------	-----------

Credit

Vendor Liability	\$510,000
------------------	-----------

G.2.3 Create Invoice in Oracle Payables

In preparation to pay the vendor, the Oracle Payables module creates the vendor's invoice. The creation of the invoice to pay the vendor does not result in an accounting entry. The next step is to obtain approval for the invoice to pay the vendor for the equipment.

G.2.4 Approve Invoice in Oracle Payables

Upon approval of the invoice in Oracle Payables to pay the vendor of the equipment, the journal entries from [Section G.2.2, "Approve Funding Request"](#) transfer to the Oracle General Ledger.

This journal entry occurs in the Oracle General Ledger sub-ledger.

Debit

Pre-Funding	\$510,000
-------------	-----------

Credit

Vendor Liability	\$510,000
------------------	-----------

G.2.5 Pay Invoice

After approval of the invoice, payment to the vendor can occur. The payment of the invoice to the vendor results in decrease of the vendor liability amount and a decrease in the bank account from which you pay the invoice.

Debit

Vendor Liability	\$510,000
------------------	-----------

Credit

Bank Account	\$510,000
--------------	-----------

G.3 Booking

Upon booking of the direct finance lease contract, the following occur:

- [Section G.3.1, "Set-off for Funding"](#): Updates the funding accounts in the Oracle Lease Management sub-ledger.
- [Section G.3.2, "Booking - Unbilled Receivables"](#): Recognizes rent through the life of the asset as a receivable and part of the lease funding.
- [Section G.3.3, "Booking - Unearned Income"](#): Recognize unearned income as the sum of income subject to accrual through the life of the lease.
- [Section G.3.4, "Booking - Residual Value"](#): Recognize the value of the asset at the end of lease term.
- [Section G.3.5, "Booking - Doc Fee"](#): Recognize the document fees as assets.

G.3.1 Set-off for Funding

The Set-off for Funding journal entry transfers the financed amount from Pre-Funding to Lease Funding. Any amounts still due to the vendor would be credited to Unmatched Funding. In this example, no amounts are due to the vendor.

The following journal entry shows the entire funded amount of \$510,000 being set-off for funding. Lease Funding is a liability account, and Pre-Funding is an asset account.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Lease Funding	\$510,000
---------------	-----------

Credit

Pre-Funding	\$510,000
-------------	-----------

G.3.2 Booking - Unbilled Receivables

This is the sum of rent that you are billing through the life of the lease. The total amount is rent multiplied by the number of billed periods, or $\$45,000 \times 12 = \$540,000$.

Unbilled Receivables is an asset, and Lease Funding is a liability. The journal entry increases both accounts. This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Unbilled Receivables	\$540,000
----------------------	-----------

Credit

Lease Funding	\$540,000
---------------	-----------

G.3.3 Booking - Unearned Income

Unearned income is the sum of income subject to accrual through the life of the lease. Unearned income is the rent plus the residual value minus the asset cost, or $\$540,000 + \$50,000 - \$500,000$.

Both Lease Funding and Unearned Income are liability accounts. This journal entry reduces the balance in Lease Funding and increases the balance of Unearned Income. This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Lease Funding	\$90,000
---------------	----------

Credit

Unearned Income	\$90,000
-----------------	----------

G.3.4 Booking - Residual Value

The residual value is the value of the asset at the end of the lease term.

Residual Value is an asset and Lease Funding is a liability. This journal entry increases both accounts. This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Residual Value	\$50,000
----------------	----------

Credit

Lease Funding	\$50,000
---------------	----------

G.3.5 Booking - Doc Fee

The Doc Fee journal entry establishes the financed document fees as assets that the accounting system amortizes over the life of the lease. This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Doc Fee Financed Account	\$10,000
--------------------------	----------

Credit

Doc Fee Income	\$10,000
----------------	----------

G.3.6 Establish Funded Fees as Assets

The Funded Fees journal entries establish the financed fees as assets that the accounting system amortizes over the life of the lease. The financed fees is the Financed Doc Fee.

For information on the amortization of funded fees, see [Section G.6, "Amortization of Financed Fees"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Financed Doc Fee	\$10,000
------------------	----------

Credit

Lease Funding	\$10,000
---------------	----------

G.4 One-Off Billing

The examples in this section pertain to bills that you--the lessor--initiate to pay, as opposed to bills that you have scheduled to pay on a periodic basis. Sample accounting-related topics for one-off billing include:

- [Section G.4.1, "Create Pre-Booking Interest Bill"](#)
- [Section G.4.2, "Generate Pre-Booking Interest Bill"](#)
- [Section G.4.3, "Generate First Insurance Bill"](#)
- [Section G.4.4, "Generate Legal Charges"](#)
- [Section G.4.5, "Transfer Invoices to Oracle Receivables"](#)
- [Section G.4.6, "Transfer of Accounting from Oracle Receivables to General Ledger"](#)
- [Section G.4.7, "Receipt of Payment Against First Bills"](#)
- [Section G.4.8, "Submit Claim for Security Deposit"](#)
- [Section G.4.9, "Receive Security Deposit"](#)
- [Section G.4.10, "Generate Debit Note for Security Deposit"](#)
- [Section G.4.11, "Apply on Account Receipt to Security Deposit Debit Note"](#)

G.4.1 Create Pre-Booking Interest Bill

Pre-Booking Interest is the amount that the lessee pays for funding the contract prior to booking. Bill creation does not result in accounting entries.

G.4.2 Generate Pre-Booking Interest Bill

When you generate the pre-booking interest bill in Oracle Lease Management, you recognize both:

- What the lessee owes in the Lease Receivables account for pre-booking interest.
- Interest income.

The journal entry shows the increase to both Lease Receivables and Interest Income. This journal entry occurs in Oracle Lease Management.

Debit

Lease Receivables	3,500
-------------------	-------

Credit

Interest Income	3,500
-----------------	-------

G.4.3 Generate First Insurance Bill

When you generate the insurance bill to charge the lessee, you recognize:

- The insurance amount in Lease Receivables that you expect to receive from the lessee.
- Off-setting the expense that you recognized when the insurance company billed you the insurance premium.

The journal entry shows the increase to Lease Receivables and the decrease or off-set to the Insurance Premium expense. This journal entry occurs in Oracle Lease Management.

Debit

Lease Receivables	2,500
-------------------	-------

Credit

Insurance Premium	2,500
-------------------	-------

G.4.4 Generate Legal Charges

When you generate the legal fees bill to charge the lessee, you recognize:

- The amount in Lease Receivables that you expect to receive from the lessee for legal fees.
- Off-setting the expense you had recognized when the legal services company billed you the legal services.

The journal entry shows the increase to both Lease Receivables and the decrease or off-set to the Legal Charges expense. This journal entry occurs in Oracle Lease Management.

Debit

Lease Receivables	3,000
-------------------	-------

Credit

Legal Charges	3,000
---------------	-------

G.4.5 Transfer Invoices to Oracle Receivables

The system transfers the generated invoice transactions from Oracle Lease Management to Oracle Receivables. Only until Oracle Lease Management's invoice transactions appear in Oracle Receivables can you apply any payments or credit memos against these invoices.

G.4.6 Transfer of Accounting from Oracle Receivables to General Ledger

The system transfers the invoice transactions from Oracle Receivables to the General Ledger.

The following journal entry shows a consolidated entry for recognizing pre-booking interest, insurance premium, and legal charges that you are billing the lessee.

Debit

Lease Receivables	\$9,000
-------------------	---------

Credit

Interest Income	\$3,500
-----------------	---------

Insurance Premium	\$2,500
-------------------	---------

Legal Charges	\$3,000
---------------	---------

G.4.7 Receipt of Payment Against First Bills

When you receive payment from the lessee for the pre-booking interest, insurance premium, and legal charges, the payment increases your bank account balance and decreases the amount in Lease Receivables.

This journal entry occurs in Oracle Receivables.

Debit

Bank Account	\$9,000
--------------	---------

Credit

Lease Receivables	\$9,000
-------------------	---------

G.4.8 Submit Claim for Security Deposit

When you submit a claim to the lessee for a security deposit, you do not recognize the security deposit until the lessee pays it.

G.4.9 Receive Security Deposit

When the lessee receives the security deposit from the lessee, you recognize:

- The amount received in the bank account.
- An Increase to the On Account Receipt account. The amount goes to the On Account Receipt account because you have not yet recognized the deposit in Lease Receivables.

This journal entry occurs in Oracle Receivables.

Debit

Bank Account	\$50,000
--------------	----------

Credit

On Account Receipt	\$50,000
--------------------	----------

G.4.10 Generate Debit Note for Security Deposit

You issue a debit note (like an invoice) to recognize:

- The security deposit amount in Lease Receivables.
- The amount received as a liability since you keep the funds until time to refund the security deposit to the lessee.

This journal entry occurs in Oracle Receivables.

Debit

Lease Receivables	\$50,000
-------------------	----------

Credit

Security Deposit	\$50,000
------------------	----------

G.4.11 Apply on Account Receipt to Security Deposit Debit Note

Once you have recognized the security deposit amount in Receivables, you can apply the On Account Receipt amount to the Lease Receivables.

The following journal entry reduces both the On Account Receipt liability and the Leases Receivable accounts.

This journal entry occurs in Oracle Receivables.

Debit

On Account Receipt	\$50,000
--------------------	----------

Credit

Lease Receivables	\$50,000
-------------------	----------

G.5 Rent - Income Accrual and Billing

The examples in this section show the accrual of three months lease rent that the lessee pays quarterly in arrears, the generation of the rent bill, and the application of rent received.

- [Section G.5.1, "Accrue First Month"](#): According to a generated schedule, the example's first month amount is \$4137.00.
- [Section G.5.2, "Accrue Second Month"](#): According to a generated schedule, the example's second month amount is \$4103.60.
- [Section G.5.3, "Accrue Third Month"](#): According to a generated schedule, the example's third month amount is \$4,070.46.
- [Section G.5.4, "Generate Lease Rent Bill"](#): Bill your customer for rent.
- [Section G.5.5, "Receive Lease Rent"](#): Recognize receipt of payment.

G.5.1 Accrue First Month

The accrual of rent makes use of:

- A liability account called Unearned Income (a clearing account)
- An income account called Lease Finance Income.

The journal entry shows the decrease to the Unearned Income account--a liability--and an increase to Lease Funding--also a liability account. Note that you have neither received payment for rent nor issued an invoice or bill for the rent.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Unearned Income	\$4,137.00
-----------------	------------

Credit

Lease Funding	\$4,137.00
---------------	------------

G.5.2 Accrue Second Month

The same accrual entry occurs in the second months as the first month. For more information, see [Section G.5.1, "Accrue First Month"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Unearned Income	\$4,103.60
-----------------	------------

Credit

Lease Funding	\$4,103.60
---------------	------------

G.5.3 Accrue Third Month

The same accrual entry occurs in the second months as the first month. For more information, see [Section G.5.1, "Accrue First Month"](#).

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Unearned Income	\$4,070.46
-----------------	------------

Credit

Lease Funding	\$4,070.46
---------------	------------

G.5.4 Generate Lease Rent Bill

In the third month, you prepare the quarterly billing and recognize the rents due in Lease Receivables while reducing the amounts accrued in the Unbilled Receivables clearing account. Both Lease Receivables and Unbilled Receivables are asset accounts.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Lease Receivables	\$45,000
-------------------	----------

Credit

Unbilled Receivables	\$45,000
----------------------	----------

G.5.5 Receive Lease Rent

The lessor pays rent for three months. Cash goes into the Bank Account while reducing the outstanding amount in Lease Receivables.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Bank Account	\$45,000
--------------	----------

Credit

Lease Receivables	\$45,000
-------------------	----------

G.6 Amortization of Financed Fees

You recognize amortization of financed or funded fees over the life of the lease. In an earlier journal entry example--[Section G.3.6, "Establish Funded Fees as Assets"](#)--you established the financed fees as assets. The financed fee is the Financed Doc Fee.

The following topic demonstrates the amortization of financed fees for one month.

- [Section G.6.1, "Amortize Financed Fees for One Month"](#)

G.6.1 Amortize Financed Fees for One Month

The amortization of financed fees recognizes an increase to Fee Expense while decreasing the asset Financed Fees.

The following journal entry shows the entry for one month's amortization. That is, with simple straight-line amortization, \$10,000 divided by the 36 month lease term is \$278--rounded to the nearest dollar.

Debit

Fee Expense	\$278
-------------	-------

Credit

Financed Fees	\$278
---------------	-------

G.7 Disbursements

You pay bills that are directly related to the contract. You pay the vendors the bills and charge the bills to the lessee. The topics in this section include:

- [Section G.7.1, "Generate Disbursement Request for Insurance Premium"](#)
- [Section G.7.2, "Approve Disbursement Request"](#)
- [Section G.7.3, "Create Invoice in Oracle Payables"](#)
- [Section G.7.4, "Approve Invoice in Oracle Payables"](#)
- [Section G.7.5, "Pay Invoice"](#)
- [Section G.7.6, "Generate Disbursement Request for Legal Charges"](#)
- [Section G.7.7, "Approve Disbursement Request"](#)
- [Section G.7.8, "Create Invoice in Oracle Payables"](#)
- [Section G.7.9, "Approve Invoice in Oracle Payables"](#)
- [Section G.7.10, "Pay Invoice"](#)

G.7.1 Generate Disbursement Request for Insurance Premium

The sample direct finance lease includes insurance premiums that you pay directly to the vendor (insurance company or broker) and then bill the lessee for the insurance premium. In these examples, you do not mark-up the insurance premium.

The generation of a disbursement request does not result in any accounting entries.

G.7.2 Approve Disbursement Request

Upon approval of the disbursement request for paying insurance, the journal entry recognizes increases to both the Insurance Premium expense and the Vendor Liability accounts. This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Insurance Premium	\$2,500
-------------------	---------

Credit

Vendor Liability	\$2,500
------------------	---------

G.7.3 Create Invoice in Oracle Payables

The creation of the vendor's bill in Oracle Payables does not result in an accounting entry. Only upon approval does the vendor's bill result in an accounting entry.

G.7.4 Approve Invoice in Oracle Payables

When the vendor bill is approved for payment in Oracle Payables, the accounting entry transfers to the Oracle General Ledger. In order apply disbursements for the vendor bill, the entry must be recorded in Oracle Payables.

The following journal entry recognizes both increases to the Insurance Premium expense and the Vendor Liability accounts in the Oracle General Ledger.

Debit

Insurance Premium	\$2,500
-------------------	---------

Credit

Vendor Liability	\$2,500
------------------	---------

G.7.5 Pay Invoice

When you pay the insurance premium, the accounting entry recognizes reductions to both the Vendor liability and the Bank Account.

Debit

Vendor Liability	\$2,500
------------------	---------

Credit

Bank Account	\$2,500
--------------	---------

G.7.6 Generate Disbursement Request for Legal Charges

The sample direct finance lease includes legal charges that you pay directly to the vendor (legal services company) and then bill the lessee for the legal charges. In these examples, you do not mark-up the legal charges.

The generation of a disbursement request does not result in any accounting entries.

G.7.7 Approve Disbursement Request

Upon approval of the disbursement request for paying the legal charges bill, the journal entry recognizes increases to both the Legal Charges expense and the Vendor Liability accounts. This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Legal Charges	\$3,000
---------------	---------

Credit

Vendor Liability	\$3,000
------------------	---------

G.7.8 Create Invoice in Oracle Payables

The creation of the vendor's bill in Oracle Payables does not result in an accounting entry. Only upon approval does the vendor's bill result in an accounting entry.

G.7.9 Approve Invoice in Oracle Payables

Upon approval of the disbursement request for paying the legal charges bill, the journal entry recognizes increases to both the Legal Charges expense and the Vendor Liability accounts.

This entry occurs in the Oracle Lease Management sub-ledger.

Debit

Legal Charges	\$3,000
---------------	---------

Credit

Vendor Liability	\$3,000
------------------	---------

G.7.10 Pay Invoice

When you pay the legal charges, the accounting entry recognizes reductions to both the Vendor liability and the Bank Account.

Debit

Vendor Liability	\$3,000
------------------	---------

Credit

Bank Account	\$3,000
--------------	---------

G.8 Pass-Through

For every amount paid to the vendor, there is a corresponding amount recoverable from the customer. Sample topics concerning pass-through charges include:

- [Section G.8.1, "Generate One-time Bill"](#)
- [Section G.8.2, "Transfer Invoices to Oracle Receivables"](#)
- [Section G.8.3, "Transfer Accounting from Oracle Receivables to General Ledger"](#)
- [Section G.8.4, "Receive Payment Against Pass-Through Bill"](#)
- [Section G.8.5, "Request Disbursement"](#)

- [Section G.8.6, "Import Invoice Into Oracle Payables"](#)
- [Section G.8.7, "Payment Of Invoice"](#)

G.8.1 Generate One-time Bill

The following journal entry shows recognition to an increase in the Lease Receivables account and a decrease to the Maintenance expense account.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Lease Receivables	\$10,000
-------------------	----------

Credit

Maintenance	\$10,000
-------------	----------

G.8.2 Transfer Invoices to Oracle Receivables

The transfer of invoice information to Oracle Receivables does not result in an accounting entry. Without the entry in Oracle Receivables, you would not be able to apply payments received or take other accounting actions on this item.

G.8.3 Transfer Accounting from Oracle Receivables to General Ledger

The following example shows the entry recorded in General Ledger--an increase in the Lease Receivables account and a decrease to the Maintenance expense account.

Debit

Lease Receivables	\$10,000
-------------------	----------

Credit

Maintenance	\$10,000
-------------	----------

G.8.4 Receive Payment Against Pass-Through Bill

The receipt of payment against the invoice shows an increase to the Bank Account and a decrease to Lease Receivables.

This journal entry occurs in Oracle Receivables.

Debit

Bank Account	\$10,000
--------------	----------

Credit

Lease Receivables	\$10,000
-------------------	----------

G.8.5 Request Disbursement

The following accounting entry shows increases to both Maintenance expense and Vendor Liability--what you owe the maintenance vendor. Note that this amount difference than what the lessee owes you. While doing a pass-through, you may retain some portion as profit.

This journal entry occurs in Oracle Payables.

Debit

Maintenance	\$10,000
-------------	----------

Credit

Vendor Liability	\$10,000
------------------	----------

G.8.6 Import Invoice Into Oracle Payables

When a disbursement occurs, you make payments through Oracle Payables.

The following accounting entry shows the entry recorded in Oracle Payables: increases to both Maintenance expense and Vendor Liability--what you owe the maintenance vendor.

This journal entry occurs in Oracle Payables.

Debit

Maintenance	\$10,000
-------------	----------

Credit

Vendor Liability	\$10,000
------------------	----------

G.8.7 Payment Of Invoice

When you pay the bill, both the Vendor Liability and the Bank Account balances decrease by the amount disbursed.

This journal entry occurs in Oracle Payables.

Debit

Vendor Liability	\$9,000
------------------	---------

Credit

Bank Account	\$9,000
--------------	---------

G.9 Specific Loss Provision

You decided to recognize a specific loss provision. Upon [Termination](#), of the contract, you may reverse this entry.

The topic in this section is:

- [Section G.9.1, "Create a Specific Loss Provision"](#)

G.9.1 Create a Specific Loss Provision

The accounting entry shows the amount of the loss being expensed to the Specific Loss Reserve account and credited or increased to the Loss Reserve balance sheet account.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Specific Loss Provision	\$7,500
-------------------------	---------

Credit

Loss Reserve	\$7,500
--------------	---------

G.10 Termination

Upon contract termination the following transactions occur:

- [Section G.10.1, "Reverse Loss Provision"](#)
- [Section G.10.2, "Request Disbursement"](#)
- [Section G.10.3, "Import Invoice into Oracle Payables"](#)

G.10.1 Reverse Loss Provision

Upon termination of a contract, the existing loss provision undergoes reversal.

The following accounting entry shows a debit or reduction in Loss Reserve and a credit or decrease to the expense.

This journal entry occurs in the Oracle Lease Management sub-ledger.

Debit

Loss Reserve	\$7,500
--------------	---------

Credit

Provision Written Back	\$7,500
------------------------	---------

G.10.2 Request Disbursement

Upon contract termination, you refund the security deposit.

The following accounting entry shows a decrease to the Security Deposit liability account and an increase to the Vendor Liability in the Oracle Lease Management sub-ledger.

Debit

Security Deposit	\$50,000
------------------	----------

Credit

Vendor Liability	\$50,000
------------------	----------

G.10.3 Import Invoice into Oracle Payables

The same entry that you created in [Section G.10.2, "Request Disbursement"](#) appears in Oracle Payables.

Debit

Security Deposit	\$50,000
------------------	----------

Credit

Vendor Liability	\$50,000
------------------	----------

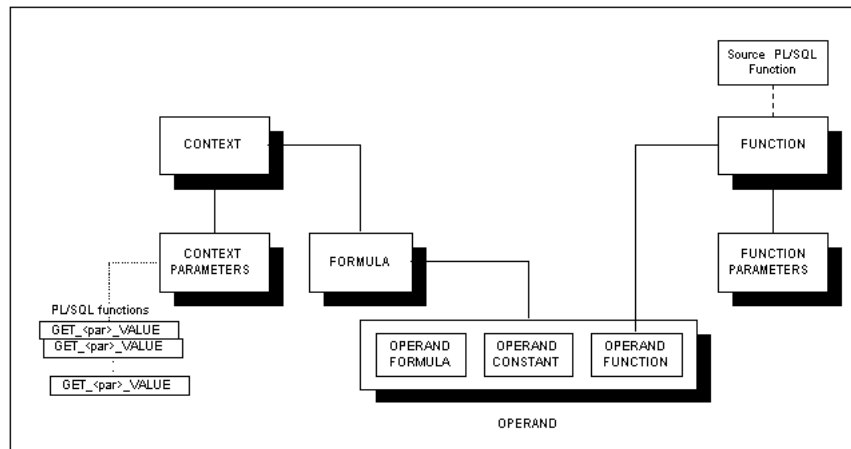
Formula Engine

The Formula Engine is a tool that lets you define custom formulas and execute them.

Many different parts of Oracle Lease Management use formulas. Formulas are always relevant to either a particular contract or an individual line on a contract.

Examples of formulas that Oracle Lease Management uses include asset residual, contract original equipment cost, and contract capitalized fees.

Figure H-1 Simplified Formula Engine Architecture



H.1 Terminology

The main parts of the Formula Engine are:

- **PL/SQL:** PL/SQL is Oracle's Procedural Language extension to SQL. The PL/SQL language includes object oriented programming techniques such as encapsulation, function overloading, and information hiding. PL/SQL is commonly used to write data centric programs to manipulate data in an Oracle database.

- **FORMULA:** A combination of arithmetic symbols and operands that evaluates to a numeric value.

The symbols you can use in a formula are: + - * / ()

- **OPERAND:** An object that can take part in arithmetic operations. An operand derives its value either from another formula, an expression or a function.
- **FUNCTION:** The registration of a source PL/SQL function, which returns a numeric value. The source PL/SQL function must have been previously created in the database. A function can accept parameters.
- **FUNCTION PARAMETER:** An object that passes a value to the function.
- **CONTEXT:** A grouping mechanism that allows for the efficient evaluation and passing of parameters to functions in formulas. Every formula executes within a context.
- **CONTEXT PARAMETER:** A variable of a context whose value is calculated and passed to a function when a formula is executed that contains the function.

H.2 Examples of Formulas

The following sections show examples of formulas:

[Part H.2.1, "Commission Formula Example"](#)

[Part H.2.2, "Net Investment Value Formula Example"](#)

H.2.1 Commission Formula Example

To understand how the Formula Engine works, consider a sample formula to calculate sales commissions.

Note: This example is not oriented to specific lease or loan transactions, but illustrates some of the features of the Formula Engine, especially the concepts of context and context parameters.

The Commission formula is:

```
Commission := (Delta Amount) * 0.05 + Group Bonus
```

This formula calculates a sales agent's commission as 5% of the difference between bookings and cancellations plus some group bonus.

The Commission formula consists of three operands:

- Delta Amount, which is another formula:

```
Delta Amount: = Ordered Amount - Canceled Amount
```

This formula consists of two operands: **Ordered Amount** and **Canceled Amount**. Both of these operands are functions.

- The constant value 0.05.
- **Group Bonus**, which is a function.

The essential concepts that this illustrates are:

- **Formulas** consist of **operands** + **symbols**.
- **Operands** derive their values from **formulas**, **constants** or **functions**.

H.2.1.1 Functions and Parameters for the Commission Formula

Functions accept input parameters, which can either be constants or variables.

There can be any number of function parameters.

Assume that the variable parameters for the Commission example functions are:

- **EMPLOYEE_ID**
- **GROUP_ID**
- **START_DATE**
- **END_DATE**

The Commission example functions and the parameters that they use are shown in [Table H-1, "Commission Example Functions and Parameters"](#).

Table H–1 Commission Example Functions and Parameters

Functions	Parameters
Ordered Amount	EMPLOYEE_ID
Ordered Amount	START_DATE
Ordered Amount	END_DATE
Canceled Amount	EMPLOYEE_ID
Canceled Amount	START_DATE
Canceled Amount	END_DATE
Group Bonus	START_DATE
Group Bonus	END_DATE
Group Bonus	GROUP_ID

The essential concepts that this illustrates are:

- **Functions** can accept **parameters**.
- The same parameters can be used in many functions.

H.2.1.2 Context and Context Parameters

A context is a basically a grouping mechanism, whose main task is to provide an efficient way of passing parameters to functions.

Each formula is defined as belonging to a context.

If the formula calls any functions with parameters, how does the function receive values for those parameters? The formula execution passes values to the function parameters via **context parameters**.

Context parameters form a pool of all the parameters that are needed for all functions to be executed by all the formulas belonging to that context. The name of each context parameter must be the same as the name of the corresponding function parameter. You can use a validation procedure to verify that the formula parameters and context parameters match.

Note: All contexts and formulas for lease and loan transactions are associated with either a contract or a line in the contract. If the source PL/SQL functions contain the parameters **P_CONTRACT_ID** and **P_LINE_ID**, you do not need to have context parameters corresponding to these two parameters.

For each context parameter, there must be a special internal PL/SQL function, **GET_<par>_VALUE** (where <par> is the actual parameter name). At formula execution time, the internal PL/SQL function calculates a value for the context parameter and passes it to the formula function.

The advantage of this mechanism is that, when a formula is executed, each context parameter is evaluated once and is then passed to possibly many functions being executed by the formula.

H.2.1.3 Context Parameters for the Commission Formula

The context parameters for the Commission Formula are the parameters needed for all of the functions—**Ordered Amount**, **Canceled Amount**, and **Group Bonus**—namely:

- **EMPLOYEE_ID**
- **GROUP_ID**
- **START_DATE**
- **END_DATE**

As you can see from [Table H-1, "Commission Example Functions and Parameters"](#), three of the parameters are used more than once during the execution of the Commission Formula. However, because the formula executes within a context, and each of the parameters is also a context parameter, the parameters are only evaluated once.

H.2.1.4 How the Formula is Executed

The following example shows the sequence of how a formula executes.

1. If the formula contains a **function** (for clarity, this will also be referred to as the **formula function**), the formula engine looks at each parameter of the function.
2. For each function parameter, the formula engine looks for the corresponding **CONTEXT PARAMETER**.

3. For each context parameter, the formula engine executes the internal PL/SQL **GET_<par>_VALUE** function and passes the value returned from this internal function to the formula function parameter.
4. This continues until the formula produces a result.

H.2.2 Net Investment Value Formula Example

The Net Investment Value formula is:

```
Net Investment Value := Receivables + Residuals - Unearned Income
```

Each of the three operands—Receivables, Residuals and Unearned Income—derives its value from a similarly-named function.

The following example shows the source function for the Receivables operand.

FUNCTION GET_LEASE_RECEIVABLE

```
( p_contract_id IN NUMBER, p_line_id IN NUMBER )
RETURN NUMBER
IS
    v_lease_rec NUMBER;
    CURSOR get_lease_rec IS
    SELECT NVL(SUM(c.amount),0)
    FROM   okl_streams_v a, okl_strm_type_v b, okl_strm_elements_v c
    WHERE  c.stm_id = a.id AND b.id = a.sty_id
           AND b.name = 'Rent' AND c.stream_element_date >= SYSDATE
           AND a.khr_id = p_contract_id;
BEGIN
    OPEN  get_lease_rec;
        FETCH get_lease_rec INTO v_lease_rec;
        CLOSE get_lease_rec;
    RETURN v_lease_rec;
END GET_LEASE_RECEIVABLE;
```

H.3 General Setup Steps for a Formula with Operand Functions

The general steps for setting up a formula with at least one operand function, which contains parameters in addition to P_CONTRACT_ID and P_LINE_ID, are listed in [Table H-2, "Setup Steps for Creating a Context and Formula with Operand Functions with Non-Standard Parameters"](#):

Table H-2 Setup Steps for Creating a Context and Formula with Operand Functions with Non-Standard Parameters

Step Number	Description
1.	Write the Source PL/SQL Function To Be Used in the Formula.
2.	Register the Source PL/SQL Function.
3.	Register the Function Parameters (register them in Oracle Lease Management).
4.	Create the Context (first-time only for a particular context)
5.	Create the Context Parameters.
6.	Write the Internal Functions for the Context Parameters.
7.	Create the (Formula Function type) Operand.
8.	Create the Formula
9. (optional)	Validate the Formula. (strongly recommended)

You can follow the sequence exactly as shown in [Table H-2](#).

Alternatively, you can first perform steps 4 through 6, then steps 1 to 3, then step 7. Step 8 must be the last mandatory step to be performed. Step 9—formula validation—is optional, but you are strongly recommended to perform this step.

Important: If your source function contains only the standard **contract** and **line id** parameters, you do not need to perform all the steps.

Specifically, in this simpler case, you can omit steps 3, 5, and 6, that is, the steps which relate to function parameters and context parameters.

The example formula in the following pages uses two parameters **PMR1** and **PARAMETER2**, both of which are numeric, in addition to the standard **contract** and **line id** parameters.

H.3.1 Write the Source PL/SQL Function To Be Used in the Formula

Here is the coding for a sample source PL/SQL function **SFNC1**, which has both the standard lease-oriented parameters **P_CONTRACT_ID** and **P_LINE_ID** as input parameters, as well as the special parameters **PMR1** and **PARAMETER2**.

```

FUNCTION SFNC1(
P_CONTRACT_ID IN NUMBER,
P_LINE_ID IN NUMBER,
PMR1 IN NUMBER,
PARAMETER2 IN NUMBER
) return number
IS
v_pre_tax_yield number;
BEGIN
select nvl(pre_tax_yield,0)
into v_pre_tax_yield
from okl_k_headers_v
where id=p_contract_id ;
RETURN (20 *(PMR1 + PARAMETER2) + v_pre_tax_yield) ;
END ;

```

H.3.1.1 Register the Source PL/SQL Function

Steps

1. Navigate to Setup > Formulas > Functions.
2. Click Create.
3. Enter the Name for the function, and optionally, the Description.
4. Enter the Effective From date, and optionally the Effective To date.
5. Select the Source Function you are registering.
6. Click Create.

H.3.1.2 Register the Function Parameters

After the function is created, if it contains parameters other than the standard **contract** and **line id** parameters, then you must register the non-standard parameters with Oracle Lease Management.

To do this, you must

- first search for the function,

- then select the function,
- then choose to create or edit function parameters.

You must perform all of the following steps for each non-standard function parameter.

Steps

1. Navigate to Setup > Formulas > Functions.
2. Search for the function.
3. In the Results panel, click the function name hypertext link.
4. Click the Function Parameters button.
5. In the Function Parameters area, enter the Sequence of the function parameter.
6. Enter the parameter name.
7. If the function parameter has a static value in the source function, enter this value in the Static Value field.
8. Click Create.

H.3.1.3 Create the Context

Each formula executes within a context. A context is basically a container for formulas that allows for the efficient passing of parameter values to the functions of a formula.

If the formula that you want to create does not have a context to be associated with, you must create the context.

Steps

1. Navigate to Setup > Formulas > Contexts.
2. Click Create.
3. Enter the context Name, and optionally the Description.
4. Click Create.

H.3.1.4 Create the Context Parameters

For each non-standard function parameter that you register with Oracle Lease Management (see [Section H.3.1.2, "Register the Function Parameters"](#)), you must create a context parameter with exactly the same name as the function parameter.

To do this, you must

- first search for the context,
- then select the context,
- then choose to create or edit context parameters.

You must perform all of the following steps for each context parameter.

Steps

1. Navigate to Setup > Formulas > Contexts.
2. Search for the context.
3. In the Results panel, click the context name hypertext link.
4. Click the Context Parameters button.
5. In the Context Parameters area, enter the Parameter name.
6. Click Create.

H.3.1.5 Write the Internal Functions for the Context Parameters

Now we need to define the internal PL/SQL function that returns the context parameter's run-time value.

Note: You may have a context with no parameters defined if the function does not need any parameter other than **contract_id** and **line_id**.

The function must have the name **GET_[PARAMETER]_VALUE**, where **[PARAMETER]** is the parameter name.

The function must be in the package **OKL_FORMULAFUNCTION_PVT**.

The internal functions must have **p_contract_id** and **p_line_id** as input parameters.

The following two code samples show the internal functions related to the parameters **PMR1** and **PARAMETER2**, which in both examples, returns the number 1:

FUNCTION GET_PMR1_VALUE

```
( p_contract_id IN number, p_line_id      IN number )  
return number
```

```
IS  
BEGIN  
    RETURN 1;  
END GET_PMR1_VALUE;
```

FUNCTION GET_PARAMETER2_VALUE

```
( p_contract_id IN number, p_line_id IN number )  
return number  
IS  
BEGIN  
    RETURN 1;  
END GET_PARAMETER2_VALUE;
```

H.3.1.6 Create the (Formula Function type) Operand

Here we will define an operand **OKLOPRND** of type Formula Function, which uses the function **OKLFUNC** registered in step 2 ([Section H.3.1.1, "Register the Source PL/SQL Function"](#)).

Steps

1. Navigate to Setup > Formulas > Operands.
2. Click Create.
3. Enter the Name for the operand, and optionally, the Description.
4. Enter the Effective From date, and optionally, the Effective To date.
5. In the Operand Type field, select Formula Function.
6. In the Function Name field, select the name of the function you registered.
7. Click Create.

H.3.1.7 Create the Formula

Each formula must be created within a context. As you create the formula, you must specify the context name for the formula.

You must enter the formula string, which is an arithmetic expression consisting of labels of operands and the symbols + - * / ().

Once you have created an operand it is available to be used in a formula string. However you do not enter the operand name itself into the formula string, instead

you must create a *label* for the operand, and use the label in the formula string. Basically, an operand label is a shortcut or alias for an operand.

The procedure for creating the formula consists of a two-stage process:

- Create the formula, including the formula string containing operand labels and symbols (the operand labels may or may not have been created at this point).
- If the operand labels have not been created, create the operand labels.

The following description of creating a formula assumes that operand labels have not been created.

Steps

1. Navigate to Setup > Formulas > Formulas.
2. Click Create.
3. Enter the formula Name, and optionally, the Description.
4. Enter the Effective To date, and optionally, the Effective From date.
5. Select the Context for this formula.
6. Enter your formula in the String field, consisting of labels of operands and the symbols + - * / ().

Note: You may enter operand label names that have not yet been created.

7. Click Create.

Once you have created the formula and formula string, in order to create the operand labels, you must

- First search for the formula.
- Then select the formula.
- Then choose to create or edit formula operands (this final step is where you actually create or edit the operand labels used in the formula string).

Steps

You must perform all of the following steps for each formula operand.

1. Navigate to Setup > Formulas > Formulas.
2. Search for the formula.
3. In the Results panel, click the formula name hypertext link.

4. Click the Formula Operands button.
5. In the Formula Operands area, enter the Label for the operand name.
6. Select the operand you want to associate with the label.
7. Click Create.

H.3.1.8 Validate the Formula

Validation of the formula is optional, but recommended to verify its correctness. The validation procedures checks:

- Recursion—whether any one of the functions calls itself.
- Whether there is a correct context parameter for each of the function parameters used by all the formulas of the context, that is, the name and type of the parameters must match.

The full validation procedure also allows you to see the values of your context parameters and operands, as well as the evaluated formula result.

For completeness, the following set of steps shows the full validation procedure.

Steps

1. Navigate to Setup > Formula Engine > Validation.

The Formula Validation page appears.

2. Select the Context and the Formula name.
3. Select the Contract.
4. Optionally select the Line Number.
5. Click the Validate button.

The example page following shows that there was no recursion nor context group parameter mismatch.

6. Click Next to go to the next page.

The Formula Context Parameters Value page appears. This shows the run-time context parameter values.

7. Click Next to go to the next page.

The Evaluate Formula page shows the formula result and operand value.

In the example, the context parameters **PMR1** and **PARAMETER2** both return a value of 1.

The coding for the function **OKLOPRND** appears in [Section H.3.1, "Write the Source PL/SQL Function To Be Used in the Formula"](#).

Assuming that the `pre_tax_yield` for the contract is null, the function **OKLOPRND** returns $(20 * (1 + 1) + 0)$, that is, 40.

Concurrent Programs

This appendix covers Oracle Lease Management's concurrent program functionality, including the process by which you can view concurrent program requests, and a list of all the concurrent programs used. The appendix includes the following sections:

- [Section I.1, "View Concurrent Programs in Oracle Lease Management"](#)
- [Section I.2, "List of Concurrent Programs"](#)

I.1 View Concurrent Programs in Oracle Lease Management

You can schedule concurrent programs to run periodically, or they can be run on demand in Oracle Lease Management. Each run of a concurrent program generates a request number.

You can view the status of your concurrent program requests by accessing the Processing tab of Oracle Lease Management.

Search for concurrent requests by entering specific search parameters to narrow the search. If you know the request number of a particular concurrent request you want to view, you can enter that number. The search parameters for this facility include:

- Request ID -- The number generated when the concurrent program request is submitted.
- Name -- The name of the concurrent request.
- Date Submitted -- The date that the concurrent request was submitted.
- Date Completed -- The date that the concurrent request finished.
- Status -- The current status of the request.

Options include: waiting, resuming, normal, cancelled, error, warning, on hold, no manager, scheduled, standby, suspended, terminating, disabled, paused, terminated.

- Requester -- The user who submitted the concurrent program request.
- Phase -- Where the concurrent request stands in the process.

Options include: Completed, Inactive, Pending, Running.

Prerequisites

You must run a concurrent request. To search for a specific concurrent request, you must have the concurrent request number, which is generated and usually displayed at the time the request is run.

Responsibility

Lease Super User, Operations Manager, Lease Accounts Controller

Navigation

Processing > View Requests

Steps

1. Click the View Requests link and the View Concurrent Requests page opens.
2. Enter the search criteria you want to use to identify the concurrent requests you want to view and click the Go button.

The results of your search appear in the table. This table includes the Request ID, Name, Phase, and Status of all concurrent requests returned based on your search criteria.

3. Click the Request ID of the concurrent program you want to view.

The Request Details page appears. This page contains relevant information about the request (submitted and completed dates, status, etc.). It also displays the parameters used for the request, a Completion Text field and a Diagnostics field. The latter two fields contain text pertaining to the status and phase of the request.

4. To view the log of the request, click the View Logs button.

A new window appears that contains the log information. If, for example, there was an error in request, the log file will contain information pertaining to the error.

5. For some concurrent program requests, there will be a View Output button. Click this button to view the output of a concurrent program.

For example, in the OKL Contract Open Interface Report, the number of contracts successfully imported and/or any contracts that were not imported -- in the case of an Error status -- is displayed in the View Output log.

I.2 List of Concurrent Programs

The following table shows a list and description of concurrent programs that Oracle Lease Management uses. All seeded concurrent programs are assigned to the Lease Administrator responsibility.

If a user has multiple responsibilities and Lease Administrator is not the default responsibility, you can switch responsibilities by clicking the Profile icon and choosing Lease Administrator.

For more details about concurrent programs, see the Managing Concurrent Processing section in the *Oracle Applications System Administrator's Guide*.

Table I-1 Concurrent Programs in Oracle Lease Management

Area	Name	Description
Accounting	OKL Account Balance Report	<ul style="list-style-type: none"> ■ Generate a report of account balances for a given contract and a range of general ledger account codes. For more information, see Section 10.7, "View Account Balances Report".
Accounting	OKL Accounting Entry Process	<ul style="list-style-type: none"> ■ Performs validation of account codes and dates before posting to the Oracle Lease Management sub-ledger. For more information, see Section 11.1, "Set Accounting Process".
Accounting	OKL General Loss Provision	<ul style="list-style-type: none"> ■ Calculate and process general loss provisions. For more information, see Section 10.2.1.1, "Submit General Loss Provision".
Accounting	OKL Generate Accruals	<ul style="list-style-type: none"> ■ Specify batch name and accrual date. For more information, see Section 10.1.2, "Generate Batch Accruals".
Accounting	OKL GL Transfer	<ul style="list-style-type: none"> ■ Transfer accounting from the Oracle Lease Management sub-ledger to Oracle General Ledger.

Table I-1 Concurrent Programs in Oracle Lease Management (Cont.)

Area	Name	Description
Accounting	OKL Period Reversal	<ul style="list-style-type: none"> Process transactions that have been set up for reversal and require reversal in subsequent accounting periods. For more information, see Section 11.3, "Specify Period Reversal".
Asset Management	OKL Notification of Contract Portfolios on Execution Due Date	<ul style="list-style-type: none"> Sends notification to the assigned team or team members of the contract execution strategy using the notification facility of Oracle Workflow. You can initiate the program or schedule it. Initiate the execution of the strategy assigned to the contract.
Asset Management	OKL Process Residual Value Writedown Transaction	<ul style="list-style-type: none"> Writes down residual value of contract.
Asset Management	OKL Process Transactions in Fixed Assets	<ul style="list-style-type: none"> Updates modifications of Off Lease Transactions and Salvage Value changes into Oracle Assets.
Asset Management	OKL Terminate Expired Contracts	<ul style="list-style-type: none"> Terminates contracts that have reached the end of term using business rules. For more information, see Section 8.4.3, "Batch Process Contract Termination".
Asset Management	OKL Update Contract Portfolio Budget Amount	<ul style="list-style-type: none"> Updates the budget amount for the contract portfolio. Executes the formula used during Contract Portfolio creation. You can initiate the program or schedule it. You initiate the program to update the budget amount.
Authoring	OKL Pricing Time Out	<ul style="list-style-type: none"> Clears out requests for stream generation that are not returned by a third-party lease price modeling software through the XML Gateway.
Authoring	Lease Contract Open Interface	<ul style="list-style-type: none"> Imports selected contracts from Oracle Open Interface tables.
Billing	Calculate Late Charges	<ul style="list-style-type: none"> Identifies past due invoices. Calculates late charges. Generates bills for Receivables.

Table I-1 Concurrent Programs in Oracle Lease Management (Cont.)

Area	Name	Description
Billing	OKL Calculate Late Interest	<ul style="list-style-type: none"> ▪ Identifies late payments. ▪ Calculates interest. ▪ Generates bills for Receivables.
Billing	OKL Create AR Adjustments	<ul style="list-style-type: none"> ▪ Creates adjustments in Receivables for small balance write-offs as a result of contract termination.
Billing	OKL Create Receivables Variable Rate Invoices	<ul style="list-style-type: none"> ▪ Identifies contracts setup with variable rates. ▪ Identifies if a change in interest occurred. ▪ Generates bills at new interest rate.
Billing	OKL Fetch AR Invoice Numbers	<ul style="list-style-type: none"> ▪ Pulls invoice data from Receivables into Oracle Lease Management after Receivables has created invoices.
Billing	OKL Interest Calculation	<ul style="list-style-type: none"> ▪ Looks for non-booked but funded contracts to calculate interest charges for the funding until contract booking takes place. For more information, see
Billing	OKL Prepare Receivables Bills	<ul style="list-style-type: none"> ▪ Assigns appropriate attributes used in Receivables, such as tax location and bill-to information.
Billing	OKL Print Consolidated Invoices	<ul style="list-style-type: none"> ▪ Prints consolidated statements based on invoice group attributes.
Billing	OKL Process Billable Streams.*	<ul style="list-style-type: none"> ▪ Identifies contracts with streams due for billing. ▪ Creates billing item.
Billing	OKL Receivables Bills Consolidation	<ul style="list-style-type: none"> ▪ Assigns consolidated bill number based on attributes--such as Customer, Currency, Bill-to Location, Payment Method, Private Label, and Invoice Group. ▪ Creates consolidated bill number for the billing items used in consolidated invoices for customers.
Billing	OKL Receivables Invoice Transfer to AR	<ul style="list-style-type: none"> ▪ Prepares data formatting for importing by Receivables from Oracle Lease Management.
Billing	OKL Third Party Billing Import	<ul style="list-style-type: none"> ▪ Prepares imported data from third party files for billing.
Billing	Usage Based Billing	<ul style="list-style-type: none"> ▪ Returns excess usage amounts from service contract tables for importing by Receivables.

Table I-1 Concurrent Programs in Oracle Lease Management (Cont.)

Area	Name	Description
Disbursements	OKL Pay Invoice Preparation for AP Transfer	<ul style="list-style-type: none"> Identifies attributes required for Payables to import from Oracle Lease Management.
Disbursements	OKL Pay Invoices Creation of Auto-Disbursement Process	<ul style="list-style-type: none"> Identifies disbursement required as a result of pass-through charges. Creates disbursement transaction to the supplier, vendor, or investor.
Disbursements	OKL Pay Invoices Transfer to AP Invoice Interface	<ul style="list-style-type: none"> Prepares data formatting for importing by Payables.
Insurance	OKL Automatic Insurance	<ul style="list-style-type: none"> Looks for contracts with expired lease insurance policies. If an insurance policy has expired, creates a quote. Lessor can manage the automatic activation of policies if not paid by lessee.
Insurance	OKL Insurance Policy Expiration Notification	<ul style="list-style-type: none"> Looks for upcoming contracts with expiring lease insurance policies and generates notification to customer that the insurance is expiring.
Insurance	OKL Third Party Insurance Follow-up	<ul style="list-style-type: none"> If lessee is providing proof of third party lease insurance, creates a task for lessor to follow-up.
Payment	OKL Concurrent Cash Application	<ul style="list-style-type: none"> The batch is entered into OKL. The concurrent program then takes the batch and applies it to invoices in Oracle Receivables.

Oracle Lease Management Open Interface Tables

This appendix describes the Oracle Lease Management open interface tables. The Oracle Lease Management Contract Import functionality uses these tables to import existing contract information from external legacy systems. These tables also are used for billing purposes and exporting information during the collections process.

This appendix covers the following topics

- [Section 12.20, "Contract Import Open Interface Tables"](#)
- [Section 12.21, "Billing Import Open Interface Table"](#)

12.20 Contract Import Open Interface Tables

The following tables list the columns in the Oracle Lease Management Open Interface Tables for the contract import functionality. The tables give the attribute name (column name), a brief description of the attribute, the character type for the column, and whether or not the column can contain a null value. All required columns carry a value of "not null."

Contract Import functionality uses the following five tables:

- OKL_HEADERS_INTERFACE
- OKL_LINES_INTERFACE
- OKL_PAYMENTS_INTERFACE
- OKL_TERMS_INTERFACE
- OKL_PARTY_ROLES_INTERFACE

For more information on using the Contract Import functionality in Oracle Lease Management, see [Section 5.2.1, "Import Contracts into Oracle Lease Management"](#) for details.

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Batch Number	Facility to group as a batch	Varchar2(30)	
Status	Record Status ('NEW', 'IN PROCESS', 'SUCCESS', 'FAILED')	Varchar2(30)	Not Null
Created By	Standard who column	Number	Not Null
Date Created	Standard who column	DATE	Not Null
Date Created in OKL	date successfully created in OKL	DATE	
Application Code	only 'OKL'	Varchar2(30)	Not Null
Contract Category	only 'LEASE'	Varchar2(30)	Not Null
Contract Number Old	Contract number in old system	Varchar2(30)	Not Null
Contract Source	Old system source name	Varchar2(30)	
Contract Number	Contract number after import, blank if to be auto generated	Varchar2(120)	
Customer Name	Customer name	Varchar2(360)	
Customer ID	Customer ID	Number	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Customer Account Number	Customer account number	Varchar2(30)	
Customer Account ID	Customer account ID (either this or number to be entered)	Number	
Start Date	Contract start date	Date	
Import Request Stage	NEW', 'PASSED', 'COMPLETE', 'BOOKED' (NEW= import contract but do not validate, 'PASSED'= import, validate, but do not generate streams and JEs, 'COMPLETE'=proceed until draft JE generation, 'BOOKED'= also create final JEs and activate the contract)	Varchar2(30)	
Currency Code	Contract currency code as in Oracle applications	Varchar2(3)	
Customer PO Number	Customer PO number	Varchar2(150)	
Date Signed	Date contract signed	Date	
Date Approved	Date contract approved	Date	
Acceptance Method Code	Acceptance method	Varchar2(30)	
Consumer Credit Act Deal Flag	Consumer Credit Act deal flag	Varchar2(1)	
Term	Term of contract in months	Number	
Converted Account	Flag for converted contracts	Varchar2(1)	
Accepted Date	Customer acceptance date	Date	
Deal Type Code	Lease classification	Varchar2(30)	
Expected Delivery Date	Expected delivery date	Date	
Contract Description	Contract description	Varchar2(600)	
Salesperson Name	Salesperson name	Varcha2(240)	
Salesperson ID	Salesperson	Number	
Private Label Number	Number of private label party	Varchar2(30)	
Private Label ID	ID of private label party	Number	
Private Label URL	Web address for private label party	Varchar2(400)	
Program Agreement Number	Vendor program agreement number	Varchar2(120)	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Program Agreement ID	Vendor program agreement ID	Number	
Program Vendor Name	Vendor name for program	Varchar2(30)	
Program Vendor ID	Vendor ID for program	Number	
Master Lease Agreement Number	Master lease agreement number	Varchar2(120)	
Master Lease Agreement ID	Master lease agreement ID	Number	
Product Name	Financial product name	Varchar2(150)	
Product ID	Financial product ID	Number	
Calculate Residual Insurance	Automatically calculate residual value insurance?	Varchar2(1)	
Rebook Limit Date	Date which rebook effective date cannot precede	Date	
Import Request ID	System populates on import run from this record	Number	
End of Term Option	Code for end of term option	Varchar2(30)	
End of Term Amount	Amount associated with option	Number	
Mid Term Option	Code for mid term option	Varchar2(30)	
Mid Term Amount	Amount associated with option	Number	
Security Deposit Hold Flag	Flag to hold security deposit until contract expiration	Varchar2(1)	
Security Deposit Net Flag	Net security deposit from contract sales proceeds	Varchar2(1)	
Security Deposit Date	Date to hold security deposit until	Date	
Renewal Notice Days	Days in advance to notify of auto renewal	Number	
Renewal Option	Code for renewal option	Varchar2(30)	
Renewal Amount	Amount associated with option	Number	
Late Interest Held Until Date	Date to which late interest charges are not billed	Date	
Late Interest Exempt Flag	Contract is exempt from late interest	Varchar2(1)	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Late Charge Held Until Date	Date to which late charges are not billed	Date	
Late Charge Product Code	Late charge product	Varchar2(1995)	
Late Charge Exempt Flag	Contract is exempt from late charges	Varchar2(1)	
Variable Rate	Variable rate flag	Varchar2(1)	
Factoring Date	Factoring date	Date	
Factoring Percentage	Factoring percentage	Number	
Factoring Discount Rate	Factoring discount rate	Number	
Evergreen Eligible Flag	Contract eligible for auto-renewal	Varchar2(1)	
Bill to Address ID	Customer billing address ID	Number	
Bill To Address	Customer billing address	Varchar2(240)	
Bank Account ID	Customer bank account ID	Number	
Bank Account Number	Customer bank account number	Varchar2(30)	
Reason for Invoice Review	Reason for invoice review	Varchar2(50)	
Invoice Review Until Date	Invoice review until date	Date	
Invoice Format ID	Invoice format ID	Number	
Invoice Format Code	Invoice format code	Varchar2(150)	
Review Invoice Flag	Review invoice flag (separate from invoice mailing)	Varchar2(1)	
Payment Method ID	Payment method ID from A/R	Number	
Payment Method	Customer payment method name	Varchar2(30)	
Authoring Organization ID	Organization ID for authoring unit	Number	
Inventory Organization ID	Inventory organization ID (for access to inventory items)	Number	
Policy Number	3rd party insurance policy number	Varchar2(20)	
Policy Effective From	3rd party insurance policy effective date	Date	
Policy Effective To	3rd party insurance policy expiry date	Date	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Covered Amount	Coverage amount of 3rd party insurance policy	Number	
Deductible Amount	Deductible amount of 3rd party insurance policy	Number	
Endorsement	Is there an endorsement on the 3rd party insurance policy	Varchar2(512)	
Name of Insured	Name of insured party on 3rd party insurance policy (if not lessor)	Varchar2(256)	
Lessor Insured Flag	Is the lessor the insured party on 3rd party insurance policy	Varchar2(1)	
Lessor Payee Flag	Is lessor named as payee on 3rd party insurance policy	Varchar2(1)	
Insurance Company Name	Company name of insurer	Varchar2(360)	
Insurance Company ID	ID of insurer	Number	
Insurance Company Site Name	Pay to site name of insurer	Varchar2(150)	
Insurance Company Site ID	Pay to site ID of insurer	Number	
Agent Name	Agent name for insurance policy	Varchar2(360)	
Agent ID	Agent ID for insurance policy	Number	
Agent Address Site Name	Agent address name for insurance policy	Varchar2(150)	
Agent Address Site ID	Agent address ID for insurance policy	Number	
Proof Due Date	Date proof of insurance is due	Date	
Proof Provided Date	Date proof of insurance was provided	Date	
Convert Type	Convert Type	Varchar2(30)	
Conversion Method	Conversion Method Code	Varchar2(30)	
Date of Conversion	Conversion Date	Date	
Variable Method	Variable Method	Varchar2(30)	
Index Name	Name of Index	Varchar2(150)	
Base Rate	Base Rate	Number	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Adder	Adder	Number	
Minimum Rate	Minimum Rate	Number	
Maximum Rate	Maximum Rate	Number	
Tolerance	Tolerance	Number	
Adjustment Frequency	Adjustment Frequency	Varchar2(80)	
Days in Year	Days in Year	Varchar2(30)	
Days in Month	Days in Month	Varchar2(30)	
Interest Method	Method of Interest	Varchar2(30)	
Interest Start Date	Start Date of Interest	Date	
Method of Calculation	Calculation Method	Varchar2(80)	
Formula Name	Name of Formula	Varchar2(999)	
Capitalize Flag	Capitalize Flag	Varchar2(1)	
Non Notification Flag	Non Notification Flag	Varchar2(1)	
Tax Withholding Flag	Tax Withholding Flag	Varchar2(1)	
Tax Calculation Formula Name	Tax Calculation Formula Name	Varchar2(999)	
Tax Owner	Tax Owner	Varchar2(80)	
Prefunding Eligible Flag	Prefunding Eligible Flag	Varchar2(1)	
Private Activity Bond Flag	Private Activity Bond Flag	Varchar2(1)	
RVI Auto Calculate Flag	RVI Auto Calculate Flag	Varchar2(1)	
RVI Guaranteed Amount	RVI Guaranteed Amount	Number	
RVI Present Guaranteed Amount	RVI Present Guaranteed Amount	Number	
RVI Premium Amount	RVI Premium Amount	Number	
RVI Rate	RVI Rate	Number	
Template Number	Template Contract Number, to be used as template during Contract Import process	Varchar2(30)	
Purchase Early Termination Option	Purchase Early Termination Option	Varchar2(30)	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Purchase Early Termination Option Type	Purchase Early Termination Option Type	Varchar2(30)	
Purchase Early Termination Option Amount	Purchase Early Termination Option Amount	Number	
Purchase Early Termination Option Formula	Purchase Early Termination Option Formula	Varchar2(35)	
Purchase Early Termination Option Prorate	Purchase Early Termination Option Prorate	Varchar2(35)	
Purchase Early Termination Option Maximum Option	Purchase Early Termination Option Maximum Option	Varchar2(35)	
Purchase Early Termination Option Maximum Amount	Purchase Early Termination Option Maximum Amount	Number	
Purchase Early Termination Option Maximum Formula	Purchase Early Termination Option Maximum Formula	Varchar2(35)	
Purchase Early Termination Option Minimum Option	Purchase Early Termination Option Minimum Option	Varchar2(35)	
Purchase Early Termination Option Minimum Amount	Purchase Early Termination Option Minimum Amount	Number	
Purchase Early Termination Option Minimum Formula	Purchase Early Termination Option Minimum Formula	Varchar2(35)	
Purchase EOT Option	Purchase End of Termination Option	Varchar2(30)	
Purchase EOT Option Type	Purchase End of Termination Option Type	Varchar2(30)	
Purchase EOT Option Amount	Purchase End of Termination Option Amount	Number	
Purchase EOT Option Formula	Purchase End of Termination Option Formula	Varchar2(35)	
Purchase EOT Option Prorate	Purchase End of Termination Option Prorate	Varchar2(35)	
Purchase EOT Option Maximum Option	Purchase End of Termination Option Maximum Option	Varchar2(35)	
Purchase EOT Option Maximum Amount	Purchase End of Termination Option Maximum Amount	Number	

Table 12–1 OKL_HEADERS_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Purchase EOT Option Maximum Formula	Purchase End of Termination Option Maximum Formula	Varchar2(35)	
Purchase EOT Option Minimum Option	Purchase End of Termination Option Minimum Option	Varchar2(35)	
Purchase EOT Option Minimum Amount	Purchase End of Termination Option Minimum Amount	Number	
Purchase EOT Option Minimum Formula	Purchase End of Termination Option Minimum Formula	Varchar2(35)	

Table 12–2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Contract Number Old	Contract number in old system	Varchar2(30)	Not Null
Line Number	Line number, unique to contract	NUMBER	Not Null
Line Type	Line type	Varchar2(30)	Not Null
Asset Number	Asset number, blank if is to be generated during import	Varchar2(15)	
Link Asset Number	For linking line to an asset line	Varchar2(15)	
Original Cost	Asset original unit cost	Number	
Total Units	Number of units of the asset	Number	
Amount	Amount of the line (total asset cost, fee amount)	Number	
Status	Record Status	Varchar2(40)	
Date Approved	Date approved	Date	
Date Signed	Date signed	Date	
Currency Code	Currency code	Varchar2(3)	
Inventory Organization Name	Inventory organization name	Varchar2(60)	
Inventory Organization ID	Inventory organization ID	Number	
Inventory Item Name	Inventory item name (name of asset or service)	Varchar2(40)	
Inventory Item ID	ID of inventory item	Number	

Table 12–2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Description	Line description	Varchar2(1995)	
Model	Model number	Varchar2(40)	
Make	Make	Varchar2(30)	
Year of Manufacture	Year of manufacture	Number	
Install Site Number	Address Number of Install At Site	Varchar2(30)	
Install Site ID	ID of address installed at	Number	
Residual Percent	Residual value % of total OEC for line	Number	
Residual Amount	Residual value amount	Number	
Residual Amount Guarantee	Amount of residual value guaranteed	Number	
Residual Amount Guarantee PV	PV of residual guarantee amount	Number	
Guarantor Type Code	Guarantor type for residual guarantee (3rd party, lessee)	Varchar2(30)	
Trade In Amount	Amount of trade in applied as capital reduction	Number	
Capital Reduction Percent	Percent of direct capital reduction	Number	
Capital Reduction Amount	Amount of direct capital reduction	Number	
Interim Interest Capitalized Amount	Amount of interim interest capitalized with asset line	Number	
Asset Corporate Book	ID of corporate book post asset line in FA	Varchar2(15)	
Asset Category Segment 1	Flexfield category segment in FA	Varchar2(30)	
Asset Category Segment 2	Flexfield category segment in FA	Varchar2(30)	
Asset Category Segment 3	Flexfield category segment in FA	Varchar2(30)	
Asset Category Segment 4	Flexfield category segment in FA	Varchar2(30)	
Asset Category Segment 5	Flexfield category segment in FA	Varchar2(30)	
Asset Category Segment 6	Flexfield category segment in FA	Varchar2(30)	
Asset Category Segment 7	Flexfield category segment in FA	Varchar2(30)	
Asset Category ID	Asset category to assign asset in FA	Number	

Table 12–2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Asset Location Segment 1	Flexfield location segment in FA	Varchar2(30)	
Asset Location Segment 2	Flexfield location segment in FA	Varchar2(30)	
Asset Location Segment 3	Flexfield location segment in FA	Varchar2(30)	
Asset Location Segment 4	Flexfield location segment in FA	Varchar2(30)	
Asset Location Segment 5	Flexfield location segment in FA	Varchar2(30)	
Asset Location Segment 6	Flexfield location segment in FA	Varchar2(30)	
Asset Location Segment 7	Flexfield location segment in FA	Varchar2(30)	
Asset Location ID	Location to assign asset in FA	Number	
Depreciation Method ID	Depreciation method ID	Number	
Depreciation Method Code	Depreciation method	Varchar2(12)	
Life In Months	Depreciable life	Number	
Depreciation Rate	Depreciation rate	Number	
Salvage Value	Amount of salvage value	Number	
Salvage Value Percent	Percent of salvage value	Number	
Sales Tax Exempt Flag	Sales tax exempt flag	Varchar2(1)	
Sales Tax Exempt Certificate Number	Sales tax exempt certificate number	Varchar2(50)	
Sales Tax Override Flag	Flag to use override rate rather than default rate	Varchar2(1)	
Sales Tax Override Rate	Sales tax override rate	Number	
VAT Tax Exempt	VAT tax exempt flag	Varchar2(1)	
VAT Tax Exempt Certificate Number	VAT tax exempt certificate number	Varchar2(50)	
VAT Tax Override Flag	Flag to use override rate rather than default rate	Varchar2(1)	
VAT Tax Override Rate	VAT tax override rate	Number	
Lien Type	Type of lien on asset	Varchar2(30)	
Lien Filing Number	Lien filing number	Varchar2(50)	
Lien Filing Date	Lien filing date	Date	
Lien Filing Status	Lien filing status	Varchar2(30)	

Table 12–2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Lienholder ID	ID of lienholder	Number	
Lienholder Name	Name of lien holder	Varchar2(360)	
Filing Jurisdiction	Primary jurisdiction where lien was filed	Varchar2(50)	
Filing Sub-Jurisdiction	Sub-jurisdiction where lien was filed	Varchar2(50)	
Lien Expiration Date	Date lien expires	Date	
Lien Continuation Number	Number of lien continuation (filing extension)	Varchar2(50)	
Lien Continuation Date	Date extension was filed	Date	
Title Type	Type of title for asset	Varchar2(30)	
Title Issuer Name	Name of the organization issuing the title	Varchar2(60)	
Title Issuer ID	ID of organization issuing title	Number	
Title Date	Date on title	Date	
Title Number	Number of title	Varchar2(50)	
Registration Number	Number of asset registration	Varchar2(150)	
Asset Registration Location Name	Name of location where asset is registered	Varchar2(80)	
Asset Registration Location ID	ID of location where asset is registered	Number	
Title Custodian Name	Title custodian name	Varchar2(30)	
Capitalized Interest	Capitalized interest	Number	
Payee Site Name	Pay to site name for title custodian	Varchar2(240)	
Serial Number	Serial number	Varchar2(100)	
Vendor Invoice Number	Vendor invoice number	Varchar2(30)	
Vendor Invoice Date	Vendor invoice date	Date	
Ship to Site Name	Ship to site name	Varchar2(240)	
Ship to Site ID	Ship to site ID	Number	
Start Date	Start date	Date	

Table 12–2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
End Date	End date	Date	
Passthrough Percent	Passthrough percent	Number	
Passthrough Basis Code	Passthrough basis code	Varchar2(30)	
Fee Code	Stream type source for fees	Varchar2(30)	
Usage Item Name	Name of usage item for UBB billing	Varchar2(40)	
Usage Item ID	ID of usage item for UBB billing	Number	
Price List Name	Price list for UBB billing	Varchar2(240)	
Price List ID	Price list ID for UBB Billing	Number	
Counter Group Name	Counter group name for UBB billing	Varchar2(30)	
Counter Group ID	Counter group ID for UBB billing	Number	
Usage Bill Frequency Code	Billing frequency code	Varchar2(30)	
Minimum Quantity Usage	Minimum quantity to bill for in UBB for the period	Number	
Default Quantity Usage	Default to bill for if reading not obtained for the month and if AMCV flag is not 'Y'	Number	
AMCV Flag	If 'Y' then bill based on average meter reading	Varchar2(1)	
Level	If 'Y' then do levelling for counters for a usage line	Varchar2(1)	
Base Reading	Base reading	Number	
Base Reading UOM Code	Oracle inventory UOM code for usage item	Varchar2(3)	
Real Estate Initial Direct Cost	Initial direct costs for real estate asset	Number	
Real Estate Occupancy	Occupancy number for real estate asset	Number	
Real Estate Date Last Inspection	Last inspection date for real estate asset	Date	
Real Estate Date Next Inspection	Next inspection date for real estate asset	Date	

Table 12-2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Real Estate Weighted Average Life Years	Weighted average life (in years) of real estate asset	Number	
Real Estate Bond Equivalent Yield	Bond yield equivalent to yield on real estate asset	Number	
Real Estate Refinance Amount	Refinanced amount for real estate asset	Number	
Real Estate Credit Tenant Flag	Tenant providing credit indicator for real estate asset	Varchar2(1)	
Real Estate Property Class Code	Property class code of real estate asset	Varchar2(30)	
Real Estate Coverage Ratio	Coverage ratio of real estate asset	Number	
Real Estate Net Cash Flow	Net cash flow on real estate asset	Number	
Real Estate Funding Category Code	Funding category code for real estate asset	Varchar2(30)	
Real Estate Appraisal Flag	Appraisal indicator for real estate asset	Varchar2(1)	
Real Estate Appraisal Date	Date of appraisal for real estate asset	Date	
Real Estate Appraisal Value	Value of appraisal for real estate asset	Number	
Real Estate Concept Type Code	Concept type	Varchar2(30)	
Real Estate Deal Type Code	Deal type	Varchar2(30)	
Real Estate Gross Footage	Gross footage of real estate asset	Number	
Real Estate Net Footage Rentable	Net rentable footage of real estate asset	Number	
Real Estate Letter Acceptance Date	Date of letter of acceptance for real estate asset	Date	
Real Estate Acceptance Expire Date	Date acceptance expires for real estate asset	Date	
TAX Cost	Cost at tax book	Number	
TAX Book	Name of the tax book	Varchar2(15)	

Table 12–2 OKL_LINES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Life in Months	Life in months - tax book	Number	
Depreciation Method	Depreciation Method - tax book	Varchar2(12)	
Depreciation Rate	Depreciation Rate - tax book	Number	

Table 12–3 OKL_PARTY_ROLES_INTERFACE Table Attributes

Attribute	Description	Datatype	Null?
Contract Number Old	Previous contract number	Varchar2(30)	Not Null
Line Number	Contract line number	Number	
Asset Vendor Name	Name of vendor/supplier of assets	Varchar2(80)	
Asset Vendor ID	ID of vendor/supplier of assets	Number	
Service Vendor Name	Name of vendor/supplier of service	Varchar2(80)	
Service Vendor ID	ID of vendor/supplier of service	Number	
Fees Vendor Name	Name of vendor/supplier of fee	Varchar2(80)	
Fees Vendor ID	ID of vendor/supplier of fee	Number	
Guarantor Name	Guarantor name (credit guarantor)	Varchar2(360)	
Guarantor ID	Guarantor ID (credit guarantor)	Number	
Dealer Name	Dealer name	Varchar2(80)	
Dealer ID	Dealer ID	Number	
Guarantor Type	Type of credit guarantor for contract	Varchar2(30)	
Guarantee Type	Type of credit guarantee (primary, secondary)	Varchar2(30)	
Guaranteed Amount	Amount of credit guarantee	Number	
Guarantee Date	Date guarantee received	Date	
Guarantee Comment	Credit guarantee group comment	Varchar2(50)	
Guarantor Site Number	Site Number of Guarantor	Varchar2(30)	
Guarantor Site ID	Site ID of Guarantor	Number	

Table 12–4 OKL_PAYMENTS_INTERFACE Table Attribute

Attribute	Description	Datatype	Null?
Contract Number Old	Previous contract number	Varchar2(30)	Not Null
Line Number	Contract line number	Number	
Asset Number	For non asset lines if breakup of payments are by asset then populate relevant asset number	Varchar2(15)	
Payment Type Code	Stream type for payment (rent, interim rent, fee type)	Varchar2(30)	
Payment Schedule Number	Sequence number of payment step	Number	
Payment Frequency Code	Periodicity of rental charge (M, Q, SA, A) expressed as units of Time Unit Of Measure	Varchar2(30)	
Arrears Flag	'Y' if payment due in arrears, else in advance for the period	Varchar2(1)	
Advance Payments	Number of advanced rents	Number	
Payment Amount	Rent step amount	Number	
Start Date	Date rent step starts	Date	
Number of Periods	Number of periods in step	Number	
Rate	Rate	Number	
Comments	Comment	Varchar2(50)	

Table 12–5 OKL_PARTY_ROLES_INTERFACE table attributes

Attribute	Description	Datatype	Null?
Contract Number Old	Previous contract number	Varchar2(30)	Not Null
Line Number	Contract line number	Number	
Asset Vendor Name	Name of vendor/supplier of assets	Varchar2(80)	
Asset Vendor ID	ID of vendor/supplier of assets	Number	
Service Vendor Name	Name of vendor/supplier of service	Varchar2(80)	
Service Vendor ID	ID of vendor/supplier of service	Number	

Attribute	Description	Datatype	Null?
Fees Vendor Name	Name of vendor/supplier of fee	Varchar2(80)	
Fees Vendor ID	ID of vendor/supplier of fee	Number	
Guarantor Name	Guarantor name (credit guarantor)	Varchar2(360)	
Guarantor ID	Guarantor ID (credit guarantor)	Number	
Dealer Name	Dealer name	Varchar2(80)	
Dealer ID	Dealer ID	Number	
Guarantor Type	Type of credit guarantor for contract	Varchar2(30)	
Guarantee Type	Type of credit guarantee (primary, secondary)	Varchar2(30)	
Guaranteed Amount	Amount of credit guarantee	Number	
Guarantee Date	Date guarantee received	Date	
Guarantee Comment	Credit guarantee group comment	Varchar2(50)	
Guarantor Site Number	Site Number of Guarantor	Varchar2(30)	
Guarantor Site ID	Site ID of Guarantor	Number	

12.21 Billing Import Open Interface Table

The following table lists the columns in the Oracle Lease Management Open Interface Table for the billing import functionality. The tables give the attribute name (column name), a brief description of the attribute, the character type for the column, and whether or not the column can contain a null value. All fields in the Billing Import Open Interface table are optional and can contain remain null.

Required information is checked downstream during the validation process.

Billing Import functionality uses the following table:

- OKL_BILLING_CHARGES_V

For more information on using the Billing Import functionality in Oracle Lease Management, see [Section 7.1.17.1, "Prepare Third-Party Billing Import File for Billing"](#) for details.

Table 12–6 OKL_BILLING_CHARGES_V Open Interface table attributes

Attribute	Description	Type	Null?
SEQUENCE_NUMBER	Record identifier	NUMBER(5)	
DATE_TRANSMISSION		DATE	
TRX_STATUS_CODE	Transaction status of the record	VARCHAR2(30)	
ERROR_MESSAGE	Populated by billing import concurrent program during validation if errors occur	VARCHAR2(450)	
TAI_ID		NUMBER	
CUSTOMER_ID		NUMBER	
CUSTOMER_REF		VARCHAR2(720)	
CUSTOMER_ADDRESS_ID		NUMBER	
CUSTOMER_ADDRESS_REF		VARCHAR2(720)	
CONTRACT_ID	Internal identifier for the contract number	NUMBER	
STY_ID	Stream ID number corresponding to stream code	NUMBER	
STY_NAME	Stream Name corresponding to stream code	VARCHAR2(150)	
ASSET_ID	Internal identifier for the asset number	NUMBER	
INVOICE_DATE	Date of the invoice	DATE	

Table 12–6 OKL_BILLING_CHARGES_V Open Interface table attributes

Attribute	Description	Type	Null?
AMOUNT	Amount to be billed	NUMBER	
CURRENCY_CODE	Currency used in the billing transaction	VARCHAR2(60)	
RECORD_TYPE		VARCHAR2(2)	
TAX_ASSESSMENT_AMOUNT	Tax assessment amount - valuation based on property	NUMBER	
TAX_JURSDCTN_CTY	Tax Jurisdiction City	VARCHAR2(200)	
MLRT_TAX_JURSDCTN_CTY	Milrate for Tax Jurisdiction City	VARCHAR2(200)	
TAX_JURSDCTN_CNTY	Tax Jurisdiction County	VARCHAR2(200)	
MLRT_TAX_JURSDCTN_CNTY	Milrate for Tax Jurisdiction County	VARCHAR2(200)	
TAX_JURSDCTN_STE	Tax Jurisdiction State	VARCHAR2(200)	
MLRT_TAX_JURSDCTN_STE	Milrate for Tax Jurisdiction State	VARCHAR2(200)	
TAX_JURSDCTN_SCHL	Tax Jurisdiction School	VARCHAR2(200)	
MLRT_TAX_JURSDCTN_SCHL	Milrate for Tax Jurisdiction School	VARCHAR2(200)	
TAX_JURSDCTN_CNTRY	Tax Jurisdiction Country	VARCHAR2(200)	
MLRT_TAX_JURSDCTN_CNTRY	Milrate for Tax Jurisdiction Country	VARCHAR2(200)	
CONTRACT_NUMBER	The number of the contract that the bill is associated with	VARCHAR2(120)	
ASSET_NUMBER	The asset number associated with the billing	VARCHAR2(15)	

Glossary

advance rent

Rent received at the start of the lease that will be adjusted against the last rents.

advance/arrears indicator

Shows if the rents are billed in advance or in arrears of the rental period.

amortization

The systematic method for recording financial elements to income or expense over a defined period, typically the lease or loan term.

approver

The person who is authorized to approve the document before the next activity may be carried out.

articles

Textual sections of contract terms and conditions.

as-due basis

An event initiated based on when the invoice is due.

asset disposition

Sale or disposal of assets.

authoring

A process of creating a contract.

billed basis

An event initiated based on when the item is billed.

billing

The process of notifying the responsibility party of amounts due.

billing frequency

The frequency with which bills are presented to a customer.

booking

The process of preparing and recording accounting records associated with a contract.

buck-out lease

Full payout, net leases structured with a bargain purchase option for the lessee to purchase the equipment for one dollar at the expiration of the lease. These leases are often referred to as dollar buyout or buck-out leases.

buyout amount

This is the amount necessary for the customer to pay in order to consider the contract paid in full.

cancellation

When a customer has the contractual right to end an agreement (that is, the customer is at the end of term in month-to-month status, non-appropriation clause, or rental agreement).

capital lease

A type of lease classified and accounted for by a lessee as a purchase and by the lessor as a sale or financing. It must meet at least one of the criteria outlined in paragraph 7 of FASB 13. It is treated as debt and an offsetting depreciable asset for book accounting purposes.

capitalized cost

The cost of equipment to be leased plus various fees, charges, or interest that may be added to the equipment cost. The total capitalized cost--or basis--is the amount upon which the tax benefits or depreciation on the equipment are based.

cash basis

An event initiated based on when cash is received. A related pass-through disbursement is created when cash is applied against an invoice.

catch-all

A placeholder used at the top of a territory hierarchy when no other is defined in Territory Management.

closed item

An invoiced item that was paid.

collateral

The additional security provided by the borrower for availing the credit facility provided by the lender. The additional security is normally in the form of assets which are, in addition to the asset, financed by the loan or lease.

From a customer service perspective, collateral also is a static fulfillment document that doesn't contain merged data. It is usually some sort of marketing brochure or some other document. It is sent in an email as an attachment. It is often called a deliverable in the marketing applications.

concurrent program

An instance of an execution file, along with parameter definitions and incompatibilities. Concurrent programs use concurrent program executables to locate the correct execution file. Several concurrent programs may use the same execution file to perform their specific tasks, each having different parameter defaults and incompatibilities.

consolidated billing

One or more billing items combined into one group for invoicing purposes.

consolidated counter

A logical counter that groups the counters belonging to more than one contract. These counters need to be consolidated into one consolidated record as per customer requirement.

context

A context is a pool of global variables that are passed as parameters to functions. An instance of context should exist to execute Formulae.

context assembler

A Context Assembler is a PL/SQL procedure that creates a new instance of a context and populates values of context parameters. Each external entity which wants to use the Contracts Formula Engine must have its Context Assembler and Context.

context parameter

A context parameter is a variable of a context that is be passed as a parameter to functions. An instance of context parameter is created whenever a new instance of context object is required.

contract

A written, signed, Legal Agreement between/among trading partners that has financial, legal, and industry-specific operational consequences.

contract activation

A series of steps performed on an authored contract that culminates with a booked contract that is ready to be billed.

contract ID

Unique identifier of a contract.

contract status

The state of the contract. Possible values: new, passed, complete, incomplete, pending approval, booked, under revision, evergreen, litigation hold, bankruptcy hold, expired, terminated, reversed, amended, abandoned

contract validation

The application of various QA logic and business rules to a contract to insure it meets business requirements.

contracts formula engine thread

A formula is executed within an instance of a context. Operands of the formula can call other formulae and functions that are executed within the same instance of the context. This process is referred to as the contract formula engine thread.

contract shell

A contract in inactive state with minimal data contained in it. The minimal data is customer information and product category.

coterminous

All assets on a contract terminate at the same time, regardless of their start dates.

cure amount

The amount due to satisfy a customer's past due rents. The payment may be required from a vendor or other third party.

customization

Customizations are enhancements to an Oracle applications system made to fit the needs of a specific user community.

DBA

Name company is Doing Business As.

direct finance lease

Direct finance lease is a non-leveraged lease by a lessor (not a manufacturer or dealer) in which the lease meets any of the definitional criteria of a capital lease, plus certain additional criteria.

disposition

Sale or disposal of assets.

disbursement

Disbursements are payments to suppliers or other third parties for the cost of equipment, a prepayment facility with lessor, maintenance, insurance and other services. Some disbursements such as pass-through and syndication payments are linked to billing events

distribution

Defined group of accounting codes that determine debit and credit accounts that is affected in the General Ledger. A distribution may define percentage-wise allocation of funds between accounts.

distribution group

Distribution group is a logical grouping of distributions.

effective dates

Effective dates are the dates a record is effective or to be in use.

employee

A resource type that represents a person who is hired to work for a company. Employee resources can be input as resources in various pages available without installing the Human Resources Management System (HRMS).

escalation

Actions in a process that increase in extent or intensity.

evergreen

A lease contract period past the initial term end date; rents are still collected.

execution date

The strategy performance date. At the execution date a member of the assignment group executes the strategy and notes the action taken.

Also refers to the date a lease contract is signed.

exposure

The total amount of credit risk the lessor has with the customer. This amount is normally the amounts due, plus net investment value (NIV), plus approved credit not drawn down.

fair market value lease

A lease that includes an option for the lessee to either renew the lease at a fair market value, or purchase the equipment for its fair market value at the end of the lease term.

FASB

An acronym for Financial Accounting Standards Board.

FASB 13

The FASB's statement of Financial Accounting Standards No. 13 is recognized as the accounting guideline for financial statement reporting of lease investments and/or liabilities.

FASB 109

The FASB's statement of Financial Accounting Standards No. 109 supersedes FASB statement 96, Accounting for Income Taxes. This includes a basic principle that *the measurement of deferred tax assets is reduced, if necessary.*

financial product

A financial product in Oracle Lease Management groups together a set of attributes and rules based on which contracts are created. It is mandatory for every contract to be associated with a single product.

fixed rate

A contract with an interest rate factor that does not change during its life.

flexfield

A flexible data field format that your organization can customize to your business needs without programming.

floor price

The targeted minimum amount acceptable for the sale of an asset.

FMV

An acronym for Fair Market Value. The price for which property is sold in an arms-length transaction between two unrelated parties. (See Fair Market Value Lease.)

form

Forms are a logical collection of fields, regions, and graphical components that appears on a single page. Oracle applications forms resemble paper forms used to run a business. You enter data by typing information into the form.

forms server

A Forms server is a type of application server that hosts the Forms server engine. It mediates between the desktop client and the database, providing input pages for the Forms-based products on the desktop client and creating or changing database records based on user actions.

formula

An arithmetic operation over operands.

formula counter

Formula type counters allow users to use simple math to derive the counter value. For example, you use a formula counter to track total number of copies made with photo copy machine, which provides both black and white copies and color copies.

function

A function is a register of a function that returns a scalar numeric value.

function parameter

A function parameter passes a value to function. The function parameter gets its value from the corresponding context parameter. The context parameter comes from an instance of context in which the function is executed.

funding

Generally, funding is the process of paying a supplier for leased equipment.

general ledger

The General Ledger (GL) is the book of final entry summarizing all of a company's financial transactions through offsetting debit and credit accounts.

general provision / reserve

Loss Provisions and reserves established based on contract types and aging categories to offset write-offs for bad debts.

gross remaining receivables

The remaining unpaid billed and not billed gross receivable at a point in time.

guaranteed residual

That portion of the residual that becomes guaranteed from a third party through the purchase of residual value insurance and is to be accounted for as accounts receivable rather than residual receivable.

guarantor

The entity that guarantees payments in the event of lessee default.

interaction

An interaction is a touch point that occurs between a customer, a customer system, a resource, or a resource system. An example of a touch point is a phone call between an agent and a customer. Interactions include activities, media, and media items.

Interaction History

Interaction History (IH) provides Oracle applications with a common framework for capturing and accessing all interaction data associated with customer contacts.

IH acts as the central repository and provides a consistent API for tracking all automated or agent-based customer interactions.

investor

Investors are parties to syndicated contracts. For the purpose of this document, **investor** and **syndicated party** are interchangeable terms.

investor stake (%)

The amount an investor pays to acquire an interest in a syndicated deal.

invoice

A bill sent to a customer.

invoice amount

Total amount of charges on an invoice.

invoice format

Invoice format is a group of invoice types that specify how data is to appear on the invoices.

invoice parameters

Invoice Parameters specify rules for grouping transactions within an Oracle Lease Management invoice.

items

Items can be master documents, collateral, or attachments in fulfillment. Items are inserted in the body of an email. Items are selected from the list of all possible documents and collateral material available to the user from fulfillment templates.

IVR

Acronym for Interactive Voice Recognition.

journal entries

A set of financial data that is of significance for recording ledger transactions in accounting.

key flexfield

A key flexfield is a field format you can customize to enter multi-segment values such as part numbers, account numbers, location, and so on. Key flexfields relate to specific uses in Oracle applications.

late charge

An amount assessed as a result of the payment due on a contract not being received within a certain pre-set number of days from the due date.

late interest

Refers to the interest rate factor applied to an outstanding invoice amount from the time it is due until it is paid.

lease

A lease is a contract in which one party conveys the use of an asset to another party for a specific period of time for a predetermined payment amount.

lessee

User of the equipment being leased.

lessor

Owner of the equipment which is being leased.

lookup codes

Imbedded codes in Oracle Applications that enable you to define a feature prior to setup. These include defining article sets, contract roles, and so on.

margin

For variable interest rate, add margin to the base interest rate factor to determine the actual rate of interest. This is expressed as the number of basis points on top of the index rate.

master lease contract

A master lease contract is an (electronic) document, which contains leasing terms and conditions that, through reference to the master lease agreement number, can apply to authored deal contracts.

media

In Interaction History, media represents the communication channel through which an activity takes place. Examples can include: the phone, the fax machine, an ATM, or a cell phone.

meter read

Actual number of usage units from a counter at a point in time.

mill rate

The percentage tax rate in effect for property tax. (This applies to the USA only.)

net book value (NBV)

In terms of an operating lease, it is the original first cost, less accumulated book depreciation. The amount represents the lessor's investment in a lease.

net investment

The investment or equity, net of expected income, a lessor has in a transaction.

non-consolidated counter

A non-consolidated counter is assigned to each asset on a specific contract.

non termination write down

Creation of a loss provision on a contract without terminating the contract.

Notes

Notes is a tool that provides locations where you can specify more text detail, if needed. You can add a note to a task in Task Manager.

note status

There are three statuses available for notes in Oracle Applications:

- Private: Only the creator can view it.
- Public: The creator and others can read or write to it.
- Publish: Publishable over the Internet. Everyone can view it.

note text

A large text note, such as a customer's letter or directions.

note type

Note type is selected from a lookup table. You can add note types through the setup window. They provide a further categorization of notes based on a user's needs. Also, you can tie a note type to a source type and such note types are visible only to that mapped source. Therefore, you must choose between the entire list of note types that have been defined for your source and those which do not have any source type attached to them.

object

An object is any identifiable individual or thing. It can be physical, such as a telephone or PBX, or an abstract concept, such as a market campaign in Interaction History.

OEC

An acronym for Original Equipment Cost, which is the original cost of the leased equipment.

open item

A receivable item that has not been paid.

operand

An operand is a register of an object that can take part in arithmetic operations. Operand can use formula, function or a regular expression as the source for its value.

operating agreement

An operating agreement is a mutual agreement between a lessor and vendor to work together and administer certain financing programs which set specific terms and conditions for future transactions.

operating lease

A lease which does not satisfy any of the criteria of a "capital lease" under local accounting principles.

partial termination

The amount a customer must pay for a subset of assets a contract to terminate them and pay off all future amounts due.

payment in advance

Periodic payments due in advance of the rental period.

payment in arrears

Periodic payments due before the last day of the rental period.

payment level

A payment level is the number, frequency, and due amount for a specific time period.

principal balance

A loan concept, which can also be used in leasing vernacular, designating remaining gross receivable, less unearned finance charges.

product option

A property of a financial product that defines a value or allows the user to select a value from a set of values at the time of the lease authoring. Options are typically associated with specific terms and conditions that govern the behavior of contract transactions. At the time of authoring, you can render an option as **required** or as **optional**. A typical option with multiple values associated with it might be **interest method** or **End-of-term Purchase** option.

product quality

A property of a financial product that is mandatory and, once selected, cannot be changed. Qualities are used for the purpose of categorization of products.

profile options

In Oracle Applications, profile options enable you to turn on or off specific functionality, such as integrations and processes, and allows you to set specific parameters that govern a process or transaction such as number of days before a task is due that the user is notified.

property tax

Tax assessed for owning property.

pro-rate read

An actual reading, but received either before or after the due date. To use pro ration, calculate a daily rate and then multiply that value to the number of days from the last meter read due date until the current meter read due date.

purchase option

An option given to the lessee to purchase the equipment from the lessor, usually as of a specified date. Options vary in type: Guaranteed Purchase Option (GPO), Bargain Purchase Option, Fair Market Value Option (FMV), Mid-Term Purchase Option.

quote history

This is the history of buyout quotes given to a customer.

rebooking

The process of altering an existing lease/loan transaction due to some financial change in the deal structure; rental payment change, credit extension, due date change, etc. New accounting entries or adjusting entries are made when the contract is reactivated.

re-amortization

Recalculation of rental payments on variable rate products as interest rates change.

recourse

The right of the lender/lessor to pursue payment from a third party if the lessee/borrower defaults.

regular counter

Physical counters found in tangible objects like automobiles, gas meters, photo copy machine, etc.

re-lease

Assets from previous leases that are placed onto a new lease.

repurchase

Vendor or other third party agrees to purchase original asset when it comes off lease.

repurchase amount

The amount required from the vendor or third party to buy a transaction back. This amount is determined by pre-set calculation specified in the vendor agreement. This may vary from vendor to vendor.

residual amount

The estimated value of an asset at the end of a lease for which the lessee is not expected to pay.

residual value insurance

An insurance premium purchased from a third party so as to guarantee a portion of the residual value, which in turn is designated as a recovery of the capital cost and included in the FAS 13 test for classifying a leasing transaction.

residual write-down

Taken to reflect a drop in the expected market value of an asset at lease expiration.

resource

The basic element of the Resource Manager in Oracle Applications and is defined as people, places and things.

resource category

In Oracle Applications, any of five types of resources defined in Resource Manager: party, employee, partner, supplier contact, and other/to be hired (TBH).

Resource Manager

The Resource Manager is a tool used to define, access, and maintain all Oracle Applications resources.

responsibility

A responsibility is a level of authority in Oracle Applications that allows access only to those Oracle Applications functions and data appropriate to fulfill your role in the organization.

restructure

When an agreement is made with a customer to amend the current payment structure, usually to reduce regular payment amounts or extend the term.

role

Roles group various permissions at the page level and function level, are used to maintain application security.

role type

A role type is a group of related roles associated with a particular Oracle Applications module.

sales tax

Tax based on the sale of property by federal, state and local authorities.

sales-type lease

A lease in which the lessor is also the vendor (manufacturer or distributor) of the equipment.

salvage value

The accounting estimate of the asset value once it is depreciated over the term of the lease. This is typically based on an estimate of the future value, less a safety margin.

securitization

This is the process of selling the cash flows in a pool of assets to outside investors at a rate below the earning rate, enabling an accelerated gain to be recorded. The servicing of the contracts for the pooled assets is normally retained by the lessor.

service and maintenance

Fees charged to a customer for servicing or warranting assets, such as extended warranty contracts.

specific provision or reserve

A loss provision or reserve, established to recognize potential impairment of the collection of a specific receivable.

stipulated loss value table

A table indicating the amount to be paid to the lessor in case a leased asset is lost or destroyed.

straight-line depreciation

A form of depreciation whereby the owner of the equipment takes an equal amount of depreciation in each full year of the equipment's useful life or recovery period.

stream

A stream is a schedule of amounts over a period of time, derived from the transaction's details. For example, a rent stream is the schedule of amounts and due dates over the term of the lease.

stream activity

Stream activity types describe the state of the stream. A stream can be ACTIVE, CURRENT, HISTORY, or WORKING.

stream element

A single amount and its corresponding date (i.e. a cash flow). A stream element is the line level detail of a stream. A stream can have multiple stream elements.

stream type

The logical type of the stream. It specifies what the stream is for and holds attributes that are used to process streams in various procedures. Examples of stream types include rental income, principal balance, and interest payment.

sub-ledger

A book in which the monetary transactions related to a specific financial function of a business are posted in the form of debits and credits before the financial transaction is posted in the General Ledger.

supplier

Oracle Payables uses the term "Supplier" for vendors, so "Vendor" and "Supplier" are used interchangeably for the purpose of this document, unless specified otherwise.

syndicated contract

Entities other than the lessor invest a stake in the contract in return for a portion of the rent and related receivables. Oracle Lease Management makes a disbursement to an investor in relationship to the billing. Information about the investment and disbursement method is setup when the syndication agreement is authorized.

syndication

The selling off of a deal, or portion of a deal, to outside investors at a rate lower than the lessor's rate of return. This arrangement reduces the lessor's risk and accelerates the return on the deal.

system administrator

The system administrator is the person who manages administrative tasks in Oracle Applications, such as registering new users and defining system printers, using the system administrator responsibility.

task

A task is a discrete unit of work that is assigned to one or more individuals. Tasks are managed by the Task Manager. Tasks are often scheduled events and have defined expirations.

task group templates

A task group template is a grouping of different task templates defined during setup in Task Manager.

Task Manager

Task Manager is a tool used to manage tasks throughout other applications. Task Manager provides a mechanism for tasks to be created, assigned, managed, sorted, and prioritized to provide timely response to customer issues.

task owner

An owner is the person (resource) that creates and is responsible for the task.

task type

A task type defines the nature of the task such as a callback or a meeting.

terminal rental adjustment clause (TRAC)

A provision in a lease that permits or requires an adjustment of rentals according to the amount realized by a lessor upon a sale of the leased equipment. This allows the lessor to guarantee a terminal (residual) value while still claiming tax ownership on a lease. This benefit only applies to certain classes of vehicles.

termination

The process of ending a leasing transaction with the lessee.

territory

A territory is an organizational domain with boundaries defined by attributes of customers, products, services, and resources in Territory Management.

territory administrator

This person administers the specific and periodic duties of Territory Management.

Territory Manager (TM)

Territory Manager is a tool that helps manages territories.

TCA

An acronym for Trading Community Architecture. This is a standardized approach in Oracle Applications for handling customer and other party information.

terms and conditions

Financial and legal arrangements that are agreed to by parties of a contract.

transfer and assumption

When a contract obligation and use of leased assets are transferred from one party to another party with the lessor's consent.

transaction type

An event in Oracle Lease Management relating to a contract or asset.

UBB

An acronym for Usage Based Billing. Rental payments are derived in part or in full, based on a specific rate per number of units used or counted.

user

A user is any person who needs access to any application, including various types of customers, partners, suppliers, and employees.

user ID

The User ID is a combination of a user name and its password.

user profile

User profiles, which are associated with responsibilities, are a set of user interfaces that give users access to their personal data and preferences.

user type

A user type is a category of users that caters to the specific needs of an application's business requirements in User Management. User types allow flexible and extensible ways for defining, categorizing and implementing behavior of users. A user type is associated to only one template, one responsibility, zero or one approval and zero or more roles.

vendor program

An agreement between the lessor and a vendor to create a specific financing program for the vendor's customers who desire financing. The terms and conditions of the vendor program may govern aspects of the deals created as a result of the program.

warrant

A warrant is an option to purchase an equity instrument. Lessor's may accept warrants as collateral on deals.

workflow

A complete workflow management system that supports business process definition and automation in Oracle Applications. Typically, workflow is used for contract approval, change requests, and notifications.

workflow attributes

Workflow attributes control the behavior of the workflow.

workflow monitor

The workflow monitor is a Java based tool used for administering and viewing workflow process.

write off

When a contract is deemed uncollectable, the loss is recognized for accounting purposes by charging off future receivables and/or investments.

yield

A measurement of profitability obtained from a series of cash flows. This may represent the lessor's return on invested funds.

90% Test

A Financial Accounting Standards Board (FASB) test, which indicates whether or not 90% or more of the cost of the leased equipment, at lease inception, will be recovered through the present valuation of minimum lease payments using the lessee's incremental borrowing rate.

Index

A

- abandon, vendor agreement, 4-22
- abandoned, contract status, 8-4, 8-20, 8-29, 8-30
- acceptance
 - pre-proceed, 8-2, 8-16
 - termination quote, 8-16
 - upon receipt, 8-2, 8-16
- accessibility, documentation, -xxiv
- account code, general ledger, 10-1, 10-26
- account tab
 - consolidated invoices, 12-16
 - lease center, 12-15
 - view customer account information, 12-15
- accounting
 - account balances report, 10-26
 - Accounting Entry Process, concurrent program, I-3
 - accrual evaluation, 10-2
 - accrual reversal rules, 10-2
 - amortization of financed fees, E-13, G-10, F-15
 - apply receipt to security deposit note, E-11, F-12
 - approve funding request, E-3, G-3, F-3
 - approve insurance premium disbursement request, E-15, F-17
 - approve invoice, E-15, E-17, G-12, F-17, F-19
 - approve invoice in Payables, E-4, G-4, F-4
 - approve request for legal charges, E-16, G-12, F-18
 - booking, examples of, E-5, G-4, F-5
 - create interim rent bill, E-7
 - create invoice, E-15, E-17, G-12, F-17, F-18
 - create invoice in Payables, E-4, G-4, F-4
 - create miscellaneous transaction header, 10-13
 - create miscellaneous transaction line, 10-16
 - create pre-booking interest bill, F-8
 - create specific loss provision, 10-7
 - create transaction line, 10-18
 - depreciation from assets, about, E-13
 - determine general ledger interface, 10-9
 - disbursement, examples of, E-14, G-11, F-16
 - establish funded fees asset, E-6, G-6, F-7
 - example entries, E-1, G-1, F-1
 - funding, examples of, E-3, G-3, F-3
 - general loss provision, 10-5
 - generate accruals, 10-1
 - generate batch accruals, 10-4
 - generate first insurance bill, E-8, F-9
 - generate funding request, E-3, G-3, F-3
 - generate interim rent bill, E-7, F-8
 - generate lease interest bill, G-10
 - generate lease rent bill, E-13, F-14
 - generate legal charges, E-8, G-6, F-9
 - generate on-time bill, E-18, F-20
 - generate request for insurance premium, E-15, F-16
 - generate request for legal charges, E-16, G-11, F-18
 - generate security deposit debit note, E-10, F-12
 - GL Transfer, concurrent program, I-3
 - import invoice into payables, E-20, F-21
 - interest income accrual and billing
 - examples, G-8
 - loss provisions, 10-5
 - miscellaneous transaction, 10-13
 - one-off billing, examples of, E-6, G-6, F-8
 - pass-through, examples of, E-18, F-19
 - pay invoice, E-4, E-16, E-18, G-4, G-13, F-4, F-18,

F-19
 payment of invoice, E-21, F-22
 period open to close, 10-1
 receipt of payment against first bills, E-9, G-7, F-11
 receive lease rent, E-13, G-10, F-15
 receive payment pass-through bill, E-19, F-21
 receive security deposit, E-10, F-11
 rent income accrual and billing, examples, E-11, F-12
 request disbursement, E-20, E-22, F-21, F-23
 reverse loss provision, E-22, G-14, F-23
 search for miscellaneous transaction, 10-15
 search for miscellaneous transaction line, 10-17
 search specific loss provision, 10-8
 set-off for asset, E-5
 set-off for funding, E-5, F-5
 specific loss provision, 10-6
 specific loss provision, examples of, E-21, G-13, F-22
 specify accrual override, 10-3
 specify period reversal, 11-2
 submit claim for security deposit, E-10, F-11
 submit general loss provision, 10-5
 template memo flag, 10-2
 termination, examples of, E-21, G-14, F-23
 transfer accounting to general ledger, E-19, F-20
 transfer invoice to general ledger, E-9, G-7, F-10
 transfer invoice to receivables, E-9, G-7, F-10
 transfer invoices to oracle receivables, E-19, F-20
 update miscellaneous transaction, 10-15
 update miscellaneous transaction line, 10-17
 update specific loss provision, 10-9
 view transaction, 10-11
 Accounting Entry Process, concurrent program, I-3
 accounting template, memo flag, 10-2
 accrual
 evaluation, 10-2
 generate, 10-1
 generate batch, 10-4
 reversal rules, 10-2
 specify override, 10-3
 accrue
 interest income, G-8
 miscellaneous transaction, 10-17
 rent income, E-11, F-12
 See also accrual.
 activate, master lease agreement, 4-11
 adjusted cost, asset, 10-22
 advance indicator, defined, Glossary-1
 advance rent, defined, Glossary-1
 agreement
 create master lease agreement, 4-7
 create syndication, 6-8
 funding, 6-1
 master lease, 4-6
 See also vendor agreement.
 syndication, 6-7
 vendor program, 4-13
 amended, contract status, 8-4, 8-21, 8-29, 8-31
 amortization
 defined, Glossary-1
 financed fees, E-13, G-10, F-15
 appraisal, set up real estate lines, 5-55
 approval process, booking, 5-70
 approve
 by third party, 8-19
 repair, 9-16
 approved, contract status, 8-4, 8-21, 8-29, 8-31
 approver, defined, Glossary-1
 arrears indicator, defined, Glossary-1
 article, defined, Glossary-1
 articles
 master lease agreement, 4-10
 syndication agreement, 6-11
 vendor agreement, 4-19
 as-due basis, defined, Glossary-1
 asset
 about, 10-20
 addition corporate book profile option, A-2
 adjusted cost, 10-22
 adjustments set up, 5-52
 billing for sale of, 9-24
 billing set up, 5-51
 category, 10-21, 10-23
 change residual value write down, 10-24
 change salvage value write down, 10-23
 condition, 9-14, 9-16
 corporate book, 10-23, 10-24

- damage details, 9-16
- depreciation, 10-21, 10-23, 10-25
- depreciation from, E-13
- depreciation method, 10-21, 10-22
- depreciation set up, 5-48
- enter serial numbers, 5-50
- fee lines, 5-59
- file documents, 5-53
- hold period days, 10-20, 10-21, 10-22
- in service date, 10-23, 10-25
- installed location, 9-9
- item category, 10-25, 10-26
- number, 9-27, 10-21, 10-23, 10-24, 10-25, 10-26
- off-lease transaction summary, 10-21
- off-lease transactions, 10-20
- original cost, 10-23, 10-25
- price, important note about, 9-7
- put into context, 9-5
- remarket off-lease, 9-20
- remarket orders, 9-21
- repair details, 9-16
- repossession, 9-2, 9-4, 9-5, 9-8
- repossession fee, 9-13
- residual value write down, 10-24
- return fee calculation, 5-31
- sale of off-lease, 9-22
- salvage value write down, 10-22
- search for remarket orders, 9-21
- search for returned, 9-5
- serial number, 10-23, 10-25
- specify residual value write down, 10-24
- specify salvage value write down, 10-23
- status, 10-23, 10-25
- supplier invoice set up, 5-52
- transaction date, 10-22
- transaction status, 10-21
- transaction type, 10-21
- type, 10-23, 10-25
- update off-lease transaction, 10-21
- value for insurance, 9-12
- view information about, 8-18
- view residual value details, 10-25
- view salvage value details, 10-23
- view summary in lease center, 12-22
- with full termination, 8-9
- with partial termination, 8-9
- asset details, view in lease center, 12-23
- asset disposition, defined, Glossary-1
- asset filing
 - liens, 5-53
 - title and registration, 5-54
- asset funding type, summary, 6-2
- Asset Management Terminate Expired Contract,
 - concurrent program, I-4
- asset return
 - available for repair status, 9-4
 - available for sale status, 9-4
 - cancelled status, 9-4
 - change location, 9-8
 - condition type, 9-18
 - create, 9-3
 - create condition line, 9-15
 - create condition of, 9-14
 - damage type, 9-18
 - fee types, 9-13
 - issue repair invoice, 9-18
 - location, 9-8
 - location of fixed asset, 9-10
 - method used, 9-2
 - pending status, 9-4
 - reason for, 9-4
 - re-lease status, 9-4
 - repair code, 9-18
 - repair cost, 9-18
 - repaired status, 9-4
 - repossessed status, 9-4
 - repurchase, 9-26
 - repurchase agreement, 9-26
 - repurchased status, 9-4
 - returned status, 9-4
 - scheduled status, 9-4
 - scrapped status, 9-4
 - set up, 5-20
 - specify fees for, 9-12
 - specify shipping, 9-11
 - to disposal, 9-1
 - update, 9-6
 - update condition line, 9-17
- asset tab
 - insurance policy, 12-32

- lease center, 12-21
- view asset details, 12-23
- view asset summary, 12-22
- view property tax, 12-22
- view third-party insurance, 12-33
- audience, intended, -xxiii
- authoring
 - capture third-party insurance, 5-61
 - defined, Glossary-1
 - overview, 5-1
 - terms and conditions, 5-10
- Automatic Insurance, concurrent program, I-6
- automatic receipt, create, 7-40
- available for repair, asset return status, 9-4
- available for sale
 - asset return status, 9-4
 - important note about, 9-7

B

- bankruptcy hold, contract status, 8-4, 8-21, 8-29, 8-31
- batch process, contract termination, 8-30
- bill
 - create interim rent, E-7
 - create pre-booking interest, F-8
 - generate insurance, E-8, F-9
 - generate interim rent, E-7, F-8
 - interest income, G-8
 - rent income, E-11, F-12
 - sale of off-lease asset, 9-24
- billed basis, defined, Glossary-2
- billing
 - (diagram) generate billing data, 7-2
 - automatic receipts, 7-40
 - create consolidated counters, 7-18
 - create manual disbursement, 7-27
 - defined, Glossary-2
 - disbursements, 7-26
 - excess usage, 7-5, 7-17
 - generate receivables invoice, 7-25
 - late charges, 7-5, 7-16
 - late interest, 7-15
 - late interest billing, 7-5
 - lockbox receipts, 7-39

- miscellaneous, 7-5, 7-12
- periodic, 7-5
- set up, 5-12
- third-party, 7-5, 7-22
- variable rate, 7-5, 7-14
- view setup in lease center, 12-10
- billing frequency, defined, Glossary-2
- billing to invoice
 - (table) generate receivables invoice, 7-8
 - (table) payables data, 7-9
 - overview, 7-4
 - prepare receivables data, 7-5
- book
 - asset corporate, 10-23, 10-24
 - miscellaneous transaction, 10-17
- booked, contract status, 8-4, 8-29, 8-30
- booking
 - accounting, establish funded fees asset, E-6, G-6, F-7
 - accounting, examples of, E-5, G-4, F-5
 - accounting, set-off for asset, E-5
 - accounting, set-off for funding, E-5, F-5
 - activate contract, 5-70
 - contract validation, 5-70
 - defined, Glossary-2
 - generate journal entries, 5-70
 - generate streams, 5-70
 - overview, 5-70
 - submit for approval, 5-70
- buck-out lease, defined, Glossary-2
- business flow, invoice to receipt, 7-1
- buyout amount, defined, Glossary-2

C

- calculate late charges, concurrent program, 7-17, I-4
- calculate late interest, concurrent program, 7-16, I-5
- cancel, third-party insurance profile option, A-2
- cancellation, defined, Glossary-2
- cancelled
 - asset return status, 9-4
- capital lease, defined, Glossary-2
- capitalized cost, defined, Glossary-2

- cash application, manual receipt, 7-37
- cash basis, defined, Glossary-3
- catch-all, defined, Glossary-3
- category
 - asset, 10-21, 10-23
 - asset item, 10-25, 10-26
- change status, agreement, 4-22
- checklist, vendor agreement validation, 4-21
- closed item, defined, Glossary-3
- collateral, defined, Glossary-3
- commission
 - context parameters for, H-5
 - example of functions and parameters, H-3
 - formula example, H-2
- commitment letter, set up real estate lines, 5-56
- complete, contract status, 8-4, 8-20, 8-29, 8-30
- Concurrent Cash Application, concurrent program, I-6
- concurrent program
 - billing, 7-25
 - calculate late charges, 7-17
 - calculate late interest, 7-16
 - concurrent cash application, 7-39
 - contract import, 5-86
 - create receivables variable rate invoices, 7-15
 - defined, Glossary-3
 - disbursement, 7-29
 - list of, I-1
 - OKL process billable streams, 7-11
 - periodic billing, 7-10
 - usage based billing, 7-21
- condition
 - asset, 9-14, 9-16
 - create asset return, 9-14
 - create asset, line, 9-15
 - issue repair invoice, 9-18
 - update asset, line, 9-17
- condition type, asset return, 9-18
- consolidated billing, defined, Glossary-3
- consolidated counter
 - defined, Glossary-3
 - enter meter readings, 7-20
- consolidated invoice
 - create manual receipt, 7-35
 - view in lease center, 12-16
- contact
 - activate during booking, 5-70
 - set up vendor program parties, 4-17
 - under revision, 5-80
- context
 - create, H-9
 - create parameters for, H-9
 - defined, H-2, Glossary-3
 - formula engine, H-4
 - internal functions for parameters, H-10
 - parameters, H-4
 - parameters for commission, H-5
 - put asset into, 9-5
- context assembler, defined, Glossary-4
- context parameter, defined, H-2, Glossary-4
- contract
 - asset lines, 5-44
 - authoring overview, 5-1
 - booking, 5-70
 - create, 5-2
 - create manual receipt, 7-31
 - credit line, 4-1
 - defined, Glossary-4
 - early termination of, 8-5
 - end-of-term strategy, 9-28
 - fee lines set up, 5-58
 - file documents, 5-19
 - insurance line, 5-60
 - late charges and interest set up, 5-13
 - line, 5-43
 - master lease, defined, Glossary-10
 - number, 10-23, 10-25, 10-26
 - overview, 5-2
 - parties, 5-8
 - payment structure set up, 5-67
 - portfolios, 9-28
 - residual value insurance, 5-18
 - revision process, 5-75
 - service lines, 5-56
 - status, 10-23, 10-25
 - terminations, 8-26
 - terms and conditions, 5-10
- contract activation, defined, Glossary-4
- contract detail, review in lease center, 12-8
- contract formula engine thread,

- defined, Glossary-4
- contract ID, defined, Glossary-4
- contract import
 - process, 5-85
 - track status, 5-86
- contract interaction, view in lease center, 12-10
- contract line
 - asset depreciation, 5-48
 - set up overview, 5-43
- contract line usage, 5-66
- contract obligation
 - early termination quote, 5-30, 5-36
- contract portfolio
 - portfolio execution date, 9-29
 - portfolio status, 9-29
 - search, 9-28
 - update, 9-28
- contract revision
 - overview, 5-75
 - rebook, 5-77
 - reverse, 5-80
 - split asset, 5-79
 - split contract, 5-78
- contract shell, defined, Glossary-4
- contract status
 - abandoned, 8-4, 8-20, 8-29, 8-30
 - amended, 8-4, 8-21, 8-29, 8-31
 - approved, 8-4, 8-21, 8-29, 8-31
 - bankruptcy hold, 8-4, 8-21, 8-29, 8-31
 - booked, 8-4, 8-29, 8-30
 - complete, 8-4, 8-20, 8-29, 8-30
 - defined, Glossary-4
 - evergreen, 8-4, 8-20, 8-29, 8-30
 - incomplete, 8-4, 8-20, 8-29, 8-31
 - litigation hold, 8-4, 8-21, 8-29, 8-31
 - new, 8-4, 8-20, 8-29, 8-31
 - passed, 8-4, 8-20, 8-29, 8-31
 - pending approval, 8-4, 8-21, 8-29, 8-31
 - permissible processes, 8-4, 8-20, 8-28, 8-30
 - request termination, 8-29
 - restructure quote, 8-20
 - reversed, 8-4, 8-21, 8-29, 8-31
 - terminated, 8-4, 8-21, 8-29, 8-31
 - termination hold, 8-4, 8-21, 8-29, 8-31
 - termination quote, 8-4
 - under revision, 8-4, 8-20, 8-29, 8-30
- contract termination, status, 8-30
- contract validation
 - booking, 5-70
 - defined, Glossary-4
- contracts tab, in E-Business Suite, 12-4
- correct, journal entry, 11-2
- cost
 - asset original, 10-23, 10-25
 - repair, 9-18
- coterminous, defined, Glossary-5
- Create AR Adjustments, concurrent program, I-5
- Create Receivables Variable Rate Invoices,
 - concurrent program, 7-15, I-5
- credit
 - application information, 3-4
- credit limit, create, 4-3
- credit line
 - create, 4-2
 - create credit limit, 4-3
 - overview, 4-1
- credit, establish for lessee, 4-1
- cure amount, defined, Glossary-5
- customer history, view in lease center, 12-10
- customer service, lease center overview, 12-2
- customization, defined, Glossary-5

D

- damage detail, asset, 9-16
- damage, asset return type, 9-18
- data, not to modify, -xxxiii
- database tools, do not use, -xxxiii
- DBA, defined, Glossary-5
- dealer retention funding, summary, 6-2
- default, value of profile option, A-1
- delete, payment structure, 5-70
- depreciation
 - asset, 10-21, 10-23, 10-25
 - from assets, about, E-13
 - method, 10-20, 10-22
 - method for asset, 10-21
 - straight-line defined, Glossary-16
- direct finance lease, accounting entry
 - examples, F-1

direct finance lease, defined, Glossary-5

disbursement
 (diagram) generate disbursement data, 7-3
 approve invoice, E-15, E-17, G-12, F-17, F-19
 approve legal charges disbursement
 request, E-16, G-12, F-18
 approve request for insurance premium, E-15,
 F-17
 create invoice, E-15, E-17, G-12, F-17, F-18
 create manually, 7-27
 examples of, E-14, G-11, F-16
 generate disbursement request for legal
 charges, E-16, G-11, F-18
 generate request for insurance premium, E-15,
 F-16
 overview, 7-26
 pay invoice, E-16, E-18, G-13, F-18, F-19
 request, E-20, E-22, F-21, F-23

disbursement, defined, Glossary-5

discount rate
 early termination, 5-30
 end of term termination quote, 5-37

discount, termination quote, 8-6

disposition, defined, Glossary-5

distribution group, defined, Glossary-5

distribution, defined, Glossary-5

documentation
 accessibility, -xxiv
 installation, -xxvi
 other implementation related, -xxvii
 related to this product, -xxvi
 relevant, 2-3
 system administration, -xxvi

E

early termination
 contract obligation, 5-30, 5-36
 property tax, 5-33
 quote calculation, 5-27
 quote fee, 5-31
 return fee, 5-31
 rollover incentive, 5-31
 security deposit, 5-32
 termination penalty, 5-32

early termination quote calculation
 contract obligation, 5-30, 5-36
 discount rate, 5-30
 estimated property tax, 5-33
 quote fee, 5-31
 return fee, 5-31
 rollover incentive, 5-31
 security deposit, 5-32
 termination penalty
 calculating for early termination, 5-32

E-Business Center
 navigate to in lease center, 12-3

E-Business Suite
 Contracts tab, 12-4

end of term termination
 discount rate, 5-37
 property tax, 5-39
 quote calculation, 5-34
 quote fee, 5-37
 return fee, 5-37
 rollover incentive, 5-38
 security deposit, 5-38
 termination penalty, 5-39

end of term termination quote calculation
 discount rate, 5-37
 estimated property tax, 5-39
 quote fee, 5-37
 return fee, 5-37
 rollover incentive, 5-38
 security deposit, 5-38
 termination penalty, 5-39

evergreen
 contract status, 8-4, 8-20, 8-29, 8-30
 set up in contract, 5-17
 view status in lease center, 12-11

excess usage, billing, 7-5, 7-17

expense funding type, summary, 6-2

extend, end date of vendor agreement, 4-22

extension, restructure quote term, 8-23

F

factoring, set up in contract, 5-17

fee
 line set up, 5-58

- specify asset return, 9-12
- types of return, 9-13
- fee line
 - by asset, 5-59
 - pass-through set up, 5-59
- Fetch AR Invoice Numbers, concurrent program, 1-5
- filing
 - liens, 5-19
 - title and registration, 5-20
- filing documents
 - contract, 5-19
- financed fee, amortization of, E-13, G-10, F-15
- financial, 5-55
- financial product, authoring, 5-6
- flexfield
 - key, defined, Glossary-9
 - location, 9-10
- formula
 - defined, H-2
 - See also* formula engine.
- formula engine
 - commission example, H-2
 - context, H-2, H-4
 - context in commission formula, H-5
 - context parameter, H-2
 - context parameters, H-4
 - create context, H-9
 - create context parameters, H-9
 - example of functions and parameters, H-3
 - formula, H-2
 - function, H-2
 - function parameter, H-2
 - how formulas run, H-5
 - internal functions for context parameters, H-10
 - net investment value, H-6
 - operand, H-2
 - setup formula with operand, H-6
 - terminology, H-2
 - write source PL/SQL function, H-8
- full termination, all assets, 8-9
- function
 - defined, H-2, Glossary-8
 - parameter, defined, Glossary-8
- function parameter, defined, H-2

- funding
 - (diagram) Three-Party Relationship, 6-2
 - accounting examples of, E-3, G-3, F-3
 - agreement set up, 6-1
 - approve request, E-3, G-3, F-3
 - create request, 6-4
 - defined, Glossary-8
 - generate request, E-3, G-3, F-3
 - overview, 6-1
 - summary screen overview, 6-3
- funding request, create, 6-4
- funding type
 - asset funding, 6-2
 - dealer retention, 6-2
 - expense, 6-2
 - pre-funding, 6-2

G

- general ledger
 - account code, 10-1, 10-26
 - defined, Glossary-8
 - determine interface, 10-9
 - transfer accounting to, E-19, F-20
 - transfer invoices to, E-9, G-7, F-10
- general loss provision
 - about, 10-5
 - miscellaneous transaction, 10-17
 - submit, 10-5
- general provision, defined, Glossary-8
- general reserve, defined, Glossary-8
- generate journal entries, booking process, 5-70
- generate streams, booking process, 5-70
- GL Transfer, concurrent program, 1-3
- gross remaining receivables, defined, Glossary-8
- guaranteed residual, defined, Glossary-8
- guarantor
 - create in authoring, 5-9
 - defined, Glossary-8
 - set up, 5-9

H

- hold period days, about, 10-20, 10-21, 10-22

I

implementation, related documents, -xxvii
import
 contracts, 5-85
 existing contracts, 5-83
in service date, asset, 10-23, 10-25
incomplete, contract status, 8-4, 8-20, 8-29, 8-31
information sources, other, -xxv
inspection, set up real estate lines, 5-55
installation, related documents, -xxvi
installed location, about, 9-9
insurance
 approve disbursement request for, E-15, F-17
 asset value for, 9-12
 contract lines, 5-60
 expiration lead days profile option, A-4
 expiration notice profile option, A-4
 generate disbursement request for, about, E-15, F-16
 generate first bill, E-8, F-9
 item type profile option, A-3
 lease quotes set up, 5-62
 maximum term profile option, A-3
 minimum percent to activate, A-4
 minimum term profile option, A-3
 optional quotes set up, 5-64
 percent of premium paid profile option, A-4
 quote deal size profile option, A-3
 third-party, 5-61
insurance line
 lease quotes create, 5-62
 optional quotes create, 5-64
Insurance Policy Expiration Notification, concurrent program, I-6
insurance policy, view in lease center, 12-32
insurance quote
 accept, 12-29
 modify, 12-29
 save, 12-29
interaction history, defined, Glossary-8
interaction, defined, Glossary-8
interest
 generate lease bill, G-10
interest rate, set up, 5-15

interest, set up, 5-13
inventory
 contract item profile option, A-2
investor, syndication, 6-8
invoice
 approve, E-15, F-17
 approve in Payables, E-4, G-4, F-4
 create, E-15, F-17
 create in Payables, E-4, G-4, F-4
 create manually, 7-12
 create manually for billing, 7-12
 format, defined, Glossary-9
 generate for payables, 7-28
 import invoice into payables, E-20, F-21
 parameters, defined, Glossary-9
 pay, E-4, E-16, E-18, G-4, G-13, F-4, F-18, F-19
 payment of, E-21, F-22
invoice line, create manually, 7-12
invoice to billing, (table) payables invoice, 7-10
invoice to receipt, overview, 7-1
item, defined, Glossary-9

J

journal entry
 defined, Glossary-9
 specify corrections, 11-2

K

key business flow
 accounting period open to close, 1-4
 inquiry to resolution, 1-4
 invoice to receipt, 1-2
 opportunity to lease quote, 1-2
 overview, 1-1
 quote to termination, 1-3
 return to disposal, 1-3
key concept, stream generation, 5-72
key flexfield, defined, Glossary-9

L

label holder
 role of, 5-10

- set up, 5-10
- late charge
 - billing, 7-5
 - billing overview, 7-16
 - set up, 5-13
- late charges and interest, view in lease center, 12-11
- late interest, billing, 7-5, 7-15
- lease center
 - account tab, 12-15
 - account tab overview, 12-15
 - asset details, 12-23
 - asset tab overview, 12-21
 - header information, 12-7
 - navigation paths, 12-3
 - overview, 12-2
 - overview tab, 12-7
 - parties tab overview, 12-14
 - requests tab overview, 12-38
 - structure tab, 12-10
 - transaction tab overview, 12-17
 - view billing set up, 12-10
 - view consolidated invoices, 12-16
 - view contract interaction history, 12-10
 - view customer information, 12-10
 - view evergreen status, 12-11
 - view insurance policy, 12-32
 - view interest rate, 12-11
 - view late charges and interest, 12-11
 - view security deposit, 12-11
 - view termination/renewal, 12-13
 - view third-party insurance details, 12-33
 - window, 12-6
- lease center overview tab
 - add notes, 12-8
 - create new note, 12-9
 - create quick note, 12-8
 - review contract details, 12-8
 - view notes, 12-9
- Lease Management
 - accounting period open to close, 1-4
 - credit application to booking, 1-2
 - inquiry to resolution, 1-4
 - invoice to receipt, 1-2
 - opportunity to lease quote, 1-2
 - overview, 1-1
 - quote to termination, 1-3
 - relevant courses, 2-1
 - return to disposal, 1-3
- lease prospect
 - create, 3-3
- lease quote
 - create, 3-2
- lease vendor
 - party set up, 5-10
 - set up role, 5-10
- lease, sales type, Glossary-15
- legacy contract
 - import facility, 5-83
- legal
 - approve disbursement charges request, E-16, G-12, F-18
 - generate charges, E-8, G-6, F-9
 - generate disbursement request for charges, E-16, G-11, F-18
- lessee, defined, Glossary-10
- lessor, defined, Glossary-10
- lien
 - filing process, 5-19
- lien, asset filing process, 5-53
- line
 - asset adjustments set up, 5-52
 - asset billing set up, 5-51
 - asset depreciation, 5-48
 - asset filing set up, 5-53
 - asset serial numbers, 5-50
 - asset set up, 5-44
 - fees set up, 5-58
 - insurance lease quotes, 5-62
 - insurance optional quotes, 5-64
 - insurance overview, 5-60
 - insurance third-party, 5-61
 - real estate, 5-54
 - service set up, 5-56
 - set up, 5-43
 - supplier invoice set up, 5-52
 - usage set up, 5-66
- linked contract, syndication agreement, 6-12
- litigation hold, contract status, 8-4, 8-21, 8-29, 8-31
- loan, accounting entry examples, G-1

- location
 - change asset return, 9-8
 - flexfield, 9-10
 - of asset return, 9-8
 - of fixed asset, 9-10
- lockbox receipt, apply, 7-39
- lookup code, defined, Glossary-10
- loss provision
 - accounting, 10-5
 - create specific, 10-7
 - general, 10-5
 - miscellaneous transaction, general, 10-17
 - miscellaneous transaction, specific, 10-17
 - reverse, E-22, G-14, F-23
 - search specific, 10-8
 - specific, 10-6
 - submit general, 10-5
 - update specific, 10-9

M

- manual disbursement, create, 7-27
- manual receipt
 - apply, 7-30
 - cash application, 7-37
 - consolidated invoice number, 7-35
 - create for contract, 7-31
 - create receipt batch, 7-37
- margin, defined, Glossary-10
- mass rebook
 - identification parameters, 5-81
 - process, 5-80
- master lease agreement
 - activate, 4-11
 - add articles, 4-10
 - add terms and conditions, 4-8
 - create, 4-7
 - overview, 4-6
- master lease contract, defined, Glossary-10
- memo flag, accounting templates, 10-2
- meter reading, enter for consolidated counter, 7-20
- miscellaneous
 - billing, 7-5
 - termination quote, 8-6
 - transaction, 10-17

- miscellaneous transaction
 - accounting, 10-13
 - accrue, 10-17
 - booking, 10-17
 - general loss provision, 10-17
 - miscellaneous, 10-17
 - rebook, 10-17
 - reverse, 10-17
 - search for, 10-15
 - specific loss provision, 10-17
 - terminate, 10-17
 - transfer and assumption, 10-17
 - update, 10-15
- miscellaneous transaction header, create, 10-13
- miscellaneous transaction line
 - create, 10-16
 - search for, 10-17
 - update, 10-17
- modify, application data, do not, -xxxiii
- multiple contracts, mass rebook, 5-80

N

- net book value, defined, Glossary-11
- new, contract status, 8-4, 8-20, 8-29, 8-31
- non-termination write down, defined, Glossary-11
- note, add in customer service, 12-8

O

- off-lease asset
 - billing for sale of, 9-24
 - remarket, 9-20
 - remarket orders, 9-21
 - sale of off-lease, 9-22
 - search for remarket orders, 9-21
 - transaction summary, 10-21
 - transactions, 10-20
 - update transaction, 10-21
- OKL Accounting Entry Process, concurrent program, I-3
- OKL Asset Management Terminate Expired Contract, concurrent program, I-4
- OKL Automatic Insurance, concurrent program, I-6

- OKL Calculate Late Interest, concurrent program, I-5
 - OKL Concurrent Cash Application, concurrent program, I-6
 - OKL Create AR Adjustments, concurrent program, I-5
 - OKL Create Receivables Variable Rate Invoices, concurrent program, I-5
 - OKL Fetch AR Invoice Numbers, concurrent program, I-5
 - OKL GL Transfer, concurrent program, I-3
 - OKL Insurance Policy Expiration Notification, concurrent program, I-6
 - OKL Pay Invoice Preparation for AP Transfer, concurrent program, I-6
 - OKL Pay Invoices Creation of Auto-Disbursement Process, concurrent program, I-6
 - OKL Pay Invoices Transfer to AP Invoice Interface, concurrent program, I-6
 - OKL Prepare Receivables Bills, concurrent program, I-5
 - OKL Print Consolidated Invoices, concurrent program, I-5
 - OKL Process Asset Management Transaction in FA, concurrent program, I-4
 - OKL Process Billable Streams (1), concurrent program, I-5
 - OKL Process Residual Value Writedown Transaction, concurrent program, I-4
 - OKL Receivables Bills Consolidation, concurrent program, I-5
 - OKL Receivables Invoice Transfer to AR, concurrent program, I-5
 - OKL Third Party Billing Import, concurrent program, I-5
 - OKL Third Party Insurance Follow-up, concurrent program, I-6
 - oklLpPerdReversalSubmt, 11-2
 - one-off billing
 - accounting examples of, E-6, G-6, F-8
 - apply receipt to security deposit note, E-11, F-12
 - create interim rent bill, E-7
 - create pre-booking interest bill, F-8
 - generate debit note for security deposit, E-10, F-12
 - generate first insurance bill, E-8, F-9
 - generate interim rent bill, E-7, F-8
 - generate legal charges, E-8, G-6, F-9
 - receipt of payment against first bills, E-9, G-7, F-11
 - receive security deposit, E-10, F-11
 - submit claim for security deposit, E-10, F-11
 - transfer invoice to general ledger, E-9, G-7, F-10
 - transfer invoice to receivables, E-9, G-7, F-10
 - open interface table, contract import, 5-83
 - operand
 - defined, H-2
 - setup formula with, H-6
 - operating lease, accounting entry examples, E-1
 - opportunity to quote
 - create lease prospect, 3-3
 - create lease quote, 3-2
 - credit application, 3-4
 - overview, 3-1
 - option, profile, A-1
 - Oracle, about, -xxxiv
 - override, specify accrual, 10-3
- P**
-
- partial termination, all assets, 8-9
 - party
 - create vendor program, 4-16
 - identify in contact, 5-8
 - label holder, 5-10
 - lease vendor, 5-10
 - send termination quote to, 8-12
 - set up guarantor, 5-9
 - vendor agreement, 4-16
 - view in lease center, 12-14
 - passed, contract status, 8-4, 8-20, 8-29, 8-31
 - pass-through
 - accounting examples of, E-18, F-19
 - fee lines set up, 5-59
 - generate on-time bill, E-18, F-20
 - import invoice into payables, E-20, F-21
 - payment of invoice, E-21, F-22
 - receive payment against pass-through bill, E-19, F-21
 - request disbursement, E-20, F-21

- set up in service lines, 5-57
 - transfer accounting to general ledger, E-19, F-20
 - transfer invoices to oracle receivables,
 - about, E-19, F-20
- Pay Invoice Preparation for AP Transfer, concurrent program, I-6
- Pay Invoices Creation of Auto-Disbursement Process, concurrent program, I-6
- Pay Invoices Transfer to AP Invoice Interface, concurrent program, I-6
- payables
 - (table) generate invoice, 7-10
 - (table) prepare data, 7-9
 - approve invoice, E-15, E-17, G-12, F-17, F-19
 - create invoice, E-15, E-17, G-12, F-17, F-18
 - generate invoice, 7-28
 - import invoice into, E-20, F-21
 - pay invoice, E-16, F-18
- payment
 - apply manual receipt, 7-30
 - receive, 7-30
 - receive against pass-through bill, E-19, F-21
- payment structure
 - delete, 5-70
 - remove sequenced step from, 5-70
 - set up contract, 5-67
- penalty, calculating for end of term termination, 5-39
- pending approval, contract status, 8-4, 8-21, 8-29, 8-31
- pending, asset return status, 9-4
- period billing, overview, 7-10
- period close process
 - asset adjustments, 10-28
 - book all contracts, 10-27
 - close accounting period, 10-32
 - close Fixed Assets, 10-31
 - close Oracle Payables, 10-31
 - close Oracle Receivables, 10-31
 - condition assets, 10-28
 - create manual journal entries, 10-30
 - create specific loss provisions, 10-31
 - disburse funds, 10-27
 - enter receipts, 10-29
 - generate periodic billing, 10-29
 - maintain insurance policies, 10-29
 - pre-billing activities, 10-29
 - rebook all contracts, 10-28
 - remarket assets, 10-29
 - run loss provision program, 10-31
 - run the accrual and income, 10-30
 - summary, 10-27
 - terminate contracts, 10-28
 - transfer accounting to Oracle General Ledger, 10-31
 - transfer miscellaneous billing, 10-30
 - transfer miscellaneous disbursements, 10-30
 - update syndicated contracts, 10-30
 - write-off receivables, 10-30
- periodic billing, 7-5
- portfolio execution date, about, 9-29
- portfolio, contract, 9-28
- pre-funding, summary, 6-2
- Prepare Receivables Bills, concurrent program, I-5
- pre-proceed
 - quote acceptance, 8-2, 8-16
 - what is, 8-16
- price list, default for profile option, A-2
- Print Consolidated Invoices, concurrent program, I-5
- Process Asset Management Transaction in FA, concurrent program, I-4
- Process Billable Streams (1), concurrent program, I-5
- Process Residual Value Writedown Transaction, concurrent program, I-4
- product
 - authoring, 5-6
 - choose for contract, 5-6
 - lease, 10-25, 10-26
 - option, defined, Glossary-13
 - quality, defined, Glossary-13
- profile
 - options, A-1
 - options, defined, Glossary-13
- profile option
 - about, A-1
 - account generator workflow, A-6
 - allow lease contract template creation, A-2
 - asset addition corporate book, A-2

- cancel policy, A-2
- contract inventory items, A-2
- days after quote to activation, A-2
- deal term maximum months, A-3
- default price list, A-2
- default remarketer, A-2
- default subinventory, A-2
- default value, A-1
- expiration notification, A-4
- insurance item type, A-3
- insurance quote deal size, A-3
- lead days to policy expiration, A-4
- maximum months for refund, A-4
- minimum percent paid to activate, A-4
- minimum term, A-3
- months allowed for refund, A-4
- percent of premium paid, A-4
- remarket inventory organization, A-5
- remarketing distribution account, A-4
- required, A-1
- responsibility, A-1
- split asset retirement type, A-5
- stream generation database server host, A-5
- stream generation database server ID, A-5
- stream generation database server port, A-5
- stream generation log directory, A-5
- stream generation pricing engine name, A-5
- stream generation time out, A-5
- stream generation URL for pricing engine, A-6
- streams for booking path, A-5
- system administrator update, A-1
- tolerance for write-offs, A-6
- transportation department notification, A-6
- user update, A-1
- program, vendor, 4-12
- property tax
 - early termination quote, 5-33
 - end of term termination quote, 5-39
 - view in lease center, 12-22
- prospect
 - create new, 3-3
- provision, specific defined, Glossary-16
- purchase option
 - defined, Glossary-13
 - early termination set up, 5-23

- end of term set up, 5-24
- set up, 5-22
- purchase, termination quote amount, 8-6

Q

- quick note, create in lease center, 12-8
- quote
 - create for lease, 3-2
 - credit application, 3-4
 - restructure, 8-20
 - See also* insurance quote.
 - See also* termination quote *or* restructure quote.
 - termination, 8-1
- quote calculation
 - early termination discount rate, 5-30
 - set up early termination terms and conditions
 - early termination quote calculation, 5-27
 - set up end of term termination terms and conditions, 5-34
- quote fee
 - early termination quote, 5-31
 - end of term termination quote, 5-37
- quote history, defined, Glossary-13
- quote type
 - identify, 8-5
 - See also* termination quote type.
 - solve for rent, 8-23
 - solve for term, 8-23

R

- real estate line
 - appraisal set up, 5-55
 - commitment letter set up, 5-56
 - financial set up, 5-55
 - inspection set up, 5-55
 - square footage set up, 5-56
- real estate, set up lines, 5-54
- reason, for asset return, 9-4
- rebook contract, steps, 5-77
- rebook, miscellaneous transaction, 10-17
- rebooked contract
 - restructure quote, 8-20
- rebooking

- multiple contracts, 5-80
- rebooking, defined, Glossary-14
- receipt
 - (diagram) generate receipts data, 7-4
 - apply manually, 7-30
- receipt batch, create, 7-37
- receivables
 - (table) generate invoice, 7-8
 - prepare receivables data, 7-5
 - transfer invoices to, E-9, G-7, F-10
- Receivables Bills Consolidation, concurrent program, I-5
- receivables invoice
 - generate, 7-25
- Receivables Invoice Transfer to AR, concurrent program, I-5
- receive payment, overview, 7-30
- recourse, defined, Glossary-14
- re-lease, asset return status, 9-4
- remarket
 - asset, about, 9-20
 - billing of asset sale, 9-24
 - inventory organization profile option, A-5
 - orders, 9-21
 - sale of off-lease asset, 9-22
 - search for order, 9-21
- remarketer
 - default profile option, A-2
 - specify, 9-4, 9-27
- renewal options, set up, 5-14
- rent
 - create interim bill, E-7
 - generate interim bill, E-7, F-8
 - generate lease bill, E-13, F-14
 - receive lease, E-13, G-10, F-15
 - solve for, 8-20
- repair
 - approve, 9-16
 - code for asset return, 9-18
 - cost, 9-18
 - detail, asset, 9-16
- repaired, asset return status, 9-4
- report, account balances, 10-26
- repossessed, asset return status, 9-4
- repossession
 - asset, 9-2, 9-4, 9-5, 9-8
 - fee, 9-13
 - important note about, 9-5, 9-8
- repurchase
 - agreement, 9-26
 - asset, 9-26
 - defined, Glossary-14
 - obtain third party approval, 8-19
- repurchase process, set up, 5-20
- repurchased, asset return status, 9-4
- request tab, lease center, 12-38
- request termination, contract status, 8-29
- required, profile option, A-1
- resale. *See* remarket.
- residual amount, defined, Glossary-14
- residual value
 - change write down, 10-24
 - specify write down, 10-24
 - view details of, 10-25
 - write down, 10-24
- residual value insurance
 - defined, Glossary-14
 - set up, 5-18
- residual write-down, defined, Glossary-15
- resource category, defined, Glossary-15
- responsibility
 - defined, Glossary-15
 - profile option, A-1
 - seeded, C-1
- restructure quote
 - contract status, 8-20
 - rebooked contract, 8-20
 - solve for rent, 8-20, 8-23
 - solve for term, 8-20, 8-23
 - term extension, 8-23
 - what is, 8-20
- restructure, defined, Glossary-15
- return
 - change location of asset, 9-8
 - create asset, 9-3
 - create condition line of asset, 9-15
 - create condition of asset, 9-14
 - issue repair invoice, 9-18
 - location of asset, 9-8
 - location of fixed asset, 9-10

- search for asset, 9-5
- See also* asset return.
- update asset, 9-6
- update condition line of asset, 9-17
- return fee
 - early termination quote, 5-31
 - end of term termination quote, 5-37
- returned, asset return status, 9-4
- reversal, specify accounting period, 11-2
- reverse contract, steps, 5-80
- reverse, miscellaneous transaction, 10-17
- reversed, contract status, 8-4, 8-21, 8-29, 8-31
- revise, contract, 5-75
- revision, view contracts under, 5-80
- role, defined, Glossary-15
- rollover incentive
 - early termination quote, 5-31
 - end of term termination quote, 5-38
- rule, seeded data, B-13

S

- sales order, about, 9-21
- sales-type lease, defined, Glossary-15
- salvage value
 - change write down, 10-23
 - defined, Glossary-16
 - specify write down, 10-23
 - view details of, 10-23
 - write down, 10-22
- scheduled, asset return status, 9-4
- scrapped, asset return status, 9-4
- search
 - contract portfolio, 9-28
 - returned asset, 9-5
 - terminated contracts, 8-27
 - termination quote, 8-5
- securitization, defined, Glossary-16
- security deposit
 - apply on account receipt, E-11, F-12
 - early termination quote, 5-32
 - end of term termination quote, 5-38
 - generate debit note, E-10, F-12
 - receive, E-10, F-11
 - set up in contract, 5-17
 - submit claim for, E-10, F-11
 - view in lease center, 12-11
- seeded data
 - accounting, B-11
 - fees and charges stream types, B-5
 - insurance stream types, B-8
 - origination stream types, B-2
 - other, B-10
 - payables stream types, B-9
 - rules, B-13
 - streams, B-1
- seeded, responsibilities, C-1
- serial number, asset, 10-23, 10-25
- service lines
 - overview, 5-56
 - pass-through set up, 5-57
 - serviced assets, 5-57
 - set up, 5-56
- serviced assets, set up, 5-57
- shipping, specify instructions, 9-11
- solve for rent, quote type, 8-23
- solve for term, quote type, 8-23
- specific loss provision
 - about, 10-6
 - accounting examples of, E-21, G-13, F-22
 - create, 10-7
 - miscellaneous transaction, 10-17
 - search, 10-8
 - update, 10-9
- specific provision, defined, Glossary-16
- specify, journal entry corrections, 11-2
- split asset
 - retirement type profile option, A-5
 - steps, 5-79
- split contract, steps, 5-78
- square footage, set up real estate lines, 5-56
- status
 - asset, 10-23, 10-25
 - contract, 8-4, 8-20, 8-28, 8-30, 10-23, 10-25
 - contract termination, 8-30
- steam
 - overview, 5-72
- straight-line depreciation, defined, Glossary-16
- stream
 - accounting seeded data, B-11

- booking path profile option, A-5
- defined, Glossary-16
- fees and charges seeded data, B-5
- insurance seeded data, B-8
- origination type seeded data, B-2
- other seeded data, B-10
- payables seeded data, B-9
- seeded data, B-1
- stream type, defined, Glossary-17
- structure tab
 - billing set up, 12-10
 - lease center, 12-10
 - view interest rate, 12-11
- sub-ledger, defined, Glossary-17
- supplier invoice, set up, 5-52
- supplier, defined, Glossary-17
- syndicated contract, defined, Glossary-17
- syndication agreement
 - add articles, 6-11
 - associate investors, 6-8
 - create, 6-8
 - create linked contracts, 6-12
 - overview, 6-7
- syndication, defined, Glossary-17
- system administration, related documents, -xxvi

T

- tax, termination quote amount, 8-6
- term extension, restructure quote, 8-23
- term, end of, 9-2
- terminate
 - contract, 8-26
 - miscellaneous transaction, 10-17
 - vendor agreement, 4-23
- terminated contract
 - about, 8-26
 - batch process contract termination, 8-30
 - request termination, 8-28
 - search, 8-27
- terminated, contract status, 8-4, 8-21, 8-29, 8-31
- termination
 - accounting examples of, E-21, G-14, F-23
 - defined, Glossary-18
 - full, 8-9

- partial, 8-9
- quote. *See also* termination quote.
 - request disbursement, E-22, F-23
 - reverse loss provision, E-22, G-14, F-23
- termination hold, contract status, 8-4, 8-21, 8-29, 8-31
- termination penalty
 - early termination quote, 5-32
 - end of term termination quote, 5-39
- termination quote
 - about, 8-1
 - accept, 8-5, 8-16
 - acceptance of, 9-2
 - approve, 8-5
 - change amounts, 8-15
 - contract obligation amount, 8-6
 - contract status, 8-4
 - determine Effective To date, 8-13
 - discount, 8-6
 - early, 8-2
 - early termination available, 8-5
 - edit details, 8-9
 - identify quote type, 8-5
 - miscellaneous amount, 8-6
 - pre-proceed, 8-2, 8-16
 - provide, 8-4
 - purchase amount, 8-6
 - reasons for, 8-2
 - review recipient, 8-13
 - search, 8-5
 - send, 8-9
 - send to party, 8-12
 - set up process, 5-25
 - tax or VAT, 8-6
 - third party approval, 8-19
 - total amount, 8-6
 - update details, 8-7, 8-9
 - upon receipt, 8-2, 8-16
 - view amounts for, 8-5
 - view messages, 8-18
- termination quote type
 - recourse repurchase, 8-5
 - rollover with purchase, 8-5
 - rollover without purchase, 8-5
 - with purchase, 8-5

- without purchase, 8-5
- termination recourse repurchase, quote type, 8-5
- termination rollover with purchase, quote type, 8-5
- termination rollover without purchase, quote type, 8-5
- termination with purchase, quote type, 8-5
- termination without purchase, quote type, 8-5
- termination/renewal
 - view in lease center, 12-13
- terms and conditions
 - asset return, 5-20
 - billing set up, 5-12
 - defined, Glossary-18
 - evergreen, 5-17
 - factoring, 5-17
 - filing set up, 5-19
 - interest rate, 5-15
 - late charges and interest set up, 5-13
 - master lease agreement, 4-8
 - purchase option set up, 5-22
 - renewal options, 5-14
 - repurchase process, 5-20
 - security deposit, 5-17
 - set up, 5-10
 - termination quote process, 5-25
 - vendor programs, 4-17
- territory, defined, Glossary-18
- Third Party Billing Import, concurrent program, 1-5
- third-party
 - billing, 7-5
 - billing overview, 7-22
- third-party insurance
 - capture, 5-61
 - view in lease center, 12-33
- title and registration, asset filing set up, 5-54
- title and registration, filing set up
 - contract level, 5-20
- training and support, -xxxii
- transaction
 - date, 10-22
 - miscellaneous, 10-13
 - search for miscellaneous, 10-15
 - status, 10-21
 - update miscellaneous, 10-15

- view accounting, 10-11
- transaction header, create, 10-13
- transaction line
 - create, 10-16, 10-18
 - results, 7-42
 - search for, 10-17
 - update, 10-17
- transaction summary
 - search and retrieve, 7-40, 7-43
 - transaction line results, 7-42
- transaction tab, lease center, 12-17
- transaction type
 - asset, 10-21
 - defined, Glossary-19
- transfer and assumption
 - defined, Glossary-19
 - miscellaneous transaction, 10-17

U

- UBB, defined, Glossary-19
- under revision, contract status, 8-4, 8-20, 8-29, 8-30
- under revision, view contracts, 5-80
- Universal Work Queue, navigate to in lease center, 12-3
- update, contract portfolio, 9-28
- upon receipt, quote acceptance, 8-2, 8-16
- usage
 - consolidated counters, 7-18
 - contract line, 5-66
 - excess billing, 7-5
- usage asset
 - bill excess usage, 7-17
 - contract line set up, 5-67
- Usage Based Billing, concurrent program, 7-21, 1-5
- usage billing
 - create consolidated counters, 7-18
 - enter meter readings, 7-20
- usage line, by asset, 5-67
- user profile, defined, Glossary-19
- user status
 - booked, 8-20

V

- validation checklist, vendor agreement, 4-21
- variable rate billing, overview, 7-14
- variable rate, billing, 7-5
- VAT, termination quote amount, 8-6
- vendor agreement
 - abandon, 4-22
 - add articles, 4-19
 - add parties, 4-16
 - extend end date, 4-22
 - terminate, 4-23
 - terms and conditions, 4-17
 - view validation checklist, 4-21
- vendor program parties, add contacts, 4-17
- vendor program, defined, Glossary-19
- vendor programs
 - create, 4-13
 - overview, 4-12
- vendor, create program agreement, 4-13
- view
 - customer account information, 12-15
- view, assets, 8-18

W

- write down
 - change residual value, 10-24
 - change salvage value, 10-23
 - residual value, 10-24
 - salvage value, 10-22
 - specify residual value, 10-24
 - specify salvage value, 10-23
 - view residual value details, 10-25
 - view salvage value details, 10-23

