

Oracle® Lease Management

User's Guide

Release 11*i*

Part No. B10646-01

April 2003

Oracle Lease Management User's Guide, Release 11i

Part No. B10646-01

Copyright © 1994, 2003 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 U.S. Government or anyone licensing or using the programs on behalf of the U.S. Government, the following notice is applicable:

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

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

Oracle is a registered trademark, 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	xvii
Preface.....	xix
Intended Audience	xix
Documentation Accessibility	xx
Other Information Sources	xxi
Do Not Use Database Tools to Modify Oracle Applications Data	xxix
About Oracle	xxx
 Part I Getting Started	
 1 Introduction	
1.1 Oracle Lease Management Overview	1-2
1.2 Oracle Lease Management Business Flows	1-2
 2 Before You Begin	
2.1 Relevant Courses, Documentation, and Resources	2-2
2.1.1 Relevant Courses	2-2
2.1.2 Relevant Documentation	2-3
2.2 User Access to Oracle Lease Management	2-7
2.3 User Access to Oracle Forms	2-8
 Part II User Procedures	
 3 Opportunity to Quote	
3.1 Overview	3-2
3.2 Creating a Lease Quote	3-2
3.2.1 Add Assets to a Quote	3-6

3.2.1.1	Adding Asset Add Ons to the Quote	3-7
3.2.2	Add Fees to a Quote.....	3-8
3.2.3	Add Services to a Quote	3-9
3.2.4	Add Tax to a Quote	3-11
3.2.5	Add Payment Plans to a Quote	3-12
3.2.6	Accept a Quote.....	3-15

4 Credit, Master Leases, and Vendor Programs

4.1	Overview.....	4-2
4.2	Credit Lines	4-2
4.2.1	Create and Submit Credit Requests to Credit Management.....	4-3
4.2.2	View Credit Requests	4-4
4.2.3	Create Credit Lines.....	4-5
4.2.4	Create Credit Limit	4-7
4.2.5	Add Warrants to a Credit Line.....	4-9
4.3	Master Lease Agreements	4-10
4.3.1	Create Agreement	4-11
4.3.2	Add Terms and Conditions	4-13
4.3.3	Add Articles	4-14
4.3.4	Activate the Agreement.....	4-15
4.4	Vendor Programs.....	4-16
4.4.1	Create Vendor Agreements	4-17
4.4.2	Add Parties.....	4-20
4.4.3	Add Terms and Conditions	4-21
4.4.4	Add Articles	4-23
4.4.5	View Contract Validation Checklist	4-25
4.4.6	Extend the Agreement’s End Date.....	4-26
4.4.7	Abandon an Agreement	4-27
4.4.8	Terminate an Agreement.....	4-27
4.4.9	Copy an Agreement	4-28

5 Contract Authoring

5.1	Contract Authoring	5-2
5.1.1	Create a Contract	5-3
5.1.2	Set Values for a Financial Product	5-9

5.1.3	Identify Contract Parties	5-10
5.1.4	Set Terms and Conditions.....	5-13
5.1.5	Set Up Billing	5-14
5.1.6	Set Up Late Charges and Interest	5-16
5.1.7	Set Up Renewal Options	5-17
5.1.8	Set Up Interest Rate.....	5-18
5.1.9	Set Up Security Deposit, Factoring, and Evergreen.....	5-20
5.1.10	Set Up Residual Value Insurance.....	5-21
5.1.11	Set Up Filing Options	5-22
5.1.12	Set Up Asset Return, Repurchase Process.....	5-23
5.1.13	Set Up Purchase Options	5-25
5.1.14	Set Up Termination Quote Process.....	5-28
5.1.15	Set Up Early Termination Quote Calculation	5-32
5.1.16	Set Up End of Term Termination Quote Calculation	5-38
5.1.17	Set Up Contract Portfolio	5-44
5.1.18	Verify Vendor Programs - Terms and Conditions Sets	5-47
5.1.19	Set Up Contract Lines	5-48
5.1.20	Set Up Asset Lines.....	5-49
5.1.21	Set Up Asset Add-Ons.....	5-52
5.1.22	Set Up Asset Depreciation	5-53
5.1.23	Set Up Asset Taxes	5-55
5.1.24	Enter Asset Serial Numbers.....	5-55
5.1.25	Set Up Asset Billing	5-56
5.1.26	Set Up Asset Adjustments	5-57
5.1.27	Set Up Asset Supplier Invoice	5-58
5.1.28	Choose Asset Filing Options	5-58
5.1.29	Set Up Real Estate Lines.....	5-60
5.1.30	Set Up Service Lines.....	5-61
5.1.31	Set Up Lines for Fees	5-67
5.1.32	Set Up Usage Lines	5-69
5.1.33	Set Up Insurance Lines.....	5-71
5.1.33.1	Create and Accept a Lease Insurance Quote.....	5-72
5.1.33.2	Create and Accept an Optional Insurance Quote	5-74
5.1.33.3	Capture Third Party Insurance Policy Information.....	5-76
5.1.34	Set Up Contract Payment Structure	5-77

5.1.35	Book the Contract.....	5-81
5.1.36	Stream Generation and Management.....	5-84
5.1.37	View Streams	5-85
5.1.37.1	Run Stream Generation Purge Program	5-88
5.1.37.2	View Stream Generation Log File.....	5-88
5.1.38	Revise the Contract	5-89
5.1.38.1	Rebook	5-91
5.1.38.2	Split Contract	5-92
5.1.38.3	Split Asset.....	5-93
5.1.38.4	Reverse.....	5-96
5.1.38.5	Under Revisions	5-96
5.1.39	Rebook Multiple Contracts	5-97
5.2	Importing Existing Contracts.....	5-99
5.2.1	Import Contracts into Oracle Lease Management.....	5-101
5.2.2	Track Contract Import Request Status	5-102

6 Funding

6.1	Funding Agreements	6-2
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

7 Syndication and Securitization

7.1	Syndication Agreements.....	7-1
7.1.1	Create Syndication Agreement	7-2
7.1.2	Associate Syndication Investors.....	7-3
7.1.3	Add Articles	7-5
7.1.4	Create Linked Contracts.....	7-6
7.2	Securitization.....	7-7
7.2.1	Create a Pool	7-8
7.2.2	Add Contents to a Pool.....	7-9
7.2.3	Change Pool Descriptions	7-11
7.2.4	Search for Pool Contents	7-11
7.2.5	Clean Up a Pool	7-13

8 Invoice to Receipt

8.1	Invoice to Receipt Overview	8-2
8.2	Billing to Invoice.....	8-5
8.2.1	About Billing to Invoice	8-6
8.2.2	Periodic Billing	8-12
8.2.3	Run Process Billable Streams.....	8-12
8.2.4	Miscellaneous Billing.....	8-14
8.2.5	Create a Manual Invoice	8-14
8.2.6	Create Manual Invoice Header	8-14
8.2.7	Create Manual Invoice Lines.....	8-15
8.2.8	Variable Rate Billing	8-16
8.2.8.1	Run Create Receivables Variable Rate Invoices	8-16
8.2.9	Consolidated Oracle Lease Management and Service Contract Billing.....	8-17
8.2.9.1	Run Service Contracts Billing.....	8-17
8.2.10	Late Interest Billing.....	8-18
8.2.10.1	Run Calculate Late Interest	8-18
8.2.11	Late Charges Billing.....	8-19
8.2.11.1	Run Calculate Late Charges	8-19
8.2.12	Bill Excess Usage	8-20
8.2.13	Create Consolidated Counters	8-21
8.2.14	Create Consolidated Counter	8-21
8.2.14.1	Create Counter Leveling Lines	8-22
8.2.15	Enter Meter Readings for a Consolidated Counter.....	8-23
8.2.16	Run Usage Based Billing	8-24
8.2.17	Third-Party Billing	8-25
8.2.17.1	Prepare Third-Party Billing Import File for Billing.....	8-26
8.2.18	Generate Receivables Invoice.....	8-27
8.2.18.1	Run a Billing Concurrent Program.....	8-28
8.2.19	Disbursements	8-29
8.2.19.1	Run Pay Invoices Creation of Auto-Disbursement Process	8-29
8.2.20	Create Manual Disbursement.....	8-30
8.2.21	Generate Payables Invoice	8-31
8.2.21.1	Run a Disbursement Concurrent Program	8-32
8.3	Receipt of Payments.....	8-32
8.3.1	Apply Manual Receipt.....	8-33

8.3.2	Manual Receipts for a Contract	8-33
8.3.3	Search for Manual Receipt of a Contract	8-33
8.3.4	Create Manual Receipt for a Contract	8-34
8.3.5	Add Cash Application Details.....	8-37
8.3.6	Manual Receipts for a Consolidated Invoice Number.....	8-38
8.3.7	Create Manual Receipt for a Consolidated Invoice.....	8-38
8.3.8	Add Cash Application Details.....	8-40
8.3.9	Create Receipt Batch	8-41
8.3.10	Create Batch Lines	8-42
8.3.11	Run Concurrent Cash Application	8-43
8.3.12	Apply Lockbox Receipts.....	8-43
8.3.13	Create Automatic Receipts.....	8-44
8.4	Transaction Summary	8-44
8.5	Variable Interest Rate Processing.....	8-47
8.6	Cures, Repurchases, and Refunds.....	8-49
8.6.1	Define Cure, Repurchase, and Refund T&C for a Vendor Program	8-49
8.6.1.1	Cure and Refund Attribute Details	8-51
8.6.2	Request a Cure or Repurchase.....	8-52
8.6.3	Identify Potential Cures.....	8-53
8.6.4	Create a Cure or Repurchase Request.....	8-53
8.6.4.1	Creating the Cure Request.....	8-54
8.6.4.2	Adding Contracts to the Cure Request.....	8-55
8.6.4.3	Updating and Submitting the Cure Request.....	8-56
8.6.5	Send Cure Requests to Vendors.....	8-57
8.6.6	Reconcile a Payment Against a Request	8-58
8.6.7	Refund a Payment to a Vendor	8-60
8.6.8	Make Cured Contracts Available for Refund.....	8-60
8.6.9	Refund or Offset Payments to Vendors	8-61

9 Termination Quote to Termination

9.1	Termination Quotes	9-2
9.1.1	Provide Quote	9-6
9.1.2	Search for Termination Quote	9-7
9.1.3	Create Termination Quote	9-10
9.1.4	View or Update Termination Quote Amount Details.....	9-16

9.1.5	Add or Remove Manual Termination Quote Lines	9-17
9.1.6	Select Asset Serial Numbers on a Partial Termination Quote	9-18
9.1.7	View or Update Termination Quote.....	9-19
9.1.8	Send a Termination Quote to a Party	9-22
9.1.9	Change Termination Quote Effective Dates.....	9-23
9.1.10	Update Standard Termination Quote Amounts.....	9-24
9.1.11	View Assets	9-25
9.1.12	View Messages	9-26
9.1.13	Approve Termination Quotes	9-27
9.1.14	Accept Termination Quotes.....	9-28
9.1.14.1	Accept the Termination Quote Automatically	9-28
9.1.14.2	Accept the Termination Quote Manually.....	9-28
9.1.15	Terminate Assets Using a Program	9-29
9.1.16	Obtain Third Party Approval for Repurchasing Leased Asset	9-31
9.2	Restructure Quotes.....	9-32
9.2.1	Search and Update Restructure Quotes.....	9-34
9.2.2	Create Restructure Quotes.....	9-35
9.3	Consolidated Quotes.....	9-36
9.3.1	Search and Update a Consolidated Quote	9-37
9.3.2	Create a Consolidated Quote	9-38
9.4	Contract Terminations	9-39
9.4.1	Search for Terminated Contracts	9-40
9.4.2	Request Termination.....	9-42
9.4.3	Batch Process Contract Termination	9-44
9.4.4	Impact of Terminating Linked Contracts	9-45

10 Asset Return to Disposal

10.1	Overview	10-2
10.2	Asset Returns	10-2
10.2.1	Maintain Asset Return Request.....	10-3
10.2.2	Create a Manual Asset Return Request	10-3
10.2.3	Search for a Returned Asset Request	10-6
10.2.4	Update Asset Return Status.....	10-7
10.2.5	Specify Asset Location.....	10-9
10.2.6	Change Location of Asset for Oracle Install Base.....	10-9

10.2.7	Change Asset Location for Oracle Assets	10-11
10.2.8	Specify Shipping Instructions	10-12
10.2.9	Specify Asset Return Fees	10-13
10.3	Asset Conditioning.....	10-15
10.3.1	Maintain an Asset's Condition	10-15
10.3.2	Create Asset Condition.....	10-15
10.3.3	Create Condition Line.....	10-16
10.3.4	Update Condition Line	10-18
10.3.5	Generate Repair Invoice	10-19
10.4	Asset Disposal	10-20
10.4.1	Remarket the Off-Lease Asset	10-21
10.4.2	Specify Availability for Sale.....	10-21
10.4.3	Search for Remarket Orders.....	10-22
10.4.4	View Asset Sale Information	10-23
10.4.5	View the Billing for a Sold Off-Lease Asset.....	10-25
10.4.6	Re-Lease the Off-Lease Asset.....	10-26
10.4.6.1	Specify Availability for Re-Leasing	10-26
10.4.7	Repurchase the Off-Lease Asset.....	10-26
10.4.7.1	Specify Availability for Repurchasing	10-27
10.4.7.2	Repurchase Asset	10-27
10.4.8	Scrap the Off-Lease Asset.....	10-29
10.5	Maintain Contract Portfolio	10-29
10.5.1	Search and Update Contract Portfolio	10-30
10.5.2	Update Contract Portfolio Budget Amount	10-31
10.5.3	Notify Contract Portfolios on Execution Due Date	10-32

11 Accounting Period Open to Period Close

11.1	Overview.....	11-2
11.2	Generate Accruals.....	11-2
11.2.1	Specify Accrual Override	11-3
11.2.2	Generate Batch Accruals	11-4
11.3	Loss Provisions	11-5
11.3.1	Determine General Loss Provision	11-5
11.3.1.1	Submit General Loss Provision	11-6
11.3.2	Determine Specific Loss Provision	11-7

11.3.3	Create Specific Loss Provision	11-7
11.3.4	Search Specific Loss Provision	11-9
11.3.5	Update Specific Loss Provision.....	11-9
11.4	Interface to General Ledger	11-10
11.4.1	Run the OKL Accounting Entry Process	11-11
11.4.2	Run the Interface to the General Ledger.....	11-11
11.5	View Transactions	11-12
11.6	Miscellaneous Transactions	11-13
11.6.1	Create Miscellaneous Transaction Header.....	11-14
11.6.2	Search and Update Miscellaneous Transaction	11-15
11.6.3	Create Miscellaneous Transaction Line	11-17
11.6.4	Search and Update Miscellaneous Transaction Lines	11-18
11.6.5	Create or Update Accounting Lines	11-19
11.7	Assets	11-21
11.7.1	Off-Lease Asset Transactions	11-21
11.7.2	View Summary of Off-Lease Asset Transactions	11-22
11.7.3	Update Off-Lease Asset Transaction Details.....	11-23
11.7.4	Salvage Value Writedown	11-24
11.7.5	Specify or Update Salvage Value Writedown.....	11-24
11.7.6	View Asset Details	11-24
11.7.7	Residual Value Writedown.....	11-25
11.7.8	Specify or Change Residual Value Writedown	11-26
11.7.9	View Asset Details	11-27
11.8	Process Like-Kind Exchanges	11-28
11.9	View Account Balances Report	11-29
11.10	Generate the Multi-GAAP Adjustment Report	11-31
11.11	Summary of Period Close Process	11-32

12 Journalize Accounting Entries

12.1	Set Accounting Process.....	12-1
12.2	Specify Journal Entry Corrections.....	12-2
12.3	Specify Period Reversal.....	12-2

13 Inquiry to Resolution

13.1	Overview	13-3
------	----------------	------

13.1.1	High Level Business Flow of the Lease Center	13-3
13.2	Responsibilities	13-3
13.3	Navigate the Universal Work Queue, e-Business Center, and Lease Center	13-4
13.3.1	Lease Center Search	13-5
13.4	Contracts Tab in the e-Business Suite	13-7
13.5	Starting and Ending Customer Transactions	13-7
13.5.1	Start and End Your Interactions.....	13-7
13.5.2	Wrap Up	13-8
13.5.3	View Interactions.....	13-8
13.6	An Overview of the Lease Center Window.....	13-8
13.7	About the Lease Center Window Overview	13-9
13.7.1	View Contract Versions.....	13-10
13.8	About the Overview Tab	13-11
13.8.1	Review Contract Details.....	13-11
13.8.2	Add Notes	13-12
13.8.2.1	Create a Quick Note.....	13-12
13.8.2.2	View All Notes for the Lease Contract.....	13-12
13.8.2.3	Create a New Note.....	13-13
13.8.3	View Customer or Contract Interaction History	13-13
13.9	About the Structure Tab	13-13
13.9.1	View Billing Set Up	13-14
13.9.2	Interest Rate.....	13-16
13.9.3	Convert Interest Rate	13-18
13.9.4	Termination/Renewal	13-18
13.9.5	Asset Return/Repurchase Process.....	13-20
13.10	About the Parties Tab.....	13-21
13.10.1	View Parties Associated to a Contract	13-21
13.10.2	View Contact Details Connected to a Party	13-22
13.10.3	Add Guarantor and Lease Vendor Parties to a Contract	13-22
13.10.4	Delete Guarantor Parties from a Contract	13-22
13.11	About the Account Tab.....	13-22
13.11.1	View Customer Account Information.....	13-23
13.11.2	View Consolidated Invoices for the Account.....	13-24
13.12	About the Transactions Tab	13-24
13.12.1	Search for and View Billing Transaction Information	13-24

13.12.2	Search for and View Receipt Information	13-25
13.12.3	Search for and View Disbursement Transactions	13-26
13.12.4	Issue a Credit Memo	13-27
13.12.5	Request a Billing Correction	13-28
13.12.6	Send Documents for Billing or Receipts	13-28
13.13	About the Asset Tab.....	13-29
13.13.1	View Asset Details	13-30
13.13.2	Summary Tab.....	13-30
13.13.3	Serial Numbers Tab	13-31
13.13.4	Usage Based Billing Tab.....	13-31
13.13.5	Liens Tab	13-32
13.13.6	Registrations Tab.....	13-32
13.13.7	Taxes and Adjustments Tab	13-32
13.13.8	Suppliers and Add-ons Tab.....	13-33
13.13.9	Financial Structure and Residual Tab	13-33
13.13.10	View Property Tax	13-34
13.13.11	Change the Location of Multiple Assets.....	13-35
13.14	About the Insurance Tab	13-35
13.14.1	Create a Lease Insurance Quote.....	13-36
13.14.2	Create an Optional Insurance Quote.....	13-38
13.14.3	View Quote Details	13-39
13.14.4	View Policy Information	13-40
13.14.5	Gather Third-Party Insurance Information	13-41
13.14.6	Activate Policy	13-42
13.14.7	Cancel/Delete Policy	13-42
13.14.8	Obtain Policy Details	13-42
13.14.9	Log Insurance Claims	13-43
13.14.9.1	Create Lease Insurance Claim	13-43
13.14.9.2	Create Optional Insurance Claim	13-45
13.15	About the Requests Tab.....	13-46
13.15.1	Termination Quotes	13-46
13.15.1.1	View Previously Created Termination Quotes.....	13-46
13.15.1.2	View Details and Amount Breakdowns for an Existing Quote	13-46
13.15.1.3	Create a New Quote	13-47
13.15.2	Equipment Exchange.....	13-48

13.15.2.1	View Equipment Exchange Information	13-48
13.15.2.2	Create a New Equipment Exchange Request.....	13-49
13.15.3	Transfer and Assumptions.....	13-50
13.15.3.1	View Transfer and Assumption Information.....	13-50
13.15.3.2	Create a New Transfer Request.....	13-50
13.15.4	Renewal Quotes	13-51
13.16	About the Documents Tab	13-51
13.16.1	Send a Document.....	13-51
13.17	About the Tasks Tab.....	13-52
13.17.0.1	View Existing Task Information	13-52
13.17.0.2	Create a New Task	13-53
13.18	About the Schedules Tab.....	13-53
13.18.1	Amortization	13-54
13.18.1.1	View Amortization Schedule	13-54
13.18.2	Payments	13-54
13.18.3	Search for Variable Rate Information	13-55
13.18.4	VAT Schedules.....	13-55
13.19	About the Vendor Investor Disbursement Window	13-55
13.19.1	Search for a Vendor or Investor	13-56
13.19.2	View Disbursement Details for all Contracts for a Vendor or Investor	13-56
13.19.3	View Disbursement Details for a Single Contract	13-56
13.20	About the Related Contracts Tab	13-56
13.20.1	View Related Service Contract Information	13-57

Part III Appendices

A Status Definitions

A.1	Deals, Contracts, and Loans.....	A-2
A.2	Lease Quotes	A-3
A.3	Agreements.....	A-3
A.4	Vendor Agreements	A-4
A.5	Termination Quotes	A-4

B Concurrent Programs

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

C Termination Interface Table

C.1 Termination Interface Table..... C-2

D Drill Down from Oracle General Ledger to Oracle Lease Management

D.1 Drill Down from Oracle General Ledger to Oracle Lease Management..... D-2

Glossary

Index

Send Us Your Comments

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

Part No. B10646-01

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's 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 xxi.

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 will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>

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's 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

The main topics in this section are:

- [Section 1.1, "Oracle Lease Management Overview"](#) on page 1-2
- [Section 1.2, "Oracle Lease Management Business Flows"](#) on page 1-2

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, Install 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's 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

After 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, Install 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

After 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

After 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

The main topics in this section are:

- [Section 2.1, "Relevant Courses, Documentation, and Resources"](#) on page 2-2
- [Section 2.2, "User Access to Oracle Lease Management"](#) on page 2-7
- [Section 2.3, "User Access to Oracle Forms"](#) on page 2-8

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.

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

- 11i 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 Service Contracts, 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 Install 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.

Table 2–1 Relevant Documentation (Cont.)

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.
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.

Table 2-1 Relevant Documentation (Cont.)

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.
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.

Table 2-1 Relevant Documentation (Cont.)

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 Install Base Implementation Guide	This guide provides detailed task-based procedures for implementing and setting up Oracle Enterprise Install 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.
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.

Table 2–1 Relevant Documentation (Cont.)

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/jtfflogin.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's Guide* is organized by business flow. In this way, you can access the sections of the guide that pertain to 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"](#)
- [Chapter 7, "Syndication and Securitization"](#)

Invoice to Receipt

- [Chapter 8, "Invoice to Receipt"](#)

Quote to Termination

- [Chapter 9, "Termination Quote to Termination"](#)

Asset Return to Disposal

- [Chapter 10, "Asset Return to Disposal"](#)

Accounting Period Open to Close

- [Chapter 11, "Accounting Period Open to Period Close"](#)
- [Chapter 12, "Journalize Accounting Entries"](#)

Inquiry to Resolution

- [Chapter 13, "Inquiry to Resolution"](#)

3

Opportunity to Quote

The main topics in this section are:

- [Section 3.1, "Overview"](#) on page 3-2
- [Section 3.2, "Creating a Lease Quote"](#) on page 3-2

3.1 Overview

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.

After a prospect accepts a quote, all contract details that are recorded on the quote transfer directly to the contract. This includes information such as a master lease of vendor agreements (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. After a customer chooses a price plan on a particular quote, however, you cannot subsequently add new price plans.

The following section contains information on this topics

- [Section 3.2, "Creating a Lease Quote"](#)

3.2 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, which maximizes 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 goes on lease, per unit cost, number of units, the installation location, and so on. You can also attach asset add-ons to each asset line ([Section 3.2.1, "Add Assets to a Quote"](#)).
- **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, and so on.
- **Tax information:** You can add information about estimated taxes, exemptions, overrides, use taxes, and VAT tax.
- **Payment plans:** Three pricing methods are 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.

After the customer accepts a payment plan, however, you cannot create any additional plans for the same quote.

On the Quote tab, you 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

After searching for a prospect in the Oracle Trading Community Architecture (TCA) tables, if the prospect information doesn't exist, you must add them prior to quote creation either through Oracle Sales Online functionality or Oracle Receivables. For more information on this process, see the *Oracle Receivables User Guide* or the *Oracle Sales Online User Guide*.

The section covers the following topics:

- [Section 3.2.1, "Add Assets to a Quote"](#)
- [Section 3.2.2, "Add Fees to a Quote"](#)
- [Section 3.2.3, "Add Services to a Quote"](#)
- [Section 3.2.4, "Add Tax to a Quote"](#)

- [Section 3.2.5, "Add Payment Plans to a Quote"](#)
- [Section 3.2.6, "Accept a Quote"](#)

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

Steps

The following steps outline the process for creating a lease or loan quote:

1. From the Quote Search page, click the Create Quote button.
The Create Quote header page appears. From here, you can create a new quote, copy an existing quote, or create a new quote from a template.
2. Enter a Quote Number.
3. Click the flashlight icon and, from the list of values, choose the Prospect for whom you want to create the quote.

Note: If the name of the prospect is not in the list of values, you must enter the prospect's information through Oracle Receivables or Oracle Sales Online.

4. In the Source field, choose the source for the quote.

The options include: New and Copy. If you choose New, you need to provide all the information for the quote. If you choose Copy, then certain aspects of the quote automatically appear in the new quote. You can change any of these details as they pertain to the new quote. If you are selecting an option other

than New, click the flashlight icon and choose the quote you want to copy from the list of values.

5. Click Create.

The Quote Details page opens, where you enter quote-related information, including term, rental period, assets, fees, services, and tax information.

6. From the Quote Details page, enter a brief Quote Description.

7. If you are referencing a master lease agreement, click the flashlight icon and choose the Master Lease Number of the agreement you want to reference.

For more information about master lease agreements, see [Section 4.3, "Master Lease Agreements"](#).

8. If you want to associate a financial product to the quote, at the Product field, click the flashlight icon and select the product from the list of values.

For more information about financial products and contract authoring, see [Section 5.1.2, "Set Values for a Financial Product"](#).

9. If you are referencing a vendor program agreement, click the flashlight icon and select the Program number from the list of values.

For more information about vendor programs, see [Section 4.4, "Vendor Programs"](#).

10. In the Currency field, choose the currency for the quote.

The default functional currency for the set of books appears in the field.

You may select a different currency for your quote.

Note: Any contract created from this quote will have the same currency as the quote.

11. If your quote currency is the same as the default functional currency for your set of books, you can ignore the currency conversion fields. In this case, continue at step 15.
12. If your quote currency is not the same as the default functional currency for your set of books, click in the Currency Conversion Type field, and select the currency conversion type from the list of values.
13. If you selected User for the currency conversion type in step 12, enter the rate in the Currency Conversion Rate field.

14. If you selected a value other than User for the currency conversion type in step 12, enter the Currency Conversion Date to enable Oracle Lease Management to determine the appropriate currency conversion rate for the currency conversion type you selected.

Rental Period

15. In the Rental Period section, enter the length of the Term in months.
16. From the drop down list, select the Frequency of the contract payments.
Options include: Annual, Monthly, Quarterly, Semi-Annual
17. The default value for the Start Date is the current date.
Enter or select the Start Date if you want a different start date.
18. If any of the payments are to occur in arrears, select the Arrears check box.

Quote Dates

19. In the Quote Dates section, the Effective From date defaults to the current date, and the Effective To date defaults to the Effective From date plus the value of the profile option OKL: Number of days a sales quote remain valid.
Enter or select the Effective From and Effective To dates if you want different dates for quote validity.
20. Click the Update button to save your work.
At this point, you can continue on the Quote Details page, adding payment plans, assets, fees, services, and taxes to the quote.

3.2.1 Add Assets to a Quote

To add an asset to the quote, under the Asset section of the Quote Details page, click the Create Asset button. The Asset page appears. The header information that you entered for this quote, including quote number, description, prospect, and status appears at the top of the page. For more information on statuses, see [Appendix A, "Status Definitions"](#).

Residual values are automatically calculated for each asset line that is associated with the quote, based up lease rate factors you set up during implementation. See the *Oracle Lease Management Implementation Guide* for details. The residual value calculation takes into consideration the item that is going on lease, combined with the proposed term length of the lease.

You can manually override the residual value of the asset lines when creating the payment plans for the quote. See [Section 3.2.5, "Add Payment Plans to a Quote"](#).

Steps

1. In the Assets section of the Quote Details page, click the Create Asset button.
The Asset page opens.
2. In the Item field, choose the item that is going on lease from the list of values.
3. Enter a unique alphanumeric Asset Number.
4. Enter a description of the item.
5. Enter the Unit Cost of the item.
6. Enter the number of Units of the item that are going on lease.
7. Optionally, enter the Model of the Item.
8. Optionally, enter the name of the Manufacturer of the item.
9. Optionally, enter the year the item was manufactured.
10. In the Installed Site field, choose the installation site for the item from the list of values.
11. Click Create to save your work.

After you have created an asset for the quote, you return to the Quote Details page. Under the Asset section, the summary table displays the Asset number, along with other details such as make, descriptions, units, cost, and add ons.

3.2.1.1 Adding Asset Add Ons to the Quote

You can add-ons to an asset line when you are creating a quote, similar to the process used during contract authoring ([Section 5.1.21, "Set Up Asset Add-Ons"](#)).

On the Quote Details page, the number in the Add Ons column of the asset line is a hyperlink. If you have no add ons associated with the asset, the number is 0.

1. To add an add-on to the asset line, click the number that appears on the asset line in the Add Ons column.
The Asset Add On page appears.
2. In the Item field, click the flashlight icon and choose the item you want to add to the asset line.
3. In the Unit Cost field, enter the cost per unit of the asset add on.

4. Click Create to save your work.

After you add the add on item, the cost is automatically added to the overall total of the asset line. To return to the Quote Details page, click the Quote number hyperlink.

3.2.2 Add Fees to a Quote

From the Quote Details page you can add fee lines to the quote as well.

Steps

1. In the Fees section of the Quote Details page, click the Create Fee button.

The Create Fee page opens.

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 Cost 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 of the Quote Details page to return to the Fee Details page and make the fee recurring or to passthrough the fee to a supplier.

9. To make the fee recurring, click the Recurring Expense button.

The Fee and Supplier information is displayed.

10. In the Number of Periods field, enter the number of times you are charging the fee over the life of the contract.
11. In the Amount Per Period field, enter the amount to be charged during each of the periods.

12. In the Frequency field, choose the frequency of the payments.
Examples: Annual, Monthly, Quarterly, Semi-Annual.
13. Click Create to save your work.
Click the hypertext Fee name to return to the Fee Details page to continue your work.
14. To add the payment details for the fee, click the Payment Details button.
The Payment screen appears. This page includes some view only information such as term, service name, start date, number of periods, frequency, and whether or not any of the payments are in arrears.
15. In the Payment Type field, choose the type of payment you are making from the list of values.
This typically relates to the fee that you are attaching to the quote (documentation fee, customer service fee, and so on).
16. Enter the amount of the payment to be made in the Payment field.
17. Click Create to save your work.

3.2.3 Add Services to a Quote

You can add services, such as warranty and extended service programs, to a quote that you can apply at either the contract or the asset level.

Steps

1. In the Services section of the Quote Details page, click the Create Service button.
The Create Service page opens.
2. In the Service field, click the flashlight icon and choose the Service you want to apply to the quote from the list of values.
3. In the Supplier field, click the flashlight icon and choose the party that is providing the service from the list of values.
4. Enter the Effective From and Effective To dates.
This is optional. The service can be open ended.
5. Enter the Cost of the service to the lessee.
6. If you want the Service to be applied to a particular asset line, choose the asset from the list of values in the Asset field.

Note: If you have not associated an asset line with the service, then this field disappears upon creation of the service.

7. Click Create to save your work.

After the service is added, the Quote Details page appears. The service name, asset, vendor, cost and effective dates appear in the Services section of the Quote Details page.

8. Click the hypertext link Service name to return to the Services Details page where you can add additional information to the service, such as whether or not the cost is recurring, whether it should be a passthrough, and to add payment details.

9. To make the service a Passthrough, click the Passthrough button.

The Service and Vendor information is displayed.

10. 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.

11. Enter the percent of the service cost that is being passed through to the supplier in the Passthrough Percent field.

12. In the Passthrough Basis Code field, choose the basis on which the disbursement date is determined from the list of values.

Options include: Disburse On AR Bill Date, Disburse on AR Due Date, or Disburse Upon AR Cash Receipt.

13. Click Create to save your work.

Click the hypertext Fee name to return to the Service Details page to continue your work.

14. To make the fee recurring, click the Recurring Expense button.

The Fee and Supplier information is displayed.

15. In the Number of Periods field, enter the number of times that you are charging the fee charged over the life of the contract.

16. In the Amount Per Period field, enter the amount to be charged during each of the periods.

17. In the Frequency field, choose the frequency of the payments.

Examples: Annual, Monthly, Quarterly, Semi-Annual.

18. Click Create to save your work.

Click the hypertext Fee name to return to the Service Details page to continue your work.

19. To add payment information, click the Payment Information button.

The Payment screen appears. This page includes some view only information such as term, service name, start date, number of periods, frequency, and whether or not any of the payments are in arrears.

20. In the Payment Type field, choose the type of payment you are making from the list of values.

This typically relates to the service that you are attaching to the quote (asset repair charge, asset removal fee, and so on).

21. Enter the amount of the payment to be made in the Payment field.

22. Click Create to save your work.

Guidelines

If you want to delete a payment, you can click the Delete Payment button, which appears after a payment is created.

3.2.4 Add Tax to a Quote

Optional

You can address certain tax implications on the quote, including use tax, value added tax and sales tax. For value added tax and sales tax, you can determine if the quote is exempt from these taxes (and if do so, you can enter the exemption number), or whether or not you want to enter an override rate.

Steps

1. In the Taxes section of the Quote Details page, if you need to account for a use tax on this quote, enter the estimated amount in the Estimated Use Tax field.
2. Optionally, click the Other Taxes button.
The Taxes screen appears.
3. Under the Sales Tax section, if the quote is exempt, select the Exempt checkbox and enter the exemption number.

4. If you want to enter an override rate for the quote, select the Override checkbox and enter the override rate.
5. Under the Value Added Tax section, if the quote is exempt, select the Exempt checkbox and enter the exemption number.
6. If you want to enter an override rate for the quote, select the Override checkbox and enter the override rate.

3.2.5 Add Payment Plans to a Quote

Required

From the Quote Details page, you can access the Payment Plans area by clicking the Create Plan button. The methods for creating payment plans are:

- External (a third-party lease price modeling software)
- Rate Card
- Interest Rate

When creating the rate plan, you are specifying the main financial details of the quote such as determining who has tax ownership, the book classification, and the payment structure.

You can also add information regarding the terms of the residual value of the assets, which play a role in determining the payment amounts the lessee is required to make. Once you have entered the details of a pricing plan, you can request pricing, which determines the payment amount for the plan.

Oracle Lease Management allows you to set up multiple payment plans from which the lessee has the option to choose the one that best suits his needs. Once a payment plan is selected by the lessee, you can submit the plan for approval, which initiates a workflow and, once approved, you can accept the quote. Once a quote is accepted, you can no longer make any changes.

Steps

1. From the Quote Details page, click the Create Plan button.
The Payment Plan Details page appears.
2. In the Plan Details section, choose the Pricing Method for the plan.
Options include: External, Interest Rate, Rate Card.

3. If you choose Rate Card for the pricing method in step 2, choose the Rate Card for the plan from the list of values. Otherwise, leave blank.

Rate cards are set up during implementation. See the *Oracle Lease Management Implementation Guide* for details.

4. Enter the Interest Rate you want for the deal.
5. Select the Payment Structure you want for the plan from the drop-down menu.
Options include: Level, First & Last, First & Last2, or First and Last3.

6. Select the Book Class for the plan from the drop-down menu.
Options include: Direct Finance Lease, Loan, Loan-Revolving, Operating Lease, or Sales Type Lease.

7. Choose the Tax Owner for the plan, either Lessor or Lessee.

8. In the Residual section, choose the Guarantee Type for the residual, if any, from the drop-down list.

Options include: Full, Guaranteed Purchase Option, Partial, or No Guarantee.

9. Optionally, enter the Amount of the residual you want guaranteed on the plan.

10. If you want the residual guarantee amount to be calculated, select the Calculate RVI checkbox.

11. If you selected the checkbox in Step 10, enter the RVI Rate by which you want to calculate the residual guarantee.

12. Click Create to save your work.

When the plan is successfully created, the following events occur:

- A name is automatically generated for the payment plan.

The payment plan name starts with the pricing method (External, Interest, or Rate Card), followed by either the Rate Card name for rate card pricing plans or the interest rate value for external or interest pricing plans. The payment plan name appears in subsequent payment plan search results, and helps you in editing payment plans and deciding which payment plan to use for the quote.

- The buttons Pricing Parameters, Request Pricing, and Payment Plans appear at the bottom of the Payment Plan Details page.

Pricing Plans

13. If you want to update and override the residual values at the asset line level, click the Pricing Parameters button.

The Line Residual Values page appears, and displays all the asset lines associated with the quote.

14. If you are using the Rate Card pricing method, you can enter the Pricing Lease Rate that you want to apply to an asset line.

See the section on setting up lease rate factors in the *Oracle Lease Management Implementation Guide* for details.

15. Enter the residual value that you want to offer on the asset line in the Pricing Residual Percentage field.

16. Click Update to save your work.

17. To return to the Payment Plan Details page, click the Plan Details button.

Request Pricing

Important: You must request pricing for a payment plan before the payment plan can be submitted for approval.

18. Once you have entered all the payment plan information, click the Request Pricing button to calculate the payment terms of the plan.

If the quote uses the Interest Rate or Rate Card pricing method, the results appear in the Amount section of the Payment Plan Details page, with amounts for Rent, Fees, Services, Taxes, and Total Payment.

If the quote uses the External pricing method, a concurrent program is started, and the Plan status changes to External pricing in progress. You can optionally click the Refresh button that temporarily appears at the foot of the page. When the program finishes, the plan status changes to Complete.

Once the pricing has been evaluated, the Request Pricing button is replaced by the Submit for Approval button.

19. To return to the Quote Details page, click the Payment Plans button.

Note: The Amount displayed in the results table on the Payment Plan main page is the figure for the Rent and does not include any other fees.

Submit for Approval

Note: You may submit more than one payment plan for approval.

20. Once the pricing has been evaluated for the payment plan, and you want to get it approved, click the Submit for Approval button in the Payment Plan Details page.

If the payment plan is approved, its status changes to Approved.

For more information on statuses, see [Appendix A, "Status Definitions"](#).

3.2.6 Accept a Quote

Required

You accept a quote by accepting a payment plan for a quote. The payment plan must have been approved.

Steps

1. Navigate to the Quote Details page, and click the hyperlink of a payment plan whose status is Approved.
2. In the Payment Plan Details page, click Accept.

The status changes from Approved to Accepted.

Once you have accepted the quote, it cannot be altered, and you are able to create a contract from the quote.

For more information on statuses, see [Appendix A, "Status Definitions"](#).

Credit, Master Leases, and Vendor Programs

The main topics in this section are:

- [Section 4.1, "Overview"](#) on page 4-2
- [Section 4.2, "Credit Lines"](#) on page 4-2
- [Section 4.3, "Master Lease Agreements"](#) on page 4-10

4.1 Overview

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

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

You can create credit lines manually in Oracle Lease Management. Alternatively, you can submit a credit request to Credit Management, a feature of Oracle Receivables. After approval from Credit Management, and a final, human approval from a credit analyst, then Oracle Lease Management will automatically create a credit line.

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.

4.2 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 4.2.1, "Create and Submit Credit Requests to Credit Management"](#)
- [Section 4.2.2, "View Credit Requests"](#)
- [Section 4.2.3, "Create Credit Lines"](#)
- [Section 4.2.4, "Create Credit Limit"](#)

4.2.1 Create and Submit Credit Requests to Credit Management

Required

You create and submit a credit request to Credit Management for a complete or approved quote. You specify a customer account and an amount for the credit request.

After the credit request is submitted to Credit Management, it is monitored and controlled by a workflow, which, among other functions, will return a notification to the credit requestor, indicating whether the credit request was approved or rejected. For more information, see the Guidelines at the end of this section.

Note: When you create and submit a credit request to Credit Management, it is important that all the parameters have been set up in Credit Management to be able to evaluate the credit request.

Prerequisites

Customers must be set up in Accounts Receivables.

Credit evaluation parameters must be set up in Credit Management.

You must have a complete or approved quote, for which to create and submit a credit request.

You must have set up the profile option OKL: Credit Analyst with the value of the credit approver that will need to confirm or overrule any approval of the credit request recommended by Credit Management.

Responsibility

Lease Super User, Operations Manager

Navigation

Sales > Quotes

Steps

1. Search for the quote for which you want to create a credit request

Remember, you can only create a credit request for a quote whose status is Complete or Accepted.

2. In the Results area, click the Select box beside the quote for which you want to credit request.
3. Click the Credit Request button.
The Submit Credit Request page appears.
4. In the Customer Account field, click the flashlight icon and choose a customer account.
5. Enter the Request Amount for the credit request.
6. Optionally, enter information in the Notes column.
7. Click Submit Credit Request.

Guidelines

After you create and submit the credit request, its progress is controlled and monitored by an Oracle Lease Management workflow.

If Credit Management issues a recommendation to reject the credit request, the status of the credit request is set to Rejected, and a notification is set to the credit requestor.

If Credit Management issues a recommendation to approve the credit request, a notification is sent to the credit approver specified by the profile option OKL: Credit Analyst.

The credit approver may overrule the recommendation, and reject the credit request. In this case, the status of the credit request is set to Rejected, and a notification is set to the credit requestor.

If the credit approver decides to confirm the approval, then the credit approver must additionally add an end date to the credit request. When the workflow receives the approval confirmation and the end date, the following actions occur:

- the status of the credit line is changed to Approved
- the workflow creates a credit line in Oracle Lease Management for the requested amount
- the workflow sends a notification to the credit requestor

4.2.2 View Credit Requests

Optional

You can view information about your credit requests.

Prerequisites

None

Responsibility

Lease Super User, Operations Manager

Navigation

Sales > Credit Requests

Steps

1. Optionally enter a combination of search parameters from the following:
 - Status - valid values are Approved, Rejected, and Submitted
 - Quote Number
 - Party Name
 - Request Number
2. Click Go.
3. For each credit request that fulfills the search criteria, the following result fields are displayed:
 - Quote Number
 - Party Name
 - Customer Account
 - Request Number
 - Request Amount
 - Currency
 - Request Date
 - Status
 - Credit Line Contract

4.2.3 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 choose 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.
6. In the Currency field, choose the currency for the credit line.
The default functional currency for the set of books appears in the field.

You may select a different currency for your credit line.

Note: Any contract associated with this credit line will have the same currency as the credit line.

7. If your credit line currency is the same as the default functional currency for your set of books, you can ignore the currency conversion fields. In this case, continue at step 11.
8. If your credit line currency is not the same as the default functional currency for your set of books, click in the Currency Conversion Type field, and select the currency conversion type from the list of values.
9. If you selected User for the currency conversion type in step 6, enter the rate in the Currency Conversion Rate field.
10. If you selected a value other than User for the currency conversion type in step 6, enter the Currency Conversion Date to enable Oracle Lease Management to determine the appropriate currency conversion rate for the currency conversion type you selected.
11. Select the check box if the line is revolving.
12. 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

4.2.4 Create Credit Limit

Required

After 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.

4.2.5 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.

4.3 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 4.3.1, "Create Agreement"](#)
- [Section 4.3.2, "Add Terms and Conditions"](#)
- [Section 4.3.3, "Add Articles"](#)
- [Section 4.3.4, "Activate the Agreement"](#)

4.3.1 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 check box.
12. Click Update to create the agreement.

Guidelines

If you select the Save as Template check box, 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.

4.3.2 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 check box.
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 check box if the lessee has blanket insurance coverage for all referenced contracts.
11. Select the check box if the customer is insurable for all referenced contracts.
12. Select the check box if the customer is allowed to cancel insurance on any referenced contract.
13. Click Create to save your work.

4.3.3 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 check box 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.

4.3.4 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.

4.4 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 4.4.1, "Create Vendor Agreements"](#)
- [Section 4.4.2, "Add Parties"](#)
- [Section 4.4.3, "Add Terms and Conditions"](#)
- [Section 4.4.4, "Add Articles"](#)
- [Section 4.4.5, "View Contract Validation Checklist"](#)
- [Section 4.4.6, "Extend the Agreement's End Date"](#)
- [Section 4.4.7, "Abandon an Agreement"](#)
- [Section 4.4.8, "Terminate an Agreement"](#)
- [Section 4.4.9, "Copy an Agreement"](#)

4.4.1 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, and so on), vendor, start date range, or end date range. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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. Choose the Invoice Format from the drop-down list.
The default value is None.
21. In the invoice should be reviewed prior to being sent, then select the Review Invoice check box.
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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

4.4.2 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, choose 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. Choose 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 choose a role for the party.
For example, inspector, account manager, and so on.
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.

4.4.3 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 choose 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 to the right of the Term that 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 choosing 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 the Seed Data appendix in the *Oracle Lease Management Implementation Guide*.

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.

4.4.4 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 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. Add 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, then click the article name hypertext link on the table.

The Article details page opens.

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.

4.4.5 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.

After 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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.

4.4.6 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 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.

4.4.7 Abandon an Agreement

After 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 4.4.8, "Terminate an Agreement"](#). For more information on statuses, see [Appendix A, "Status Definitions"](#).

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 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: After you have changed the status of an agreement from Active to Abandoned, you can no longer activate the contract. For more information on statuses, see [Appendix A, "Status Definitions"](#).

4.4.8 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 4.4.7, "Abandon an Agreement"](#).

1. From the Agreement Summary page, search for the agreement that you want to terminate and select the option 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.

4.4.9 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 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 the Agreement Summary page appears. The new agreement appears in the table with a status of New. Click the agreement number to make changes to the agreement. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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

The new agreement template is created and the Agreement Summary page appears. The new agreement template appears in the table with a status of New. Click 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.

5

Contract Authoring

The main topics in this section are:

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

5.1 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.

You can add service lines to a lease or loan contract, either by entering all the service details in Oracle Lease Management, or by linking the service line to an active service contract created in Oracle Service Contracts. When you link the Oracle Lease Management service line to a corresponding line in an existing service contract, then, during the billing stage, you can consolidate the lease and service invoices.

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, asset lines, service 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.

After you have entered the contract details, you must validate the contract and then generate the financial streams. You may then generate draft journal entries for trial booking. You must then submit the contract for approval. Finally, you activate, or book, the contract.

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 5.1.33, "Set Up Insurance 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 which you can edit during the authoring process.

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

You must also choose a product for the contract. The product provides two important functions to a contract:

- The product links a contract to an accounting template set, which specifies all the accounting required for all the transactions associated with the contract
- The product contains classification qualities.

The classification qualities in the product determine the type of contract:

- Investor agreement
- Lease or loan contract, in which case the product contains lease book classification and tax ownership details

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. (Alternatively, if you have set up auto-numbering, then an automatically generated number populates the field.)
3. Select the Save as Template check box if you want to save the contract as template for later replication.
4. 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.

Note: It is optional to specify the customer name when you are creating a contract template.

5. 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.
6. Click Create to save your work.

Contract Details

The Contract Details page appears, with the contract number visible in the contract header.

Note: This page includes display-only fields, such as status, legal address, version number, book classification, and tax owner, that reflect information from other areas of Oracle Lease Management.

7. Enter a Contract Description.

8. 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.
9. Select the Released Asset check box if the assets originate from current off-lease inventory.

Customer

In the Customer section, the Customer Name field may already be filled in.

10. Enter or alter the customer name.
11. At the Customer Account field, click the flashlight icon and choose the customer's Oracle Receivables account number from the list of values.
12. Enter the customer's purchase order number.
13. At the Acceptance Method field, choose the method the your customer uses to accept the leased equipment.

Rental Period

14. 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.
15. Enter the date when you expect the equipment delivery at the customer's designated site.
16. In the Acceptance Date field, enter the date the customer accepted the equipment.
17. Enter the effective Start Date when the contract term begins.
18. In the Re-book Limit Date field, enter the date before which you do not accept any contract revisions.

Contract

19. 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 qualities relevant to that product. For more information on financial products, see the *Oracle Lease Management Implementation Guide*.

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

- 21.** If you are creating the contract from a quote, then the Currency field and the currency conversion fields inherit their default values from the corresponding fields in the quote.

In this case:

- Do not alter the Currency field
 - If you want to alter at least one of the currency conversion fields, continue at step 24
 - If you do not want to alter any of the currency conversion fields, continue at step 27
- 22.** If you are creating the contract from a template or another contract, then the Currency field and the currency conversion fields inherit their default values from the corresponding fields in the template or copy-from contract, otherwise the default functional currency for the set of books appears in the Currency field.
- You may select a different currency for your contract.
- 23.** If your contract currency is the same as the default functional currency for your set of books, you can ignore the currency conversion fields. In this case, continue at step 27.
- 24.** If your contract currency is not the same as the default functional currency for your set of books, click in the Currency Conversion Type field, and select the currency conversion type from the list of values.
- 25.** If you selected User for the currency conversion type in step 24, enter the rate in the Currency Conversion Rate field.
- 26.** If you selected a value other than User for the currency conversion type in step 24, enter the Currency Conversion Date to enable Oracle Lease Management to determine the appropriate currency conversion rate for the currency conversion type you selected.
- 27.** If the contract is associated with a vendor program, then in the Program field, select the vendor program agreement number that applies to the contract.

Note: The Book Classification and Tax Owner fields are read-only. These are both derived from the product associated with the contract. See Step 19 in this section.

If you wish to alter either or both of these fields, you can only do this by selecting a different product, which has the necessary qualities and quality values. For more information, see the Define Financial Products section in the *Oracle Lease Management Implementation Guide*.

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

Note: The credit line must have the same currency as the value in the contract's Currency field. For more information, see steps 21 and 22.

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 4.2.3, "Create Credit Lines"](#).

Lessor

29. 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.

Other

30. 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, has an attached Converted/Legacy Number, or was created from an Origination Quote, that information appears in one of the read-only fields below the Transfer Date field.

31. Select the check box if the contract is secured by a Private Activity Bond.
32. 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.

33. Select the Eligible for Pre-Funding check box if the vendors for the contract are eligible to be pre-funded.
34. Select the Eligible for Syndication check box if the contract is the subject of a syndicated agreement.
35. Select the Non-Notification check box to contact the vendor instead of the customer in case of delinquency.
36. 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.

37. Select the Assignable check box to allow the contract to be assigned to a pool.
38. 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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. After 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 must have created a contract.

Responsibility

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

Navigation

Origination > Contracts > Product

You must have retrieved or be in the process of creating a contract.

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 an option and an associated option value from the product for the contract.

For more information about setting up options and option values for financial products, see the section Define Financial Products in the *Oracle Lease Management Implementation Guide*.

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. 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 have created a contract.

You must have 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 have retrieved or be in the process of creating a contract.

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

After 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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, Repurchase 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 have retrieved or be in the process of creating a contract.

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 Cash Application Rules field, select the cash application rule that you want to be applied for this contract.

If you leave this field blank, the default cash application rule will apply for this contract.

For more information, see the Define Cash Allocation Rules section in the *Oracle Lease Management Implementation Guide*.

6. 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.

7. 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.
8. In the Reason for Review field, enter the reason for the manual review, if applicable.
9. Enter the date the manual invoice review ends in the Review Until Date field.
10. Click Update 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

You must have retrieved or be in the process of creating a contract.

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

You must have retrieved or be in the process of creating a contract.

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

You must have retrieved or be in the process of creating a contract.

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

You must have retrieved or be in the process of creating a contract.

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. For more information on statuses, see [Appendix A, "Status Definitions"](#).
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

You must have retrieved or be in the process of creating a contract.

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

You must have retrieved or be in the process of creating a contract.

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 Update to save your work.

5.1.12 Set Up Asset Return, Repurchase 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 formulas, if you are using them in these terms and conditions.

Responsibility

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

Navigation

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

You must have retrieved or be in the process of creating a contract.

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. In the Remarket Sale Price Formula field, click the flashlight icon and select from the list of values the formula that calculates the sale price at which you want to remarket a returned asset.
4. Under the Repurchase Quote Calculation section, select the check box for Repurchase Agreement to allow a repurchase option for the vendor or another third party.
5. 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.
6. Choose the Sales Price Option from the list of values, if applicable.
7. If the Sales Price Option is a fixed amount, enter that amount in the Sale Price Amount field.
8. Alternatively, if you are using a formula, click the flashlight icon and select the Sale Price Formula from the list of values.

9. 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.
10. Choose the Discount Rate Option (Use Fixed Amount, Use Formula), if applicable.
11. If the Discount Rate Amount is fixed, enter the amount.
12. If you are using a Discount Rate Formula, click the flashlight icon and choose the formula from the list of values.
13. Choose the Discount Rate Prorate option: Line Calculation, Prorate, Do Not Prorate.
14. Choose the Quote Fee Option, if applicable.
15. If you selected a fixed amount for the Quote Fee option, enter the amount in the Quote Fee Amount field.
16. 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.
17. Choose the Quote Fee Prorate option: Line Calculation, Prorate, Do Not Prorate.
18. Click Update 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 formulas, if you are using them in these terms and conditions.

Responsibility

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

Navigation

Origination > Contracts > Terms and Conditions > Purchase Options

You must have retrieved or be in the process of creating a contract.

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 Update button to save your work.

5.1.14 Set Up Termination Quote Process

You specify a number of parameters that determine which types of termination and termination quotes are allowed for the contract.

Manual termination quotes are allowed for all contracts; you can restrict the contract to manual termination quotes only.

Automatic termination quotes will use the parameters that you set up in the termination quote calculation terms and conditions. For more information, see [Section 5.1.15, "Set Up Early Termination Quote Calculation"](#) and [Section 5.1.16, "Set Up End of Term Termination Quote Calculation"](#).

You can specify whether early termination is allowed for the contract. You set the parameter, *End of Term Tolerance Days*, that defines how many days prior to the end of term date you consider an acceptable tolerance to still use end-of-term quote calculations. Any termination prior to that is considered an early termination.

You can specify whether partial termination is allowed, that is, whether part of the contract can be terminated.

You can also specify other termination quote parameters, such as gain/loss information, quote approver, and the parties to whom you want to send the termination quote.

Prerequisites

Set up a contract.

Define formulas, if you are using them in these terms and conditions.

Responsibility

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

Navigation

Origination > Contracts > Terms and Conditions > Termination Quote Options

You must have retrieved or be in the process of creating a contract.

Steps

1. Click the Termination Quote Process [hypertext link](#) to show the Terms and Conditions Termination Quote Process page.
The sections on this page are Termination Quote Process, Partial Termination, Gain/Loss, Quote Recipient, Quote Approver, and Quote Courtesy Copy.
2. In the Termination Quote Process section, if you do not want to allow automatic termination quotes, select **Manual Quotes Only**.
3. Select the check box to allow early termination.

4. If you want to specify the earliest possible termination date, enter the First Termination Date.
5. Select the check box to send bill of sale.
6. In the Quote Effective Days field, enter the number of days you want the termination quote to remain in effect after the date that you create the 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 9.1, "Termination Quotes"](#).

7. 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 6 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.

8. 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.

9. In the Partial Termination section, if a partial termination requires approval, select Approval Required.

10. To allow partial termination, select Partial Termination Allowed.

11. In the Gain/Loss section, select Approval Required if the partial termination requires approval.

This is only necessary if you did not select the check box in step 9. In this case, if the partial termination generates a financial impact (Gain/Loss), you may want to require approval.

12. 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.

13. If the Net Quote is a fixed amount, enter the amount in the Net Quote Amount field.

14. 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.

15. 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.

Note: In the Quote Recipient, Quote Approver, and Quote Courtesy Copy sections, you can set up default values for the recipients and approvers of the termination quotes.

When you create an actual termination quote, you can override the default values set up in this page.

16. In the Quote Recipient section, select the main recipient for the quote.
17. If you want to have another recipient for the quote, select the additional recipient, and in the Allocation Percentage field, enter the percentage by which you are splitting the billing for that additional recipient.

The Quote Approver section contains the following fields:

- Approver is the party to approve the termination quote before it is sent.
- Advance Notice is the party who receives notification before the quote is sent.
- Delay Days is the number of days to delay before the quote is sent, when you specify an Advance Notice party.

All the fields are optional. However if you choose to select and enter values in this section, you must observe the following guidelines:

- If you specify the Approver, you must not specify Advance Notice nor Delay Days.
- If you specify the Advance Notice party, you must also specify Delay Days, and you must not specify the Approver.

18. In the Quote Courtesy Copy section, in the Courtesy Copy field, select the party to notify for informational purposes.

19. Click Update 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

Table 5–1 Available Operands for Termination Quote Formulas (Cont.)

Operand Name	Description	Corresponding Terms & Conditions Heading
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 Formulas section in the Seed Data appendix of the *Oracle Lease Management Implementation Guide*.

Prerequisites

Set up a contract.

Define formulas, if you are using them in these terms and conditions.

Responsibility

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

You must have retrieved or be in the process of creating a contract.

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.

Early Termination

2. In the Termination Quote Formula field, click the flashlight icon and choose the formula that calculates the termination quote, if applicable.

Contract Obligation

3. 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.

4. If you are using a fixed amount for the contract obligation, enter the figure in the Contract Obligation Amount field.
5. 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.

6. 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.

Discount Rate

7. 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.

8. If you are using a fixed amount for the discount rate, enter the figure in the Discount Rate Amount field.
9. 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.
10. 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.

Quote Fee

11. 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.

12. If you are using a fixed amount for the quote fee, enter the figure in the Quote Fee Amount field.
13. 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.
14. 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.

Return Fee

15. 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.

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

17. 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.
18. 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.

Rollover Incentive

19. 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.
20. If you are using a fixed amount for the rollover incentive, enter the figure in the Rollover Incentive Amount field.
21. 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.
22. 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.

Security Deposit

23. 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.)
24. If you are using a fixed amount for the security deposit, enter the figure in the Security Deposit Disposition Amount field.
25. 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.
26. 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.

Termination Penalty

27. 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.

28. If you are using a fixed amount for the termination penalty, enter the figure in the Termination Penalty Amount field.
29. 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.
30. 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.
31. If you are setting a penalty cap amount, choose to use either a fixed amount or a formula to determine the cap, if applicable.
32. If you are using a fixed amount for the termination penalty cap, enter the figure in the Termination Penalty Cap Amount field.
33. 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.
34. Select the check box of you want to include the Termination Value Compare option in the calculation.

Estimated Property Tax

35. 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.
36. If you are using a fixed amount for the estimated property tax, enter the figure in the Estimated Property Tax Amount field.
37. 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.
38. 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.

Contractual Fees

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

Outstanding Balances

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

Service and Maintenance

41. Select the check box if you want to include Service and Maintenance fees in the calculation.

42. Select the Service and Maintenance Formula, if applicable.

43. Click Update 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
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 end of term 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 Formulas section in the Seed Data appendix of the *Oracle Lease Management Implementation Guide*.

Prerequisites

Set up a contract.

Define formulas, if you are using them in these terms and conditions.

Responsibility

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

You must have retrieved or be in the process of creating a contract.

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.

End of Term Termination

2. In the Termination Quote Formula field, click the flashlight icon and choose the formula that calculates the termination quote.

Contract Obligation

3. 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.

4. If you are using a fixed amount for the contract obligation, enter the figure in the Contract Obligation Amount field.
5. 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.

6. 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.

Discount Rate

7. 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.

8. If you are using a fixed amount for the discount rate, enter the figure in the Discount Rate Amount field.
9. 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.
10. 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.

Quote Fee

11. 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.

12. If you are using a fixed amount for the quote fee, enter the figure in the Quote Fee Amount field.

13. 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.

14. 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.

Return Fee

15. 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.

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

17. 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.

18. 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.

Rollover Incentive

19. 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.

20. If you are using a fixed amount for the rollover incentive, enter the figure in the Rollover Incentive Amount field.

21. 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.

22. 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.

Security Deposit

23. 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.)

24. If you are using a fixed amount for the security deposit, enter the figure in the Security Deposit Disposition Amount field.
25. 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.
26. 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.

Termination Penalty

27. If you have negotiated 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.

28. If you are using a fixed amount for the termination penalty, enter the figure in the Termination Penalty Amount field.
29. 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.
30. 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.

31. If you are setting a penalty cap amount, choose to use either a fixed amount or a formula to determine the cap, if applicable.
32. If you are using a fixed amount for the termination penalty cap, enter the figure in the Termination Penalty Cap Amount field.
33. 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.

34. Select the check box of you want to include the Termination Value Compare option in the calculation.

Estimated Property Tax

35. 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.

36. If you are using a fixed amount for the estimated property tax, enter the figure in the Estimated Property Tax Amount field.
37. 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.
38. 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.

Contractual Fees

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

Outstanding Balances

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

Service and Maintenance

41. Select the check box if you want to include Service and Maintenance fees in the calculation.
42. Select the Service and Maintenance Formula, if applicable.
43. Click Update 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: After a contact 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 10.5, "Maintain Contract Portfolio"](#) for more information.

The two concurrent programs associated with contract portfolio are:

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

These concurrent programs can either be scheduled or run manually. For more information on concurrent programs, see [Section B.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

You must have retrieved or be in the process of creating a contract.

Steps

1. Click the Contract Portfolio hypertext link to show the Terms and Conditions Contract Portfolio page.

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

2. If you want the contract portfolio you are creating to be approved prior to booking, select the Approval Required check box.

This kicks off an Oracle workflow process that notifies the appropriate manager to approve the portfolio.

3. In the Assignment Group field, choose the asset management team you want to send notification to regarding this portfolio from the list of values.

4. In the Budget Amount Option field, choose the method you want to calculate the contract budget, if any.

Options include: Fixed Amount or Formula.

5. If you choose a fixed amount, enter the amount of the budget in the Budget Fixed Amount field.

6. Alternatively, if you choose a formula, choose the Budget Amount Formula from the list of values.

7. Enter the amount of days from the contract expiration that you want to implement your portfolio strategy.

8. In the Strategy field, select the strategy that you want to implement from the list of values.

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.")

9. Click Update 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 remains 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

You must have retrieved or be in the process of creating a contract.

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 Create 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, then the new sets are not 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 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

You must have retrieved or be in the process of creating a contract.

Steps

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

The Asset Details page appears. You enter the asset line general information in the Details section. After you have created the asset, the links in the Properties section become activated. You can then select the Properties links to add or edit asset properties.

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.

After 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

After 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

You must have retrieved or be in the process of creating a contract.

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

An asset is set up in one corporate asset book, and one or more tax books. For each asset, you must set both asset book depreciation parameters and asset tax depreciation parameters.

An asset can only depreciate in the corporate asset book for book depreciation. All of the fields have default values appropriate for establishing depreciation settings.

You can set up asset tax depreciation for each asset tax book.

For all assets subject to multi-GAAP reporting, you must set the value of the profile option OKL: Reporting Product Asset Book to the reporting tax book. The tax depreciation then takes default values associated with the asset category defined on the reporting asset book.

In addition, when all the following conditions apply:

- the contract that contains the asset has a product which has an associated reporting product
- the book classification quality value in the reporting product is Operating Lease

then you may override the asset tax depreciation parameters set up through the profile option by explicitly setting the values in the asset tax depreciation screen.

Navigation

Origination > Contracts > Lines > Assets > Depreciation

You must have retrieved or be in the process of creating a contract.

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 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 11-14 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

You must have retrieved or be in the process of creating a contract.

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

You must have retrieved or be in the process of creating a contract.

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

After 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

You must have retrieved or be in the process of creating a contract.

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 after 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

You must have retrieved or be in the process of creating a contract.

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, 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

You must have retrieved or be in the process of creating a contract.

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

You must have retrieved or be in the process of creating a contract.

Steps

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

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.

File Title and Registrations

11. Choose the type of title or registration held for this asset.
12. Enter the name of the organization issuing the title or registration for this asset.
13. Enter the date of the title for this asset.
14. Enter the title number for this asset.
15. Enter the registration number for this asset.
16. Enter the date the registration for this asset expires.
17. Select the location in which this asset is registered.
18. In the Title Custodian field, choose the party having physical custody of the title for this asset from the list of values.
19. In the Payee Site field, enter the remit to address of the title custodian.
20. In the Registration Location field, enter the location of the asset registration.
21. Enter the date the registration for this asset expires.
22. 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: The Create Real Estate button is available only if the deal is classified as a loan.

Navigation

Origination > Contracts > Lines > Assets > Real Estate

You must have retrieved or be in the process of creating a loan contract.

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.

Financial

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

14. Enter the amount of rent cash flow at origination in the Property Rent field.

Inspection

15. Enter the date of the last property inspection.
16. Enter the date the next property inspection is due.

Appraisal

17. Select the property collateral class from the list of values.
18. Select the appraiser conducting the property appraisal from the list of values.
19. Enter the appraisal date.
20. Enter the appraised value of the property.

Square Footage

21. Enter the property's gross square footage in the Gross field.
22. Enter the property's rentable square footage in the Net Rentable field.

Commitment Letter

23. Enter the date a commitment letter was accepted.
24. Enter the date a commitment letter expires.
25. 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.

Service Line Types

You can create two types of service line:

- **Standard**, where you enter all the service details in Oracle Lease Management
- **Linked**, where you link a lease or loan contract in Oracle Lease Management to an active service contract already created in Oracle Service Contracts

Standard Service Lines

For standard service lines, you can set up independent services or associate services to assets. Also, standard services can exist as passthroughs, whereby the cost of a service is billed to the customer and automatically passed to the supplier. In addition, you can specify recurring service expenses.

Linked Service Lines

To link service lines, created in Oracle Lease Management lease and loan contracts, then, in Oracle Service Contracts, you must first create and activate a service contract, containing a service line with a covered product.

In Oracle Lease Management, you must have an asset line in the current contract, that points to the same inventory item as the covered product in the service contract. After you link the lease or loan contract service line to the service contract, you must associate the Oracle Lease Management asset to the covered product item number of the service contract.

The full set of conditions under which you can link contracts created in Oracle Lease Management and Oracle Service Contracts are as follows:

- Each Oracle Lease Management contract must be associated with just one Oracle Service Contracts contract, and vice versa
- The Oracle Lease Management contract may have several linked service lines, but each linked service line must be linked to a separate service line in the Oracle Service Contracts contract
- For each linked service line, you must associate one asset for each of the covered products in the corresponding Oracle Service Contracts service line
- You cannot associate the same asset to more than one linked service line

Searching for Service Lines

In the Service summary page, you can search for the service lines that have been attached to the contract. The service details include the service name, amount, supplier, effective from and to dates, and, for linked service lines, the name of the associated contract in Oracle Service Contracts.

Prerequisites

For standard service lines:

- 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.

For linked service lines:

- You must have already created and activated a service contract in Oracle Service Contracts. That service contract must have a service line with a covered product.
- You must have the same customer on both the Oracle Lease Management lease or loan contract and the service contract
- You must have the same Bill To information on both the Oracle Lease Management lease or loan contract and the service contract
- You must have the same contract currency on both the Oracle Lease Management lease or loan contract and the service contract
- The service contract has to be effective, fully or partially, within the effectivity of the lease or loan contract, and vice versa; that is, either all or some of the effective days of one contract must be all or some of the effective days of the other contract
- You must have created an asset in the current Oracle Lease Management lease or loan contract, which points to the same inventory item as the covered product in the service contract created in Oracle Service Contracts.
- The quantities of the asset and the covered product must be identical

Responsibility

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

Navigation

Origination > Contracts > Lines > Service

You must have retrieved or be in the process of creating a contract.

Steps to Create a Standard Service Line

1. Clear the Create From Service Contract checkbox, and click Create Service.
The Create Service 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, to specify recurring expenses, or to specify a passthrough.

Having created the service line, you must associate an asset to the service line. See [Steps to Associate Assets to a Service Line](#) on page 5-65.

Steps to Create a Linked Service Line

1. Select the Create From Service Contract checkbox, and click Create Service.

The Link Service Contract page appears.

2. In the Contract Number field, click the flashlight icon and select the service contract from Oracle Service Contracts from the list of values.

The list of values will display only those service contracts in Oracle Service Contracts that have the following properties:

- Same customer on both the Oracle Lease Management contract and the service contract
- Same Bill To information on both the Oracle Lease Management contract and the service contract
- Same contract currency on both the Oracle Lease Management contract and the service contract
- The date ranges of both contracts must overlap; that is, either all or some of the effective days of one contract must be all or some of the effective days of the other contract

3. In the Item Name field, select the item name from the service contract.

The Item Name is the name of the service being provided under this contract, that is, it is the name of the service line that contains the covered product inventory item.

4. In the Vendor field, select the vendor from the list of values.
5. Click Create to save your work.

A service line is created in Oracle Lease Management, with the service name and amount derived from the service line details in Oracle Service Contracts.

Having created the service line, you must associate an asset to the service line. See [Steps to Associate Assets to a Service Line](#) on page 5-65.

Important: You must ensure that the key information that links an Oracle Lease Management contract to a service contract is kept consistent until booking.

If, for example, you change the Bill To information in the Oracle Lease Management contract before billing, you will get an error when you validate the contract. In that case, you will either need to change the Bill To information back to its original value, or connect the service line to a service line in Oracle Service Contracts that matches the new Bill To information.

Steps to Associate Assets to a Service Line

Note: This procedure is required for both standard and linked service lines.

1. From the Service summary page, click the service name hypertext link and then click the Associate 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.

For linked service lines, the Assets list of values shows only the assets which have inventory item numbers that match the covered product inventory item numbers in the linked service contract.

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.

Steps to Specify Recurring Expenses for a Service Line

Note: This procedure is only available for standard service lines, and is an optional feature.

1. From the Service summary page, click the service name hypertext link and then click the Recurring Expenses button.

The Recurring Expenses page appears.

2. Specify the Number of Periods in which the expense is incurred.
3. Specify the expense Amount Per Period.

The value of Amount Per Period * Number of Periods must be equal to the service line Amount entered in the Create Service page.

4. In the Frequency field, specify the period granularity (Annual, Monthly, Quarterly, Semi-Annual).
5. Click Update.

Steps to Specify Passthrough for a Service Line

Note: This procedure is only available for standard service lines, and is an optional feature.

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. In addition, you can specify a recurring fee expense. 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

You must have retrieved or be in the process of creating a contract.

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.

Steps to Associate Assets to a Fee Line

1. After 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.

Steps to Specify Recurring Expenses for a Fee Line

1. From the Fees summary page, click the fee name hypertext link and then click the Recurring Expenses button.

The Recurring Expenses page appears.

2. Specify the Number of Periods in which the expense is incurred.
3. Specify the expense Amount Per Period.
The value of Amount Per Period * Number of Periods must be equal to the fee Amount entered in the Create Fee page.
4. In the Frequency field, specify the period granularity (Annual, Monthly, Quarterly, Semi-Annual).
5. Click Update.

Steps to Specify Passthrough for a Fee Line

1. After 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 Fees summary page select the Select radio button to the left of the fee you want to remove and click Remove.

5.1.32 Set Up Usage Lines

If the contract calls for usage-based billing lines, you need to set them up. 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 counters and counter groups in Oracle Install Base.

Responsibility

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

Navigation

Origination > Contracts > Lines > Usage

You must have retrieved or be in the process of creating a contract.

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. After 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.

5.1.33 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 B, "Concurrent Programs"](#).

Note: All insurance quote and policy amounts are in the contract currency.

The following section details the steps for the following:

- [Section 5.1.33.1, "Create and Accept a Lease Insurance Quote"](#)[Section 5.1.33.2, "Create and Accept an Optional Insurance Quote"](#)
- [Section 5.1.33.3, "Capture Third Party Insurance Policy Information"](#)

5.1.33.1 Create and Accept a Lease 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 retrieved or be in the process of creating a contract.

Steps

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 Payment Frequency from the list of values.

Examples are half-yearly, yearly, monthly, and so on. Note that premiums are calculated on a monthly basis. A half-yearly payment includes six premiums.

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 Quote Effective From and To dates.

These dates specify the time during which the quote is valid for acceptance.

10. Click the Calculate Premium button to calculate the premium.

While the premium is being calculated, 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.

The Calculation Result area appears.

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 cannot modify this quote.
- **Save Quote:** Click this button to save the quote for the quote period and to create a Quote Number. You can later search for the quote, using the Active filter, to make further modifications or to accept the quote.
- **Modify:** Click this button to enable you to make modifications to the lease insurance quote and then to recalculate the premium.

Guidelines

You can only activate an insurance policy in the Lease Center. For more information, see [Section 13.14, "About the Insurance Tab"](#) in [Chapter 13, "Inquiry to Resolution"](#).

5.1.33.2 Create and Accept an 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 > Insurance > Quotes

You must have retrieved or be in the process of creating a contract.

Steps

1. Click the Create Optional Insurance Quote button.

The Create Optional Insurance Quote page appears.

2. In the Insurance Product field, click the flashlight icon and choose the optional insurance product you want to quote for the customer.

The provider and insurance factors for the optional insurance product appear in read-only fields.

Note: You create optional insurance products in Oracle Lease Management during implementation. For more information, see the *Oracle Lease Management Implementation Guide*.

3. Enter the Factor value.

This information is used to determine the premium rate for the product. For example, if the insurance factor was set up as age for the product, enter the age of the person covered by the policy.

4. Enter the Name of Insured party.

5. Choose the location of insurance 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. Choose the Payment Frequency for the policy.

Examples are half-yearly, yearly, monthly, and so on. Note that premiums are calculated on a monthly basis. A half-yearly payment includes six premiums.

8. If the lessor is the payee of the policy, select the Lessor Payee check box.

9. If the lessor is the insured party, rather than the customer, select the Lessor Insured check box.

10. Enter the date the insurance policy become effective in the Insurance Effective From field.

11. Enter the length of the policy in the Months field.

12. Enter the Quote Effective From and To dates.

These dates specify the time during which the quote is valid for acceptance.

13. Add additional details to the quote.

14. Click the Calculate Premium button to calculate the premium.

While the premium is being calculated, 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.

The Calculation Result area appears.

You can see the Calculated Premium figure at this time.

15. 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.

16. 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 cannot modify this quote.
 - **Save Quote:** Click this button to save the quote for the quote period and to create a Quote Number. You can later search for the quote, using the Active filter, to make further modifications or to accept the quote.
 - **Modify:** Click this button to enable you to make modifications to the optional insurance quote and then to recalculate the premium.

Guidelines

You can only activate an insurance policy in the Lease Center. For more information, see [Section 13.14, "About the Insurance Tab"](#) in [Chapter 13, "Inquiry to Resolution"](#).

5.1.33.3 Capture Third Party Insurance Policy Information

You can capture information about the third party insurance policies that a customer may have to cover the insurance for the contract.

Prerequisites

You need an existing contract.

Responsibility

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

Navigation

Origination > Contracts > Insurance > Policies

You must have retrieved or be in the process of creating a contract.

Steps

1. Click the Create Third Party Insurance button to enter this information for a 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.
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.

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.

As a minimum, you need a payment structure for your rents, every standard service, and every fee which you want the customer to pay.

Note: You cannot create a payment for a linked service line. During billing, the payment information will be taken from the payment details of the associated service contract in Oracle Service Contracts.

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.

You can delete payments while you are authoring a contract.

Prerequisites

You must create all contract lines on 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

You must have retrieved or be in the process of creating a contract.

Navigation

Origination > Contracts > Payment

Steps

The Payment Summary page shows summary information about payments made so far.

1. If you want to delete one or more payments, select the Remove checkbox beside each payment, and click Update.

2. If you want to create a payment, click Create Payment.

The Payment page displays some basic information about the contract, including 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 Type. You can proceed to the Payments Type field.

3. 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 basis as determined by the details entered for those lines.

4. 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.
5. 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.

6. In the Payments Type field, click the flashlight icon and choose the payment type (rent, interest, and so on) from the list of values.

Only billable stream types appear in this list of values.

7. 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.

8. 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.

9. 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.

10. In the Sequence field, enter the sequence number of the payment structure step you are entering.

11. 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.

12. In the Periods field, enter the number of periods in the payment structure step.

13. In the Payment Amount field, enter the amount of the payment structure step.

14. Repeat steps 10-13 for each separate payment step you are including in this payment structure.

15. 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.

16. 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. Note that you can also delete payments when you are in the Payment Summary page.

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:

- Validate the Contract
- Generate Streams
- (Optional) Generate Journal Entries
- Submit for Approval
- Activate

Validate the Contract

Validating the contract is the first step toward booking it. When you submit the contract for validation, the QA Checker examines the contract inconsistencies, possible issues, and so on. The QA Checker returns a severity rating for each specified process. If your contract receives any severity ratings of Failed, then the booking process cannot continue until you have addressed the issue.

If the contract successfully passes validation, the contract status changes to Passed. For more information on contract statuses, see [Appendix A, "Status Definitions"](#).

Generate Streams

After 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 system has generated streams.

Depending on the value of the profile option OKL: Streams for Booking Path, you will perform one of two procedures. In both procedures, you start by clicking the Generate Streams button.

If the value of the profile option OKL: Streams for Booking Path is Internal, the streams will be generated automatically, and the contract status is changed to Complete. No further action is required in this step.

If the value of the profile option OKL: Streams for Booking Path is External, then after you click the Generate Streams button, a screen appears where you must submit an explicit request to run a concurrent program that generates the streams. After submitting your request to generate streams, you can click the Refresh button periodically to check the progress of the stream generation program, and to be

notified when the stream generation process is complete. When this process is complete, the contract status is changed to Complete.

If the contract is subject to multi-GAAP reporting, then, in addition to the standard operational streams, reporting streams will also be generated. For more information about how to view the streams, see [Section 5.1.37, "View Streams"](#).

After the streams have been generated, the yields appear on the Booking Summary page.

(Optional) Generate Journal Entries

After streams are generated, you can generate the journal entries. This process runs the contract streams through the accounting engine as a trial booking. When this process is complete, the contract status changes to Complete. You can view entries in the Financials tab if your user responsibility carries the correct security.

Submit for Approval

At this point, you submit the contract for approval, which initializes the lease contract approval workflow. Once the contract is approved, the status of the contract changes to Approved.

Activate

You can now activate or book the contract. After the contract is activated, the status changes to Booked.

Booking submits records to Install Base, Oracle Assets and the Oracle Lease Management sub-ledger. For contracts where there is a multi-GAAP reporting requirement, and the book classification for the reporting product is Operating Lease, then an additional asset is created in Oracle Assets.

All currency information in Oracle Assets is recorded in the functional currency of the set of books, with all the conversions performed automatically if the functional currency is different from the contract currency.

For contracts with at least one service line linked to an active service contract in Oracle Service Contracts, booking the Oracle Lease Management contract enables subsequent billing to produce a consolidated invoice, which combines Oracle Lease Management and Oracle Service Contracts invoice details.

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.

Responsibility

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

You must have retrieved or be in the process of creating a contract.

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, and so on). The Yields section is blank until stream generation.

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 also changes. If it passes validation, the Status reads Passed. For more information on statuses, see [Appendix A, "Status Definitions"](#).

2. Click the Back to Booking Screen to return to the Booking page.
3. Click the Generate Streams button to generate streams.

If the value of the profile option OKL: Streams for Booking Path is External, this opens a page where you can track the progress of your request and view streams after 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 contract status changes to Complete. The Yields section of the page now contains the yields generated by the pricing engine.

5. Optionally, click the Generate Journal Entries button.

This generates a trial booking.

If the trial booking is successful, the contract status remains as 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 Approved.

8. Click Activate.

The contract status changes to Booked.

The following section, [Section 5.1.36, "Stream Generation and Management"](#), 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 certain characteristics, such as whether or not the stream is billable, taxable, and whether or not you are accruing the stream element associated with it in an accounting transaction.
- **Stream header:** This defines the valid date range, contract number, contract line number (optional), and status. For more information on statuses, see [Appendix A, "Status Definitions"](#).
- **Stream element:** This is made up of an amount, a date, date billed, and an accrual setting (yes/no).

The application generates streams for accounting and billing purposes. For streams generated during the booking and rebooking process, you have the choice of using Oracle Lease Management internal processes or third party lease price modeling software. The profile option OKL: Streams for Booking Path determines whether you generate booking streams internally or externally.

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 by stream type, along with the corresponding amount for each date in the payment schedule for the lifetime 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 details of the contract, you can view three types of streams:

- Contract Level Streams
- Asset Level Streams
- Service or Fee Streams

You can search and view streams at both summary and detail level. Initially the searches and reports start at the summary level. You can then drill down to see the details of the stream and stream amount for each due date.

Note that you can see streams generated for multi-GAAP reporting. They appear in the results tables with a purpose of "REPORT".

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, such as complete, booked, and so on. For more information on statuses, see [Appendix A, "Status Definitions"](#).

2. Click the hyperlink contract number of the contract that contains the streams you want to view.

At this point, the Contract Streams Summary page appears.

Summary searches

From this page, you can either search directly for contract level streams, or click one of the two buttons:

- Asset Streams Summary
- Service or Fee Streams Summary

and then enter search criteria to see the streams summary at the appropriate level.

The search criteria for each of the three options include the following:

Stream Type: If you know the particular stream type you want to view, you can choose it from the list of values. Leave the value blank if you want to see all streams.

Status: The status of the stream. The default is All. Other possibilities include Current, History, Hold, and Working.

For asset streams, an additional search parameter is Asset, where you can request to view streams for a particular asset.

3. Go to the relevant Streams Summary page, enter the appropriate search criteria, then click Go.

The results of the search are displayed in a table, which shows a summary of the streams, at the appropriate level (Contract, Asset, or Service or Fee.)

The table includes stream type, the status of the stream, the purpose, the total amount for each stream type, and a Details icon.

If you click the Details icon, the appropriate page appears, which displays one of the following:

- Contract Level Streams
- Asset Level Streams
- Service or Fee Streams

The results show details of stream type, the due date, the amount, the status, and the purpose (which is "REPORT" for multi-GAAP reporting streams).

For asset level streams, you also see the asset number.

For service or fee streams, you also see the service or fee name.

Detail searches

Once you are at the details level, you can search for more streams at the details level for each of the three categories, Contract, Asset, or Service or Fee.

4. Click the appropriate button: Contract Level Streams, Asset Level Streams, or Service or Fee Streams.

The following search criteria are available to help you narrow the search:

Request Number: 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 are the dates that the stream spans.

Purpose: The purpose of the stream, such as "REPORT" for multi-GAAP reporting.

Status: The status of the stream. The default is All. Other possibilities include Current, History, Hold, and Working.

For asset streams, you can also search for a particular asset or select all assets.

5. Click Go.

The results show details of stream type, the due date, the amount, the status, and the purpose (which is "REPORT" for multi-GAAP reporting streams).

For asset level streams, you also see the asset number.

For service or fee streams, you also see the service or fee name.

Guidelines

Each of the three possible stream searches (Contract, Asset, Service or Fee) returns only those streams relevant for that particular search. You cannot see asset level streams, for example, when doing a search for contract level streams.

5.1.37.1 Run Stream Generation Purge Program

Required

Stream generation can cause large amounts of redundant data to populate the interface tables. Large amounts of redundant data can cause slower stream generation performance. You can improve performance of stream generation by running the Purge Streams Interface Tables program. The Purge Streams Interface Tables program removes redundant data preceding a date that you specify.

To run this program, you need to specify the Last Creation Date of the stream data that you want to purge. You can also specify when you want to schedule the program to run.

Prerequisites

You must have generated streams for a contract.

Responsibility

Lease Administrator

Navigation

Sign in using a Forms URL

Requests > Run

Steps

1. Select the Single Request option.
The Run This Request page opens.
2. In the Name field, select Purge Streams Interface Tables.
3. In the Parameters field, enter the date before which you want all data deleted in the Last Creation Date prompt.
4. Click Submit to run the program.

5.1.37.2 View Stream Generation Log File

Optional

In order to track and identify potential errors during stream generation, each transaction creates a log file. You can view the log file to identify the cause of the error, in the event one is generated. Errors are generated either from the third-party

lease price modeling software that you are using, or internally from the Oracle Lease Management system.

The log file is kept in the path specified in the "OKL: Stream Generation Log File Directory" profile option and can be accessed by a system administrator with any standard text editor application (Notepad, for example). The file name includes the transaction number created during stream generation (i.e. OKLSTXMLG_<transaction number>.log).

5.1.38 Revise the Contract

After you have booked a contract, you cannot change the financial terms of the contract without going through a revision process. You may have a variety of reasons 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 want to split assets of one contract into two contracts, you can perform a split contract.

Oracle Lease Management allows you to make the necessary changes to the contract, but you must rebook the new version of the contract since it is a new contract. The old contract status changes to Under Revision during the rebooking process, and no one else can edit it. When you book the new contract, the old contract becomes a part of the history tables, and the status becomes Terminated.

A contract reversal unbooks a contract and reverses all the accounting journal entries associated with the contract.

Note: When you revise a contract, you cannot change the contract currency.

You can also split assets in a contract. The split asset task splits a particular asset line on a contract into multiple asset lines on the same contract. 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, 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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 list of values.

Possible values include: Adjust Cost, Adjust Depreciation, Split Asset, Split Contract, and so on.

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.

The revision processes are as follows:

- [Section 5.1.38.1, "Rebook"](#)
- [Section 5.1.38.2, "Split Contract"](#)
- [Section 5.1.38.3, "Split Asset"](#)
- [Section 5.1.38.4, "Reverse"](#)
- [Section 5.1.38.5, "Under Revisions"](#)

5.1.38.1 Rebook

Steps

1. In the Revisions page, click the Rebook button to rebook the existing contract.
Oracle Lease Management creates a copy of the existing contract, and you receive the following information message:
 - Revision can now be processed on contract copy. Go to Under Revisions.The internal contract status of the original contract changes from Booked to Under Revision. For more information on statuses, see [Appendix A, "Status Definitions"](#).
2. Click the Under Revisions 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 copy contract that you can now edit.

Note: The copy contract number is derived from the original contract number, with a suffix attached.

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 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 does not appear in the regular contract page until you have booked it.

4. Book the contract.

After 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.

5.1.38.2 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.

Steps

1. In the Revisions page, click the Split Contract button.

The Contract Split: 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 Booked. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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 changes to Terminated.

2. In the Lines section, enter a name for the first New Contract Number.

If you do not enter a new contract number, one will be generated for you.

3. Select the check box to the left of each of the assets that 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.

4. After you have selected the assets, click the Create Contract button.

A confirmation message appears, and the Contract Split: Add Lines page now displays the original contract's information, and in the Lines section, the asset lines that you have not assigned to the first split contract.

5. To continue 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.
6. If you are finished adding lines to the first split contract, click the Review button.

The Contract Split: Review Lines page opens and shows the asset lines attached to the first split contract.

7. In the New Contract Number, enter the name of the second split contract. If you do not enter a new contract number, one will be generated for you.
8. You can continue to add more lines to the first split contract.

Note: You cannot explicitly add lines to the second split contract. All the lines not added to the first split contract automatically go into the second split contract.

9. Click the Done button to start the process of booking the two split contracts.

The Contract Split: Review page appears.

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, with the new contract numbers attached.

10. Click Refresh to start the process of automatically booking the two contracts.
11. You can optionally click the Refresh button again, to see the status of the contracts during the booking process.

When the rebooking of the two split contracts is complete, the status of both split contracts will be Booked, and the status of the original contract changes to Amended.

5.1.38.3 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.

Note: To achieve the same effect, you can explicitly terminate some units of an asset line. For more information, see [Section 9.1, "Termination Quotes"](#).

You can split an asset line either by units or by components.

When you split an asset line by *units*, you can choose to split either into individual units, or to split the original number of units into two parts. For example, you can split an asset line with 10 units into 10 asset lines, each containing one unit, or you could split the asset line into two asset lines, one with 4 units, the other with 6 units.

When you split an asset line into *components*, you split an asset by value rather than number of units. In this case, you select new items that are components of the original asset, and for each item, select a percentage of the total value. The number of units of each new item is the same as the number of units of the original asset. The new items must be registered in Oracle Inventory.

For example, your original asset line consists of 5 units of a Desktop PC, total cost \$6000. The PC consists of two components, PC Base and PC Monitor. When you split by component:

- You select two new components items
- You allocate new asset numbers and descriptions for the new items
- You specify the percentage of the total original asset cost for each component

Following the example, you can split the PC into two components:

1. New item PC Base, percentage 70
2. New item PC Monitor, percentage 30

You must also provide a new asset number and description for both components.

When split into components, the original 5 units of the Desktop PC split into:

- 5 units of the item PC Base, cost \$4200
- 5 units of the item PC Monitor, cost \$1800

Steps

1. In the Revisions page, click the Split Asset button.

The Split Asset page opens. Some relevant details of the contract, such as number, status, and 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.

After you select an asset, a description of the asset, the number of units in the asset, and the cost appear.

If you want to split the asset into components, continue at step 14.

Split Asset by Units

If you want to split the asset into single-unit asset lines, continue at step 3, else continue at step 4.

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.

Continue at step 5.

4. 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.

The original asset number, description and units appear in a header area, together with the number of units for the new, split-off asset line. The table area under the header displays for the new and original asset line. The number of units shown on each line reflects the number you chose in either step 3 or step 4. Oracle Lease Management automatically generates new asset numbers. You can edit the asset numbers or the asset descriptions to suit your preferences.

6. If the asset you are splitting is not serializable, continue at step 12.
7. For serializable assets, you must specify the serial numbers for the units in the new asset line, that is, the line that contains the units that you are splitting from the original asset line.
8. Click the Serial Numbers button.
9. In the Serial Numbers page, select the individual asset units by serial number for the new asset line, for as many lines as specified by the Number of Units.
10. Click Update.

11. Click Back.
12. Click Process Split Asset.

Split Asset into Components

The Split Assets Into Components page displays summary information about the asset, including the number of units and the total cost. Underneath the summary information is a grid, where each line represents a new component.

Initially there are two lines; you can add more rows if you require more than two components.

13. For each component, perform steps 14 to 18, then continue at step 19.
14. Enter a new Asset Number for the component.
15. Enter a new Asset Description for the component.
16. In the Split Percent field, enter the percentage of the total cost for the component.
17. Select the component item.

The item description and cost appear as read-only fields.
18. If the item is serializable, click the Serial Number icon, and then select the serial numbers for the new asset.
19. When you have completed all the component details, click Update.
20. Click Process Split Assets into Components.

5.1.38.4 Reverse

Steps

1. In the Revisions page, click the Reverse button if you want to unbook a booked contract.

This activity reverses all your journal entries, effectively ending the contract.

5.1.38.5 Under Revisions

Steps

1. To view all contracts that are currently under revision, in the Revisions page, click the Under Revisions button.

The Revisions in Progress page opens.

2. In the Contracts field, click the flashlight icon and click 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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.

After 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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 after 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. After 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

After 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 Contract 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 dates Contract Start Date From and optionally Contract Start Date To for the contracts you want to import.

If you want to import only contracts that start on a particular day, enter the same date for both Contract Start Date From and Contract Start Date To.

If you leave the Contract Start Date To field blank, then you have chosen to import all contracts that begin on or after the date Contract Start Date From.

4. 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.
5. 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).
- Ensure that all the contracts in a specific request have successfully uploaded to Oracle Lease Management.

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 do not import 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.

6

Funding

The main topics in this section are:

- [Section 6.1, "Funding Agreements"](#) on page 6-2: to determine the contract funding.

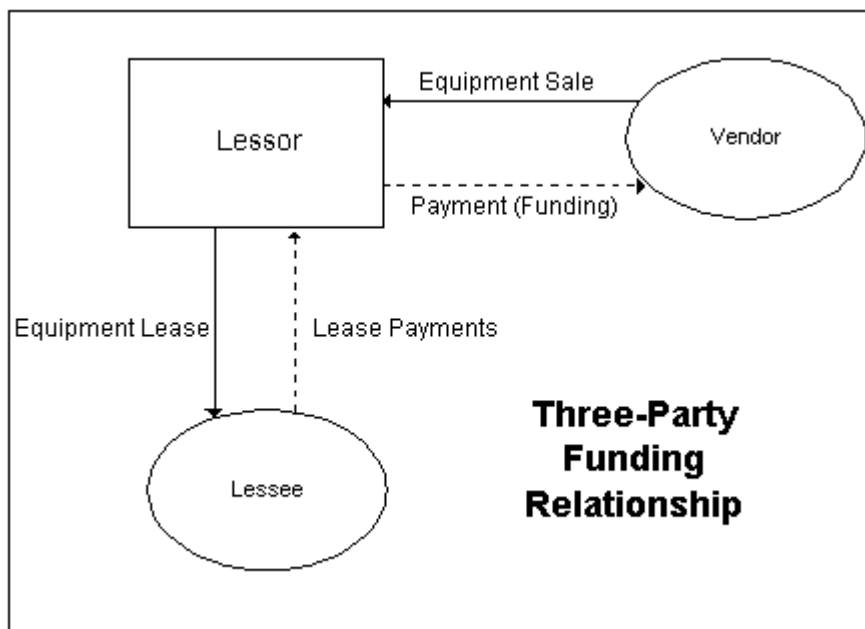
6.1 Funding Agreements

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. After 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

After 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 8-2, "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

After 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 8–2, "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.

Syndication and Securitization

The main topics in this section are:

- [Section 7.1, "Syndication Agreements"](#) on page 7-1.
- [Section 7.2, "Securitization"](#) on page 7-7.

7.1 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 7.1.1, "Create Syndication Agreement"](#)
- [Section 7.1.2, "Associate Syndication Investors"](#)
- [Section 7.1.3, "Add Articles"](#)
- [Section 7.1.4, "Create Linked Contracts"](#)

7.1.1 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.

7.1.2 Associate Syndication Investors

After creating 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.

For more information on statuses, see [Appendix A, "Status Definitions"](#).

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 check box 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.

7.1.3 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 check box to the left of each article you want to add to the agreement.
After you have added all the articles you want from the 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.

7.1.4 Create Linked Contracts

After 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). For more information on statuses, see [Appendix A, "Status Definitions"](#).

When you perform a contract search for contracts to link to the agreement, the search results show only 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 contract currency must match the currency 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: After 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.

7.2 Securitization

Securitization is the process of pooling lease receivables across multiple contracts into a financial instrument that is sold to investors. In securitization, investors invest in lease receivables backed by assets.

The first step is to create a pool of assets and streams on one or more booked contracts. The contracts can be for a variety of customers.

The main topics in this section are:

- [Section 7.2.1, "Create a Pool"](#)
- [Section 7.2.2, "Add Contents to a Pool"](#)
- [Section 7.2.3, "Change Pool Descriptions"](#)

- [Section 7.2.4, "Search for Pool Contents"](#)
- [Section 7.2.5, "Clean Up a Pool"](#)

Note: You can also run concurrent programs to recalculate the pool principal amount and asset net investment, and to reconcile the pool contents when the original eligibility criteria have changed.

For more information, see the Securitization programs in [Appendix B.2, "List of Concurrent Programs"](#).

7.2.1 Create a Pool

In this process, you create a pool and select the currency for the pool.

Note: Creating a pool is simply creating a container for the asset streams on, generally, many contracts. You add contents to the pool through a subsequent procedure: see [Section 7.2.2, "Add Contents to a Pool"](#).

Prerequisites

None.

Responsibility

Lease Super User

Navigation

Investor > Pools > Pools

Steps

1. To create a new pool, click the Create Pool button.

The Create Pool page appears.

2. Enter the Pool Number.

The pool number can take any format that you want. The pool number you enter must be unique.

3. Select the Currency for the pool.

4. Optionally, enter a Short Description for the pool.
The short description will appear in results of pool searches.
5. Optionally, enter a Description for the pool.
6. Click Create.

7.2.2 Add Contents to a Pool

After creating a pool, you can add contents to the pool.

The contents that you add to a pool are the assets and streams on one or more booked contracts. The contracts can be for a variety of customers.

You can choose a number of eligibility criteria, including customer name, customer industry, contract number. All assets on the selected contracts with a steam type of Rent will be submitted to a concurrent program Add Pool Contents.

Prerequisites

You must have created a pool

You must have a current pool in context.

Responsibility

Lease Super User

Navigation

Investor > Pools > Add Pool Contents

Steps

The Add Pool Contents page displays summary information about the pool, such as the currency, the value of the streams in the pool, the total asset net investment, and the dates on which the pool was created, last updated, reconciled, and last calculated.

1. In the Eligibility Criteria area, select or enter one or more of the following criteria:

Customers

- Customer Name
- Customer Industry

Contracts

Note: The contracts are booked contracts.

- Contract Number
- Pre Tax Yield
- Book Classification
- Tax Owner
- Product
- Effective From date range
- Effective To date range

Streams

- Stream Type

Note: only streams with a stream type of Rent are eligible for adding to the pool.

- Stream Start Date range

2. Click Submit.

This generates a request to run the concurrent program Add Pool Contents. The confirmation message shows the concurrent request number.

Guidelines

You can optionally monitor the progress of the request, through an Oracle Lease Management page. For more information, see [Section B.1, "View Concurrent Programs in Oracle Lease Management"](#) in [Appendix B, "Concurrent Programs"](#).

You can also monitor the progress of the request using the Forms interface.

After the Add Pool Contents program has terminated, you can view the log file, either from the Oracle Lease Management View Concurrent Requests page or from a Requests form. The log file specifies how many records were added to the pool.

7.2.3 Change Pool Descriptions

After creating a pool, you can change the short description or the description for the pool.

Prerequisites

You must have created a pool

You must have a current pool in context.

Responsibility

Lease Super User

Navigation

Investor > Pools > Pools

Steps

1. In the Pool Number field, enter your pool number search string.
2. Click Go.
3. In the Results area, click the hyperlink of Pool Number that you want to edit.
The Pool Details page appears, with several read-only fields in the header.
4. Optionally, edit the Short Description.
5. Optionally, edit the Description.
6. Click Update.

7.2.4 Search for Pool Contents

You can view all the contracts, assets and streams that have been added to a pool.

Prerequisites

You must have created a pool

You must have a current pool in context.

Responsibility

Lease Super User

Navigation

Investor > Pools > Pool Contents

Note: An alternative way to get to the Pool Contents page is to navigate to Investor > Pools > Pools, search for a pool, then in the Results area, click the Details icon for the pool whose details you want to view.

Steps

In the Pool Contents page, you can perform either a simple search or an advanced search.

1. If you want to perform an advanced search, continue at step 4.
2. If you want to perform a simple search, enter or select one or more of the following parameters:
 - Customer Name
 - Contract Number
 - Stream Type
 - Stream Start Date range

3. Click Go, then continue at step 7.

4. Click the Advanced Search button.

The search criteria available to you are the same fields as the Eligibility Criteria fields for adding pool contents. For details, see Step 1 in [Section 7.2.2, "Add Contents to a Pool"](#).

5. Enter one or more of the customer, contract, and stream fields.

6. Click Go.

7. The Results area displays the following fields for each asset stream in the pool:

- Contract Number
- Asset Number
- Lessee
- Stream Type
- Total Amount

Note: these fields are read-only fields.

7.2.5 Clean Up a Pool

Use this process to remove pool elements.

You first specify the eligibility criteria to identify the elements to remove from the pool. Then you perform either or both of the following operations:

- Generate a report to see which contracts, assets, and streams are to be removed from the pool
- Remove the pool elements from the pool

Prerequisites

You must have created a pool

You must have a current pool in context.

Responsibility

Lease Super User

Navigation

Investor > Pools > Pool Clean Up

Steps

In the Pool Clean Up page, you can perform either a simple search or an advanced search, using the same options and eligibility criteria as when you search for pool contents.

1. Perform a simple or advanced search, following the instructions described in steps 1 through 7 of [Section 7.2.4, "Search for Pool Contents"](#).

Note: You may proceed directly to the clean up stage (step 6 in the step list that follows), which will remove the pool elements that satisfy your search criteria.

You are strongly advised to perform the procedures in the specified order. This enables you to see the elements that you will be removing from the pool, before you actually remove them.

Generate Report

2. Click the Generate Report button.

This submits a request to run the concurrent program Clean Up Pool Contents, with the option to only generate a report. A message appears on the Pool Clean Up page, showing the Concurrent Request Number.

The report will appear as the output of the Clean Up Pool Contents program.

3. To see the output of the Clean Up Pool Contents program, log in to the Forms interface as a Lease Administrator, and monitor the progress of the request identified by the Concurrent Request Number.
4. When the program finishes, click View Output to see the Pool Clean Up report.
The report shows which correct contract, asset, and stream elements will be removed, using the simple or advanced search criteria that you specified in the Pool Clean Up page.
5. If you wish to proceed to the next step, and remove the pool elements, continue at step 6, else you can go back to step 1, and enter a different set of eligibility criteria.

Clean Up

6. If you are performing this step after you have confirmed that the correct pool elements will be removed, as specified by the simple or advanced search criteria, and you have not changed the search criteria, click Clean Up.

This submits a request to run the concurrent program Clean Up Pool Contents, and to clear out the pool elements that satisfy your search criteria. A message appears on the Pool Clean Up page, showing the Concurrent Request Number.

You can optionally monitor the progress of the request, using the same procedures as described in steps 3 and 4.

8

Invoice to Receipt

This main topics in this chapter are:

- [Section 8.1, "Invoice to Receipt Overview"](#)
- [Section 8.2, "Billing to Invoice"](#)
- [Section 8.3, "Receipt of Payments"](#)
- [Section 8.4, "Transaction Summary"](#)
- [Section 8.5, "Variable Interest Rate Processing"](#)
- [Section 8.6, "Cures, Repurchases, and Refunds"](#)

8.1 Invoice to Receipt Overview

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.

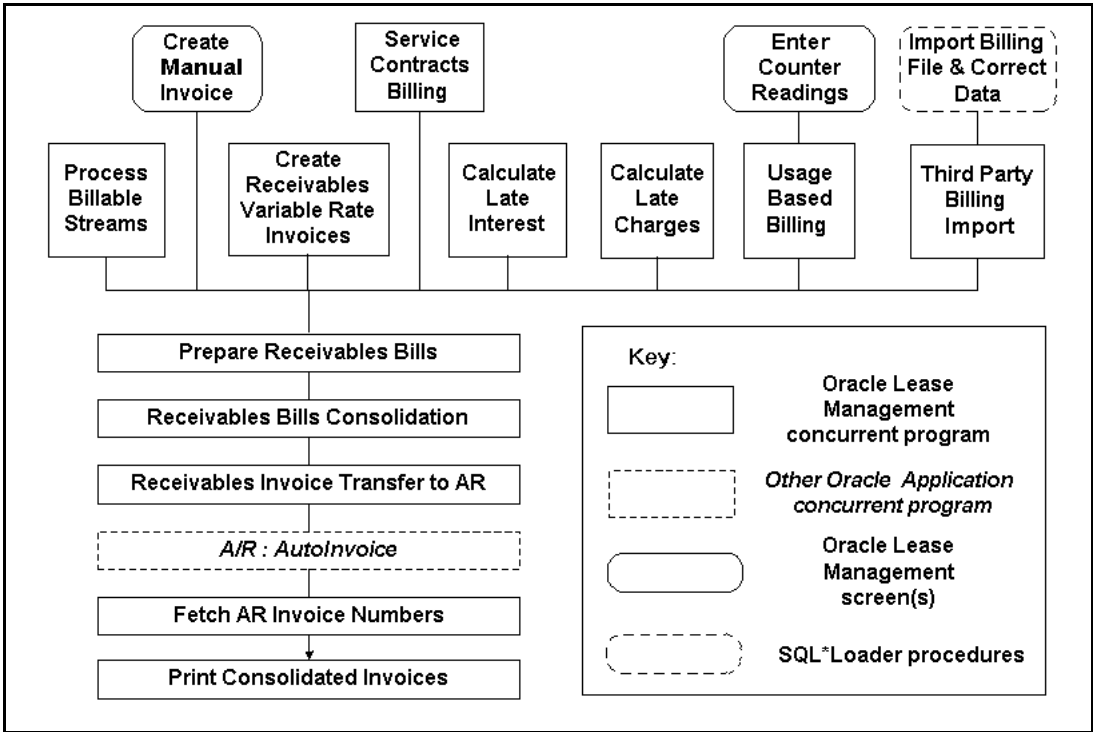
You can also generate invoices that combine the billing for a lease or loan contract created in Oracle Lease Management that is linked to a service contract created in Oracle Service Contracts.

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 B, "Concurrent Programs"](#).
- The Managing Concurrent Processing section in the *Oracle Applications System Administrator's Guide*.

The following diagram--[Figure 8–1, "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 8-1 Procedures to Generate Billing Data

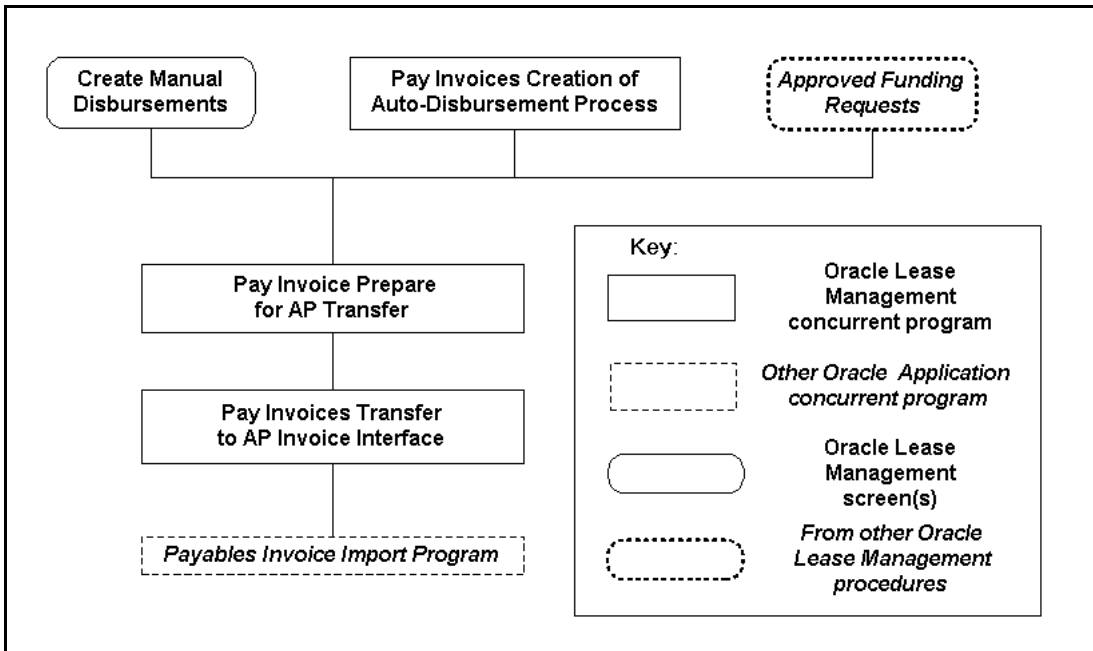


If you require pass-through or syndication disbursements to vendors, investors, or suppliers, Oracle Lease Management sends the required data for invoice approval and payments to Oracle Payables.

Note: Pass-through billing for services created in Oracle Service Contracts is not possible.

The following diagram (Figure 8-2, "Procedures to Generate Disbursement Data") shows the concurrent programs and screen-oriented processes in Oracle Lease Management and Oracle Payables that generate disbursement data.

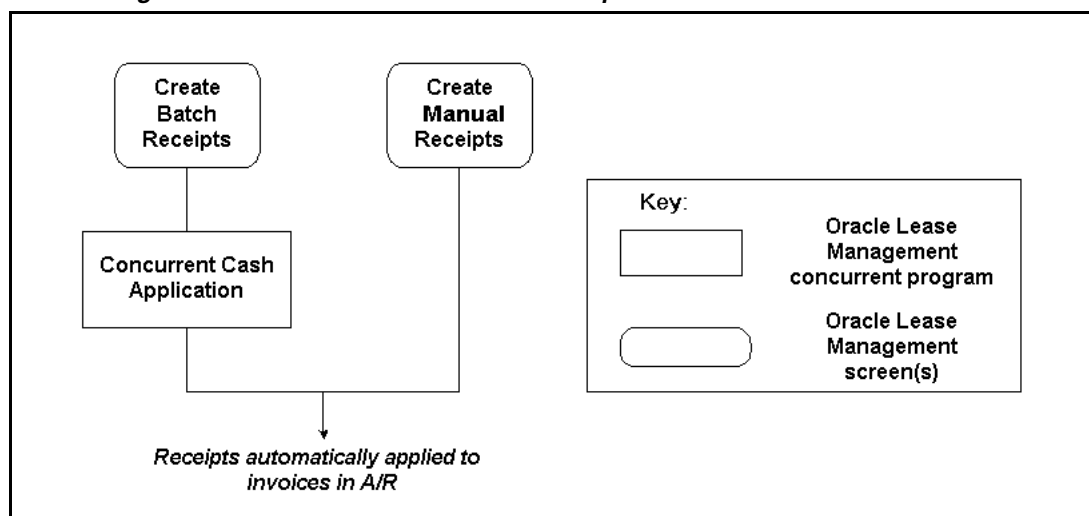
Figure 8–2 Procedures to Generate Disbursement Data



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 8–3, "Procedures to Generate Receipts Data"](#)) shows the concurrent program and screen-oriented processes in Oracle Lease Management to generate receipts data.

Figure 8–3 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.

8.2 Billing to Invoice

The main topics in this section are:

- [Section 8.2.1, "About Billing to Invoice"](#)
- [Section 8.2.2, "Periodic Billing"](#)
- [Section 8.2.4, "Miscellaneous Billing"](#)
- [Section 8.2.8, "Variable Rate Billing"](#)[Section 8.2.9, "Consolidated Oracle Lease Management and Service Contract Billing"](#)
- [Section 8.2.10, "Late Interest Billing"](#)
- [Section 8.2.11, "Late Charges Billing"](#)
- [Section 8.2.12, "Bill Excess Usage"](#)
- [Section 8.2.17, "Third-Party Billing"](#)
- [Section 8.2.18, "Generate Receivables Invoice"](#)

- [Section 8.2.19, "Disbursements"](#)
- [Section 8.2.21, "Generate Payables Invoice"](#)

8.2.1 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 8–1 Prepare Receivables Data Topics

Type of Billing	Procedure
Periodic Billing	Run Process Billable Streams.*
Miscellaneous Billing	Create Manual Invoice and Invoice Lines.
Variable Rate Billing	Run Create Receivables Variable Rate Invoices.*
Consolidated Oracle Lease Management and Service Contract Billing	Run Service Contracts Billing.*
Late Interest Billing	Run Calculate Late Interest.*
Late Charges Billing	Run Calculate Late Charges.*
Billing Excess Usage	Enter Meter Reading for a Consolidated Counter. Run Usage Based Billing.*

Table 8–1 Prepare Receivables Data Topics (Cont.)

Type of Billing	Procedure
Third-Party Billing	Import Billing File & Correct Data. Run 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, Oracle Install Base, Service Contracts, and Oracle Inventory tables. For more information, see [Section 8.2.2, "Periodic Billing"](#).

You can also create manual billing for ad hoc charges. For more information, see [Section 8.2.4, "Miscellaneous Billing"](#).

With variable-rate billing, your main concern is to calculate the interest adjustment for variable rate contracts. For more information, see [Section 8.2.8, "Variable Rate Billing"](#).

You can consolidate invoice details from a lease or loan contract created in Oracle Lease Management with a linked service contract created in Oracle Service Contracts, to produce a consolidated lease and service invoice or a consolidated loan and service invoice. For more information, see [Section 8.2.9, "Consolidated Oracle Lease Management and Service Contract Billing"](#).

When payments are late and are subject to late interest charges, you can calculate the late interest charges. For more information, see [Section 8.2.10, "Late Interest Billing"](#).

Customers can incur late charges when they have unpaid invoices that are past their due dates. For more information, see [Section 8.2.11, "Late Charges Billing"](#).

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 [Section 8.2.12, "Bill Excess Usage"](#).

Note: Usage-based billing is closely associated with the Oracle applications Oracle Install Base and Oracle Service Contracts.

Whenever you want to use Oracle Lease Management consolidated counters for billing excess usage, you must first perform some procedures in Oracle Install Base and Oracle Service Contracts. For more information on these procedures, see the Prerequisites part of [Section 8.2.15, "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 [Section 8.2.17, "Third-Party Billing"](#).

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 Oracle Install 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 8–2 *Generate Receivables Invoice Topics*

Procedure
Run Prepare Receivables Bills.*
Run Receivables Bills Consolidation.*
Run Receivables Invoice Transfer to AR.*
Run AutoInvoice Master Program in Oracle Receivables.*

Table 8–2 Generate Receivables Invoice Topics (Cont.)

Procedure
Run Fetch AR Invoice Numbers.*
Run Print Consolidated Invoices.*

After 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 8–3 Prepare Payables Data Topics

Type of Disbursement	Procedure
Automatic Disbursement	Run 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 8–4 Generate Payables Invoice Topics

Procedure
Run Pay Invoice Prepare to AP Invoice Interface.*
Run 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. After 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*.

8.2.2 Periodic Billing

To enable periodic billing, you must run the Process Billable Streams concurrent program.

After 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.

8.2.3 Run 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select 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.

8.2.4 Miscellaneous Billing

The topics in this section are:

- [Section 8.2.5, "Create a Manual Invoice"](#)[Section 8.2.6, "Create Manual Invoice Header"](#)
- [Section 8.2.7, "Create Manual Invoice Lines"](#)

8.2.5 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 8.2.6, "Create Manual Invoice Header"](#)
- [Section 8.2.7, "Create Manual Invoice Lines"](#)

8.2.6 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 8.2.7, "Create Manual Invoice Lines"](#).

The Transaction Number is an automatically generated number that occurs when you create the manual invoice.

8.2.7 Create Manual Invoice Lines

The Create Manual Invoice Lines page appears after you click the Create button in the preceding topic [Section 8.2.6, "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 8.2.6, "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.

8.2.8 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.

8.2.8.1 Run 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Create Receivables Variable Rate Invoices.
3. Click Submit.

8.2.9 Consolidated Oracle Lease Management and Service Contract Billing

When a lease contract contains a service line, which is linked to an active service contract created in Oracle Service Contracts, a consolidated invoice can be generated for the two contracts.

8.2.9.1 Run Service Contracts Billing

This procedure obtains billing information from Oracle Service Contracts and prepares the records for billing in Oracle Lease Management. You can run this program for either a single contract or for all contracts.

Prerequisites

You must have created a service contract in Oracle Service Contracts and a lease contract in Oracle Lease Management with the following conditions:

- Both contracts are for the same customer
- Both contracts have the same Bill To information
- Both contracts have the same contract currency

- For each service line, an asset line in the lease contract is associated with a covered product inventory item in the corresponding service contract
- The date ranges of both contracts must overlap; that is, either all or some of the effective days of one contract must be all or some of the effective days of the other contract

Responsibility

Lease Administrator

Navigation

Sign in using a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Service Contracts Billing.
3. In the Parameters window, if you want to process a single contract, enter the Contract Number, else, if you want to process all contracts, leave the Contract Number field blank.
4. Click OK.
5. Click Submit.

8.2.10 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*.

8.2.10.1 Run 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Calculate Late Interest.
3. Click Submit.

8.2.11 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. After 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*.

8.2.11.1 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 a Forms URL

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 Calculate Late Interest.
3. Click Submit.

8.2.12 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 Install Base, Oracle Service Contracts, 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, Oracle Service Contracts creates a service contract with usage lines.

During the lease's life cycle, Oracle Install Base captures the actual usage readings. At billing time, the Oracle Service Contracts 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 Service Contracts, and, as with the other types of billable lease items, passes the data to Oracle Receivables.

The topics in this section include:

- [Section 8.2.13, "Create Consolidated Counters"](#)

- [Section 8.2.15, "Enter Meter Readings for a Consolidated Counter"](#)
- [Section 8.2.16, "Run Usage Based Billing"](#)

8.2.13 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.

After you have created the consolidated counter, Oracle Lease Management provides the ability to capture readings for the consolidated counters. For more information, see [Section 8.2.15, "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 8.2.14, "Create Consolidated Counter"](#): Specify name, dates, customer information, and payment-related information of the consolidated counter.
- [Section 8.2.14.1, "Create Counter Leveling Lines"](#): Specify the counters for the consolidated counter.

8.2.14 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 Install 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.

8.2.14.1 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 8.2.14, "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.

8.2.15 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 8.2.14, "Create Consolidated Counter"](#).

You must have performed the following procedures in the specified sequence:

1. Update your counter readings in Oracle Install Base.
For more information, see the Capture Counter Readings section in the *Oracle Service Concepts and Procedures* manual.
2. In Oracle Service Contracts, run the concurrent program Service Contracts Main Billing.
For more information, see the Running the Billing Program section in the *Oracle Service Contracts Concepts and Procedures* manual.

3. In Oracle Service Contracts, 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 Service Contracts 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.

8.2.16 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 a Forms URL.

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.

8.2.17 Third-Party Billing

The topics in this section include:

- ["Sample Control File for the Third-Party Billing Import File"](#)
- [Section 8.2.17.1, "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. After 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_CNTY               CHAR,
MLRT_TAX_JURSDCTN_CNTY          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.

8.2.17.1 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 Third Party Billing Import to pass all records from the billing import interface table to Oracle Lease Management 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 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.

8.2.18 Generate Receivables Invoice

After 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. Prepare Receivables Bills
2. Receivables Bills Consolidation

3. Receivables Invoice Transfer to AR
4. AutoInvoice Master Program 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. Fetch AR Invoice Numbers
6. 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 8.2.18.1, "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*.

8.2.18.1 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 8–1, "Prepare Receivables Data Topics"](#).

Then, you must follow the sequence of programs as outlined in [Section 8.2.18, "Generate Receivables Invoice"](#). (Remember that you must run one program from Oracle Receivables.)

Responsibility

Lease Administrator

Navigation

Sign in using a Forms URL

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 8.2.18, "Generate Receivables Invoice"](#).
3. Click Submit.

8.2.19 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 8.2.21, "Generate Payables Invoice"](#).

The topics in this section include:

- [Section 8.2.19.1, "Run Pay Invoices Creation of Auto-Disbursement Process"](#)
- [Section 8.2.20, "Create Manual Disbursement"](#)

8.2.19.1 Run 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Pay Invoices Creation of Auto-Disbursement Process.
3. Click Submit.

8.2.20 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.

8.2.21 Generate Payables Invoice

After 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. Pay Invoices Creation of Auto-Disbursement Process
2. Pay Invoice Prepare for AP Transfer
3. Pay Invoices Transfer to AP Invoice Interface
4. 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 3--follow the steps as outlined in general in [Section 8.2.21.1, "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*.

8.2.21.1 Run a Disbursement Concurrent Program

Prerequisites

You must follow the sequence of programs that [Section 8.2.21, "Generate Payables Invoice"](#) indicates. Remember that you must also run one program from Oracle Payables.

Responsibility

Lease Administrator

Navigation

Sign in using a Forms URL

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 8.2.21, "Generate Payables Invoice"](#).
4. Click Submit.

8.3 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 8.3.1, "Apply Manual Receipt"](#)
- [Section 8.3.9, "Create Receipt Batch"](#)
- [Section 8.3.11, "Run Concurrent Cash Application"](#)
- [Section 8.3.12, "Apply Lockbox Receipts"](#)
- [Section 8.3.13, "Create Automatic Receipts"](#)

8.3.1 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 8.3.2, "Manual Receipts for a Contract"](#)
- [Section 8.3.6, "Manual Receipts for a Consolidated Invoice Number"](#)

8.3.2 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 8.3.3, "Search for Manual Receipt of a Contract"](#)
- [Section 8.3.4, "Create Manual Receipt for a Contract"](#)
- [Section 8.3.5, "Add Cash Application Details"](#)

8.3.3 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.

8.3.4 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. For more information, see the Define Cash Allocation Rules section in the *Oracle Lease Management Implementation Guide*.

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.

If you are applying either the default cash application rule or a contract-level cash application rule, then for underpayments, it is important that all the billable stream types in the contracts covered by the invoice are defined in the appropriate cash application rule.

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 Payment Method.

6. In the Currency field, select the currency for the receipt amount.

This can be either the functional currency or the contract currency.

7. If your receipt currency is the same as the functional currency of the set of books for your organization, you can ignore the currency conversion fields. In this case, continue at step 11.

8. If your receipt currency is not the same as the functional currency of the set of books for your organization, click in the Currency Conversion Type field, and select the currency conversion type from the list of values.

9. If you selected User for the currency conversion type in step 8, enter the rate in the Currency Conversion Rate field.

10. If you selected a value other than User for the currency conversion type in step 8, enter the Currency Conversion Date to enable Oracle Lease Management to determine the appropriate currency conversion rate for the currency conversion type you selected.

11. Enter the Receipt Amount.
12. Optionally, select the Receipt Date.
13. Optionally, enter Comments.
14. 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 8.3.5, "Add Cash Application Details"](#).

8.3.5 Add Cash Application Details

When you create a manual receipt, you can allocate the cash yourself. The information below follows the procedures in [Section 8.3.4, "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.

8.3.6 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 8.3.7, "Create Manual Receipt for a Consolidated Invoice"](#)
- [Section 8.3.8, "Add Cash Application Details"](#)

8.3.7 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. For more information, see the Define Cash Allocation Rules section in the *Oracle Lease Management Implementation Guide*.

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.

If you are applying either the default cash application rule or a contract-level cash application rule, then for underpayments, it is important that all the billable stream types in the contracts covered by the invoice are defined in the appropriate cash application rule.

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 Payment Method.
6. In the Currency field, select the currency for the receipt amount.
This can be either the functional currency or the contract currency.
7. If your receipt currency is the same as the functional currency of the set of books for your organization, you can ignore the currency conversion fields. In this case, continue at step 11.
8. If your receipt currency is not the same as the functional currency of the set of books for your organization, click in the Currency Conversion Type field, and select the currency conversion type from the list of values.
9. If you selected User for the currency conversion type in step 8, enter the rate in the Currency Conversion Rate field.
10. If you selected a value other than User for the currency conversion type in step 8, enter the Currency Conversion Date to enable Oracle Lease Management to determine the appropriate currency conversion rate for the currency conversion type you selected.
11. Enter the Receipt Amount.
12. Optionally, select the Receipt Date.
13. Optionally, enter Comments.
14. 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 8.3.8, "Add Cash Application Details"](#).

8.3.8 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.

8.3.9 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 want to 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 8.3.10, "Create Batch Lines"](#).

8.3.10 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 8.3.9, "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.

8.3.11 Run Concurrent Cash Application

The 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Concurrent Cash Application.
3. Click Submit.

8.3.12 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.

8.3.13 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*.

8.4 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

8.5 Variable Interest Rate Processing

Several Oracle Lease Management programs process variable interest rate calculations. Any errors in the variable interest rate calculations may need to be addressed before the programs can be re-run.

For example, one of the processes that calculates variable interest rates is contract rebooking. If rebooking fails, users need to be able to troubleshoot the problem.

Use this process together with the output produced by the programs to identify, locate and fix any errors.

Prerequisites

You have run one or more Oracle Lease Management programs that generate variable interest rate calculations.

Responsibility

Lease Super User, Accounts, Accounts Payable, Accounts Receivable, Contract Administrator, Operations Manager, or Terminations

Navigation

Receivables > Billing > Variable Interest

Steps

You can search and retrieve information about variable interest rate processing by specifying any or all of the following search fields:

- Contract Number
- Request Number

This is the request that submitted the Oracle Lease Management program which called the variable interest rate calculation

- Start Date
- End Date
- Process Status

The process status is one of the following:

- Prepared Request
- Preparing Request
- Pricing Engine Server not available, process aborted
- Process Aborted
- Process Complete
- Process completed with errors, please refer to log file
- Processing Request
- Processing Results
- Processing of results failed, please refer to log file
- Request Timed out

The results show you the following fields about the program requests that included variable rate processing:

- Contract Number
- Request Number
- Variable Interest Transaction Number
- Variable Interest Transaction Status
- Start Date
- Rebooking Transaction Number
- Rebooking Transaction Status
- End Date
- Contract Status

Guidelines

The results specify the success or failure of the internal transactions executed during the running of the programs.

Each program generates an output file. Use the request number to log in to the Forms interface, with Lease Administrator responsibility, and view the output file of the program associated with the request number.

The variable interest transaction number and status provide information to localize any variable interest rate calculation processing errors.

For implicit or explicit contract rebooking, the rebooking transaction number and status provide information to indicate where any rebooking error occurred.

The values of the variable interest transaction statuses and the rebooking statuses that appear in the results are the same as the process status search parameter values.

8.6 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. Business rules and vendor agreement rules determine how the refunds are made to the vendor.

This section contains the following topics:

- [Section 8.6.1, "Define Cure, Repurchase, and Refund T&C for a Vendor Program"](#)
- [Section 8.6.2, "Request a Cure or Repurchase"](#)
- [Section 8.6.6, "Reconcile a Payment Against a Request"](#)
- [Section 8.6.7, "Refund a Payment to a Vendor"](#)

8.6.1 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 4.4.3, "Add Terms and Conditions"](#).

The full range of cure, repurchase, and refund parameters available for a vendor program appear in [Table 8–5, "Cure, Repurchase, and Refund Terms and Conditions"](#).

Table 8–5 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	Date cure request due
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	Contract status before refund required
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
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.

8.6.1.1 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 8–6 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.
Date cure request due	Date on which the cure request is due.
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 8–7 Collections Refund Attribute Details

Attribute	Description
Contract status before refund required	Contract status before a refund is permitted.
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?	After 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.

8.6.2 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, *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 a 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 status is *In Progress*.
- After you have submitted the request, the status is set to *Pending*.
- At this stage, an internal workflow is triggered, which requires an approval; once this approval is given, the status changes to *Complete*.
- Finally, when you send the request, the status changes to *Sent to Vendor*. For more information, see [Send Cure Requests to Vendors](#).

3. [Send Cure Requests to Vendors.](#)

You must run a concurrent program, Send Cure Request, to send the required email or email messages to the vendor or vendors.

8.6.3 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Generate Cure Amount.
3. Click Submit.

8.6.4 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

Note: When you create the request, you can immediately add contracts to the request, or you can add them later.

Prerequisites

You must have first run a concurrent program, *Generate Cure Amount*, to identify potential cures.

You must have created, for the vendor, a vendor program which has a vendor location and vendor contact.

Responsibility

Lease Super User or Operations Manager

Navigation

Receivables > Cure Request

Steps

8.6.4.1 Creating the Cure Request

1. On the Cure Requests page, click the Create Cure Request button.
The Create Cure Request page appears.
2. In the Vendor Name field, click the flashlight icon and select a vendor name.
3. In the Vendor Location field, click the flashlight icon and select a vendor location.
4. In the Vendor Contact field, click the flashlight icon and select a vendor contact.
5. In the Currency field, click the flashlight icon and select a currency.
6. Enter a Request Number.

The request number may contain any alphanumeric characters, and can be in any format you choose.

7. Click Create.

At this point, a request has been created, with your specified request number, whose status is In Progress.

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.

When you create the cure request, the next page that appears is the Cure Request - Add Contracts page.

If you want to add contracts to the cure request, continue at [Section 8.6.4.2, "Adding Contracts to the Cure Request"](#).

8.6.4.2 Adding Contracts to the Cure Request

Note: If you are adding contracts to the cure request in a different session to the one in which you created the cure request, you must first search for the cure request in the Cure Requests page.

Then click on the cure request hyperlink in the Results area.

The Cure Request Details page appears.

Click the Add Contract button.

The Cure Request - Add Contracts page appears.

On the Cure Request - 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.

When you add a contract to the cure request, the next page that appears is the Cure Request - Details page, that enables you to perform a variety of tasks, as designated by the buttons:

- Add Contract
- Update
- Submit

If you want to add more contracts to the cure request, click Add Contract and repeat the preceding steps 1 to 6.

If you want to update or submit the cure request, continue at [Section 8.6.4.3, "Updating and Submitting the Cure Request"](#).

8.6.4.3 Updating and Submitting the Cure Request

Note: If you are updating or submitting the cure request in a different session to the one in which you created the cure request, or added contracts to the cure request, you must first search for the cure request in the Cure Requests page.

Then click on the cure request hyperlink in the Results area.

The Cure Request Details page appears.

1. On the Cure Request - Details 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: You can select the type of request in both the Cure Request-Add Contracts page and the Cure Request - Details 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 want to save the changes so far, and add to your request later.
 3. If you want to save the changes have made so far, but do not yet want to submit the request, click Update.

After you have clicked Update:

- The status of the request is still In Progress.
 - 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 status of the request is set to Pending.
- A workflow is called so that the request can be approved.
- If the request is approved, the status changes to Complete.
- You cannot change the request details.

8.6.5 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Send Cure Request.
3. In the Parameters window, enter values for the following parameters:
 - Vendor Number
 - Report Number
 - Report Date
 - Agent ID
 - Fulfillment Document ID
 - From

- Subject
 - To
4. Click OK, then click Submit.

8.6.6 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 Request

Steps

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 to perform reconciliation.

4. Click the Reconcile button.

The Reconcile Cure Request page appears.

The top of the Reconcile Cure Request page displays a list of the contracts in your chosen request. For each contract, you enter the amount allocated for that contract.

The Request 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.

5. 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 want to override the automatic setting of this field.)

6. Click the Update Total button.

This updates the cure, repurchase and report totals.

7. 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.

8. Click Reconcile.

8.6.7 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, *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.

8.6.8 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 a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.

2. Select Generate Cure Refund.
3. Click Submit.

8.6.9 Refund or Offset Payments to Vendors

The process of refunding payments to vendors consists of the following operations:

- Search for the vendor
- Create a refund for the vendor
- Approve a refund for the vendor

Prerequisites

You must have first run a concurrent program, Generate Cure Refund, to identify contracts which can be refunded.

Responsibility

Lease Super User or Operations Manager

Navigation

Receivables > Cure Refund

Steps

Search for Vendor

You first search for the vendor and the vendor's program agreements.

1. Enter full or partial selection criteria for one or more of the following:
 - Vendor Name
 - Vendor Number
 - Program Agreement Number.

2. Click Go.

The Results area shows a list of vendors, with the associated program agreement numbers and vendor sites.

3. Click the vendor name hyperlink on the entry for which you want to process refunds.

4. The Refund Summary page appears, with vendor summary information in the header.
5. From the Refund Summary page, you can perform the following operations:
 - Create a new refund for the vendor
 - Query or update refunds for the vendor
 - Approve a refund
 - Show the invoices associated with a refund

Create a new refund for the vendor

1. On the Refund Summary page, click Create Refund.
The Create Refund page appears.
2. In the currency field, select the currency for the refund.
3. You must select either one of the Refund Type options, or select an individual Contract Number.
4. If you want to select a Refund Type, click the flashlight icon beside the Refund Type fields, select one of the refund types, and continue at step 6.

The list of values shows that the Refund Type options are as follows:

- Include All Sites - include all contracts due for a refund, across all vendor sites, in the request
- Vendor Site - include only contracts specific to a site that are due for a refund, in the request.

Both entries in the list of values also show the refund amount due, the outstanding cure amounts due for the vendor, and the outstanding cure amounts due for the vendor site.

5. If you want to select an individual contract, select the Contract Number.
The only contracts you can choose are contracts due for a refund.
6. Enter the refund number.
You can choose any format for the refund number.
7. Enter the Refund Due Date.

The Refund Amount Due is a read-only field.

8. In the Disbursement Amount field, enter the amount that you want to refund to the vendor.

The Disbursement Amount must not be more than the Refund Amount Due.

There are two read-only fields displaying the outstanding cure amounts due from the vendor and for the vendor site.

9. Select the payment terms for the refund.
10. Select the payment method for the refund.
11. Optionally, enter a description.
12. Click Create.

A refund is created with a status of Entered.

Query or Update Refunds for the Vendor

1. Enter selection criteria for one or more of the following:
 - Refund Number
 - Refund Due Date From
 - Refund Due Date To

2. Click Go.

The Results area shows a list of the following fields associated with each refund:

- Refund Number
- Refund Due Date
- Currency
- Refund Amount
- Disbursement Amount
- Payment Terms
- Payment Method
- Status

You can only update refund details if the refund status is Entered.

3. If you want to update a refund, click the refund number hyperlink.

4. In the Update Refund page, you can alter the following fields:
 - Refund Due Date
 - Payment Terms
 - Payment Method
5. Click Update.

Approve a Refund

1. In the Refund Summary page, in the Results area, select the radio button beside the refund you want to approve.
2. Click Approve.
3. This creates a transaction to generate the disbursement to the vendor in Oracle Payables.

Show the Invoices Associated with a Refund

1. In the Refund Summary page, in the Results area, select the radio button beside the refund you want to approve.
2. Click Show Invoices.
3. The Refund Invoices page displays the invoices for the selected refund.

Termination Quote to Termination

The main topics in this section are:

- [Section 9.1, "Termination Quotes"](#) on page 9-2: Allow contracts or assets on a contract to terminate early or at the expiration of the contract.
- [Section 9.2, "Restructure Quotes"](#) on page 9-32: Extend the contract term for a specified rental amount and period.
- [Section 9.3, "Consolidated Quotes"](#) on page 9-36: Combine multiple quotes into one quote.
- [Section 9.4, "Contract Terminations"](#) on page 9-39: Terminate a contract based on allowable contract and user statuses.

9.1 Termination Quotes

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.

The main topics in this section include:

- [Section 9.1.1, "Provide Quote"](#): Identify and determine the quote's details, review and approve the quote, perform recalculations, and obtain repurchasing approval.
- [Section 9.1.15, "Terminate Assets Using a Program"](#) Terminate assets by first entering a list of assets to terminate into an interface table, and then running a concurrent program.
- [Section 9.1.16, "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.

The levels of termination supported by Oracle Lease Management are as follows:

- termination of a complete contract
- termination of an asset line on a contract, that is, all the units of an asset line on a contract
- termination of some, but not all, of the units of an asset line on a contract; if the asset is a serializable asset, you specify the serial numbers of the asset units that you want to terminate

The termination of an asset line, or of some of the units of an asset line, is called a *partial termination*, or *asset-level termination*. Asset-level termination rebooks the original contract, without the terminated assets, with updated yields and insurance, and new contract-level and asset-level streams.

Contracts include a number of terms and conditions associated with contract and asset termination, including how to handle contract termination, and whether partial termination is allowed. The first step in identifying the financial impact of the contract termination is the quotation process.

There are two types of termination quote:

- **Standard termination quote**, which generates a quote based on the terms and conditions set up in the contract

- **Manual termination quote**, where you bypass the terms and conditions of the contract, and select the quote elements as you create the quote.

Note: Even if the contract's Termination Quote Process terms and conditions include the condition that partial termination is not allowed, you can create a partial termination quote using a manual termination quote.

In both standard and manual termination quotes, you can quote to terminate either the whole contract, or complete asset lines, or some of the units of individual asset lines.

You can also terminate assets without an explicit quote, by first entering a list of assets to terminate into an interface table, and then running a concurrent program.

Note: All amounts specified in a termination quote are in the contract currency.

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
- The lessee wants to terminate some of the assets of a contract, without transferring the assets to another contract and terminating the contract.

.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.

Note: The parameter End of Term Tolerance Days in the contract's Termination Quote Process terms and conditions controls what is considered an *early termination* as opposed to an end of term termination. End of Term Tolerance Days specifies the number of days prior to the contract end date during which a termination quote is for an end of term termination; any termination quote before this is an early termination quote.

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 9–1 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

Table 9-1 Supported Quote Line Types (Cont.)

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
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 Contract Statuses for Termination Quotes

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. For more information on statuses, see [Appendix A, "Status Definitions"](#). The following table shows supported combinations of the termination quote process and contract statuses.

Table 9–2 Supported Contract Statuses for Termination Quotes

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

9.1.1 Provide Quote

The topics in this section include:

- [Section 9.1.2, "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. For more information on statuses, see [Appendix A, "Status Definitions"](#).
- [Section 9.1.3, "Create Termination Quote"](#): Identify the contract and asset for which you are creating the quote.
- [Section 9.1.4, "View or Update Termination Quote Amount Details"](#): View and optionally change the amounts of the line types that are the components of a termination quote.

- [Section 9.1.5, "Add or Remove Manual Termination Quote Lines"](#): Build up your manual termination quote by adding or removing quote line types and amounts
- [Section 9.1.6, "Select Asset Serial Numbers on a Partial Termination Quote"](#): Specify the serial numbers of assets to terminate on a partial termination quote.
- [Section 9.1.7, "View or Update Termination Quote"](#): Maintain effective date, comments, and indicate whether or not you have accepted the termination quote.
- [Section 9.1.8, "Send a Termination Quote to a Party"](#): Send a quote to one of the parties specified on the termination quote
- [Section 9.1.9, "Change Termination Quote Effective Dates"](#): Modify the effective dates of a termination quote.
- [Section 9.1.10, "Update Standard Termination Quote Amounts"](#): Override certain field values in termination quote.
- [Section 9.1.11, "View Assets"](#): View a list of assets, their information, and costs in a termination quote.
- [Section 9.1.12, "View Messages"](#): View a termination quote's error, warning, and information messages.
- [Section 9.1.13, "Approve Termination Quotes"](#): Submit a termination quote for approval
- [Section 9.1.14, "Accept Termination Quotes"](#): Indicate that you accept the termination quote.

9.1.2 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.

Note: The standard termination quote search, available when you navigate the path Asset Management > Quotes > Termination Quotes, allows you to see the full list of termination quote types.

You can also search for just the manual termination quotes when you navigate the path Asset Management > Quotes > Manual Termination Quotes.

- 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.

For both standard and manual termination quotes, you can perform a simple or advanced search to locate a termination quote.

A simple search lets you find a termination quote by quote number, quote type, quote status, contract number, or customer name, or a combination of all of these parameters. For more information on statuses, see [Appendix A, "Status Definitions"](#).

An advanced search lets you locate a termination quote by effective dates, accepted, payment received, recipient, or contract...

Note: The advanced search is not available when you navigate the path Asset Management > Quotes > Manual Termination Quotes.

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 9-2, "Supported Contract Statuses for Termination Quotes"](#), indicates.

Responsibility

Lease Super User, Asset Manager

Navigation

To see all termination quote types:

Asset Management > Quotes > Termination Quotes

To see only manual termination quote types:

Asset Management > Quotes > Manual Termination Quotes (this option does not have the Advanced Search capability)

Steps

1. For a simple search go to step 2; for an advanced search (not available from the Manual Termination Quotes page), go to step 5.
2. To locate termination quotes with simple search, specify one or more of the following search criteria:
 - **Quote Number:** Enter the full or partial quote number.
 - **Quote Type:** Choose one quote type from the list.
 - **Quote Status:** Choose one quote status from the list.
 - **Contract Number:** Enter the full or partial contract number.
 - **Customer Name:** Enter the full or partial customer name.

3. Click Go.

Matching termination quotes appear in the Results area.

4. Continue at step 8.
5. To locate termination quotes with an advanced search, click the Advanced Search button.
6. Specify one or more search criteria in one of the areas: Search By Quote, Search By Recipient, Search By Contract, or Search By Asset.
 - **Search By Quote** search fields include: Quote Number, Quote Type, Quote Status, Accepted, Payment Received, Effective From and Effective To date ranges, as well as Accepted and Payment Received checkbox flags.
 - **Search By Recipient** search fields include: Recipient Number and Recipient Name.
 - **Search By Contract** fields include: Contract Number, Product, Customer Name, and Contract Start From and Contract End From date ranges.
 - **Search By Asset** fields include: Asset Number and Asset Name.
7. Click the respective Search By Quote, Search By Recipient, Search By Contract, or Search By Asset button.

Matching termination quotes appear in the Results area.

8. In the Results area:
 - Click the Quote Number hyperlink to view the quote details.
 - Click the Amount hyperlink to view the component amounts of the termination quote. The Amounts page that appears also displays the total Net Receivables, Unbilled Receivables, Residual Value, and Gain/Loss for the termination quote.

9.1.3 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 you want to include in the termination quote. You can also choose whether to terminate some or all of the units of each asset line of the contract.

The business rules of the contract determine the type of the termination quote.

For example:

- You cannot create an early termination quote if the terms and conditions do not allow early termination quotes
- You cannot create a standard termination quote if the terms and conditions allow manual termination quotes only

For standard termination quotes, the amount is calculated based on the terms and conditions set up when the contract is booked.

You can create a manual termination at any time after contract booking. When you create a manual termination quote, you initially follow similar procedures as for creating a standard termination quote. The initial quote amount generated when you create a manual termination quote is simply the value of the outstanding receivables. You normally then edit the manual termination quote by adding your own quote type lines and additional amounts.

Termination Quote Roles

Five roles are available for termination quotes:

- **Recipient:** The party to whom you are issuing the termination quote. If you have only one recipient, you do **not** specify any value in the Percentage field.
- **Additional Recipient:** An optional second party to whom you are issuing the termination quote. If you specify an additional recipient, you **must** specify the percentage share of billing the additional recipient.
- **Approver:** The person who reviews and approves the termination quote before the recipient receives the termination quote.
- **Advance Notice:** The person who receives notification of the termination quote for a specified number of days before the system sends the termination quote to the recipient. If you specify an advance notice role, then you **must** specify the number of days delay in the Advance Notice Delay Days field.

Note: You may not specify both the Approver role and the Advance Notice role in one termination quote.

- **Courtesy Copy:** A third party whom you want to notify of the termination quote for informational purposes.

Prerequisites

Your contract must have the following:

- One or more assets
- A terms and conditions parameter that permits this type of termination quote
- For standard termination quotes, terms and conditions set up for the required termination quote calculations
- A contract status that permits this type of termination quote (see [Table 9-2, "Supported Contract Statuses for Termination Quotes"](#) on page 9-6,.)

Responsibility

Lease Super User, Asset Manager

Navigation

For creating standard termination quotes:

Asset Management > Quotes > Termination Quotes

For creating manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Click the Create Quote button.

The Contracts Search page opens.

First, you must search for the contract for which you are creating the termination quote.

In the Search area, you can perform either a simple or an advanced search. The advanced search includes the same search criteria as the simple search, with some extra search parameters.

2. For the simple search, specify one or more of the following search criteria:
 - **Contract Number:** Enter full or partial contract number.
 - **Contract Start Date:** Enter the date range for the contract start date.
 - **Contract End Date:** Enter the date range for the contract end date.
 - **Customer Name:** Enter full or partial customer name.

3. For an advanced search, click the Advanced Search button, and specify one or more of the search criteria described in step 2, or any of the following additional search criteria:

- **Asset Number:** Enter the full or partial asset number
- **Serial Number:** Enter the full or partial asset serial number

4. Click Go.

Matching contracts appear in the Results area.

5. In the Results area in the Contract Number column, click the Select box beside the contract for which you want to create a termination quote.
6. Click Create Termination Quote.

The Create Termination Quote page appears, displaying the contract number, and the contract start and end dates.

7. In the Quote Type field, choose a quote type.

If you are creating a standard termination quote, the valid quote types are:

- **Termination - With Purchase:** For any lessee or guarantor to whom we have issued the standard termination quote and who wants to purchase the asset.
- **Termination - Without Purchase:** For any lessee or guarantor to whom we have issued the standard 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 With Purchase:** For a vendor to whom we have issued the standard termination quote and who wants to purchase the asset.
- **Termination - Recourse Without Purchase:** For a vendor to whom we have issued the standard termination quote and who will not purchase the asset.

Note: The following quote types use the terms and conditions in the lease or loan contract:

- Termination - With Purchase
- Termination - Without Purchase
- Termination - Rollover To New Contract With Purchase
- Termination - Rollover To New Contract Without Purchase

The following quote types use the terms and conditions in the associated vendor program:

- Termination - Recourse With Purchase
 - Termination - Recourse Without Purchase.
-
-

If you are creating a manual termination quote, the valid quote types are:

- **Termination - Manual With Purchase:** For any lessee or guarantor to whom we have issued the manual termination quote and who wants to purchase the asset.
- **Termination - Manual Without Purchase:** For any lessee or guarantor to whom we have issued the manual termination quote and who does not want to purchase the asset.

Note: The following quote types do not use the terms and conditions in the lease or loan contract nor the terms and conditions in the vendor program:

- Termination - Manual With Purchase
 - Termination - Manual Without Purchase
-
-

8. In the Quote Reason field, choose the reason for the quote.

This is a required field.

9. In the Comments field, enter any optional comments that you may want to include.

Assets

10. In the Assets area, select one or more assets to which you want to apply the termination quote.
11. For each selected asset, enter the number of units to terminate.

The number of units to terminate can be less than the number of units on the asset line of the contract.

If you select all the assets, and do not alter the default number of units to terminate, then this results in a full termination quote; if you do not select all assets, or reduce the number of units to terminate, then this results in a partial termination quote.

Parties

During the authoring of the contract, party details may be specified among the Termination Quote Process terms and conditions. If specified, they serve as default values for termination quotes.

12. You may override the default values by selecting and entering values in the fields in the Parties section of the Create Termination Quote page, to satisfy the following conditions:
 - **Recipient:** You must select a contract role in the Recipient row.
 - **Additional Recipient** (optional): If you want another recipient for the quote, select a contract role in the Additional Recipient row, and in the Additional Recipient Percentage field further down the page, enter the percentage by which you are splitting the billing for that additional recipient.
 - **Approver** (optional): This is the party to approve the termination quote before it is sent. If you select a contract role in the Approver row, then you must leave the Advance Notice row blank, and you must not complete the Advance Notice Delay Days field.
 - **Advance Notice** (optional) is the party who receives notification before the quote is sent. If you select a contract role in the Advance Notice row, then you must leave the Approver row blank, and you must also complete the **Advance Notice Delay Days** field further down the page, which specifies the number of days to delay before the quote is sent.
 - **Courtesy Copy** (optional) is the party to notify for informational purposes.
 - You may enter the email address for any contract role that you select.

Note: You may not specify both the Approver role and the Advance Notice role in one termination quote.

13. Click the Create button.

Your quote number and quote amount appear in the Termination Quotes or Manual Termination Quotes page.

If you are creating a standard termination quote, this completes the process.

If you are creating a manual termination quote, at this point you have created a basic outline of the manual termination quote, to which you generally add your own quote type lines and additional amounts. For more information, see [Section 9.1.5, "Add or Remove Manual Termination Quote Lines"](#).

9.1.4 View or Update Termination Quote Amount Details

After you have created a standard or a manual termination quote, the termination quote amount is visible in the Termination Quotes or Manual Termination Quotes page.

Use this process to see a breakdown of the components of the termination quote, or to change the amounts on the component line types of a termination quote

Prerequisites

You must have created a standard or a manual termination quote. For details, see [Section 9.1.3, "Create Termination Quote"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Search for the termination quote whose amount details you want to see.
2. In the Results area, click the Amount hyperlink for the quote whose details you want to see.
3. In the Amounts page, you can optionally change the amount for one or more of the line types.

Note: If you are viewing the details of a manual termination quote, you can add and remove line types in the Amounts page. For details, see [Section 9.1.5, "Add or Remove Manual Termination Quote Lines"](#).

4. Click Update.

9.1.5 Add or Remove Manual Termination Quote Lines

If you have completed the first stage of creating a manual termination quote, you have created the basic outline of the quote. The quote amount calculated will be the value of the outstanding receivables only. Generally you want to add your own quote lines and amounts to the basic termination quote.

Prerequisites

You must have created the basic outline of a manual termination quote. For details, see [Section 9.1.3, "Create Termination Quote"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Search for the manual termination quote to which you want to add quote lines.
2. In the Results area, click the Amount hyperlink for the quote to which you want to add your quote lines.

In the Amounts page, you can add or remove quote lines.

3. To add quote line types and amounts, continue at step 5.
4. To remove quote lines, select the Remove check box for each line type that you wish to remove, then continue at step 11.
5. In the Amounts page, click Create Quote Line.
The Create Quote Line page appears.
6. Select the Line Type for the quote line.
7. Optionally select an asset for the quote line.
8. Enter the amount for the quote line.
9. Click Create.
10. If you want to add more quote lines, repeat steps 5 through 9 for each quote line.
11. Click Update.

9.1.6 Select Asset Serial Numbers on a Partial Termination Quote

On a partial termination quote, if you are going to terminate one or more assets that are defined as serializable items in Oracle Inventory, then you must select the serial numbers of the units that you wish to terminate.

Prerequisites

You have created a partial termination quote. For more information, see [Section 9.1.3, "Create Termination Quote"](#).

Each asset on the partial termination quote has been defined as a serializable asset in Oracle Inventory.

You specified serial numbers for the asset or assets when you created the contract.

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Search for the termination quote. For more information, see [Section 9.1.2, "Search for Termination Quote"](#).
2. In the Results area, in the Quote Number column, click the quote number hyperlink.
The Termination Quote Details page opens.
3. Click Assets on the side menu.
4. In the Assets page, click the icon in the Details column for the asset.
The Asset Units page appears, with header information that includes quote details, asset number, asset quantity, and quote quantity.
5. If the asset quantity is equal to the quote quantity, click Select All, else click the Select box beside the assets that you want to terminate.
You must select the exact number of assets specified by the quote quantity.
6. Click Update.

9.1.7 View or Update Termination Quote

You can view or update information about standard termination quotes. You can update two types of fields in a standard termination quote:

- **Common Standard Termination Quote Fields:** Fields that all standard termination quotes have in common and are not based on termination quote formulas. For more information, see "[Common Standard 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 Standard Termination Quote Fields

Common standard termination quote fields are those fields that all standard termination quotes have in common, regardless of being based on the termination

quote formula. Common standard 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 standard 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.

Standard termination quotes rely on the termination quote formula for calculation. You can use the default termination quote formula, or create your own termination quote formula during the implementation of Oracle Lease Management.

Correct Standard Termination Quote Line Fields

If the termination quote formula is correctly set up in the implementation of Oracle Lease Management, then Oracle Lease Management produces a standard 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 Standard Termination Quote Line Fields

If any of the required operands are missing from the termination quote formula or if you have not selected any termination quote formula in the contract terms and conditions, then Oracle Lease Management produces a standard termination quote that comprises only of certain fields, all of which have zero values and require manual updating. This documentation refers to this type of quote as a **default standard 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 standard termination quote. For more information, see [Section 9.1.3, "Create Termination Quote"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Quotes > Termination Quotes

Steps

1. Search for the termination quote. For more information, see [Section 9.1.2, "Search for Termination Quote"](#).
2. In the Quote Number column, click the quote number hyperlink.
The Termination Quote Details page opens.
3. Optionally, edit the Effective To, Pre-Proceeds, Accepted, or Comments fields. For more information, see "[Common Standard Termination Quote Fields](#)" in the introduction to this topic.
4. 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 Standard Termination Quote Line Fields"](#)
 - ["Incomplete or Incorrect Standard Termination Quote Line Fields"](#)
5. Click Update.

9.1.8 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.

Prerequisites

You have created a termination quote. For more information, see [Section 9.1.3, "Create Termination Quote"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Search for the termination quote. For more information, see [Section 9.1.2, "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.

9.1.9 Change Termination Quote Effective Dates

Use this procedure to alter the termination quote Effective To date.

Oracle Lease Management calculates the termination quote amount based on the current date. The contract terms and conditions include two parameters Quote Effective Days and Quote Effective Maximum Days.

When the termination quote is created:

- the Effective From date is set to the current date
- the Effective To date is set to the current date + Quote Effective Days

You can modify the Effective To date up to the Effective From date + Quote Effective Maximum Days.

Changing the Effective To date has no impact on the calculated values.

Prerequisites

You have created a termination quote.

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. 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:** You can only modify termination quotes if the quote's status is Drafted or Rejected. For more information, see [Table A-5, "Termination Quote Statuses"](#) in [Appendix A, "Status Definitions"](#).
 - **Contract Number:** Enter the full contract number, or specify partial match criteria.
 - **Customer Name:** Enter the full customer name, or specify partial match criteria
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 Update.

9.1.10 Update Standard Termination Quote Amounts

Business rules determine the calculated termination quote amounts, but you can update some of the standard termination quote amounts.

The following table shows you the supported termination quote line types that you can manually update after the creation of the standard termination quote.

Table 9-3 Supported Quote Line Types That You Can Update

Line Type	Updatable After Creation of Quote	Available for Default Standard 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

Table 9–3 Supported Quote Line Types That You Can Update (Cont.)

Line Type	Updatable After Creation of Quote	Available for Default Standard Termination Quotes	Remarks
Quote Fee	Yes	No	None
Estimated Property Tax	Yes	No	None
Miscellaneous	Yes	Yes	Standard creation based on the way termination formula is defined.

9.1.11 View Assets

The Assets page, which you can see when you navigate the path Asset Management > Quotes > Termination Quotes > Assets (or Asset Management > Quotes > Manual Termination Quotes > Assets) shows you a view-only list of the asset number, description, and cost of all assets in the termination quote. 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.

Note: The Assets page includes a Details icon for each asset, that leads to the Asset Units page. The Asset Units page is used to select serial numbers of assets to terminate. For more information, see [Section 9.1.6, "Select Asset Serial Numbers on a Partial Termination Quote"](#).

Prerequisites

You have created a termination quote.

You have retrieved the termination quote and placed it in context.

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes > Assets

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes > Assets

Steps

No steps are applicable

9.1.12 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 retrieved the termination quote and placed it in context.

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes > Messages

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes > Messages

Steps

View the messages, and if there has been an error, rectify the error at the source and regenerate the termination quote, if applicable.

9.1.13 Approve Termination Quotes

A standard termination quote, after it is entered, gets automatically submitted for approval, and a general termination quote workflow controls the approval process. It is only if the quote gets rejected that you need to perform this procedure for a standard termination quote.

After you create a manual termination quote, its first status is Drafted. To generate the approval process, you need to submit the manual termination quote for approval.

Prerequisites

You have created a termination quote.

Responsibility

Lease Super User, Asset Manager

Navigation

For standard termination quotes:

Asset Management > Quotes > Termination Quotes

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Search for the termination quote. For more information, see [Section 9.1.2, "Search for Termination Quote"](#).
2. In the Results area, in the Quote Number column, click the quote number hyperlink of the quote that you want to approve.
3. Click Submit for Approval.

Guidelines

You cannot change the content of the termination quote--such as the Effective To date or the assigned assets--after the status changes to Approved. Business rules determine whom to notify for approval.

9.1.14 Accept Termination Quotes

The following topics describe the two means of accepting termination quotes:

- [Section 9.1.14.1, "Accept the Termination Quote Automatically"](#)
- [Section 9.1.14.2, "Accept the Termination Quote Manually"](#)

9.1.14.1 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.

9.1.14.2 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 to Accepted. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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

For automatic termination quotes:

Asset Management > Quotes > Termination Quotes

For manual termination quotes:

Asset Management > Quotes > Manual Termination Quotes

Steps

1. Search for the termination quote. For more information, see [Section 9.1.2, "Search for Termination Quote"](#).
2. In the Results area in the Quote Number column, click the quote number hyperlink of the quote that you want to change.
The Termination Quote page opens.
3. Select the Accepted check box.
4. Select the Pre-Proceeds check box to terminate the contract upon acceptance.
5. Click Update.

9.1.15 Terminate Assets Using a Program

You can terminate assets without an explicit quote, by first entering a list of assets to terminate into an interface table, and then running a concurrent program.

The main purpose of the program is to create termination quotes for the assets specified. Generally, the quotes will be for asset-level terminations, also known as partial terminations. If all the assets for a contract are specified to be terminated, then the quote will be for a contract termination.

You can specify whether you wish the quotes to be standard or manual termination quotes. For the standard termination quotes, you can also set a flag to automatically accept the quote, and to help to automate the termination of the asset or contract.

The table that you must populate is OKL_TERMNT_INTERFACE. For details of the columns of the table, see [Appendix C, "Termination Interface Table"](#).

The columns that you must enter in the table are as follows:

- TRANSACTION_NUMBER
Enter a unique transaction number. You can either generate your own unique values, or use the seeded sequence OKL_TIF_SEQ.
- CONTRACT_NUMBER
- ASSET_ID or ASSET_NUMBER
- SERIAL_NUMBER if the asset is serialized.
In this case, you must also set UNITS_TO_TERMINATE to null or 1.
- QUOTE_TYPE_CODE
Set this value to the Code in the FND Lookup Type OKL_QUOTE_TYPE.
For example, specify TER_PURCHASE for a termination with purchase, and TER_MAN_WO_PURCHASE for a manual termination without purchase.

Note: If you specify a Code that indicates a standard, that is, non-manual, termination quote, and the contract must have only manual termination quotes, the program will generate a manual termination quote, selecting the appropriate "with purchase" or "without purchase" option.

- STATUS
Set this value to ENTERED.
Another important column that automates the asset termination process is AUTO_ACCEPT_YN. If you set the value of this column to Y for standard, that is,

non-manual asset termination quotes, then, if the quote is successfully created by the program, it is automatically submitted for approval. When the approval is granted, the quote is processed to completion, that is, termination of the asset or contract is performed.

After you have entered all the asset information into the OKL_TERMNT_INTERFACE table, you must then run the concurrent program Process Termination Interface Transactions.

Responsibility

Lease Administrator

Navigation

Sign in using a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Process Termination Interface Transactions.
3. Click Submit.

Guidelines

Once the program has finished, you can either View Log or View Output.

Both reports show a summary of the following:

- The rows processed
- The rows in error
- The rows processed, but with errors

An example of a row that is processed but generates an error can occur when you have set the value of AUTO_ACCEPT_YN to Y. The quote may be created successfully, but the automatic acceptance may fail.

9.1.16 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.

Note: All amounts specified in a repurchase quote are in the functional currency of the set of books.

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.

9.2 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.

Note: All amounts specified in a restructure quote are in the contract currency.

Supported Contract Statuses for Restructure Quotes

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 9-4 *Supported Contract Statuses for Restructure Quotes*

Contract Status	Process: Restructure Quote
Booked	Yes
Evergreen	No
Under Revision	No
Abandoned	No
Complete	No
Incomplete	No
New	No
Passed	No
Bankruptcy Hold	Yes
Litigation Hold	Yes
Termination Hold	No
Approved	No
Pending Approval	No

Table 9–4 Supported Contract Statuses for Restructure Quotes

Contract Status	Process: Restructure Quote
Amended	No
Reversed	No
Terminated	No

The topics in this section include:

- [Section 9.2.1, "Search and Update Restructure Quotes"](#)
- [Section 9.2.2, "Create Restructure Quotes"](#)

9.2.1 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 Status:** Choose from Accepted, Approved, Bid, Completed, or Draft.
 - **Contract Number:** Enter full or partial search criteria, click the flashlight icon, and choose a contract.
2. Click the Go button.

In the Results area, matching restructure quotes appear. Field information includes: Quote Number, Status Type, Effective From date, and Effective To date.

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.

9.2.2 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.

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 Quote button.

The Contract page appears.

2. In the Contract Number, Contract Start Date, Contract End Date, and Customer Name fields, specify one or more search criteria.

3. Click Go.

Matching contracts appear in the Results area.

4. In the Results area Select column, select the contract for which are creating the restructure quote.
5. Click the Create Restructure Quote button.

The Create Structure Quote page appears and shows the contract number, starting date, and ending date.

6. In the Quote Reason field, choose a reason for the quote termination.
7. In the Comments fields, optionally enter any free-form text, such as description, comments, or notes.
8. 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.

Note: The purchase amount is in the contract currency.

- **Purchase Option Formula:** Click the field's flashlight icon, and choose from a list of values to specify the formula that applies to the restructure quote.
 - **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.
9. Click the Create button.

9.3 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. After 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 9.3.1, "Search and Update a Consolidated Quote"](#)
- [Section 9.3.2, "Create a Consolidated Quote"](#)

9.3.1 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

For more information on statuses, see [Appendix A, "Status Definitions"](#).

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.

9.3.2 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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.

9.4 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.

Contract Termination with Outstanding Amounts

When your customer makes their payment to terminate a contract, you might have some differences between what your customer pays you and what your records indicate is due.

The OKL Small Balance Write-Off Tolerance rule determines whether or not to write-off or retain in Receivables any amounts due. The system administrator specified these profile option values during implementation.

The rule in the OKL Small Balance Write-Off Tolerance **terminates the contract** and:

- Writes-off the balance if the balance on the contract is less than the amount in the rule.
- Leaves the balance due in Receivables for collection if the balance in the contract is greater than the amount in the rule.

Methods of contract terminations

Methods of contract terminations include:

- Natural end of contract termination through a batch process. For more information, see [Section 9.4.3, "Batch Process Contract Termination"](#).
- Accepting a termination or restructure quote. For more information, see [Section 9.1, "Termination Quotes"](#) or [Section 9.2, "Restructure Quotes"](#).
- *Ad hoc* contract termination or request termination. This section covers ad hoc or request terminations.

The topics in this section include:

- [Section 9.4.1, "Search for Terminated Contracts"](#)
- [Section 9.4.2, "Request Termination"](#)
- [Section 9.4.3, "Batch Process Contract Termination"](#)

9.4.1 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, and check and resolve any error and omission messages. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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. For more information on statuses, see [Appendix A, "Status Definitions"](#).
 - **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**

9.4.2 Request Termination

Use this procedure to select a contract for termination.

Supported Contract Statuses for Request Termination Process

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. For more information on statuses, see [Appendix A, "Status Definitions"](#). The following table shows supported combinations of the request termination process and contract statuses.

Table 9–5 Supported Contract Statuses for Request Termination Process

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

Table 9-5 Supported Contract Statuses for Request Termination Process(Cont.)

Contract Status	Process: Request Termination
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 of the terminated contract by searching for it.

For more information, see [Section 9.4.1, "Search for Terminated Contracts"](#).

For more information on statuses, see [Appendix A, "Status Definitions"](#).

9.4.3 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 Contract Statuses for Batch Process Contract Termination

Certain processes--such as termination quote, restructure quote, request termination, and contract expiration batches--are based the contract status. For more information on statuses, see [Appendix A, "Status Definitions"](#). The following table shows supported combinations of the batch process contract termination and contract statuses.

Table 9–6 *Supported Contract Statuses for Batch Process Contract Termination*

Contract Status	Process: Contract Expiration (Batch)
Booked	Yes
Evergreen	No
Under Revision	No
Abandoned	No
Complete	No
Incomplete	No
New	No
Passed	No
Bankruptcy Hold	No
Litigation Hold	No
Termination Hold	No

Table 9-6 Supported Contract Statuses for Batch Process Contract

Contract Status	Process: Contract Expiration (Batch)
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.

9.4.4 Impact of Terminating Linked Contracts

When you terminate an Oracle Lease Management lease or loan contract, that is linked to a service contract in Oracle Service Contracts, then the service contract is not automatically terminated. You may terminate the service contract manually in Oracle Service Contracts.

When you terminate the Oracle Lease Management lease or loan contract, the linked service contract will continue to be billed through Oracle Lease Management using the billing process defined in [Section 8.1, "Invoice to Receipt Overview"](#) and [Section 8.2, "Billing to Invoice"](#).

When you terminate a service contract in Oracle Service Contracts, which is linked to an Oracle Lease Management lease or loan contract, then you may manually terminate the Oracle Lease Management lease or loan contract, if required.

10

Asset Return to Disposal

The main topics in this section are:

- [Section 10.1, "Overview"](#) on page 10-2
- [Section 10.2, "Asset Returns"](#): Maintain information about your off-lease asset.
- [Section 10.3, "Asset Conditioning"](#): Track any asset re-conditioning or repairs and bill your vendor or lessee.
- [Section 10.4, "Asset Disposal"](#): Determine how to dispose of the asset, such as, remarketing it, re-leasing it, repurchasing it, or scrapping it.
- [Section 10.5, "Maintain Contract Portfolio"](#): Review your end-of-term strategy for the asset.

10.1 Overview

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.

10.2 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.
- Specifying that the asset is subject to like-kind exchange.

Note: All quotes, costs, fees and prices associated with off-lease asset processing are in the functional currency of the set of books.

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 10.2.1, "Maintain Asset Return Request"](#)
- [Section 10.2.5, "Specify Asset Location"](#)
- [Section 10.2.8, "Specify Shipping Instructions"](#)

10.2.1 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 10.2, "Asset Returns"](#).

The topics in this section include:

- [Section 10.2.2, "Create a Manual Asset Return Request"](#)
- [Section 10.2.3, "Search for a Returned Asset Request"](#)
- [Section 10.2.4, "Update Asset Return Status"](#)

10.2.2 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 and if you are transferring the tax properties to new, leased asset.

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.
 - Specify or change the price of the returned asset.
 - Select the Like Kind Exchange check box if you are subjecting this returned to a like-kind exchange tax option.

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 10.2.3, "Search for a Returned Asset Request"](#): To locate a returned asset request and put it into context for updating.

[Section 10.2.4, "Update Asset Return Status"](#): To maintain or update information about a returned asset during the return and remarketing process.

10.2.3 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 10.2.2, "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.
 - **Contract Number**: Enter partial or full search criteria.

- **Return Status:** Select one of the asset return statuses, such as Available for Sale, returned, or Scrapped.
- **Remarketer:** Enter search criteria, click Go, and choose a specific remarketer.
- **Customer Name:** Enter partial or full search criteria.

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, and Date Returned 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.

10.2.4 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 10.2.2, "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.
 - **Contract Number:** Enter partial or full search criteria.
 - **Return Status:** Select one of the asset return statuses, such as Available for Sale, returned, or Scrapped.
 - **Remarketer:** Enter search criteria, click Go, and choose a specific remarketer.
 - **Customer Name:** Enter partial or full search criteria.
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 10.2.2, "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.

10.2.5 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--Oracle Install Base and Oracle Assets. The two modules maintain location address information in different formats and methods.

The topics under Asset location are:

- [Section 10.2.6, "Change Location of Asset for Oracle Install Base"](#): Use this to update asset instances for use by the Oracle Install Base module.
- [Section 10.2.7, "Change Asset Location for Oracle Assets"](#): Use this to update asset information for use by the Oracle Assets module.

10.2.6 Change Location of Asset for Oracle Install Base

Use this procedure to record changes to location of returned off-lease fixed assets for use by the Oracle Install Base module. The Oracle Install 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 Oracle Install 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 10.2.3, "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 10.2.3, "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 Install 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 10.2.7, "Change Asset Location for Oracle Assets"](#).

10.2.7 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--Oracle Install Base and Oracle Assets. Whereas the Oracle Install 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 Oracle Install Base module, see [Section 10.2.6, "Change Location of Asset for Oracle Install 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 Assets module uses.
- **Location:** The location flexfield that Oracle 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 10.2.3, "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 10.2.3, "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.

10.2.8 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 10.2.3, "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 10.2.3, "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.

10.2.9 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 10.2.3, "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 10.2.3, "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.

Note: The fee amount is in the functional currency of the set of books.

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.

10.3 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 10.3.1, "Maintain an Asset's Condition"](#)
- [Section 10.3.5, "Generate Repair Invoice"](#)

10.3.1 Maintain an Asset's Condition

The topics in Asset Condition are:

- [Section 10.3.2, "Create Asset Condition"](#)
- [Section 10.3.3, "Create Condition Line"](#)
- [Section 10.3.4, "Update Condition Line"](#)

Note: To record the condition of a returned asset, you must put it into context. For more information, see [Section 10.2.3, "Search for a Returned Asset Request"](#).

10.3.2 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 10.2.3, "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 10.2.3, "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 10.3.3, "Create Condition Line"](#) and [Section 10.3.4, "Update Condition Line"](#).

10.3.3 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 10.3.2, "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.

Note: All costs are in the functional currency of the set of books.

6. Click the Create button.

10.3.4 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 10.2.2, "Create a Manual Asset Return Request"](#).

You have placed the asset into context. For more information, see [Section 10.2.3, "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 10.3.2, "Create Asset Condition"](#).

You have created asset condition lines. For more information, see [Section 10.3.3, "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 10.2.3, "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.

Note: All costs are in the functional currency of the set of books.

- **Recommended Repair:** Enter free-form text to offer recommended repairs.
4. Click the Update button.

10.3.5 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 10.2.2, "Create a Manual Asset Return Request"](#).

You have placed the asset into context. For more information, see [Section 10.2.3, "Search for a Returned Asset Request"](#).

You have created a record of the asset's overall condition. For more information, see [Section 10.3.2, "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 10.3.3, "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 10.2.3, "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.

10.4 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 10.4.1, "Remarket the Off-Lease Asset"](#)
- [Section 10.4.6, "Re-Lease the Off-Lease Asset"](#)
- [Section 10.4.7, "Repurchase the Off-Lease Asset"](#)
- [Section 10.4.8, "Scrap the Off-Lease Asset"](#)

10.4.1 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 10.4.2, "Specify Availability for Sale"](#)
- [Section 10.4.3, "Search for Remarket Orders"](#)
- [Section 10.4.4, "View Asset Sale Information"](#)
- [Section 10.4.5, "View the Billing for a Sold Off-Lease Asset"](#)

10.4.2 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 10.2.4, "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 10.4.3, "Search for Remarket Orders"](#)
- [Section 10.4.4, "View Asset Sale Information"](#)
- [Section 10.4.5, "View the Billing for a Sold Off-Lease Asset"](#)

10.4.3 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.

10.4.4 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.

10.4.5 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.

10.4.6 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.

10.4.6.1 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 10.2.4, "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.

10.4.7 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 10.4.7.1, "Specify Availability for Repurchasing"](#): to indicate that the asset is available for repurchasing.
- [Section 10.2.4, "Update Asset Return Status"](#): to specify that the asset is available for repurchasing.
- [Section 10.4.7.2, "Repurchase Asset"](#): to record the repurchasing of the off-lease asset.

10.4.7.1 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 10.2.4, "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 10–1 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

10.4.7.2 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 author 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 9.1.16, "Obtain Third Party Approval for Repurchasing Leased Asset"](#)

10.4.8 Scrap the Off-Lease Asset

When you choose to scrap an off-lease asset, the following processes happen:

- Retires the asset from Oracle 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 10.2.4, "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.

10.5 Maintain Contract Portfolio

Topics in this section include:

- [Section 10.5.1, "Search and Update Contract Portfolio"](#)
- [Section 10.5.2, "Update Contract Portfolio Budget Amount"](#)
- [Section 10.5.3, "Notify Contract Portfolios on Execution Due Date"](#)

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.

10.5.1 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 or 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.

10.5.2 Update Contract Portfolio Budget Amount

When you defined your contract's terms and conditions, you may have included a strategy for the contract's end of term or contract portfolio. Part of the contract portfolio includes a budget amount. If you established a budget for the contract portfolio, you would have based the budget on either a fixed amount or a formula. If your budget is based on a formula, then you have to run the Update Contract Portfolio Budget Amount program to calculate the budget amount. You can initiate or schedule this program.

On the other hand, if your contract portfolio is based on a fixed amount, then you do not run this program.

The Update Contract Portfolio Budget Amount program:

- Updates the budget amount for the contract portfolio.
- Executes the formula used during Contract Portfolio creation.

Prerequisites

You have included portfolio details at the time of authoring a contract.

You know which contract number that you want to update.

Responsibility

Lease Super User, Asset Manager

Navigation

In Forms, Requests > Run

Steps

1. Select Run, and click the right-arrow icon.
2. Select Requests: Submit.
3. Click Open.

The Submit a New Request window opens.

4. Select either:
 - Single Request: to submit a single request.
 - Request Set: to submit a defined set of requests.
5. Click OK.

The Submit Request window opens.
6. In the Name field, choose Update Contract Portfolio Budget Amount.
7. The Parameters window opens.
8. In the Contract Number field, search for and click the contract for which you want to update the contract portfolio amount.

The contract number automatically appears in the Parameters field.
9. In the At these Times area, specify when you want to run the program.
10. In the Upon Completion area, indicate:
 - Whether or not you want to save all output files.
 - Whom you want to notify.
 - Where you want to print the output to.
11. Click the Submit button.
12. When prompted, indicate whether or not you want to submit another request.

10.5.3 Notify Contract Portfolios on Execution Due Date

If you want to send notifications to anyone regarding your contract's end-of-term strategy, you can:

- Define those notifications in the terms and conditions of the contract
- Initiate or schedule the Notify Contract Portfolios on Execution Due Date program.

The Notification of Contract Portfolios on Execution Due Date program:

- Sends notification to the assigned team or team members of the contract execution strategy using the notification facility of Oracle Workflow.
- Initiates the execution of the strategy assigned to the contract.

Prerequisites

You have included portfolio details at the time of authoring a contract.

Responsibility

Lease Super User, Asset Manager

Navigation

In Forms, Requests > Run

Steps

1. Select Run, and click the right-arrow icon.
2. Select Requests: Submit.
3. Click Open.
The Submit a New Request window opens.
4. Select either:
 - Single Request: to submit a single request.
 - Request Set: to submit a defined set of requests.
5. Click OK.
The Submit Request window opens.
6. In the Name field, choose Notification of Contract Portfolios on Execution Due Date.
7. In the At these Times area, specify when you want to run the program.
8. In the Upon Completion area, indicate:
 - Whether or not you want to save all output files.
 - Whom you want to notify.
 - Where you want to print the output to.
9. Click the Submit button.
10. When prompted, indicate whether or not you want to submit another request.

Accounting Period Open to Period Close

The main topics in this section are:

- [Section 11.1, "Overview"](#) on page 11-2
- [Section 11.2, "Generate Accruals"](#) on page 11-2: Generate accruals to determine whether to assign receipts against a contract to income or some other account.
- [Section 11.3, "Loss Provisions"](#) on page 11-5: Create estimated or tentative loss reserves against contracts.
- [Section 11.4, "Interface to General Ledger"](#) on page 11-10: Transfer accounting entries from Oracle Lease Management to the Oracle General Ledger.
- [Section 11.5, "View Transactions"](#) on page 11-12: Locate accounting transactions in the system.
- [Section 11.6, "Miscellaneous Transactions"](#) on page 11-13: Create manual journal entries that you want to associate with contracts.
- [Section 11.7, "Assets"](#) on page 11-21: Handle off-lease amortization, salvage value writedown, and residual value writedown.
- [Section 11.8, "Process Like-Kind Exchanges"](#) on page 11-28: Transfer tax properties from an off-lease asset to a new on-lease asset of the same asset category.
- [Section 11.9, "View Account Balances Report"](#) on page 11-29: Generate a report of account balances for a contract and range of general ledger account codes.
- [Section 11.10, "Generate the Multi-GAAP Adjustment Report"](#) on page 11-29: Generate a report of general ledger adjustments to be made for multi-GAAP contracts.
- [Section 11.11, "Summary of Period Close Process"](#) on page 11-32: Close an accounting period in Oracle Lease Management.

11.1 Overview

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.

11.2 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.

Note: All accrual and accrual override amounts are in the contract currency.

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 11.2.1, "Specify Accrual Override"](#)
- [Section 11.2.2, "Generate Batch Accruals"](#)

11.2.1 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.
- The system reverses income that you recognized in earlier periods.
- 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.

11.2.2 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 11.2.1, "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.

11.3 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 11.3.1, "Determine General Loss Provision"](#)
- [Section 11.3.2, "Determine Specific Loss Provision"](#)

Note: All loss provision amounts are in the contract currency.

11.3.1 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:

[Section 11.3.1.1, "Submit General Loss Provision"](#).

11.3.1.1 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**.

Set up aging buckets for general loss provisions. For general information, see the *Oracle Lease Management Implementation Guide*, and for more detailed information, see the *Oracle Receivables User Guide*.

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.

11.3.2 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 11.3.3, "Create Specific Loss Provision"](#)
- [Section 11.3.4, "Search Specific Loss Provision"](#)
- [Section 11.3.5, "Update Specific Loss Provision"](#)

11.3.3 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.

11.3.4 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.

11.3.5 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 11.3.3, "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 11.3.3, "Create Specific Loss Provision"](#)

11.4 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 11.4.1, "Run the OKL Accounting Entry Process"](#)
- [Section 11.4.2, "Run the Interface to the General Ledger"](#)

11.4.1 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 12.1, "Set Accounting Process"](#).

11.4.2 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 11.4.1, "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.

11.5 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 F, "Accounting Transaction Types", in the *Oracle Lease Management Implementation Guide*.

For examples of typical accounting transactions, see the following appendixes in the *Oracle Lease Management Implementation Guide*:

- Appendix H, "Accounting for an Operating Lease"
- Appendix I, "Accounting for a Direct Finance Lease"
- Appendix J, "Accounting for a Loan"

11.6 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.

The amounts you enter in miscellaneous transactions are in the contract currency. Currency conversion information stored in the contract is used when entries are created in the General Ledger.

Topics concerning miscellaneous transactions include:

- [Section 11.6.1, "Create Miscellaneous Transaction Header"](#)
- [Section 11.6.2, "Search and Update Miscellaneous Transaction"](#)
- [Section 11.6.3, "Create Miscellaneous Transaction Line"](#)
- [Section 11.6.4, "Search and Update Miscellaneous Transaction Lines"](#)
- [Section 11.6.5, "Create or Update Accounting Lines"](#)

11.6.1 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 11.6.2, "Search and Update Miscellaneous Transaction"](#)

[Section 11.6.3, "Create Miscellaneous Transaction Line"](#)

[Section 11.6.4, "Search and Update Miscellaneous Transaction Lines"](#)

11.6.2 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 11.6.1, "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 11.6.4, "Search and Update Miscellaneous Transaction Lines"](#)

[Section 11.6.3, "Create Miscellaneous Transaction Line"](#)

11.6.3 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 11.6.1, "Create Miscellaneous Transaction Header"](#).

You have searched for and accessed the transaction miscellaneous transaction details. For more information, see [Section 11.6.2, "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 11.6.2, "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.

11.6.4 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 11.6.1, "Create Miscellaneous Transaction Header"](#).

You have searched for and accessed the transaction miscellaneous transaction details. For more information, see [Section 11.6.2, "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 11.6.2, "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 11.6.5, "Create or Update Accounting Lines"](#)

11.6.5 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 11.6.1, "Create Miscellaneous Transaction Header"](#).

You have searched for and accessed the transaction miscellaneous transaction details. For more information, see [Section 11.6.2, "Search and Update Miscellaneous Transaction"](#).

You have created and searched for the miscellaneous transaction line. For more information, see [Section 11.6.3, "Create Miscellaneous Transaction Line"](#) and [Section 11.6.4, "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 11.6.4, "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.

11.7 Assets

The main topics in this section are:

- [Section 11.7.1, "Off-Lease Asset Transactions"](#): Review and change depreciation hold period and depreciation basis.
- [Section 11.7.4, "Salvage Value Writedown"](#): Review or change the salvage value of an asset in Oracle assets.
- [Section 11.7.7, "Residual Value Writedown"](#): Review or change the residual value of an asset on a contract.

11.7.1 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*.

Note: All amounts associated with off-lease asset processing are in the functional currency of the set of books.

The topics in this section include:

- [Section 11.7.2, "View Summary of Off-Lease Asset Transactions"](#)
- [Section 11.7.3, "Update Off-Lease Asset Transaction Details"](#)

11.7.2 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

11.7.3 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.

Note: The adjusted cost and salvage value are in the functional currency of the set of books.

3. Click the Update button to save changes that you made.

Changes happen whenever the concurrent program processes update the Oracle Assets module.

11.7.4 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 salvage value is in the functional currency of the set of books.

The topics in this section include:

- [Section 11.7.5, "Specify or Update Salvage Value Writedown"](#)
- [Section 11.7.6, "View Asset Details"](#)

11.7.5 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 11.7.4, "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.

11.7.6 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 11.7.5, "Specify or Update Salvage Value Writedown"](#) or [Section 11.7.8, "Specify or Change Residual Value Writedown"](#).

11.7.7 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.

Note: The residual value is in the contract currency.

The topics in this section include:

- [Section 11.7.8, "Specify or Change Residual Value Writedown"](#)
- [Section 11.7.9, "View Asset Details"](#)

11.7.8 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 11.7.7, "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.

Note: The residual value is in the contract currency.

4. Click Update to save your information.

11.7.9 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 11.7.8, "Specify or Change Residual Value Writedown"](#).

11.8 Process Like-Kind Exchanges

Like-kind exchanges apply to off-lease assets whose tax properties you are applying to another new on-lease asset which has the same asset category.

The procedures for handling like-kind exchanges span various Oracle modules. Summary guidelines with cross-references follow. You may have to refer to the specific documentation of other Oracle modules for more information.

Note: All asset amounts are in the functional currency of the set of books.

Prerequisites

Implementation of Oracle Lease Management included setting up the asset book for like-kind exchanges, setting up asset categories and depreciation methods for the Federal tax asset book, and specifying the like-kind exchange hold days. For more information, see the *Oracle Lease Management Implementation Guide*.

You have created the asset return, specified like-kind exchange, and placed the asset into context. For more information, see [Section 10.2.3, "Search for a Returned Asset Request"](#) and [Section 10.2.2, "Create a Manual Asset Return Request"](#).

Responsibility

Lease Super User, Asset Manager

Navigation

Asset Management > Asset Returns > Fees

Steps

1. On the Asset Returns page, mark the asset which is coming off the lease or which has come off the lease as eligible for like-kind exchange. For more information, see [Section 10.2.2, "Create a Manual Asset Return Request"](#).
2. In the Oracle Assets module, (refer to the *Oracle Assets User Guide* for more information on these steps):
 - a. Retire the asset in corporate book.
 - b. Retire the asset in tax book (the like-kind exchange asset book).
 - c. Run the Calculate Gain or Loss Program for the Corporate Book.

- d. Run the Calculate Gain or Loss Program for the Like-Kind Exchange Asset Book.
 - e. Create a new asset in Oracle Assets with the same asset category as that of the disposed asset.
3. In Oracle Lease Management, navigate to Financials > Like Kind Exchange and click the Create button.

The Create Like Kind Exchange page opens.

4. Search for and specify:
 - **Corporate Book**
 - **Tax Book**
 - **Asset Category**, such as the asset category of the disposed and new asset which should be the same
 - **Replacement Asset Number**, such as the new asset purchased. The new asset must have been purchased within the Like-Kind Exchange Hold Days for the asset to appear in the list of values.
5. Enter an optional description.
6. In the Relinquished Asset area, select the relinquished asset(s) against which you want to match the replacement asset.
7. Specify the match amount for each relinquished asset.
8. Click the Create button.

A new asset is created in the Like-Kind Exchange tax book with both the value of the tax asset replaced and the tax properties of the original asset. On disposal of the new asset, the tax on sale is payable.

11.9 View Account Balances Report

You can generate a report of account balances for a given contract, range of periods, 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 individual transactions, and the summary report provides one balance per accounting period per account.

Note: You can run this report either as a Lease Administrator from the Forms interface, or as a Lease Super User using a standard Oracle Lease Management HTML page, by navigating the path: Processing > Programs > Account Balances.

The procedure that follows describes the method of generating the Account Balances Report using the Forms interface

Prerequisites

Journals posted in Oracle General Ledger.

Responsibility

Lease Administrator

Navigation

Sign in using a Forms URL

Requests > Run > Single Request

Steps

1. On the Submit Request page, click the ellipsis button (...) to the right of the Name field.
2. Select Account Balances Report.
3. The Parameters window appears.
4. In the Contract Number field, specify a contract.
5. In the Account From and Account To fields, enter respective beginning and ending account codes.
6. In the Period From and Period To fields, enter the respective beginning and ending periods.
7. In the Format field, choose either Detail or Summary.
The Detail format shows monthly balances. The Summary report shows one balance per account.
8. Click the Submit button.
9. You can monitor the progress of the request, by navigating the path Requests > View Requests > Find Requests.

10. When the request has finished, click View Output to see the report.

11.10 Generate the Multi-GAAP Adjustment Report

The Multi GAAP Adjustment Report is generated by a concurrent program. The report provides users with information necessary to pass the month end adjustment accounting entries manually, to assist in multi- GAAP reporting.

All active contracts, whose local product is associated with a reporting product, are eligible for multi-GAAP reporting. Loan and loan-revolving contracts backed by a real estate line instead of an asset line are not eligible for multi-GAAP reporting

Prerequisites

You must have created and booked contracts, whose local product is associated with a reporting product.

You must have a reporting asset book set up in Oracle Assets.

You must have run the Depreciation program in Oracle Assets for the reporting asset book.

You must have run the Generate Accrual program for the local set of books in Oracle Lease Management.

An optional prerequisite is to run the Depreciation Adjustment for Accrual program in Oracle Lease Management, and then to adjust local depreciation manually in Oracle General Ledger accordingly.

Responsibility

Lease Super User, Lease Accounts Controller

Navigation

Processing > Programs > Multi GAAP Adjustment Report

Steps

1. In the Batch Name field, specify a name, that will appear in the report header.
2. In the Period from field, specify the start date of the adjustment period.
3. In the Period to field, specify the end date of the adjustment period.
4. Click Submit.

Guidelines

The output report will display two sets of information:

- contract information, to serve as an audit trail
- summary information, to direct manual adjustments in Oracle General Ledger

For each multi-GAAP-enabled contract, the contract information is as follows:

- revenue that needs to be reversed
- depreciation that needs to be reversed
- revenue to be accounted
- depreciation to be accounted.

The summary information shows the data adjustments that you must make manually in Oracle General Ledger. The summary information is as follows:

- summary of accrual/non-accrual to be reversed by product
- summary of accrual/non-accrual to be accounted by product
- summary of local depreciation to be reversed by asset category
- summary of reporting depreciation to be accounted by asset category

Note: Accrual and revenue amounts appear in the contract currency. Depreciation amounts appear in the functional currency of the set of books.

11.11 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. Run the depreciation adjustment for accrual program for the accounting period, and pass manual journal entries if required. This is part of the Period Open to Close key business flow.
19. Create specific loss provisions for the accounting period. This is part of the Period Open to Close key business flow.
20. Run the loss provision program for the accounting period. This is part of the Period Open to Close key business flow.
21. 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
22. 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.
23. 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.
24. 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.
- 25.** 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 12.1, "Set Accounting Process"](#)
- [Section 12.2, "Specify Journal Entry Corrections"](#)
- [Section 12.3, "Specify Period Reversal"](#)

12.1 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 12.2, "Specify Journal Entry Corrections"](#).

12.2 Specify Journal Entry Corrections

When accounting process validation fails--see [Section 12.1, "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.

12.3 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 13.1, "Overview"](#) on page 13-3
- [Section 13.2, "Responsibilities"](#) on page 13-3
- [Section 13.3, "Navigate the Universal Work Queue, e-Business Center, and Lease Center"](#) on page 13-4
- [Section 13.4, "Contracts Tab in the e-Business Suite"](#) on page 13-7
- [Section 13.5, "Starting and Ending Customer Transactions"](#) on page 13-7
- [Section 13.6, "An Overview of the Lease Center Window"](#) on page 13-8
- [Section 13.7, "About the Lease Center Window Overview"](#) on page 13-9
- [Section 13.8, "About the Overview Tab"](#) on page 13-11
- [Section 13.9, "About the Structure Tab"](#) on page 13-13
- [Section 13.10, "About the Parties Tab"](#) on page 13-21
- [Section 13.11, "About the Account Tab"](#) on page 13-22
- [Section 13.12, "About the Transactions Tab"](#) on page 13-24
- [Section 13.13, "About the Asset Tab"](#) on page 13-29
- [Section 13.14, "About the Insurance Tab"](#) on page 13-35
- [Section 13.15, "About the Requests Tab"](#) on page 13-46
- [Section 13.16, "About the Documents Tab"](#) on page 13-51
- [Section 13.17, "About the Tasks Tab"](#) on page 13-52
- [Section 13.18, "About the Schedules Tab"](#) on page 13-53

-
- [Section 13.19, "About the Vendor Investor Disbursement Window"](#) on page 13-53
 - [Section 13.20, "About the Related Contracts Tab"](#) on page 13-56

13.1 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.

13.1.1 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. After 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.

13.2 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.

13.3 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 either a quick search or advanced search. For more information, see [Section 13.3.1, "Lease Center Search"](#).
- 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.

13.3.1 Lease Center Search

The Lease Centre Search window consists of the following two tabs:

- Quick Search tab
- Expanded Search tab

Quick Search

The Quick Search tab allows you to search for a contract by specifying search string values for one of the following parameter or combination set of parameters:

- Contract Number
- Customer Account
- Organization
- Last Name and First Name
- Organization, Last Name, and First Name
- Asset Number
- Insurance Policy
- Invoice Number

You can select a checkbox to allow your search to include inactive contracts.

Expanded Search

The Expanded Search tab allows you to search for a contract by specifying a combination of parameters, using both basic and advanced search strategies.

In the Basic area of the Expanded Search tab, you can enter search string values for any of the following parameters:

- Contract Number
- Party Role
- Customer Account
- Organization
- Last Name
- First Name
- Address and various components of the Address, such as City and Postal Code
- Telephone

In the Advanced area of the Expanded Search tab, you can enter equality and inequality conditions on any combination of the following parameters:

- Asset Number
- Contract Effective Date
- Contract Expiration Date
- Contract Status
- Insurance Policy
- Invoice Date
- Make, Model
- Product
- Receipt Amount, Receipt Date, Receipt Number
- Registration
- Serial Number

You can select a checkbox to allow your search to include inactive contracts.

An example of search that combines both basic and advanced criteria is:

- Customer Account = 2371 and Contract Status = BOOKED

13.4 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

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 [Section 13.6, "An Overview of the Lease Center Window"](#) for more information.

13.5 Starting and Ending Customer Transactions

13.5.1 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.

13.5.2 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.

13.5.3 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 that you are working on, you can see record of the change.

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.

13.6 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 13.8, "About the Overview Tab"](#)
- [Section 13.9, "About the Structure Tab"](#)
- [Section 13.10, "About the Parties Tab"](#)
- [Section 13.11, "About the Account Tab"](#)
- [Section 13.12, "About the Transactions Tab"](#)

- [Section 13.13, "About the Asset Tab"](#)
- [Section 13.14, "About the Insurance Tab"](#)
- [Section 13.15, "About the Requests Tab"](#)
- [Section 13.16, "About the Documents Tab"](#)
- [Section 13.17, "About the Tasks Tab"](#)
- [Section 13.18, "About the Schedules Tab"](#)
- [Section 13.19, "About the Vendor Investor Disbursement Window"](#)
- [Section 13.20, "About the Related Contracts Tab"](#)

13.7 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 version number of the contract. For more information on how to see details of previous versions of the contract, see [Section 13.7.1, "View Contract Versions"](#).
- The current status of the contract. For more information on statuses, see [Appendix A, "Status Definitions"](#).
- 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 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.
- From which contract the current contract was split, if applicable.
- The purchase order number associated with the contract.

If the value of the profile option OKL: Update Misc Non Financial Information is set to 'YES', you may update the Description and Purchase Order Number fields in the Contract area.

13.7.1 View Contract Versions

In the Lease Center Window, double-click the Version Number to display a summary of the major versions of the contract in the Contract Versions window.

The Contract Versions window displays the following fields for each version:

- Major Version
- Version Date
- Version Reason

A major version occurs when a contract is rebooked, either explicitly by the user, or when Oracle Lease Management carries out contract rebooking as part of another operation, such as the splitting of a contract.

Double-click a major version in the Contract Versions window to display the following information in the Oracle Lease Management Contract Version window:

Contract Header

- Contract number
- Contract version
- Version date
- Term duration
- Start and end dates

Contract Lines

For each asset on the contract:

- Asset number, status, and description
- Quantity
- Original equipment cost
- Guaranteed amount
- Capital amount
- Residual value and residual percentage

13.8 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 13.8.1, "Review Contract Details"](#)
- [Section 13.8.2, "Add Notes"](#)
- [Section 13.8.3, "View Customer or Contract Interaction History"](#)

13.8.1 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.

13.8.2 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.

13.8.2.1 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

Steps

1. Click the Quick Note button.
2. Type your note in the Notes box.
3. Click the Save Note button.

13.8.2.2 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.

13.8.2.3 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.

13.8.3 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.

13.9 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 13.9.1, "View Billing Set Up"](#)
- [Section 13.9.2, "Interest Rate"](#)
- [Section 13.9.4, "Termination/Renewal"](#)
- [Section 13.9.5, "Asset Return/Repurchase Process"](#)

13.9.1 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.

If the value of the profile option OKL: Update Billing Structure is set to 'YES', you may update some of the fields in the Billing Set Up window.

If the value of the profile option OKL: Update Late Charge Rules is set to 'YES', you may update some of the fields in the Late Charges and Interest area of the Billing Set Up window.

On the View Billing Set Up tab, you perform tasks in the following areas:

- Set Up Billing
- Late Charges and Interest
- Security Deposit
- Evergreen Status

Set Up Billing

The following list shows the tasks you can perform in the Billing Set Up area:

Note: To be able to change the value of a field, you must have the profile option OKL: Update Billing Structure set to 'YES'.

- View and update the Bill To Address site where you are sending invoices.

Note: The Bill To Address is a key field in determining the Oracle Collections case number for a contract. If you change the Bill To Address, the contract will be automatically reassigned either to a new case or to an existing case.

- View the customer's bank name if needed for the payment method.
- View and update the customer's bank account number if needed for the payment method
- View and update the receipt method that the customer uses to make payments.
- View and update the cash application rules for the contract.
- Verify and update if you want to pull the customer's invoices for a manual review.
- View and update the date that the manual invoice review ends.
- View and update the reason for a manual invoice review.
- View and select an alternative invoice format group.

Late Charges and Interest

The following list shows the tasks you can perform in the Late Charges and Interest area:

Note: To be able to change the value of a field, you must have the profile option OKL: Update Late Charge Rules set to 'YES'.

- View and update the late fee charge policy that apply for this contract.
- Verify and update if you are not specifying a late charge for the customer for this contract.
- View and update the date until which you are holding late charges for this contract.
- Verify and update if you are not charging the customer late interest for this contract.
- View and update the date until which you are holding late interest for this contract.

Security Deposit

The following list shows the tasks you can perform in the Security Deposit area:

Note: To be able to change the value of a field, you must have the profile option OKL: Update Billing Structure set to 'YES'.

- Verify and update if you must hold the security deposit until the maturity date of this contract.
- Verify and update if you can net the security deposit refund from the termination proceeds for this contract.
- View the date until which you must hold the security deposit.

Evergreen Status

The following list shows the tasks you can perform in the Evergreen Status area:

Note: To be able to change the value of a field, you must have the profile option OKL: Update Billing Structure set to 'YES'.

- Verify and update if this contract is eligible for evergreen rents.

13.9.2 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 on the Structure tab, you can perform tasks in the following areas:

- Interest type
- Formula
- Variable
- Conversion
- Calculation

Note: You can also initiate a request to convert the type of interest rate under certain circumstances: see [Section 13.9.3, "Convert Interest Rate"](#).

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 the calculation formula name.

Variable

- View the method by which the system calculates the variable interest payment for this contract.
- View the index that you are using 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 can 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.

13.9.3 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 13.9.2, "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.

13.9.4 Termination/Renewal

When you select the Termination/Renewal option from the Structure tab, you can perform tasks in the following areas:

- Termination Quote Calculation
- Termination Quote Process
- Termination Purchase Options
- Renewal Options

If the value of the profile option OKL: Update Termination Option Rules is set to 'YES', you may update some of the termination option fields in the Termination/Renewal window.

If the value of the profile option OKL: Update Renewal Options is set to 'YES', you may update some of the renewal option fields in the Termination/Renewal window.

Termination Quote Calculation

Note: To be able to change the value of a field, you must have the profile option OKL: Update Termination Option Rules set to 'YES'.

- View and update the type of any applicable discounts.
- View and update the type of any applicable quote fee.
- View and update the type of any applicable return fee.
- View and update the type of penalty for terminating the contract.
- View and update the discount amount.
- View and update the quote amount.
- View and update the return fee amount.
- View and update the penalty amount.

Termination Quote Process

Note: To be able to change the value of a field, you must have the profile option OKL: Update Termination Option Rules set to 'YES'.

- Verify and update whether or not the contract permits partial termination.
- Verify and update whether or not the contract permits early termination.
- View and update the number of days a quote is effective.
- View and update the maximum days a quote can be effective.
- View and update the number of days before contract expiration, considered to be the end of term.

Termination Purchase Options

Note: To be able to change the value of a field, you must have the profile option OKL: Update Termination Option Rules set to 'YES'.

- View and update the end of term option.

- View and update the amount of any fixed end-of-term option.
- View and update the mid-term option.
- View and update the amount of any fixed mid-term option.

Renewal Options

Note: To be able to change the value of a field, you must have the profile option OKL: Update Renewal Options set to 'YES'.

- View and update the number of days before the end of term the customer must be notified of the renewal option for this contract.
- View and update the renewal option for this contract.
- View and update the amount of the renewal option if required for the selected method.

13.9.5 Asset Return/Repurchase Process

When you select the Termination/Renewal option from the Structure tab, you can perform tasks in the following areas:

Asset Return

Note: To be able to change the value of a field, you must have the profile option OKL: Update Asset Return Rules set to 'YES'.

- View and update the floor price formula.
- View and update the remarket sale price formula.

Acceptance Method

Note: To be able to change the value of a field, you must have the profile option OKL: Update Misc Non Financial Information set to 'YES'.

- View and update the acceptance method.

- View and update the acceptance date.

Repurchase Quote Calculation

- Check whether the contract is subject to a repurchase agreement.
- View the repurchase quote formula.
- View the method, amount, formula, and prorate options for the sale price.
- View the method, amount, formula, and prorate options for the discount rate.
- View the method, amount, formula, and prorate options for the quote fee.

13.10 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.

If the value of the profile option OKL: Update Party Information is set to 'YES', you may perform the following party-related tasks:

- Add guarantor and lease vendor parties to a contract
- Delete guarantor parties from a contract

Use the Parties tab to:

- [Section 13.10.1, "View Parties Associated to a Contract"](#)
- [Section 13.10.2, "View Contact Details Connected to a Party"](#)
- [Section 13.10.3, "Add Guarantor and Lease Vendor Parties to a Contract"](#)
- [Section 13.10.4, "Delete Guarantor Parties from a Contract"](#)

13.10.1 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. You can choose this option to:

- 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.

13.10.2 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.

13.10.3 Add Guarantor and Lease Vendor Parties to a Contract

If the value of the profile option OKL: Update Party Information is set to 'YES', you may add guarantor and lease vendor parties to the contract.

In the Parties tab, click the Add Parties button.

If you choose to add a guarantor, you can specify the guarantor name and type, correspondence site, guarantee type, guaranteed amount, guarantee date, as well as comments.

If you choose to add a vendor, you can specify the vendor name as well as a description.

13.10.4 Delete Guarantor Parties from a Contract

If the value of the profile option OKL: Update Party Information is set to 'YES', you may delete a guarantor from the contract.

In the Parties tab, click a party, then click the Delete Parties button.

Note: You can delete only guarantors, and no other party role, from a contract.

13.11 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, and so on.

Use this tab to do the following:

- [Section 13.11.1, "View Customer Account Information"](#)

- [Section 13.11.2, "View Consolidated Invoices for the Account"](#)

13.11.1 View Customer Account Information

The information on the Account tab and its tabs may come from Oracle Receivables or other accounting packages. On this tab, you can:

- 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.

13.11.2 View Consolidated Invoices for the Account

In the Invoices area, you can:

- 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.

13.12 About the Transactions Tab

The following topics describe the tasks that you can perform on the Transactions tab:

- [Section 13.12.1, "Search for and View Billing Transaction Information"](#)
- [Section 13.12.2, "Search for and View Receipt Information"](#)
- [Section 13.12.3, "Search for and View Disbursement Transactions"](#)
- [Section 13.12.4, "Issue a Credit Memo"](#)
- [Section 13.12.5, "Request a Billing Correction"](#)
- [Section 13.12.6, "Send Documents for Billing or Receipts"](#)

13.12.1 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, choose Billing from the list of values 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.

13.12.2 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

13.12.3 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.

13.12.4 Issue a Credit Memo

You can 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.

You can also view a history of previous credit memo requests.

When the credit memo request is created, it is routed to an approval workflow to allow the credit memo to be issued.

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.

The top part of the Issue Credit Memo window displays the rows for which you want to issue a credit memo. The lower part of the Issue Credit Memo window shows a history of previous credit memo requests for the row that is selected in the top part of the window.

4. Enter the credit amount(s) for each row for which you want to request a credit memo.
5. Click Issue Credit Memo to create the credit memo request and route it to an approval workflow, then click OK to acknowledge the message.
6. Click Close to exit if you do not wish to process the credit memo.

13.12.5 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 determines the steps the request passes through.

13.12.6 Send Documents for Billing or Receipts

You can send documents to customers in follow-up to inquires 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.

13.13 About the Asset Tab

The initial display of the Assets tab shows a summary list of the following fields for each asset:

- Asset Number
- Description
- Quantity
- Status
- Manufacturer Name
- Model Number
- Original Equipment Cost

From this display, you can decide to view all asset details, including property tax details. You can also change the location of multiple assets using the Bulk Asset Update feature.

The main topics in this section are as follows:

[Section 13.13.1, "View Asset Details"](#) on page 13-30

[Section 13.13.10, "View Property Tax"](#) on page 13-35

[Section 13.13.11, "Change the Location of Multiple Assets"](#) on page 13-35

Section 13.13.11, "Change the Location of Multiple Assets"

13.13.1 View Asset Details

To view the asset details, click an asset, click the Asset Details button.

The top of the Asset window again shows a list of the assets with the same summary information as appears in the initial Asset tab display. In the lower part of the window are individual tabs that provide more information about the asset.

To see detailed information about an asset, click on the asset in the asset list, then click the appropriate tab in the lower part of the window.

The tabs in the Asset window are as follows:

- [Summary Tab](#)
- [Serial Numbers Tab](#)
- [Usage Based Billing Tab](#)
- [Liens Tab](#)
- [Registrations Tab](#)
- [Taxes and Adjustments Tab](#)
- [Suppliers and Add-ons Tab](#)
- [Financial Structure and Residual Tab](#)

13.13.2 Summary Tab

You can view the following asset-related fields in the Summary tab:

- Asset number
- Year that the asset was manufactured
- Asset description
- Item description
- Manufacturer and model of the asset
- Location
- Number of units and unit cost of the asset
- The asset's depreciable life in months

- Original cost and the residual value of the asset
- Vendor name
- Title holder and title location of the asset
- In service date
- Whether the asset is new
- Whether the asset is prescribed

13.13.3 Serial Numbers Tab

You can view the following asset-related fields in the Serial Numbers tab:

- Number of units
- Serial number
- Unit cost

13.13.4 Usage Based Billing Tab

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.

You can view the following meter reading fields in the Usage Based Billing tab:

- Counter name
- Serial number
- Consolidated counter
- Last reading
- Last reading date
- Unit of measure
- Reading date
- Meter reading
- Bill amount

13.13.5 Liens Tab

You can create a new lien and view the following lien-related fields in the Liens tab:

- Filing number
- Jurisdiction in which the lien for this asset was filed
- Date on which the lien continuation for this asset was filed
- Sub-jurisdiction in which the lien for this asset was filed
- Continuation number of the lien extension for this asset.
- Lien type
- Expiration date
- Status of the lien filing for this asset
- Party holding the lien on this asset

13.13.6 Registrations Tab

You can create a new registration and view the following registration-related fields in the Registrations tab:

- Title number and location
- Title type, title date, and title holder location in which this asset is registered
- Registration number and registration location
- Title issue
- Payee site
- Registration expiration date

13.13.7 Taxes and Adjustments Tab

You can perform the following tasks in the Taxes and Adjustments tab:

Sales Tax

- 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.

Value Added Tax

- 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.

Adjustments

- View 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.
- View the adjusted capital cost of the asset line.

13.13.8 Suppliers and Add-ons Tab

You can perform the following tasks in the Suppliers and Add-ons tab:

- View the vendor of the supplier invoice.
- View the ship to address on the supplier invoice.
- View the supplier invoice number for the asset.
- View the date of the supplier invoice.

Add-ons

- 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.

13.13.9 Financial Structure and Residual Tab

You can view the following fields in the Financial Structure and Residual tab:

Financial Structure

- Principal balance
- Net receivables
- Total capital cost

Residual

- Percentage of the equipment cost that represents the residual value
- Guarantor of the residual, if applicable
- Amount of the residual value
- Amount of the residual value that is guaranteed

13.13.10 View Property Tax

To view the property tax details for one or more assets, click an asset, then click the Property Tax button.

On this form, for each asset selected, you can:

- 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.

13.13.11 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.

13.14 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, insurance 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 13.14.1, "Create a Lease Insurance Quote"](#)
- [Section 13.14.2, "Create an Optional Insurance Quote"](#)
- [Section 13.14.3, "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 13.14.4, "View Policy Information"](#)
- [Section 13.14.5, "Gather Third-Party Insurance Information"](#)
- [Section 13.14.6, "Activate Policy"](#)
- [Section 13.14.7, "Cancel/Delete Policy"](#)
- [Section 13.14.8, "Obtain Policy Details"](#)
- [Section 13.14.9, "Log Insurance Claims"](#)

13.14.1 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. In the Insurance field, choose Quotes from the list of values and click the Create Quote button.

The Create Insurance Quote form appears.

2. In the Create field, select 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 from the list of values.
4. Choose the Payment Frequency from the list of values.
5. Choose the Sales Representative credited with selling the insurance policy from the list of values.
6. Choose the Insurance Location from the list of values.
7. If the lessor is the insured on the policy, then select the Lessor Insured check box.
8. If the lessor is the payee on the policy, then select the Lessor Payee check box.
9. Enter the start date of the policy in the Insurance Effective From field.
10. Enter the length of the insurance policy in the Term In Months field.
11. Enter the Quote Effective From and Effective To dates of the quote.

These dates represent the period the quote is valid for acceptance.

12. 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.

13. 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.

14. 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 the quote.

- **Save Quote:** Click this button to save the quote for the quote period and create a Quote Number. You can later search for the quote, to make further modifications or to accept the quote.
- **Modify:** Click this button to enable you to make modifications and then recalculate the premium.

13.14.2 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 Optional Insurance Quote option.
2. In the Insurance Product field, choose the optional insurance product you want to quote for the customer.

The provider and insurance factor appear as read-only fields on the page.

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.

This information is used to determine the premium rate for the product. For example, if the insurance 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 Amount Covered 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, and so on. 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 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 becomes effective in the Insurance Effective From field.
12. Enter the length of the policy in the Term in Months field.
13. Enter the Quote Effective From and Effective To dates.
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. This action creates a quote number and a policy number, after which you can no longer modify the quote.
 - **Save Quote:** Click this button to save the quote for the quote period and create a Quote Number. You can later search for the quote, to make further modifications or to accept the quote.
 - **Modify:** Click this button to enable you to make modifications and then recalculate the premium.

13.14.3 View Quote Details

After a quote is saved or accepted, you can see the details by double-clicking the quote in the Quotes view of the Insurance tab. The Insurance Quote Details form that appears contains the same information as the Create Insurance Quote form except you cannot modify a quote from this form. You can accept a saved quote.

13.14.4 View Policy Information

After 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

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 double-click the policy 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

From the Policy Summary page, you can perform several tasks, covered in the following topics.

13.14.5 Gather Third-Party Insurance Information

Oracle Lease Management functionality allows you to capture information about the customer's third-party insurance policies.

Use the following procedure to capture third-party insurance information.

Steps

1. In the Insurance tab, select Policies from the Insurance pull-down list 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 check box.
8. If the lessor is named as a payee on the policy, select the Lessor Payee check box.
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 Create to save your work.

13.14.6 Activate Policy

To activate a policy, select the policy you want to activate and click the Activate Policy button.

13.14.7 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 after 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.

13.14.8 Obtain Policy Details

To obtain more detailed policy information that which appears on the main page, double-click the policy you want to view. 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

13.14.9 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.

13.14.9.1 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 Claims button.

This opens the Insurance Claims summary form. This form displays some policy details (policy number, type, provider, and so on) 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 Add 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, and so on.
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, and so on), 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.

13.14.9.2 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" against which you are filing the claim, and click the Insurance Claims button.

This opens the Insurance Claims summary form. This form displays some policy details (policy number, type, provider, and so on) 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 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, and so on.

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, and so on).
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.

13.15 About the Requests Tab

Use the Requests tab to help customers with the following requests:

- [Section 13.15.1, "Termination Quotes"](#)
- [Section 13.15.2, "Equipment Exchange"](#)
- [Section 13.15.3, "Transfer and Assumptions"](#)
- [Section 13.15.4, "Renewal Quotes"](#)

13.15.1 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 13.15.1.1, "View Previously Created Termination Quotes"](#)
- [Section 13.15.1.2, "View Details and Amount Breakdowns for an Existing Quote"](#)
- [Section 13.15.1.3, "Create a New Quote"](#)

13.15.1.1 View Previously Created Termination Quotes

When you click the Requests tab, select termination quotes in the list and choose 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).

13.15.1.2 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 ellipsis 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. For more information on statuses, see [Appendix A, "Status Definitions"](#).
- 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.

13.15.1.3 Create a New Quote

Steps

1. Click the New button.
2. The Create Quote form appears.

3. Select a Quote Type from the list.
An example is Termination with purchase.
4. Choose a Quote Reason from the list.
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 executes the quote process.

13.15.2 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 perform tasks in the following areas:

- View Equipment Exchange Information
- Create a New Equipment Exchange Request

13.15.2.1 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.

13.15.2.2 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:

- 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 retrieves the necessary approvals for this request.

After you have saved the request, you can:

- View the request number.
- View the status of the request as it moves through the approval and/or rebooking life cycle.

13.15.3 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.

On the Transfer and Assumptions tab, you can:

- 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.

13.15.3.1 View Transfer and Assumption Information

Upon selecting Transfer and Assumption from the list, you can:

- 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 is 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.

13.15.3.2 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.

13.15.4 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.

13.16 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

13.16.1 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.

13.17 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.

On the Tasks tab you can:

- View Existing Task information
- Create a New Task

13.17.0.1 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.

13.17.0.2 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 is 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.

13.18 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 13.18.1, "Amortization"](#)
- [Section 13.18.2, "Payments"](#)
- [Section 13.18.3, "Search for Variable Rate Information"](#)
- [Section 13.18.4, "VAT Schedules"](#)

13.18.1 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.

13.18.1.1 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.

13.18.2 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.

13.18.3 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.

13.18.4 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.

13.19 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 13.19.1, "Search for a Vendor or Investor"](#)
- [Section 13.19.2, "View Disbursement Details for all Contracts for a Vendor or Investor"](#)
- [Section 13.19.3, "View Disbursement Details for a Single Contract"](#)

13.19.1 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.

13.19.2 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.

13.19.3 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.

13.20 About the Related Contracts Tab

The Related Contracts tab provides information about service contracts that are related with the current contract.

If your current Oracle Lease Management contract has a service line that is associated with a service contract, which was created in Oracle Service Contracts, this tab enables you to see summary and detail information about the service contract.

On the Related Contracts tab, you can:

- [View Related Service Contract Information](#)

13.20.1 View Related Service Contract Information

The summary information fields for the service contract are:

- Service contract number
- Contract type
- Start and end dates of the service contract
- Status
- Description

Click on the Contract Details button to see more details about the service contract and the service contract lines.

The main fields displayed for the service contract header are:

- Service contract number
- Modifier
- Description
- Status
- Category
- Amount
- Currency
- Start, end, terminate, and renew dates for the service contract

The fields displayed for each service contract line are:

- Line number
- Status
- Name
- Start and end dates
- Line style
- Price negotiated

- Currency code
- Item description
- Termination date

Part III

Appendices

This section of the Oracle Lease Management User's Guide contains the following chapters:

- [Appendix A, "Status Definitions"](#)
- [Appendix B, "Concurrent Programs"](#)
- [Appendix C, "Termination Interface Table"](#)
- [Appendix D, "Drill Down from Oracle General Ledger to Oracle Lease Management"](#)

Status Definitions

Various statuses and their definitions appear in the following sections:

- [Section A.1, "Deals, Contracts, and Loans"](#) on page A-2
- [Section A.2, "Lease Quotes"](#) on page A-3
- [Section A.3, "Agreements"](#) on page A-3
- [Section A.4, "Vendor Agreements"](#) on page A-4
- [Section A.5, "Termination Quotes"](#) on page A-4

A.1 Deals, Contracts, and Loans

The following table, [Table A-1, "Contract Statuses for Deals, Contracts, and Loans"](#), shows you the contract statuses and their descriptions that are available for deals, contracts, and loans.

Table A-1 Contract Statuses for Deals, Contracts, and Loans

Status Name	Description
New	You have entered a contract in Oracle Lease Management, but the system has not validated the contract.
Passed	You have entered a contract in Oracle Lease Management, and the system has validated the contract.
Complete	The system has generated streams and journal entries.
Incomplete	You have made modifications to a contract that require revalidation.
Pending Approval	The system has validated the contract, and the contract needs approval.
Booked	Upon successful activation, the contract is active and ready to start billing; the system has generated both accounting and asset journal entries.
Under Revision	The contract is active, but a revised version is in the entry process.
Evergreen	The contract is active, but an original term has expired, and the system is billing month-to-month.
Litigation Hold	The contract has not terminated, but billing is suspended due to litigation against lessee.
Bankruptcy Hold	The contract has not terminated, but billing has suspended due to bankruptcy by the lessee.
Expired	The contract has expired at the natural end-of-term.
Terminated	The contract has terminated.
Reversed	The contract including all accounting and billing has reversed.
Amended	A new version of the contract has replaced a previous version.
Abandoned	The contract was never completed or activated.

A.2 Lease Quotes

The following table, [Table A-2, "Contract Statuses for Lease Quotes"](#), shows you the statuses and their descriptions that are available for lease quotes.

Table A-2 Contract Statuses for Lease Quotes

Status Name	Description
New	Someone is entering a new quote.
Approved	The quote has been approved for presentation to lessee.
Pending	The quote is complete and awaits the lessee's decision.
Credit Approved	Credit has been approved for quote.
Accepted	The lessee has accepted the quote, and you can select it for authoring.
Expired	The quote has expired. You cannot use the quote for pricing since the pricing is now stale.
Rejected	The lessee has rejected quote.
Abandoned	The quote was never completed or approved.
Credit Denied	The lessor or some party has denied credit for the quote.

A.3 Agreements

The following table, [Table A-3, "Contract Statuses for Agreements"](#), shows you the statuses and their descriptions that are available for agreements.

Table A-3 Contract Statuses for Agreements

Status Name	Description
New	You have entered an agreement.
Signed	The customer or vendor has signed the agreement.
Approved	The agreement was approved internally and is active.
Expired	The agreement has passed its expiration date.
Terminated	The agreement has terminated.
Abandoned	The agreement was never signed or approved.

A.4 Vendor Agreements

The following table, [Table A-4, "Contract Statuses for Vendor Agreements"](#), shows you the statuses and their descriptions that are available for vendor agreements.

Table A-4 Contract Statuses for Vendor Agreements

Status Name	Description
New	Someone has entered the agreement, but no one has approved the agreement.
Approved	Internal approvers have approved the agreement.
Active	The agreement is active.
Hold	The agreement is not available for authoring a deal or contract.
Expired	The agreement has passed its expiration date.
Terminated	The agreement has terminated.
Abandoned	No one has ever signed or approved the agreement.

A.5 Termination Quotes

The following table, [Table A-5, "Termination Quote Statuses"](#), shows you the statuses and their descriptions that are available for termination quotes.

Table A-5 Termination Quote Statuses

Status Name	Description
Drafted	Someone has created a termination quote.
Submitted	The termination quote has been submitted for approval, but not yet approved or rejected.
Rejected	The termination quote was rejected.
Approved	The termination quote was approved.
Accepted	The termination quote was accepted.
Completed	The contract or asset specified on an accepted termination quote has been terminated.
Cancelled	When one of several termination quotes for a contract or asset has been accepted and completed, any outstanding termination quotes for the same object are cancelled.

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 B.1, "View Concurrent Programs in Oracle Lease Management"](#)
- [Section B.2, "List of Concurrent Programs"](#)

B.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.

B.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 B-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 11.9, "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 12.1, "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 11.3.1.1, "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 11.2.2, "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 B-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 12.3, "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 9.4.3, "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 B-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 B-1 Concurrent Programs in Oracle Lease Management (Cont.)

Area	Name	Description
Disbursements	OKL Pay Invoice Prepare 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.

Termination Interface Table

The main topics of this appendix are:

- [Section C.1, "Termination Interface Table"](#)

C.1 Termination Interface Table

The Termination Interface table, `OKL_TERMNT_INTERFACE`, is used during the batch process of terminating assets from a contract.

The table is read and updated by the concurrent program Process Termination Interface Transactions.

For each row you want to be processed, you must set the value of the Status column to `ENTERED`. The program sets the Status value for each row actioned to either `PROCESSED` or `ERROR`.

OKL_TERMNT_INTERFACE**Table C-1 OKL_TERMNT_INTERFACE Table Columns**

Column Name	Data Type	Required?	Comments
TRANSACTION_NUMBER	VARCHAR2(50)	Yes	Unique transaction number. Generate your own unique numbers, or use seeded sequence OKL_TIF_SEQ.
BATCH_NUMBER	VARCHAR2(50)	No	Not Used.
GROUP_NUMBER	NUMBER	No	System generates a number for grouping.
CONTRACT_ID	NUMBER	No	Contract id retrieved by system.
CONTRACT_NUMBER	VARCHAR2(120)	Yes	Contract number must be entered.
ASSET_ID	NUMBER	(See Comments)	Asset id related to the contract. You must enter either ASSET_ID or ASSET_NUMBER.
ASSET_NUMBER	VARCHAR2(150)	(See Comments)	Asset number related to the contract. You must enter either ASSET_ID or ASSET_NUMBER.
ASSET_DESCRIPTION	VARCHAR2(1995)	No	Asset description.
SERIAL_NUMBER	VARCHAR2(90)	(See Comments)	Only for serialized assets. If SERIAL_NUMBER is provided, then UNITS_TO_TERMINATE must be null or 1.
ORIG_SYSTEM	VARCHAR2(240)	No	You can use for historical information.
ORIG_SYSTEM_REFERENCE	VARCHAR2(240)	No	You can use for historical information.
UNITS_TO_TERMINATE	NUMBER	(See Comments)	Asset quantity for termination. If SERIAL_NUMBER is provided, then UNITS_TO_TERMINATE must be null or 1.
COMMENTS	VARCHAR2(2000)	No	Will appear in quote comments.
DATE_PROCESSED	DATE	(See Comments)	Populated by Process Termination Interface Transactions program.
DATE_EFFECTIVE_FROM	DATE	No	Defaults to sysdate.
TERMINATION_NOTIFICATION_EMAIL	VARCHAR2(120)	No	Not Used.
TERMINATION_NOTIFICATION_YN	VARCHAR2(1)	No	Not Used.

Table C-1 OKL_TERMNT_INTERFACE Table Columns

Column Name	Data Type	Required?	Comments
AUTO_ACCEPT_YN	VARCHAR2(1)	No	If set to Y, sends successfully created quote to be submitted for approval. If quote is then approved, the asset termination is completed.
QUOTE_TYPE_CODE	VARCHAR2(30)	Yes	Type of quote required. Must be a Code as appears in the FND Lookup Type OKL_QUOTE_TYPE. If you specify a Code that indicates a standard, that is, non-manual, termination quote, and the contract must have only manual termination quotes, the program will generate a manual termination quote, selecting the appropriate "with purchase" or "without purchase" option.
QUOTE_REASON_CODE	VARCHAR2(30)	No	Reason for the quote.
QTE_ID	NUMBER	No	Quote-id will be stored on successful quote creation.
STATUS	VARCHAR2(30)	Yes	Set to the value ENTERED.

D

Drill Down from Oracle General Ledger to Oracle Lease Management

The main topics of this appendix are:

- [Section D.1, "Drill Down from Oracle General Ledger to Oracle Lease Management"](#)

D.1 Drill Down from Oracle General Ledger to Oracle Lease Management

The accounting for Oracle Lease Management transactions like booking, loss provision, accrual, and so on, is done within the Oracle Lease Management subledger and transferred to Oracle General Ledger.

Drilling back to the source document for all transactions posted in the general ledger provides the accountant an audit and review trail from the accounting back to the source. In Oracle General Ledger, you can drill down for some transactions created by Oracle Lease Management, that is, those interfaced through Oracle Receivables, Oracle Payables, and Oracle Assets.

There are two ways to perform an on-line drill down from Oracle General Ledger.

Method 1

- Navigate to Enter Journals screen in General Ledger.
- Find journals using criteria such as Batch (name), Journal, Source, Period, Posting (status), and so on.
- Click the Review Journal button.
- Place your cursor in the desired journal line record and select Drilldown from the Tools menu.

Method 2

- Navigate to the Account Inquiry window in General Ledger (Inquiry - Account).
- Find accounts using criteria such as the range of accounting periods, the currency, balance type, summary template and detail accounts.
- Place your cursor in the desired account's record and click the Show Journal Details button.
- From the Journals window, place your cursor in the desired journal line record and click the Drilldown button.

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, 4-27
- abandoned, contract status, 9-6, 9-33, 9-42, 9-44
- acceptance
 - pre-proceed, 9-4, 9-28
 - termination quote, 9-28
 - upon receipt, 9-4, 9-28
- accessibility, documentation, i-xx
- account code, general ledger, 11-29
- account tab
 - consolidated invoices, 13-24
 - lease center, 13-22
 - view customer account information, 13-23
- accounting
 - account balances report, 11-29
 - Accounting Entry Process, concurrent program, B-3
 - accrual evaluation, 11-2
 - accrual reversal rules, 11-2
 - create miscellaneous transaction header, 11-14
 - create miscellaneous transaction line, 11-17
 - create specific loss provision, 11-7
 - create transaction line, 11-19
 - determine general ledger interface, 11-10
 - general loss provision, 11-5
 - generate accruals, 11-2
 - generate batch accruals, 11-4
 - GL Transfer, concurrent program, B-3
 - loss provisions, 11-5
 - miscellaneous transaction, 11-13
 - period open to close, 11-1
 - search for miscellaneous transaction, 11-15
 - search for miscellaneous transaction line, 11-18
 - search specific loss provision, 11-9
 - specific loss provision, 11-7
 - specify accrual override, 11-3
 - specify period reversal, 12-2
 - submit general loss provision, 11-6
 - template memo flag, 11-3
 - update miscellaneous transaction, 11-15
 - update miscellaneous transaction line, 11-18
 - update specific loss provision, 11-9
 - view transaction, 11-12
- Accounting Entry Process, concurrent program, B-3
- accounting template, memo flag, 11-3
- accrual
 - evaluation, 11-2
 - generate, 11-2
 - generate batch, 11-4
 - reversal rules, 11-2
 - specify override, 11-3
- accrue
 - miscellaneous transaction, 11-17
 - See also* accrual.
- activate, master lease agreement, 4-15
- adjusted cost, asset, 11-23
- advance indicator, defined, Glossary-1
- advance rent, defined, Glossary-1
- agreement
 - create master lease agreement, 4-11
 - create syndication, 7-2
 - funding, 6-2
 - master lease, 4-10
 - See also* vendor agreement.
 - syndication, 7-1
 - vendor program, 4-17

- amended, contract status, 9-6, 9-34, 9-43, 9-45
- amortization
 - defined, Glossary-1
- appraisal, set up real estate lines, 5-61
- approval process, booking, 5-82
- approve
 - by third party, 9-31
 - repair, 10-17
- approved, contract status, 9-6, 9-33, 9-43, 9-45
- approver, defined, Glossary-1
- arrears indicator, defined, Glossary-1
- article, defined, Glossary-1
- articles
 - master lease agreement, 4-14
 - syndication agreement, 7-5
 - vendor agreement, 4-23
- as-due basis, defined, Glossary-1
- asset
 - about, 11-21
 - adjusted cost, 11-23
 - adjustments set up, 5-57
 - billing for sale of, 10-25
 - billing set up, 5-56
 - category, 11-22, 11-24
 - change residual value write down, 11-26
 - change salvage value write down, 11-24
 - condition, 10-15, 10-17
 - corporate book, 11-24, 11-25
 - damage details, 10-17
 - depreciation, 11-22, 11-25, 11-27
 - depreciation method, 11-22, 11-23
 - depreciation set up, 5-53
 - enter serial numbers, 5-55
 - fee lines, 5-68
 - file documents, 5-58
 - hold period days, 11-21, 11-22, 11-23
 - in service date, 11-25, 11-27
 - installed location, 10-10
 - item category, 11-26, 11-27
 - number, 10-28, 11-22, 11-24, 11-25, 11-26, 11-27
 - off-lease transaction summary, 11-22
 - off-lease transactions, 11-21
 - original cost, 11-25, 11-27
 - price, important note about, 10-7
 - put into context, 10-6
 - remarket off-lease, 10-21
 - remarket orders, 10-22
 - repair details, 10-17
 - repossession, 10-9
 - repossession fee, 10-14
 - residual value write down, 11-25
 - return fee calculation, 5-35
 - sale of off-lease, 10-23
 - salvage value write down, 11-24
 - search for remarket orders, 10-22
 - search for returned, 10-6
 - serial number, 11-25, 11-27
 - specify residual value write down, 11-26
 - specify salvage value write down, 11-24
 - status, 11-24, 11-27
 - supplier invoice set up, 5-58
 - transaction date, 11-23
 - transaction status, 11-22
 - transaction type, 11-22
 - type, 11-25, 11-27
 - update off-lease transaction, 11-23
 - value for insurance, 10-13
 - view information about, 9-25
 - view residual value details, 11-27
 - view salvage value details, 11-24
 - view summary in lease center, 13-30
- asset disposition, defined, Glossary-1
- asset filing
 - liens, 5-59
 - title and registration, 5-59
- asset funding type, summary, 6-3
- Asset Management Terminate Expired Contract,
 - concurrent program, B-4
- asset return
 - change location, 10-9
 - condition type, 10-19
 - create, 10-3
 - create condition line, 10-16
 - create condition of, 10-15
 - damage type, 10-19
 - fee types, 10-14
 - issue repair invoice, 10-19
 - location, 10-9
 - location of fixed asset, 10-11
 - repair code, 10-19

- repair cost, 10-19
- repurchase, 10-27
- repurchase agreement, 10-27
- set up, 5-23
- specify fees for, 10-13
- specify shipping, 10-12
- to disposal, 10-1
- update, 10-7
- update condition line, 10-18
- asset tab
 - insurance policy, 13-40
 - lease center, 13-29
 - view asset summary, 13-30
 - view property tax, 13-34
 - view third-party insurance, 13-41
- audience, intended, i-xix
- authoring
 - capture third-party insurance, 5-76
 - defined, Glossary-1
 - overview, 5-1
 - terms and conditions, 5-13
- Automatic Insurance, concurrent program, B-6
- automatic receipt, create, 8-44
- available for sale
 - important note about, 10-7

B

- bankruptcy hold, contract status, 9-6, 9-33, 9-43, 9-44
- batch process, contract termination, 9-44
- bill
 - sale of off-lease asset, 10-25
- billed basis, defined, Glossary-2
- billing
 - (diagram) generate billing data, 8-3
 - automatic receipts, 8-44
 - consolidated with service contract billing, 8-6
 - create consolidated counters, 8-21
 - create manual disbursement, 8-30
 - defined, Glossary-2
 - disbursements, 8-29
 - excess usage, 8-6, 8-20
 - generate receivables invoice, 8-27
 - late charges, 8-6, 8-19

- late interest, 8-18
- late interest billing, 8-6
- lockbox receipts, 8-43
- miscellaneous, 8-6, 8-14
- periodic, 8-6
- set up, 5-14
- third-party, 8-7, 8-25
- variable rate, 8-6, 8-16
- view setup in lease center, 13-14
- billing frequency, defined, Glossary-2
- billing to invoice
 - (table) generate receivables invoice, 8-9
 - (table) payables data, 8-11
 - overview, 8-5
 - prepare receivables data, 8-6
- book
 - asset corporate, 11-24, 11-25
 - miscellaneous transaction, 11-17
- booked, contract status, 9-6, 9-42, 9-44
- booking
 - activate contract, 5-82
 - contract validation, 5-81
 - defined, Glossary-2
 - generate journal entries, 5-82
 - generate streams, 5-81
 - overview, 5-81
 - submit for approval, 5-82
 - validate contract, 5-81
- buck-out lease, defined, Glossary-2
- business flow, invoice to receipt, 8-1
- buyout amount, defined, Glossary-2

C

- calculate late charges, concurrent program, 8-19, B-4
- calculate late interest, concurrent program, 8-18, B-5
- cancellation, defined, Glossary-2
- capital lease, defined, Glossary-2
- capitalized cost, defined, Glossary-2
- cash application, manual receipt, 8-40
- cash basis, defined, Glossary-3
- catch-all, defined, Glossary-3
- category

- asset, 11-22, 11-24
- asset item, 11-26, 11-27
- change status, agreement, 4-27
- checklist, vendor agreement validation, 4-25
- closed item, defined, Glossary-3
- collateral, defined, Glossary-3
- commitment letter, set up real estate lines, 5-61
- complete, contract status, 9-6, 9-33, 9-42, 9-44
- Concurrent Cash Application, concurrent program, B-6
- concurrent program
 - billing, 8-28
 - calculate late charges, 8-19
 - calculate late interest, 8-18
 - concurrent cash application, 8-43
 - contract import, 5-102
 - create receivables variable rate invoices, 8-16
 - defined, Glossary-3
 - disbursement, 8-32
 - list of, B-1
 - OKL process billable streams, 8-12
 - periodic billing, 8-12
 - usage based billing, 8-24
- condition
 - asset, 10-15, 10-17
 - create asset return, 10-15
 - create asset, line, 10-16
 - issue repair invoice, 10-19
 - update asset, line, 10-18
- condition type, asset return, 10-19
- consolidated billing, 8-6
 - lease and service contracts, 8-17
- consolidated billing, defined, Glossary-3
- consolidated counter
 - defined, Glossary-3
 - enter meter readings, 8-23
- consolidated invoice
 - create manual receipt, 8-38
 - view in lease center, 13-24
- contact
 - activate during booking, 5-82
 - set up vendor program parties, 4-21
 - under revision, 5-96
- context
 - defined, Glossary-3
 - put asset into, 10-6
 - context assembler, defined, Glossary-4
 - context parameter, defined, Glossary-4
- contract
 - asset lines, 5-49
 - authoring overview, 5-1
 - booking, 5-81
 - create, 5-3
 - create manual receipt, 8-34
 - credit line, 4-2
 - defined, Glossary-4
 - early termination of, 9-7
 - end-of-term strategy, 10-30
 - fee lines set up, 5-67
 - file documents, 5-22
 - insurance line, 5-71
 - late charges and interest set up, 5-16
 - line, 5-48
 - master lease, defined, Glossary-10
 - number, 11-24, 11-26, 11-27
 - overview, 5-3
 - parties, 5-10
 - payment structure set up, 5-77
 - portfolios, 10-30
 - residual value insurance, 5-21
 - revision process, 5-89
 - service lines, 5-61
 - status, 11-24, 11-27
 - terminations, 9-39
 - terms and conditions, 5-13
- contract activation, defined, Glossary-4
- contract detail, review in lease center, 13-11
- contract formula engine thread, defined, Glossary-4
- contract ID, defined, Glossary-4
- contract import
 - process, 5-101
 - track status, 5-102
- contract interaction, view in lease center, 13-13
- contract line
 - asset depreciation, 5-53
 - set up overview, 5-48
- contract line usage, 5-69
- contract obligation
 - early termination quote, 5-34

- contract portfolio
 - portfolio execution date, 10-30
 - portfolio status, 10-30
 - search, 10-30
 - update, 10-30
- contract revision
 - overview, 5-89
 - rebook, 5-91
 - reverse, 5-96
 - split asset, 5-93
 - split contract, 5-92
- contract shell, defined, Glossary-4
- contract status
 - abandoned, 9-6, 9-33, 9-42, 9-44
 - amended, 9-6, 9-34, 9-43, 9-45
 - approved, 9-6, 9-33, 9-43, 9-45
 - bankruptcy hold, 9-6, 9-33, 9-43, 9-44
 - booked, 9-6, 9-42, 9-44
 - complete, 9-6, 9-33, 9-42, 9-44
 - defined, Glossary-4
 - evergreen, 9-6, 9-33, 9-42, 9-44
 - incomplete, 9-6, 9-33, 9-42, 9-44
 - litigation hold, 9-6, 9-33, 9-43, 9-44
 - new, 9-6, 9-33, 9-42, 9-44
 - passed, 9-6, 9-33, 9-43, 9-44
 - pending approval, 9-6, 9-33, 9-43, 9-45
 - permissible processes, 9-5, 9-33, 9-42
 - request termination, 9-42
 - restructure quote, 9-33
 - reversed, 9-6, 9-34, 9-43, 9-45
 - terminated, 9-6, 9-34, 9-43, 9-45
 - termination hold, 9-6, 9-33, 9-43, 9-44
 - termination quote, 9-6
 - under revision, 9-6, 9-33, 9-42, 9-44
- contract termination, status, 9-44
- contract validation
 - booking, 5-81
 - defined, Glossary-4
- contracts tab, in E-Business Suite, 13-7
- correct, journal entry, 12-2
- cost
 - asset original, 11-25, 11-27
 - repair, 10-19
- coterminous, defined, Glossary-5
- Create AR Adjustments, concurrent program, B-5

- Create Receivables Variable Rate Invoices,
 - concurrent program, 8-16, B-5
- credit limit, create, 4-7
- credit line
 - create, 4-5
 - create credit limit, 4-7
 - overview, 4-2
- credit management
 - requests to, 4-3
- credit requests
 - to credit management, 4-3
- credit, establish for lessee, 4-2
- cure amount, defined, Glossary-5
- customer history, view in lease center, 13-13
- customer service, lease center overview, 13-3
- customization, defined, Glossary-5

D

- damage detail, asset, 10-17
- damage, asset return type, 10-19
- data, not to modify, i-xxix
- database tools, do not use, i-xxix
- DBA, defined, Glossary-5
- dealer retention funding, summary, 6-3
- delete, payment structure, 5-80
- depreciation
 - asset, 11-22, 11-25, 11-27
 - method, 11-21, 11-23
 - method for asset, 11-22
 - straight-line defined, Glossary-16
- direct finance lease, defined, Glossary-5
- disbursement
 - (diagram) generate disbursement data, 8-4
 - create manually, 8-30
 - overview, 8-29
- disbursement, defined, Glossary-5
- discount rate
 - early termination, 5-35
- discount, termination quote, 9-8
- disposition, defined, Glossary-5
- distribution group, defined, Glossary-5
- distribution, defined, Glossary-5
- documentation
 - accessibility, i-xx

- installation, i-xxii
- other implementation related, i-xxiii
- related to this product, i-xxii
- relevant, 2-3
- system administration, i-xxii

documents tab, lease center, 13-51

E

- early termination
 - contract obligation, 5-34
 - property tax, 5-37
 - quote calculation, 5-32
 - quote fee, 5-35
 - return fee, 5-35
 - rollover incentive, 5-36
 - security deposit, 5-36
 - termination penalty, 5-37
- early termination quote calculation
 - contract obligation, 5-34
 - discount rate, 5-35
 - estimated property tax, 5-37
 - quote fee, 5-35
 - return fee, 5-35
 - rollover incentive, 5-36
 - security deposit, 5-36
 - termination penalty
 - calculating for early termination, 5-37
- E-Business Center
 - navigate to in lease center, 13-4
- E-Business Suite
 - Contracts tab, 13-7
- end of term termination
 - quote calculation, 5-38
- equipment exchange, lease center, 13-48
- evergreen
 - contract status, 9-6, 9-33, 9-42, 9-44
 - set up in contract, 5-20
 - view status in lease center, 13-16
- excess usage, billing, 8-6, 8-20
- expense funding type, summary, 6-3
- extend, end date of vendor agreement, 4-26

F

- factoring, set up in contract, 5-20
- fee
 - line set up, 5-67
 - specify asset return, 10-13
 - types of return, 10-14
- fee line
 - by asset, 5-68
 - pass-through set up, 5-69
- Fetch AR Invoice Numbers, concurrent program, B-5
- filing
 - liens, 5-22
 - title and registration, 5-23
- filing documents
 - contract, 5-22
- financial, 5-60
- financial product, authoring, 5-9
- flexfield
 - key, defined, Glossary-9
 - location, 10-11
- function
 - defined, Glossary-8
 - parameter, defined, Glossary-8
- funding
 - (diagram) Three-Party Relationship, 6-2
 - agreement set up, 6-2
 - create request, 6-4
 - defined, Glossary-8
 - overview, 6-2
 - summary screen overview, 6-3
- funding request, create, 6-4
- funding type
 - asset funding, 6-3
 - dealer retention, 6-3
 - expense, 6-3
 - pre-funding, 6-3

G

- general ledger
 - account code, 11-29
 - defined, Glossary-8
 - determine interface, 11-10
- general loss provision

- about, 11-5
- miscellaneous transaction, 11-17
- submit, 11-6
- general provision, defined, Glossary-8
- general reserve, defined, Glossary-8
- generate journal entries, booking process, 5-82
- generate streams, booking process, 5-81
- GL Transfer, concurrent program, B-3
- gross remaining receivables, defined, Glossary-8
- guaranteed residual, defined, Glossary-8
- guarantor
 - create in authoring, 5-11
 - defined, Glossary-8
 - set up, 5-11

H

hold period days, about, 11-21, 11-22, 11-23

I

implementation, related documents, i-xxiii

import

- contracts, 5-101
- existing contracts, 5-99

in service date, asset, 11-25, 11-27

incomplete, contract status, 9-6, 9-33, 9-42, 9-44

information sources, other, i-xxi

inspection, set up real estate lines, 5-61

installation, related documents, i-xxii

installed location, about, 10-10

insurance

- asset value for, 10-13
- contract lines, 5-71
- lease quotes set up, 5-72
- optional quotes set up, 5-74
- third-party, 5-76

insurance line

- lease quotes create, 5-72
- optional quotes create, 5-74

Insurance Policy Expiration Notification, concurrent program, B-6

insurance policy, view in lease center, 13-40

insurance quote

- accept, 13-37

- modify, 13-38
- save, 13-38
- interaction history, defined, Glossary-8
- interaction, defined, Glossary-8
- interest rate, set up, 5-18
- interest, set up, 5-16
- investor, syndication, 7-3
- invoice
 - create manually, 8-14
 - create manually for billing, 8-14
 - format, defined, Glossary-9
 - generate for payables, 8-31
 - parameters, defined, Glossary-9
- invoice line, create manually, 8-14
- invoice to billing, (table) payables invoice, 8-12
- invoice to receipt, overview, 8-1
- item, defined, Glossary-9

J

journal entry

- defined, Glossary-9
- specify corrections, 12-2

K

key business flow

- accounting period open to close, 1-4
- inquiry to resolution, 1-4
- invoice to receipt, 1-3
- opportunity to lease quote, 1-2
- overview, 1-2
- quote to termination, 1-3
- return to disposal, 1-4

key concept, stream generation, 5-84

key flexfield, defined, Glossary-9

L

label holder

- role of, 5-12
- set up, 5-12

late charge

- billing, 8-6
- billing overview, 8-19

- set up, 5-16
- late charges and interest, view in lease center, 13-15
- late interest, billing, 8-6, 8-18
- lease center
 - account tab, 13-23
 - account tab overview, 13-22
 - asset tab overview, 13-29
 - documents tab overview, 13-51
 - equipment exchange, 13-48
 - header information, 13-9
 - navigation paths, 13-4
 - overview, 13-3
 - overview tab, 13-11
 - parties tab overview, 13-21
 - related contracts tab overview, 13-56
 - requests tab overview, 13-46
 - schedules tab overview, 13-53
 - structure tab, 13-13
 - tasks tab overview, 13-52
 - termination quotes, 13-46
 - transaction tab overview, 13-24
 - transfer and assumptions, 13-50
 - view billing set up, 13-14
 - view consolidated invoices, 13-24
 - view contract interaction history, 13-13
 - view customer information, 13-13
 - view evergreen status, 13-16
 - view insurance policy, 13-40
 - view interest rate, 13-16
 - view late charges and interest, 13-15
 - view security deposit, 13-15
 - view termination/renewal, 13-18
 - view third-party insurance details, 13-41
 - window, 13-8
- lease center overview tab
 - add notes, 13-12
 - create new note, 13-13
 - create quick note, 13-12
 - review contract details, 13-11
 - view notes, 13-12
- Lease Management
 - accounting period open to close, 1-4
 - credit application to booking, 1-2
 - inquiry to resolution, 1-4
 - invoice to receipt, 1-3
 - opportunity to lease quote, 1-2
 - overview, 1-2
 - quote to termination, 1-3
 - relevant courses, 2-2
 - return to disposal, 1-4
- lease quote
 - create, 3-2
- lease vendor
 - party set up, 5-12
 - set up role, 5-12
- lease, sales type, Glossary-15
- legacy contract
 - import facility, 5-99
- lessee, defined, Glossary-10
- lessor, defined, Glossary-10
- lien
 - filing process, 5-22
- lien, asset filing process, 5-59
- line
 - asset adjustments set up, 5-57
 - asset billing set up, 5-56
 - asset depreciation, 5-53
 - asset filing set up, 5-58
 - asset serial numbers, 5-55
 - asset set up, 5-49
 - fees set up, 5-67
 - insurance lease quotes, 5-72
 - insurance optional quotes, 5-74
 - insurance overview, 5-71
 - insurance third-party, 5-76
 - real estate, 5-60
 - service set up, 5-61
 - set up, 5-48
 - supplier invoice set up, 5-58
 - usage set up, 5-69
- linked contract, syndication agreement, 7-6
- litigation hold, contract status, 9-6, 9-33, 9-43, 9-44
- location
 - change asset return, 10-9
 - flexfield, 10-11
 - of asset return, 10-9
 - of fixed asset, 10-11
- lockbox receipt, apply, 8-43
- lookup code, defined, Glossary-10

- loss provision
 - accounting, 11-5
 - create specific, 11-7
 - general, 11-5
 - miscellaneous transaction, general, 11-17
 - miscellaneous transaction, specific, 11-17
 - search specific, 11-9
 - specific, 11-7
 - submit general, 11-6
 - update specific, 11-9

M

- manual disbursement, create, 8-30
- manual receipt
 - apply, 8-33
 - cash application, 8-40
 - consolidated invoice number, 8-38
 - create for contract, 8-34
 - create receipt batch, 8-41
- manual termination quote
 - add quote line, 9-17
- margin, defined, Glossary-10
- mass rebook
 - identification parameters, 5-97
 - process, 5-97
- master lease agreement
 - activate, 4-15
 - add articles, 4-14
 - add terms and conditions, 4-13
 - create, 4-11
 - overview, 4-10
- master lease contract, defined, Glossary-10
- memo flag, accounting templates, 11-3
- meter reading, enter for consolidated counter, 8-23
- miscellaneous
 - billing, 8-6
 - termination quote, 9-8
 - transaction, 11-17
- miscellaneous transaction
 - accounting, 11-13
 - accrue, 11-17
 - booking, 11-17
 - general loss provision, 11-17
 - miscellaneous, 11-17

- rebook, 11-17
- reverse, 11-17
- search for, 11-15
- specific loss provision, 11-17
- terminate, 11-17
- transfer and assumption, 11-17
- update, 11-15
- miscellaneous transaction header, create, 11-14
- miscellaneous transaction line
 - create, 11-17
 - search for, 11-18
 - update, 11-18
- modify, application data, do not, i-xxix
- multi-GAAP
 - adjustment report, 11-31
- multiple contracts, mass rebook, 5-97

N

- net book value, defined, Glossary-11
- new, contract status, 9-6, 9-33, 9-42, 9-44
- non-termination write down, defined, Glossary-11
- note, add in customer service, 13-12

O

- off-lease asset
 - billing for sale of, 10-25
 - remarket, 10-21
 - remarket orders, 10-22
 - sale of off-lease, 10-23
 - search for remarket orders, 10-22
 - transaction summary, 11-22
 - transactions, 11-21
 - update transaction, 11-23
- OKL Accounting Entry Process, concurrent program, B-3
- OKL Asset Management Terminate Expired Contract, concurrent program, B-4
- OKL Automatic Insurance, concurrent program, B-6
- OKL Calculate Late Interest, concurrent program, B-5
- OKL Concurrent Cash Application, concurrent program, B-6

- OKL Create AR Adjustments, concurrent program, B-5
- OKL Create Receivables Variable Rate Invoices, concurrent program, B-5
- OKL Fetch AR Invoice Numbers, concurrent program, B-5
- OKL GL Transfer, concurrent program, B-3
- OKL Insurance Policy Expiration Notification, concurrent program, B-6
- OKL Pay Invoice Preparation for AP Transfer, concurrent program, B-6
- OKL Pay Invoices Creation of Auto-Disbursement Process, concurrent program, B-6
- OKL Pay Invoices Transfer to AP Invoice Interface, concurrent program, B-6
- OKL Prepare Receivables Bills, concurrent program, B-5
- OKL Print Consolidated Invoices, concurrent program, B-5
- OKL Process Asset Management Transaction in FA, concurrent program, B-4
- OKL Process Billable Streams (1), concurrent program, B-5
- OKL Process Residual Value Writedown Transaction, concurrent program, B-4
- OKL Receivables Bills Consolidation, concurrent program, B-5
- OKL Receivables Invoice Transfer to AR, concurrent program, B-5
- OKL Third Party Billing Import, concurrent program, B-5
- OKL Third Party Insurance Follow-up, concurrent program, B-6
- oklBpVarIntSumry, 8-47
- oklLpPerdReversalSubmt, 12-2
- open interface table, contract import, 5-99
- opportunity to quote
 - create lease quote, 3-2
 - overview, 3-1
- Oracle, about, i-xxx
- override, specify accrual, 11-3
- create vendor program, 4-20
- identify in contact, 5-10
- label holder, 5-12
- lease vendor, 5-12
- send termination quote to, 9-22
- set up guarantor, 5-11
- vendor agreement, 4-20
- view in lease center, 13-21
- passed, contract status, 9-6, 9-33, 9-43, 9-44
- pass-through
 - fee lines set up, 5-69
- Pay Invoice Preparation for AP Transfer, concurrent program, B-6
- Pay Invoices Creation of Auto-Disbursement Process, concurrent program, B-6
- Pay Invoices Transfer to AP Invoice Interface, concurrent program, B-6
- payables
 - (table) generate invoice, 8-12
 - (table) prepare data, 8-11
 - generate invoice, 8-31
- payment
 - apply manual receipt, 8-33
 - receive, 8-32
- payment structure
 - delete, 5-80
 - remove sequenced step from, 5-80
 - set up contract, 5-77
- pending approval, contract status, 9-6, 9-33, 9-43, 9-45
- period billing, overview, 8-12
- period close process
 - asset adjustments, 11-33
 - book all contracts, 11-32
 - close accounting period, 11-37
 - close Fixed Assets, 11-36
 - close Oracle Payables, 11-36
 - close Oracle Receivables, 11-36
 - condition assets, 11-34
 - create manual journal entries, 11-35
 - create specific loss provisions, 11-36
 - disburse funds, 11-32
 - enter receipts, 11-35
 - generate periodic billing, 11-34
 - maintain insurance policies, 11-34

P

party

- pre-billing activities, 11-34
- rebook all contracts, 11-33
- remarket assets, 11-34
- run depreciation adjustment for accrual program, 11-36
- run loss provision program, 11-36
- run the accrual and income, 11-36
- summary, 11-32
- terminate contracts, 11-33
- transfer accounting to Oracle General Ledger, 11-36
- transfer miscellaneous billing, 11-35
- transfer miscellaneous disbursements, 11-35
- update syndicated contracts, 11-35
- write-off receivables, 11-35
- periodic billing, 8-6
- pool
 - add contents to, 7-9
 - clean up, 7-11
 - create, 7-8
 - search, 7-11
- portfolio execution date, about, 10-30
- portfolio, contract, 10-30
- pre-funding, summary, 6-3
- Prepare Receivables Bills, concurrent program, B-5
- pre-proceed
 - quote acceptance, 9-4, 9-28
 - what is, 9-28
- Print Consolidated Invoices, concurrent program, B-5
- Process Asset Management Transaction in FA, concurrent program, B-4
- Process Billable Streams (1), concurrent program, B-5
- Process Residual Value Writedown Transaction, concurrent program, B-4
- product
 - authoring, 5-9
 - choose for contract, 5-9
 - lease, 11-26, 11-27
 - option, defined, Glossary-13
 - quality, defined, Glossary-13
- profile
 - options, defined, Glossary-13
- program, vendor, 4-16

- property tax
 - early termination quote, 5-37
 - view in lease center, 13-34
- provision, specific defined, Glossary-16
- purchase option
 - defined, Glossary-13
 - early termination set up, 5-26
 - end of term set up, 5-27
 - set up, 5-25
- purchase, termination quote amount, 9-8

Q

- quick note, create in lease center, 13-12
- quote
 - create for lease, 3-2
 - restructure, 9-32
 - See also* insurance quote.
 - See also* termination quote *or* restructure quote.
 - termination, 9-2
- quote calculation
 - early termination discount rate, 5-35
 - set up early termination terms and conditions
 - early termination quote calculation, 5-32
 - set up end of term termination terms and conditions, 5-38
- quote fee
 - early termination quote, 5-35
- quote history, defined, Glossary-13
- quote type
 - identify, 9-7
 - See also* termination quote type.

R

- real estate line
 - appraisal set up, 5-61
 - commitment letter set up, 5-61
 - financial set up, 5-60
 - inspection set up, 5-61
 - square footage set up, 5-61
- real estate, set up lines, 5-60
- rebook contract, steps, 5-91
- rebook, miscellaneous transaction, 11-17
- rebooked contract

- restructure quote, 9-33
- rebooking
 - multiple contracts, 5-97
- rebooking, defined, Glossary-14
- receipt
 - (diagram) generate receipts data, 8-5
 - apply manually, 8-33
- receipt batch, create, 8-41
- receivables
 - (table) generate invoice, 8-9
 - prepare receivables data, 8-6
- Receivables Bills Consolidation, concurrent program, B-5
- receivables invoice
 - generate, 8-27
- Receivables Invoice Transfer to AR, concurrent program, B-5
- receive payment, overview, 8-32
- recourse, defined, Glossary-14
- related contracts tab, lease center, 13-56
- remarket
 - asset, about, 10-21
 - billing of asset sale, 10-25
 - orders, 10-22
 - sale of off-lease asset, 10-23
 - search for order, 10-22
- remarketer
 - specify, 10-28
- renewal options, set up, 5-17
- rent
 - solve for, 9-33
- repair
 - approve, 10-17
 - code for asset return, 10-19
 - cost, 10-19
 - detail, asset, 10-17
- report, account balances, 11-29
- repossession
 - asset, 10-9
 - fee, 10-14
 - important note about, 10-9
- repurchase
 - agreement, 10-27
 - asset, 10-27
 - defined, Glossary-14
 - obtain third party approval, 9-31
- repurchase process, set up, 5-23
- request tab, lease center, 13-46
- request termination, contract status, 9-42
- resale. *See* remarket.
- residual amount, defined, Glossary-14
- residual value
 - change write down, 11-26
 - specify write down, 11-26
 - view details of, 11-27
 - write down, 11-25
- residual value insurance
 - defined, Glossary-14
 - set up, 5-21
- residual write-down, defined, Glossary-15
- resource category, defined, Glossary-15
- responsibility
 - defined, Glossary-15
- restructure quote
 - contract status, 9-33
 - rebooked contract, 9-33
 - solve for rent, 9-33
 - solve for term, 9-33
 - what is, 9-32
- restructure, defined, Glossary-15
- return
 - change location of asset, 10-9
 - create asset, 10-3
 - create condition line of asset, 10-16
 - create condition of asset, 10-15
 - issue repair invoice, 10-19
 - location of asset, 10-9
 - location of fixed asset, 10-11
 - search for asset, 10-6
 - update asset, 10-7
 - update condition line of asset, 10-18
- return fee
 - early termination quote, 5-35
- reversal, specify accounting period, 12-2
- reverse contract, steps, 5-96
- reverse, miscellaneous transaction, 11-17
- reversed, contract status, 9-6, 9-34, 9-43, 9-45
- revise, contract, 5-89
- revision, view contracts under, 5-96
- role, defined, Glossary-15

rollover incentive
early termination quote, 5-36

S

sales order, about, 10-23
sales-type lease, defined, Glossary-15
salvage value
change write down, 11-24
defined, Glossary-16
specify write down, 11-24
view details of, 11-24
write down, 11-24
schedules tab, lease center, 13-53
search
contract portfolio, 10-30
returned asset, 10-6
terminated contracts, 9-40
termination quote, 9-7
securitization
add pool contents, 7-9
clean up pool, 7-11
create pool, 7-8
search pool contents, 7-11
securitization, defined, Glossary-16
security deposit
early termination quote, 5-36
set up in contract, 5-20
view in lease center, 13-15
serial number, asset, 11-25, 11-27
service lines
overview, 5-61
set up, 5-61
shipping, specify instructions, 10-12
specific loss provision
about, 11-7
create, 11-7
miscellaneous transaction, 11-17
search, 11-9
update, 11-9
specific provision, defined, Glossary-16
specify, journal entry corrections, 12-2
split asset
steps, 5-93
split contract, steps, 5-92

square footage, set up real estate lines, 5-61
status
asset, 11-24, 11-27
contract, 9-5, 9-33, 9-42, 11-24, 11-27
contract termination, 9-44
steam
overview, 5-84
straight-line depreciation, defined, Glossary-16
stream
defined, Glossary-16
stream type, defined, Glossary-17
structure tab
billing set up, 13-14
lease center, 13-13
view interest rate, 13-16
sub-ledger, defined, Glossary-17
supplier invoice, set up, 5-58
supplier, defined, Glossary-17
syndicated contract, defined, Glossary-17
syndication agreement
add articles, 7-5
associate investors, 7-3
create, 7-2
create linked contracts, 7-6
overview, 7-1
syndication, defined, Glossary-17
system administration, related documents, i-xxii

T

tasks tab, lease center, 13-52
tax, termination quote amount, 9-8
terminate
contract, 9-39
miscellaneous transaction, 11-17
vendor agreement, 4-27
terminated contract
about, 9-39
batch process contract termination, 9-44
request termination, 9-42
search, 9-40
terminated, contract status, 9-6, 9-34, 9-43, 9-45
termination
defined, Glossary-18
termination hold, contract status, 9-6, 9-33, 9-43,

- 9-44
- termination penalty
 - early termination quote, 5-37
- termination quote
 - about, 9-2
 - accept, 9-28
 - amount details, 9-16
 - change amounts, 9-24
 - contract obligation amount, 9-8
 - contract status, 9-6
 - default standard, 9-21
 - determine Effective To date, 9-23
 - discount, 9-8
 - early, 9-3
 - early termination available, 9-7
 - edit details, 9-19
 - identify quote type, 9-7
 - miscellaneous amount, 9-8
 - pre-proceed, 9-4, 9-28
 - provide, 9-6
 - purchase amount, 9-8
 - reasons for, 9-3
 - search, 9-7
 - send, 9-19
 - send to party, 9-22
 - set up process, 5-28
 - tax or VAT, 9-8
 - third party approval, 9-31
 - total amount, 9-8
 - update details, 9-10, 9-19
 - upon receipt, 9-4, 9-28
 - view amounts for, 9-7
 - view messages, 9-26
- termination quote type
 - recourse repurchase, 9-8
 - rollover with purchase, 9-8
 - rollover without purchase, 9-8
 - with purchase, 9-7
 - without purchase, 9-8
- termination quotes, lease center, 13-46
- termination recourse repurchase, quote type, 9-8
- termination rollover with purchase, quote type, 9-8
- termination rollover without purchase, quote type, 9-8
- termination with purchase, quote type, 9-7
- termination without purchase, quote type, 9-8
- termination/renewal
 - view in lease center, 13-18
- terms and conditions
 - asset return, 5-23
 - billing set up, 5-14
 - defined, Glossary-18
 - evergreen, 5-20
 - factoring, 5-20
 - filing set up, 5-22
 - interest rate, 5-18
 - late charges and interest set up, 5-16
 - master lease agreement, 4-13
 - purchase option set up, 5-25
 - renewal options, 5-17
 - repurchase process, 5-23
 - security deposit, 5-20
 - set up, 5-13
 - termination quote process, 5-28
 - vendor programs, 4-21
- territory, defined, Glossary-18
- Third Party Billing Import, concurrent program, B-5
- third-party
 - billing, 8-7
 - billing overview, 8-25
- third-party insurance
 - capture, 5-76
 - view in lease center, 13-41
- title and registration, asset filing set up, 5-59
- title and registration, filing set up
 - contract level, 5-23
- training and support, i-xxviii
- transaction
 - date, 11-23
 - miscellaneous, 11-13
 - search for miscellaneous, 11-15
 - status, 11-22
 - update miscellaneous, 11-15
 - view accounting, 11-12
- transaction header, create, 11-14
- transaction line
 - create, 11-17, 11-19
 - results, 8-45
 - search for, 11-18

- update, 11-18
- transaction summary
 - search and retrieve, 8-44, 8-49
 - transaction line results, 8-45
- transaction tab, lease center, 13-24
- transaction type
 - asset, 11-22
 - defined, Glossary-19
- transfer and assumption
 - defined, Glossary-19
 - miscellaneous transaction, 11-17
- transfer and assumptions
 - lease center, 13-50

U

- UBB, defined, Glossary-19
- under revision, contract status, 9-6, 9-33, 9-42, 9-44
- under revision, view contracts, 5-96
- Universal Work Queue, navigate to in lease center, 13-4
- update, contract portfolio, 10-30
- upon receipt, quote acceptance, 9-4, 9-28
- usage
 - consolidated counters, 8-21
 - contract line, 5-69
 - excess billing, 8-6
- usage asset
 - bill excess usage, 8-20
 - contract line set up, 5-71
- Usage Based Billing, concurrent program, 8-24, B-5
- usage billing
 - create consolidated counters, 8-21
 - enter meter readings, 8-23
- usage line, by asset, 5-71
- user profile, defined, Glossary-19
- user status
 - booked, 9-33

V

- validate contract, booking process, 5-81
- validation checklist, vendor agreement, 4-25
- variable interest rate
 - processing, 8-47

- variable rate billing, overview, 8-16
- variable rate, billing, 8-6
- VAT, termination quote amount, 9-8
- vendor agreement
 - abandon, 4-27
 - add articles, 4-23
 - add parties, 4-20
 - extend end date, 4-26
 - terminate, 4-27
 - terms and conditions, 4-21
 - view validation checklist, 4-25
- vendor program parties, add contacts, 4-21
- vendor program, defined, Glossary-19
- vendor programs
 - create, 4-17
 - overview, 4-16
- vendor, create program agreement, 4-17
- view
 - customer account information, 13-23
 - view, assets, 9-25

W

- write down
 - change residual value, 11-26
 - change salvage value, 11-24
 - residual value, 11-25
 - salvage value, 11-24
 - specify residual value, 11-26
 - specify salvage value, 11-24
 - view residual value details, 11-27
 - view salvage value details, 11-24

