

# **Oracle® Receivables**

User Guide

Release 11*i*

**Part No. A80838-06**

June 2005

Copyright © 1988, 2005, Oracle. All rights reserved.

Primary Author: Charles Ahern, Stephen R. Damiani, Melanie Heisler, Essan Ni Jirman, Robert MacIsaac, Kristin Penaskovic

The Programs (which include both the software and documentation) contain proprietary information; 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. This document is not warranted to be 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.

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

#### U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth 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 we disclaim liability for any damages caused by such use of the Programs.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

Oracle, JD Edwards, PeopleSoft, and Retek are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

---

# Contents

## Send Us Your Comments

## Preface

## 1 Overview of Oracle Receivables

<b>Receivables Workbenches</b> . . . . .	1-1
Receipts Workbench . . . . .	1-3
Transactions Workbench . . . . .	1-7
Collections Workbench . . . . .	1-10
Bills Receivable Workbench . . . . .	1-13

## 2 Setting Up

<b>Overview of Setting Up</b> . . . . .	2-2
Related Product Setup Steps . . . . .	2-3
Setup Checklist . . . . .	2-5
Setup Steps . . . . .	2-7
<b>Accounting Rules</b> . . . . .	2-22
<b>Aging Buckets</b> . . . . .	2-26
<b>Application Rule Sets</b> . . . . .	2-28
<b>Approval Limits</b> . . . . .	2-29
<b>Using the Account Generator in Oracle Receivables</b> . . . . .	2-31
Decide How to Use the Account Generator . . . . .	2-34
The Default Account Generator Process for Oracle Receivables . . . . .	2-35
Customizing the Account Generator for Oracle Receivables . . . . .	2-37
<b>AutoAccounting</b> . . . . .	2-38
<b>AutoCash Rule Sets</b> . . . . .	2-40
<b>AutoInvoice Line Ordering Rules</b> . . . . .	2-44
<b>Automatic Receipt Programs</b> . . . . .	2-45
<b>Banks</b> . . . . .	2-46
Defining Banks. . . . .	2-47
Defining Bank Accounts. . . . .	2-48
Defining Supplier Bank Accounts . . . . .	2-50
Banks Window Reference . . . . .	2-53
Bank Accounts Window Reference . . . . .	2-55
<b>Bank Account Validation by Country</b> . . . . .	2-61

<b>Bank Branch Validation by Country</b> . . . . .	2-61
<b>Bank Charges</b> . . . . .	2-61
<b>Bank Transaction Codes</b> . . . . .	2-61
<b>Collectors</b> . . . . .	2-62
<b>Descriptive Flexfields</b> . . . . .	2-62
<b>Distribution Sets</b> . . . . .	2-64
<b>Implementing Document Sequences</b> . . . . .	2-64
Overview of Document Sequencing. . . . .	2-66
Setting Up Document Sequences . . . . .	2-67
Sample Implementation. . . . .	2-70
<b>Dunning Letters.</b> . . . .	2-72
Dunning Letters Format Files . . . . .	2-74
Creating Dunning Letters . . . . .	2-75
Creating Dunning Letter Sets . . . . .	2-76
<b>Freight Carriers</b> . . . . .	2-79
<b>Grouping Rules</b> . . . . .	2-80
<b>Header and Line Level Rounding</b> . . . . .	2-83
<b>Item Status</b> . . . . .	2-84
Items . . . . .	2-85
Deleting Items . . . . .	2-86
<b>Defining Receivables Lookups</b> . . . . .	2-86
Reviewing and Updating Receivables Lookups. . . . .	2-87
Customer Lookups . . . . .	2-88
Customer Profile Lookups. . . . .	2-89
Transaction Lookups . . . . .	2-90
Collections Lookups . . . . .	2-92
Receipt Lookups . . . . .	2-92
Credit Management Lookups . . . . .	2-93
Demand Class Lookups . . . . .	2-94
<b>Lockboxes</b> . . . . .	2-95
<b>Organizations.</b> . . . .	2-98
Using the Multiple Organization Support Feature . . . . .	2-100
<b>Payment Methods</b> . . . . .	2-100
Assigning Remittance Banks . . . . .	2-104
Defining a Bills Receivable Creation Payment Method. . . . .	2-106
Defining a Bills Receivable Remittance Payment Method . . . . .	2-107
<b>Payment Terms</b> . . . . .	2-109
Entering Discount Information . . . . .	2-112
Payment Terms Field Reference . . . . .	2-112
<b>Receipt Classes</b> . . . . .	2-113
<b>Receipt Sources</b> . . . . .	2-115
<b>Receivables Activities</b> . . . . .	2-116
<b>Remit-To Addresses</b> . . . . .	2-121
Defining a Default Remit-To Address . . . . .	2-122
<b>Salespersons</b> . . . . .	2-122



<b>Standard Memo Lines</b> . . . . .	2-125
<b>Standard Messages</b> . . . . .	2-127
<b>Statement Cycles</b> . . . . .	2-128
<b>Defining Receivables System Options</b> . . . . .	2-129
Accounting System Options . . . . .	2-129
Tax System Options. . . . .	2-132
Tax Rounding System Options . . . . .	2-136
Transactions and Customers System Options. . . . .	2-137
Revenue Policy System Options . . . . .	2-139
Claims System Options . . . . .	2-141
Miscellaneous System Options . . . . .	2-142
Enabling the Bills Receivable Workbench . . . . .	2-146
<b>Tax Codes and Rates</b> . . . . .	2-147
<b>Tax Locations and Rates</b> . . . . .	2-149
<b>Defining Tax Accounting for Tax Codes and Locations.</b> . . . . .	2-151
<b>Reviewing Sales Tax Rates</b> . . . . .	2-152
<b>Tax Authorities</b> . . . . .	2-154
<b>Tax Exemptions</b> . . . . .	2-155
<b>Tax Groups</b> . . . . .	2-157
<b>Tax Rate Exceptions</b> . . . . .	2-161
<b>Territories</b> . . . . .	2-162
Territory Flexfield . . . . .	2-163
Maintaining Countries and Territories . . . . .	2-164
<b>Transaction Batch Sources</b> . . . . .	2-165
Transaction Batch Sources Field Reference . . . . .	2-170
<b>Transaction Types</b> . . . . .	2-171
Bills Receivable Transaction Types . . . . .	2-177
<b>Transmission Formats</b> . . . . .	2-178
<b>Unit of Measure Classes</b> . . . . .	2-183
<b>Units of Measure</b> . . . . .	2-183

### 3 Transactions

<b>Entering Transactions</b> . . . . .	3-2
Transactions Window Field Reference. . . . .	3-6
Lines Window Field Reference . . . . .	3-10
Entering Tax Information . . . . .	3-12
Tax Window Field Reference. . . . .	3-14
Entering Freight Information . . . . .	3-14
Freight Window Field Reference . . . . .	3-15
Reviewing Accounting Information. . . . .	3-16
Distributions Window Field Reference . . . . .	3-17
Entering Revenue Credits . . . . .	3-17
Entering Quick Transactions . . . . .	3-19
Entering Invoices with Rules. . . . .	3-20
<b>Foreign Currency Transactions</b> . . . . .	3-22

Adjusting an Exchange Rate . . . . .	3-24
Viewing Exchange Rate Information for a Receipt or Transaction . . . . .	3-24
<b>Recognizing Revenue . . . . .</b>	<b>3-25</b>
Revenue Recognition Program Execution Report . . . . .	3-27
<b>Revenue Accounting . . . . .</b>	<b>3-28</b>
Adjusting Sales Credits . . . . .	3-29
Using the Actions Wizard . . . . .	3-30
<b>Event-Based Revenue Management . . . . .</b>	<b>3-32</b>
Evaluating Invoices for Event-Based Revenue Management . . . . .	3-34
Payment-Based Revenue Management . . . . .	3-36
Calculating Revenue for Partial Receipt Application. . . . .	3-38
Overpayments . . . . .	3-38
Receipt Application Examples . . . . .	3-38
Monitoring Contingencies with the Revenue Contingency Analyzer . . . . .	3-39
Modifying Invoices Under Collectibility Analysis. . . . .	3-42
<b>Entering Invoices with Installments . . . . .</b>	<b>3-45</b>
<b>Entering Commitments . . . . .</b>	<b>3-46</b>
<b>Batching Transactions for Easy Entry and Retrieval . . . . .</b>	<b>3-48</b>
<b>Completing Transactions . . . . .</b>	<b>3-49</b>
Voiding Transactions . . . . .	3-51
<b>Copying Invoices . . . . .</b>	<b>3-51</b>
Recurring Invoice Program Report . . . . .	3-54
<b>Printing Transactions . . . . .</b>	<b>3-54</b>
<b>XML Receivables Documents . . . . .</b>	<b>3-56</b>
XML Invoices Process Flow . . . . .	3-56
XML Messages. . . . .	3-57
Implementation Considerations . . . . .	3-58
Setting Up Your System for XML Invoice Documents . . . . .	3-58
Sending XML Invoice Documents . . . . .	3-61
Confirming the Import Status of XML Invoice Documents . . . . .	3-63
Troubleshooting XML Invoice Documents . . . . .	3-63
Reviewing and Retransmitting XML Invoice Documents . . . . .	3-65
Document Transfer Message Workflow . . . . .	3-66
Workflow Troubleshooting . . . . .	3-68
<b>Maintaining Transactions . . . . .</b>	<b>3-68</b>
Maintaining Transactions Field Reference . . . . .	3-69
<b>Crediting Transactions . . . . .</b>	<b>3-76</b>
Crediting Transaction Lines . . . . .	3-78
Credit Transactions Field Reference. . . . .	3-80
Reviewing Accounting Information. . . . .	3-82
Reviewing Revenue Credits . . . . .	3-83
Reviewing Freight Information. . . . .	3-84
Reviewing Tax Information . . . . .	3-85
Unapplying Cash when Crediting a Transaction . . . . .	3-86
Updating Credit Memo Installments . . . . .	3-87

Batching Credit Memos . . . . .	3-87
Querying Credit Memos and On-Account Credit Memos . . . . .	3-88
<b>Creating On-Account Credit Memos.</b> . . . .	3-89
Applying On-Account Credit Memos . . . . .	3-89
Updating Credit Memos and On-Account Credit Memos . . . . .	3-92
<b>Accounting for Credit Memos</b> . . . . .	3-93
<b>AME Credit Memo Request Workflow.</b> . . . .	3-114
Setting Up the AME Credit Memo Request Workflow . . . . .	3-116
AME Attributes for the AME Credit Memo Request Workflow . . . . .	3-124
The AME Credit Memo Request Workflow Item Type . . . . .	3-126
Notifications. . . . .	3-128
Customizing the AME Credit Memo Request Process . . . . .	3-129
Summary of the AR Credit Memo Request Approval Process . . . . .	3-130
AR Credit Memo Request Approval Process Activities. . . . .	3-132
Summary of the Collector Approval Subprocess . . . . .	3-138
Collector Approval Subprocess Activities . . . . .	3-139
Summary of the Limits Only Subprocess . . . . .	3-145
Limits Only Subprocess Activities. . . . .	3-146
Summary of the HR Hierarchy Approval Subprocess . . . . .	3-151
HR Hierarchy Approval Subprocess Activities . . . . .	3-153
Summary of the Receivables Approval Subprocess . . . . .	3-159
Receivables Approval Subprocess Activities . . . . .	3-160
Summary of the Credit Memo Creation Subprocess . . . . .	3-165
Credit Memo Creation Subprocess Activities . . . . .	3-166
<b>Credit Cards</b> . . . . .	3-168
Credit Card Validation and Integration . . . . .	3-170
Setting Up Receivables for Credit Card Transactions and Payments . . . . .	3-172
Processing Credit Card Transactions . . . . .	3-174
Creating Credit Card Transactions . . . . .	3-174
Importing Credit Card Transactions. . . . .	3-176
Creating and Approving Automatic Receipt Batches . . . . .	3-176
Creating and Approving Remittance Batches. . . . .	3-177
Creating Manual Receipts . . . . .	3-178
<b>Credit Card Refunds.</b> . . . .	3-179
Processing Credit Card Refunds . . . . .	3-181
Viewing Credit Card Refund Activity on the Customer Account . . . . .	3-182
Correcting Credit Card Refund Errors. . . . .	3-183
Reversing Receipts with Credit Card Refunds . . . . .	3-184
Accounting for Exchange Rate Gains and Losses When Applying Credit Card Refunds . . . . .	3-185
<b>Correcting Credit Card Errors.</b> . . . .	3-185
<b>Running AutoInvoice</b> . . . . .	3-186
AutoInvoice Reports . . . . .	3-188
Correcting AutoInvoice Exceptions . . . . .	3-190
<b>Importing Transaction Information Using AutoInvoice</b> . . . . .	3-192
Overview of AutoInvoice . . . . .	3-193

Preparing Receivables for AutoInvoice . . . . .	3-194
Importing Data From Your Feeder System . . . . .	3-198
AutoInvoice Validation . . . . .	3-199
Using AutoInvoice . . . . .	3-201
Passing Payment Methods and Customer Bank Accounts . . . . .	3-204
Importing Freight Lines . . . . .	3-205
Importing Tax Lines . . . . .	3-206
Importing Invoices with Rules . . . . .	3-209
Importing Credit Memos . . . . .	3-210
Finance Charges . . . . .	3-212
Account Assignments. . . . .	3-213
Transaction Flexfields . . . . .	3-214
Using Grouping Rules to Create Transactions . . . . .	3-219
Using Line Ordering Rules . . . . .	3-221
Determining Dates . . . . .	3-222
Validating Dates . . . . .	3-226
Adjusting General Ledger Dates . . . . .	3-227
Determining Exchange Rates . . . . .	3-228
Receivables Tables . . . . .	3-228
<b>Oracle Exchange Invoice Import Request Set . . . . .</b>	<b>3-228</b>
<b>About Adjustments . . . . .</b>	<b>3-229</b>
Entering Manual Adjustments . . . . .	3-230
Adjustments Field Reference. . . . .	3-232
Creating Automatic Adjustments . . . . .	3-232
AutoAdjustment Reports . . . . .	3-233
Approving Adjustments . . . . .	3-235
<b>Invoices with Rules . . . . .</b>	<b>3-236</b>
Using Rules . . . . .	3-239
<b>Using AutoAccounting. . . . .</b>	<b>3-243</b>
Defining AutoAccounting - Overview. . . . .	3-244
AutoAccounting Structure. . . . .	3-244
How to Use AutoAccounting . . . . .	3-246
<b>Using Commitments . . . . .</b>	<b>3-248</b>
Setup and Accounting for Commitments . . . . .	3-249
<b>Understanding Your Printed Transactions . . . . .</b>	<b>3-252</b>
<b>Consolidated Billing. . . . .</b>	<b>3-255</b>
Setting Up Consolidated Billing . . . . .	3-257
Imported Billing Number . . . . .	3-259
How Receivables Selects Transactions for Consolidated Billing . . . . .	3-260
Printing Consolidated Billing Invoices . . . . .	3-262

## 4 Bill Presentment Architecture

<b>Bill Presentment Architecture. . . . .</b>	<b>4-1</b>
Bill Presentment Architecture Process Flow . . . . .	4-2
<b>Implementing Bill Presentment Architecture . . . . .</b>	<b>4-4</b>

Setting System Profile Options . . . . .	4-6
Setting Grouping Attributes . . . . .	4-7
Generating Stylesheets . . . . .	4-7
Registering Data Sources . . . . .	4-8
Creating Database Views . . . . .	4-10
Registering Data Source Views . . . . .	4-12
Viewing Data Source Views . . . . .	4-14
Configuring Hyperlinks . . . . .	4-14
Registering Attachment Categories . . . . .	4-15
<b>Template Management</b> . . . . .	4-16
Modifying Templates . . . . .	4-16
Creating a New Template . . . . .	4-17
Uploading External Templates . . . . .	4-23
<b>Assigning Templates</b> . . . . .	4-25
Creating a New Assignment Rule . . . . .	4-26
Assigning a Template to a Rule . . . . .	4-28
Reordering Rules . . . . .	4-29
Viewing Online Bills . . . . .	4-30
Viewing Attachments . . . . .	4-30
<b>Print Management</b> . . . . .	4-30
Submitting Print Requests . . . . .	4-31
Creating and Updating Page Setups . . . . .	4-32
<b>Bill Presentment Architecture Page References</b> . . . . .	4-32
Template Management Page Reference . . . . .	4-34
Template Assignment Page Reference . . . . .	4-34
Print Management Page Reference . . . . .	4-35
Configuration Page Reference . . . . .	4-35

## 5 Bills Receivable

<b>Bills Receivable Overview</b> . . . . .	5-1
<b>Bills Receivable Creation</b> . . . . .	5-3
Bills Receivable Accounting . . . . .	5-3
<b>Manually Creating a Bill Receivable</b> . . . . .	5-3
<b>Entering Bills Receivable Bank Account Information</b> . . . . .	5-5
<b>Manually Assigning Transactions to a Bill Receivable</b> . . . . .	5-6
Using Selection Criteria to Assign Transactions to a Bill Receivable . . . . .	5-7
<b>Flagging Transactions for Automatic or Direct Exchange into Bills Receivable</b> . . . . .	5-8
<b>Batching Transactions for Bills Receivable</b> . . . . .	5-9
Batching Transactions Using the Bills Receivable Batch Creation Concurrent Program . . . . .	5-12
<b>Exchanging a Transaction for a Bill Receivable</b> . . . . .	5-13
<b>Exchanging a Bill Receivable for a New Bill Receivable</b> . . . . .	5-14
<b>Completing a Bill Receivable</b> . . . . .	5-14
<b>Accepting a Bill Receivable</b> . . . . .	5-16
<b>Printing a Bill Receivable</b> . . . . .	5-16
<b>Bills Receivable Stamp Values</b> . . . . .	5-17

Stamp Values Report . . . . .	5-18
<b>Bills Receivable Management.</b> . . . .	5-18
<b>Viewing Bills Receivable.</b> . . . .	5-19
<b>Bills Receivable Portfolio Management Window Reference</b> . . . . .	5-20
Bills Receivable Portfolio Management Window Field Restrictions . . . . .	5-22
Viewing Bills Receivable Assignments . . . . .	5-26
Viewing Bills Receivable History . . . . .	5-27
Viewing Bills Receivable Transaction Information . . . . .	5-28
<b>Updating Bills Receivable</b> . . . . .	5-28
Accepting a Bill Receivable . . . . .	5-30
Canceling a Bill Receivable . . . . .	5-31
Recalling a Bill Receivable . . . . .	5-31
Marking a Bill Receivable as Unpaid . . . . .	5-32
Eliminating or Reestablishing Risk on a Bill Receivable . . . . .	5-32
Holding or Releasing from Hold a Bill Receivable . . . . .	5-33
Endorsing a Bill Receivable . . . . .	5-33
Exchanging a Bill Receivable. . . . .	5-34
Restating a Bill Receivable . . . . .	5-34
Marking a Bill Receivable as Under Protest . . . . .	5-35
<b>Bills Receivable Reports</b> . . . . .	5-35
<b>Bills Receivable Remittance</b> . . . . .	5-36
Creating Receipts for Bills Receivable Remittances . . . . .	5-36
Accounting for Bills Receivable Remittances and Receipts . . . . .	5-37
Exporting and Importing Bills Receivable Remittances . . . . .	5-41
<b>Creating a Bills Receivable Remittance Batch.</b> . . . .	5-42
<b>Maintaining Bills Receivable Remittances</b> . . . . .	5-46
Formatting and Printing Bills Receivable Remittances . . . . .	5-48
Payments Received Prior to Remittance Approval . . . . .	5-48
<b>Bills Receivable Maturity and Risk Program and Report.</b> . . . .	5-49
Reversing and Unapplying Receipts for Bills Receivable . . . . .	5-51

## 6 Receipts

<b>Entering Receipts</b> . . . . .	6-2
Receipts Field Reference. . . . .	6-5
<b>Applying Receipts.</b> . . . .	6-8
Applications Field Reference. . . . .	6-14
<b>Managing Prepayment Receipts.</b> . . . .	6-17
Prepayments Process Flow . . . . .	6-17
Setting Up Prepayments. . . . .	6-18
Managing Your Customers' Prepayments . . . . .	6-19
<b>Cross Currency Receipts</b> . . . . .	6-20
Setting Up Cross Currency Receipts . . . . .	6-22
Applying Cross Currency Receipts - Examples . . . . .	6-23
Applying Cross Currency Receipts . . . . .	6-29
Cross Currency Exchange Gain/Loss Report . . . . .	6-31

<b>Receivables Application Rule Sets</b>	6-34
<b>Chargebacks and Adjustments</b>	6-39
<b>Entering Miscellaneous Receipts</b>	6-43
<b>Reversing Receipts</b>	6-46
<b>Reapplying Receipts</b>	6-49
<b>Reviewing Receipts and Applications</b>	6-50
<b>Batching Receipts for Easy Entry and Retrieval</b>	6-52
<b>Bills of Exchange</b>	6-55
Creating Bills of Exchange	6-57
<b>Notes Receivable</b>	6-58
Setting Up Notes Receivable	6-60
Creating a Note Receivable	6-61
Clearing Notes Receivable	6-62
Reversing a Note Receivable	6-63
Accounting for Notes Receivable	6-64
Notes Receivable Report	6-65
Reversed Notes Receivable Report	6-67
<b>Using AutoLockbox</b>	6-68
AutoLockbox Validation	6-72
How AutoLockbox Identifies Customers for a Receipt	6-75
How AutoLockbox Applies Receipts	6-78
Implementing a Custom Matching Rule	6-82
How AutoLockbox Creates Claims	6-84
Importing and Applying Cross Currency Receipts	6-87
Alternate Name Receipt Matches Window	6-90
Commonly Asked Questions	6-91
<b>Running AutoLockbox</b>	6-94
AutoLockbox Field Reference	6-98
Lockbox Execution Report	6-100
Maintaining Lockbox Transmission Data	6-102
Viewing Transmission History	6-104
<b>QuickCash</b>	6-105
Post QuickCash	6-110
Running Post QuickCash	6-113
Post QuickCash Execution Report	6-114
<b>AutoCash</b>	6-115
<b>Discounts</b>	6-124
<b>Remitting Electronic Payments</b>	6-129
<b>Automatic Receipts</b>	6-131
Troubleshooting the Automatic Receipts Process	6-133
Flagging Transactions for Automatic Receipts	6-135
Creating Automatic Receipts	6-136
Manually Entering Automatic Receipts	6-140
Automatic Receipts and Remittances Execution Report	6-141
Approving Automatic Receipts	6-141

Formatting Automatic Receipts . . . . .	6-143
Format Automatic Receipts Report . . . . .	6-143
Confirming Automatic Receipts . . . . .	6-144
Reporting on Automatic Receipts and Remittances . . . . .	6-146
Accounting for Automatic Receipts and Remittances . . . . .	6-147
<b>About Remittances . . . . .</b>	<b>6-148</b>
Formatting Remittance Layouts . . . . .	6-149
Factoring Remittances . . . . .	6-151
Creating Remittance Batches . . . . .	6-151
Approving Remittance Batches . . . . .	6-156
Formatting Remittance Batches . . . . .	6-157
Format Automatic Remittances Report . . . . .	6-158
<b>Automatic Clearing for Receipts . . . . .</b>	<b>6-158</b>
Automatic Clearing for Receipts Execution Report . . . . .	6-159
Using Oracle Cash Management to Clear Receipts . . . . .	6-160
Reconciling Receipts Using Oracle Cash Management . . . . .	6-161
<b>Automated Receipt Handling for Credits. . . . .</b>	<b>6-161</b>
Automated Receipt Handling Process Flow . . . . .	6-162
Setting Up the Automated Receipt Handling Process . . . . .	6-162
Exception Conditions for the Automated Receipt Handling Process . . . . .	6-163
<b>Writing Off Receipts. . . . .</b>	<b>6-164</b>
Creating Manual Receipt Write-Offs . . . . .	6-165
Creating Automatic Receipt Write-Offs . . . . .	6-165
Write-Off Process. . . . .	6-167
Create Receipt Write-off Field References . . . . .	6-167
<b>Working with Claims . . . . .</b>	<b>6-168</b>
Creating Claims . . . . .	6-169
Resolving Claims. . . . .	6-169

## 7 Customers

<b>Customer Overview . . . . .</b>	<b>7-1</b>
<b>Data Quality Management Overview . . . . .</b>	<b>7-4</b>
Setting Up DQM . . . . .	7-5
<b>Setting Up Word Replacement Lists for Fuzzy Searches . . . . .</b>	<b>7-6</b>
<b>Searching Before Entering Parties or Customer Accounts . . . . .</b>	<b>7-6</b>
Searching for Parties and Customer Accounts with the Search Criteria Window . . . . .	7-7
Searching for Parties and Customer Accounts with the Find/Enter Customers Window . . . . .	7-8
Find a Customer Account Using Alternate Names . . . . .	7-15
<b>Entering Parties and Customer Accounts . . . . .</b>	<b>7-16</b>
Customer Accounts Field Reference . . . . .	7-20
Checking for and Resolving Duplicates . . . . .	7-23
Assigning Banks to Customer Accounts . . . . .	7-25
Assigning Payment Methods to Customer Accounts . . . . .	7-26
Entering Marketing Information . . . . .	7-27
1099 Eligibility for Customers . . . . .	7-28



Entering Addresses for Customer Accounts . . . . .	7-29
Addresses Field Reference . . . . .	7-32
Characteristics Field Reference . . . . .	7-34
Assigning a Business Purpose to a Customer Address . . . . .	7-35
Defining Customer Account Drawee Sites . . . . .	7-38
Business Purposes Field Reference . . . . .	7-39
Entering Contacts . . . . .	7-42
Entering Customer Account Contact Roles . . . . .	7-44
Contacts and Roles Field Reference . . . . .	7-45
Entering Contact Points . . . . .	7-45
Defining Party Relationships . . . . .	7-47
Using Party Paying Relationships . . . . .	7-48
Creating Customer Account Relationships . . . . .	7-51
<b>Defining Customer Profile Classes . . . . .</b>	<b>7-53</b>
Assigning Profile Classes to Customers, Accounts, or Addresses . . . . .	7-57
Updating a Customer Profile Class . . . . .	7-58
Customer Profile Classes Field Reference . . . . .	7-59
<b>Flexible Addresses . . . . .</b>	<b>7-61</b>
Address Style Mappings . . . . .	7-62
Flexible Addresses with the Sales Tax Location Flexfield . . . . .	7-72
Setting Up Flexible Addresses . . . . .	7-73
Creating Custom Address Styles . . . . .	7-75
Using Flexible Addresses . . . . .	7-78
<b>Address Validation . . . . .</b>	<b>7-79</b>
Sales Tax Location Flexfield Structure . . . . .	7-80
Address Validation Level . . . . .	7-81
Defining Flexible Address Validation . . . . .	7-81
<b>Oracle Exchange Customer Import Request Set . . . . .</b>	<b>7-85</b>
<b>Merging Customers . . . . .</b>	<b>7-86</b>
Merging Sites for the Same Customer . . . . .	7-89
Merging Different Customers . . . . .	7-91
Submitting the Merge Process . . . . .	7-94
Customer Merge Execution Report . . . . .	7-96
Reviewing Merged Customers . . . . .	7-96
<b>Customer Interface . . . . .</b>	<b>7-97</b>
Preparing Receivables . . . . .	7-99
Interface Data Required to Run Customer Interface . . . . .	7-100
System Tables Updated by Customer Interface . . . . .	7-104
A Sample Customer Import . . . . .	7-105
Creating Unique Customer References . . . . .	7-107
Importing Customers Using Customer Interface . . . . .	7-108
Customer Interface Transfer Report . . . . .	7-110

## 8 Collections

Reviewing a Customer Account . . . . .	8-1
--	-----

Customer Accounts Window Reference . . . . .	8-3
Viewing Account Activity for a Specific Period of Time . . . . .	8-3
Viewing Account Balances by Aging Bucket . . . . .	8-4
Aging Window Field Reference . . . . .	8-6
Viewing Transactions . . . . .	8-7
Account Details Field Reference . . . . .	8-12
<b>Viewing Dunning History . . . . .</b>	<b>8-12</b>
<b>Customer Calls . . . . .</b>	<b>8-13</b>
Recording Call Actions . . . . .	8-15
Placing an Item In Dispute. . . . .	8-17
Credit Holds. . . . .	8-19
<b>Customer Correspondence . . . . .</b>	<b>8-20</b>
Reviewing Collector Actions. . . . .	8-21
Printing a Collection Report . . . . .	8-23
<b>Dunning Letters. . . . .</b>	<b>8-23</b>
Specifying a Days Past Due Range . . . . .	8-24
Defining Dunning Profiles for Customers and Customer Sites . . . . .	8-25
How Receivables Selects Items for Dunning . . . . .	8-27
Staged Dunning . . . . .	8-29
Printing Dunning Letters . . . . .	8-35
<b>Calculating Finance Charges . . . . .</b>	<b>8-37</b>
Determining the Past Due Amount . . . . .	8-38
Currencies Without Rates . . . . .	8-40
Accruing Finance Charges. . . . .	8-41
Compounding Finance Charges . . . . .	8-42
Preparing Receivables for Accruing and Compounding Finance Charges . . . . .	8-43
Setting Up Receivables to Calculate Finance Charges . . . . .	8-43
<b>Statements . . . . .</b>	<b>8-45</b>
Defining a Statement Site . . . . .	8-48
Printing Statements. . . . .	8-49
Cross Site and Cross Customer Receipts. . . . .	8-51
Sample Statement . . . . .	8-52

## 9 Accounting for Receivables

<b>Posting. . . . .</b>	<b>9-1</b>
Running General Ledger Interface . . . . .	9-4
Correcting Invalid Accounts . . . . .	9-6
Posting Execution Report . . . . .	9-7
<b>Opening and Closing Accounting Periods . . . . .</b>	<b>9-8</b>
<b>Reconciling Receivables . . . . .</b>	<b>9-9</b>
Reconciling Subledger Details . . . . .	9-10
Reconciling Receipts . . . . .	9-12
Reconciling General Ledger Details. . . . .	9-13
<b>Using Cash Basis Accounting. . . . .</b>	<b>9-16</b>
Accrual vs. Cash Basis Accounting . . . . .	9-16

Journal Entries . . . . .	9-20
Preparing Receivables. . . . .	9-20
<b>Viewing Accounting Lines . . . . .</b>	<b>9-22</b>
Drilling Down to Oracle Receivables from Oracle General Ledger. . . . .	9-25
<b>Viewing MRC Details for a Transaction . . . . .</b>	<b>9-29</b>
<b>Accounting for Transactions . . . . .</b>	<b>9-30</b>
<b>Technical Perspective: Transactions . . . . .</b>	<b>9-38</b>
Invoices. . . . .	9-44
Debit Memos . . . . .	9-47
Commitments . . . . .	9-47
Invoice Against a Deposit . . . . .	9-49
Invoice Against a Guarantee . . . . .	9-51
Credit Memos . . . . .	9-53
On-Account Credit Memos . . . . .	9-56
Unapplied Receipts. . . . .	9-57
Applied Receipts. . . . .	9-59
Reverse Receipts . . . . .	9-62
Miscellaneous Receipts . . . . .	9-64
Chargebacks. . . . .	9-65
Adjustments. . . . .	9-67

## 10 Archive and Purge

<b>Using Archive and Purge. . . . .</b>	<b>10-1</b>
Preparing to Run Archive and Purge . . . . .	10-2
Archive and Purge Cycle . . . . .	10-5
Purge Criteria . . . . .	10-9
Tables Purged . . . . .	10-11
Archive Level . . . . .	10-12
Data not Archived . . . . .	10-16
Monitoring Your Archive and Purge . . . . .	10-17
Archive Tables . . . . .	10-23
<b>Running Archive and Purge . . . . .</b>	<b>10-43</b>
Archive and Purge Parameters . . . . .	10-44
<b>Archive Summary/Detail Reports . . . . .</b>	<b>10-46</b>

## 11 Receivables Standard Reports and Listings

<b>Running Standard Reports and Listings . . . . .</b>	<b>11-4</b>
Common Report Parameters. . . . .	11-4
Common Report Parameters for Reconciliation Reports . . . . .	11-7
Common Report Headings . . . . .	11-8
Accounting Reports . . . . .	11-8
Reconciliation Reports . . . . .	11-10
Collection Reports . . . . .	11-11
Execution Reports . . . . .	11-12
Invoice Print Reports . . . . .	11-12

Listing Reports . . . . .	11-13
Other Reports . . . . .	11-13
Tax Reports . . . . .	11-14
<b>Account Status Report . . . . .</b>	<b>11-14</b>
<b>Accounting Rules Listing Report . . . . .</b>	<b>11-15</b>
<b>Actual Receipt Report . . . . .</b>	<b>11-16</b>
<b>Adjustment Approval Report . . . . .</b>	<b>11-17</b>
<b>Adjustment Register . . . . .</b>	<b>11-18</b>
<b>Aging Reports . . . . .</b>	<b>11-20</b>
<b>Alternate Customer Name Receipt Matching Report . . . . .</b>	<b>11-24</b>
<b>Applied Receipts Register . . . . .</b>	<b>11-24</b>
<b>AR Reconciliation Report . . . . .</b>	<b>11-26</b>
<b>AR to GL Reconciliation Report . . . . .</b>	<b>11-27</b>
<b>Audit Report by Document Number . . . . .</b>	<b>11-28</b>
<b>AutoCash Rules Report . . . . .</b>	<b>11-29</b>
<b>Automatic Receipt Batch Management Report . . . . .</b>	<b>11-29</b>
<b>Automatic Receipts Awaiting Confirmation Report . . . . .</b>	<b>11-30</b>
<b>Automatic Transactions Batch Report . . . . .</b>	<b>11-31</b>
<b>Bad Debt Provision Report . . . . .</b>	<b>11-32</b>
<b>Bank Risk Report . . . . .</b>	<b>11-33</b>
<b>Billing and Receipt History . . . . .</b>	<b>11-34</b>
<b>Billing History Report . . . . .</b>	<b>11-35</b>
<b>Bills Receivable By Status Report . . . . .</b>	<b>11-36</b>
<b>Bills Receivable Format Report Program . . . . .</b>	<b>11-38</b>
<b>Bills Receivable Reminder Letters . . . . .</b>	<b>11-39</b>
<b>Bills Receivable Remittance Batch Management Report . . . . .</b>	<b>11-40</b>
<b>Bills Receivable Summary Report . . . . .</b>	<b>11-42</b>
<b>Call Actions Report . . . . .</b>	<b>11-43</b>
<b>COGS and Revenue Matching Reports . . . . .</b>	<b>11-44</b>
<b>Collection Effectiveness Indicators . . . . .</b>	<b>11-45</b>
<b>Collection Key Indicators Report . . . . .</b>	<b>11-46</b>
<b>Collections by Collector Report . . . . .</b>	<b>11-47</b>
<b>Collections Receipt Forecast Report . . . . .</b>	<b>11-48</b>
<b>Collector Call History Report . . . . .</b>	<b>11-48</b>
<b>Collector's Follow Up Report . . . . .</b>	<b>11-49</b>
<b>Commitment Balance Report . . . . .</b>	<b>11-49</b>
<b>Contingency-Based Deferred Revenue Report . . . . .</b>	<b>11-50</b>
<b>Credit Hold Report . . . . .</b>	<b>11-51</b>
<b>Cumulative Activity Balance Report . . . . .</b>	<b>11-53</b>
<b>Customer Balance Revaluation Report . . . . .</b>	<b>11-54</b>
<b>Customer Credit Snapshot Report . . . . .</b>	<b>11-55</b>
<b>Customer Follow Up History Report . . . . .</b>	<b>11-58</b>
<b>Customer Listing Detail and Summary Reports . . . . .</b>	<b>11-59</b>
<b>Customer Open Balance Letter . . . . .</b>	<b>11-64</b>
<b>Customer Profiles Report . . . . .</b>	<b>11-65</b>

Customer Relationships Listing . . . . .	11-66
Deposited Cash Reports - Applied Detail and Open Detail. . . . .	11-67
Discount Projection Report . . . . .	11-68
Disputed Invoice Report . . . . .	11-70
Dunning History Report . . . . .	11-70
Dunning Letter Generate. . . . .	11-72
Dunning Letters - Preliminary Report . . . . .	11-73
Duplicate Customer Report . . . . .	11-75
European Sales Listing. . . . .	11-76
Incomplete Invoices Report . . . . .	11-77
Intercompany Invoice Report . . . . .	11-77
Intercompany Receipts Report . . . . .	11-78
Invoice Exception Report. . . . .	11-78
Invoice Print Preview Report . . . . .	11-79
Invoices Posted to Suspense . . . . .	11-80
Journal Entries Report . . . . .	11-81
Journal with GL Details Report . . . . .	11-84
Miscellaneous Receipts Register . . . . .	11-85
Open Items Revaluation Report. . . . .	11-87
Ordering and Grouping Rules Listing . . . . .	11-89
Other Applications Report . . . . .	11-90
Other Receipt Applications Report . . . . .	11-91
Past Due Invoice Report . . . . .	11-93
Payment Terms Listing. . . . .	11-93
Print Invoice Reports . . . . .	11-94
Potential Reconciling Items Report . . . . .	11-97
Projected Gains and Losses Report . . . . .	11-98
Receipt Analysis - Days Late Report. . . . .	11-99
Receipt Forecast Report . . . . .	11-100
Receipt Journal . . . . .	11-101
Receipt Promises Report . . . . .	11-102
Receipt Register. . . . .	11-103
Receipts Awaiting Bank Clearance . . . . .	11-104
Receipts Awaiting Remittance Report . . . . .	11-105
Receipts Without Sites Report . . . . .	11-106
Receivables Key Indicators Report/Receipts Key Indicators Report . . . . .	11-106
Remittance Batch Management Report. . . . .	11-110
Revenue Exceptions Report. . . . .	11-111
Reversed Receipts Report . . . . .	11-112
Sales Journal by Customer . . . . .	11-113
Sales Journal by GL Account . . . . .	11-114
Sales Register . . . . .	11-115
Sample Dunning Letter Print . . . . .	11-118
Setup Details Report. . . . .	11-118
Standard Memo Lines Listing . . . . .	11-119

Statements . . . . .	11-119
Supplier Customer Netting Report . . . . .	11-122
Transaction Batch Sources Listing . . . . .	11-123
Transaction Detail Report . . . . .	11-123
Transaction Reconciliation Report. . . . .	11-125
Transaction Register . . . . .	11-127
Transaction Types Listing . . . . .	11-128
Transactions Awaiting Consolidation . . . . .	11-128
Transactions Check Report . . . . .	11-130
Transactions Key Indicators Report/Customers and Transactions Key Indicators Report. . . . .	11-131
Unapplied and Unresolved Receipts Register . . . . .	11-133
Unposted Items Report . . . . .	11-135
Update Customer Profiles Report . . . . .	11-136

## **A Oracle Receivables Menu Paths**

Receivables Navigation Paths. . . . .	A-1
Oracle Receivables Character Mode Forms and Corresponding GUI Windows . . . . .	A-6

## **B Oracle Receivables Profile Options**

Profile Options . . . . .	B-1
Overview of Receivables User Profile Options . . . . .	B-2
Profile Options in Oracle Trading Community Architecture . . . . .	B-21
Profile Options in Oracle Order Management . . . . .	B-23
Profile Options in Oracle General Ledger . . . . .	B-23
Profile Options in Oracle Application Object Library . . . . .	B-25

## **C Oracle Receivables Function Security**

Function Security in Oracle Receivables . . . . .	C-1
Receivables Functions. . . . .	C-2
Customer Window Parameters. . . . .	C-9

## **D Attachments in Oracle Receivables**

Attachments in Receivables . . . . .	D-1
--------------------------------------	-----

## **E Oracle Receivables Documents on the Desktop**

Desktop Documents . . . . .	E-1
-----------------------------	-----

## **F Oracle Receivables Table and Column Descriptions**

Customer Interface Table Descriptions and Validation. . . . .	F-1
AutoInvoice Table and Column Descriptions. . . . .	F-39
Lockbox Table and Column Descriptions . . . . .	F-92
Receipt and QuickCash Tables . . . . .	F-92
Lockbox Interface Table and Column Descriptions . . . . .	F-93

## **G Oracle Receivables Transaction Printing Views**

Transaction Printing Views . . . . .	G-1
--------------------------------------	-----

## **H Seeded Match Rules**

Seeded Search Match Rules . . . . .	H-1
SAMPLE: BASIC SEARCH RULE . . . . .	H-1
SAMPLE: ADVANCED SEARCH RULE. . . . .	H-3

## **I XML Transactions**

XML Receivables Documents Mapping . . . . .	I-1
Process Invoice XML Message Map . . . . .	I-1
Confirm BOD Message Map . . . . .	I-3
Transaction Limitations . . . . .	I-4

## **J Bill Presentment Architecture Reference**

Seeded Content Items In Bill Presentment Architecture . . . . .	J-1
Oracle Receivables Content Items. . . . .	J-1
Oracle Order Management Content Items . . . . .	J-5
Oracle Service Contracts Content Items . . . . .	J-6
Template Assignment Attributes . . . . .	J-7

## **K Image Reference**

Text description of the Receipts Workbench Graphic . . . . .	K-2
Text description of the Transactions Workbench Graphic . . . . .	K-2
Text description of the Collections Workbench Graphic . . . . .	K-3
Text Description of the Dunning Letters Standard Format Graphic . . . . .	K-3
Text Description of the Using Grouping Rules Graphic . . . . .	K-4
Text Description of the Default Salesperson Graphic . . . . .	K-4
Text Description of the Natural Application and Overapplication Graphic. . . . .	K-4
Text Description of the AutoInvoice Overview Graphic . . . . .	K-5
Text Description of the Bill in Advance Accounting Entries Graphic . . . . .	K-5
Text Description of the Bill in Arrears Entries Graphic . . . . .	K-6
Text Description of the Processing Notes Receivable Graphic . . . . .	K-6
Text Description of the Automatic Receipts Graphic. . . . .	K-7
Text Description of the Reporting on Automatic Receipts and Remittances Graphic . . . . .	K-7
Text Description of the Customers Overview Graphics . . . . .	K-8
Text Description of the Merging Sites for the Same Customer Illustration (Before the Merge)	K-9
Text Description of the Merging Sites for the Same Customer Illustration (After the Merge).	K-9
Text Description of the Merging Different Customers Illustration (Before the Merge). . . . .	K-9
Text Description of the Merging Different Customers Illustration (After the Merge) . . . . .	K-9
Text Description of the Customer Interface Graphic. . . . .	K-10
Text Description of the Sample Customer Import Graphic . . . . .	K-10
Text Description of the Statement Cycles Graphic. . . . .	K-10

Text Description of the General Ledger Interface Graphic . . . . . K-11

**Index**



---

# Send Us Your Comments

## **Oracle Receivables User Guide, Release 11i**

**Part No. A80838-06**

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

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

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

- Electronic mail: [appsdoc\\_us@oracle.com](mailto:appsdoc_us@oracle.com)
- FAX: 650-506-7200 Attn: Oracle Financials Documentation Manager
- Postal service:  
Oracle Financials Documentation Manager  
Oracle Corporation  
500 Oracle Parkway  
Redwood Shores, CA 94065  
USA

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

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



---

# Preface

## Intended Audience

Welcome to Release 11i of the *Oracle Receivables User Guide*.

This guide contains the information needed to implement and use Oracle Receivables.

See Related Documents on page xxiv for more Oracle Applications product information.

## TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, seven days a week. For TTY support, call 800.446.2398.

## 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. Accessibility standards will continue to evolve over time, and Oracle 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 more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

## Accessibility of Code Examples in Documentation

Screen readers 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, some screen readers 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 does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

## Structure

**1 Overview of Oracle Receivables**

2	Setting Up
3	Transactions
4	Bill Presentment Architecture
5	Bills Receivable
6	Receipts
7	Customers
8	Collections
9	Accounting for Receivables
10	Archive and Purge
11	Receivables Standard Reports and Listings
A	Oracle Receivables Menu Paths
B	Oracle Receivables Profile Options
C	Oracle Receivables Function Security
D	Attachments in Oracle Receivables
E	Oracle Receivables Documents on the Desktop
F	Oracle Receivables Table and Column Descriptions
G	Oracle Receivables Transaction Printing Views
H	Seeded Match Rules
I	XML Transactions
J	Bill Presentment Architecture Reference
K	Image Reference

This appendix includes text descriptions of some of the most complex diagrams in the *Oracle Receivables User Guide*. Some users may find these descriptions helpful in understanding the related diagrams.

## Related Documents

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

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

### Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- Online Help - Online help patches (HTML) are available on *OracleMetaLink*
- About Documents - Refer to the About Document for the mini-pack or family pack that you have installed to learn about new documentation or documentation patches that you can download. About Documents are available on *OracleMetaLink*

### Guides Related to All Products

**Financials Glossary:** The glossary includes definitions of common terms that are shared by all Oracle Financials products. In some cases, there may be different definitions of the same term for different Financials products. If you are unsure of the meaning of a term you see in an Oracle Financials guide, please refer to the glossary for clarification. You can find the glossary in the online help or in the *Oracle General Ledger User's Guide*.

**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 Receivables (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.

### **User Guides Related to This Product**

Receivables shares data and setup information with other Oracle Applications products. Even if you have not installed them as separate products, your Receivables application includes some forms and functionality from other Oracle Applications. Therefore, you may want to refer to other user guides when you set up and use Receivables.

### **Oracle Public Sector Financials Documentation**

Information regarding public sector functionality in Receivables is documented in this guide. For information regarding public sector functionality in other Public Sector Financials products, refer to the following documentation:

- Oracle General Ledger User Guide
- Oracle Purchasing User's Guide
- Oracle Payables User Guide

### **Oracle Projects Documentation Set**

- **Oracle Projects Implementation Guide:** Use this manual as a guide for implementing Oracle Projects. This manual also includes appendixes covering function security, menus and responsibilities, and profile options.
- **Oracle Projects Fundamentals User Guide:** This guide provides the common foundation shared across the Oracle Projects products. Use this guide to learn fundamental information about the Oracle Projects solution. This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.
- **Oracle Project Costing User Guide:** Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the General Ledger accounts to which the costs are posted.
- **Oracle Project Billing User Guide:** Use this guide to learn how to use Oracle Project Billing to process client invoicing and measure the profitability of your contract projects.
- **Oracle Project Management User Guide:** This guide shows you how to use Oracle Project Management to manage projects through their lifecycles - from planning, through execution, to completion.
- **Oracle Project Resource Management User Guide:** This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.
- **Oracle Projects APIs, Client Extensions, and Open Interfaces Reference:** This manual gives detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Projects functionality.

### **Oracle General Ledger User Guide**

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

### **Oracle Receivables Tax Manual**

This manual provides everything you need to know about calculating tax within Oracle Receivables, Oracle Order Management, Oracle Sales, and Oracle Web Customers. It includes information about implementation procedures, setup forms and windows, the Oracle Receivables Tax calculation process, tax reports and listings, and open interfaces.

### **Oracle Cash Management User Guide**

This guide provides information about using Oracle Cash Management to clear your receipts, as well as reconciling bank statements with your outstanding balances, transactions, and receipts.

### **Oracle HRMS Documentation Set**

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows. Specifically, the following manuals will help you set up employees and operating units:

- **Using Oracle HRMS - The Fundamentals:** This user guide explains how to set up and use enterprise modeling, organization management, and cost analysis.
- **Managing People Using Oracle HRMS:** Use this guide to find out about entering employees.

### **Oracle Payables User Guide**

Refer to this manual to learn how to use Invoice Import to create invoices in Oracle Payables. This manual also explains how to define suppliers, and how to specify supplier and employee numbering schemes for invoices. The guide also describes how accounts payable transactions are posted to General Ledger from the payables subledger.

### **Oracle Inventory User Guide**

If you install Oracle Inventory, refer to this manual to learn how to define your items, units of measure classes, units of measure, and unit of measure conversions for use in measuring amounts for your units of production items, as well as other information about setting up and using Oracle Inventory.

### **Oracle Business Intelligence System Implementation Guide**

This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

### **BIS 11i User Guide Online Help**

This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

### **Country-Specific Manuals**

Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Receivables to meet those requirements. Look for a user guide appropriate to your country; for example, see the Oracle Financials for the Czech Republic User Guide for more information about using this software in the Czech Republic.

### **Oracle Applications Character Mode to GUI Menu Path Changes**

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

### **Oracle Financials Open Interfaces Guide**

This guide contains a brief summary of each Oracle Financial Applications open interface. You can also read about the Receivables open interface tables in the appropriate sections of the *Oracle Receivables User Guide*.

### **Installation and System Administration**

#### **Oracle Applications Concepts**

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before installing Oracle 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 and the 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.

#### **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, Auto Patch, 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 forms so that they integrate with Oracle Applications.

### **Other Implementation Documentation**

#### **Oracle Applications Product Update Notes**

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

#### **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 you implement Oracle Receivables. This manual details additional steps and setup considerations for implementing Oracle Receivables with Multiple Reporting Currencies.

#### **Multiple Organizations in Oracle Applications**

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

#### **Oracle Workflow Administrator's Guide**

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

#### **Oracle Workflow Developer's Guide**

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

#### **Oracle Workflow User's Guide**

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

#### **Oracle Workflow API Reference**

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

#### **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Receivables 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 and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetaLink*.

## **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 tells you how to apply this UI to the design of an application built by using Oracle Forms.

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

# **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 an Oracle Applications form 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.



---

# Overview of Oracle Receivables

This chapter covers the following topics:

- Receivables Workbenches

## Receivables Workbenches

Oracle Receivables provides four integrated workbenches that you can use to perform most of your day-to-day Accounts Receivable operations. You can use the Receipts Workbench to perform most of your receipt-related tasks and the Transactions Workbench to process your invoices, debit memos, credit memos, on-account credits, chargebacks, and adjustments. The Collections Workbench lets you review customer accounts and perform collection activities such as recording customer calls and printing dunning letters. The Bills Receivable Workbench lets you create, update, remit, and manage your bills receivable.

Each workbench lets you find critical information in a flexible way, see the results in your defined format, and selectively take appropriate action. For example, in the Transactions Workbench, you can query transactions based on the bill-to or ship-to customer, currency, transaction number, or General Ledger date. You can then review financial, application, and installment information, perform adjustments, create a credit memo, or complete the transaction. All of the windows you need are accessible from just one window, so you can query a transaction once, then perform several operations without having to find it again.

## Function Security

You may not have access to every window, button, or tabbed region within a workbench. This is because your system administrator may be using Function Security to prevent users with your responsibility from performing specific Receivables operations. For example, your responsibility might allow you to enter receipts but prevent you from deleting them. For more information, see: *Function Security in Oracle Receivables*, page C-1.

## Folders

Several of the windows in the Receivables workbenches are folders. Folders let you choose which fields you want to view and where they appear in a window. You can tell if a window is a folder if an open folder icon appears at the top left portion of the window. Additionally, if the profile option Flexview: Allow Customization is set to Yes, you can save your customizations to a particular window to quickly retrieve that

subset of records later. You can modify the appearance of a folder by choosing options on the Folder menu.

## Summary and Detail Windows

The Receipts and Transactions workbenches let you view records one at a time or as a group. Detail windows display only one receipt or transaction at a time, but provide more information about the record because they contain more fields and tabbed regions. Summary windows, by contrast, can display multiple records at once but require that you "drill down" to the detail window to view additional information about the current record. Following is a list of the available detail and summary windows within the Receivables Workbenches:

- Receipts Workbench: Receipts, Receipts Summary, Receipt Batches and Receipt Batches Summary
- Transactions Workbench: Transactions and Transactions Summary, Transactions Batches and Transaction Batches Summary
- Remittances / Remittances Summary

## Find Windows

Find windows are available within each of the Receivables workbenches. These windows let you search for information based on a specific set of criteria that you specify. For example, the Find Transactions window lets you search for multiple records by entering a range of transaction numbers, dates, batches, or transaction types. You can also retrieve a single record by entering a specific document or transaction number.

You can access Find windows from the View menu.

## List of Values

The list of values is a powerful, time saving feature that lets you choose valid data for a field from a predefined list. If the <List> lamp appears when your cursor is in a field, you can choose the List of Values icon to view a list of valid entries for that field. Simply click on the value you want; Receivables enters the data you selected and moves the cursor to the next field in the window.

## Tools menu

In the Receipts, Transactions, and Bills Receivable Workbenches, the Tools pulldown menu lets you perform operations in addition to those provided by the action buttons. For example, in the Receipts Workbench, you can view the sum of multiple receipts in the Receipt Totals window, and review the functional currency gain or loss resulting from a currency exchange rate adjustment in the Receipt History window.

In the Transactions Workbench, the Tools menu provides access to functions that are not accessible via action buttons. For example, the Balances button does not appear in the Transactions Summary window, but you can display the Transaction Balances window by choosing Balances from the Tools menu.

In the Bills Receivable Workbench, the Tools menu provides additional functionality for managing bills receivable. For example, in the Bills Receivable window you can view exchange rate information for currencies that are different from the functional

currency, or use the Exchange option to exchange a bill receivable for a new bill receivable.

## View Accounting Windows

In the Receipts and Transactions workbenches you can view the detail accounting lines for an item in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts. Use these features to see how a transaction affects the account balances in your general ledger.

**Note:** You can also view detail accounting lines for adjustments from the Adjustments window.

## View Currency Details Windows

If you are using Multiple Reporting Currencies (MRC) functionality, then you can view transaction amounts in the primary and reporting functional currencies simultaneously from a single responsibility. You can access the View Currency Details inquiry window from either the Receipts or Transactions workbench. See: Viewing MRC Details for a Transaction, page 9-29.

## Related Topics

Receipts Workbench, page 1-3  
Transactions Workbench, page 1-7  
Collections Workbench, page 1-10  
Bills Receivable Workbench, page 1-13

## Receipts Workbench

Use the Receipts Workbench to create receipt batches and enter, apply, reverse, reapply, and delete individual receipts. You can enter receipts manually, import them using AutoLockbox, or create them automatically. You can also use this workbench to clear or risk eliminate factored receipts, remit automatic receipts, create chargebacks and adjustments, and submit Post QuickCash to automatically update your customer's account balance.

## Default Attributes

When you enter receipts individually, Receivables provides default values for the following attributes in the Receipts and Receipts Summary windows:

- Currency
- Deposit Date
- Maturity Date
- GL Date
- Receipt Date
- Receipt Type

When you enter receipts as part of a *batch*, receipts that you enter inherit the following attributes, in addition to those listed above:

- Payment method
- Receipt class

You can also set up default values for new receipt batches. For example, you define the batch source 'Standard' and set Automatic Batch Numbering to Yes for this source. You also set the profile option AR: Receipt Batch Source to 'Standard' (see below). Then, when you create a new batch, Receivables uses Standard Source as the default batch source and automatically generates a unique batch number when you save.

Other profile options that you can setup to provide default values in the Receipts Workbench include:

- **AR: Default Exchange Rate Type** This option determines the default value for the exchange rate type that appears in the exchange rate window of the Receipts and Receipts Summary windows. Valid values are Corporate Exchange Rate, Spot Exchange Rate, and User Specified Rate.
- **AR: Receipt Batch Source** This option determines the default receipt batch source in the Receipts and Receipt Batches windows.

For more information, see: Overview of Receivables User Profile Options, page B-2.

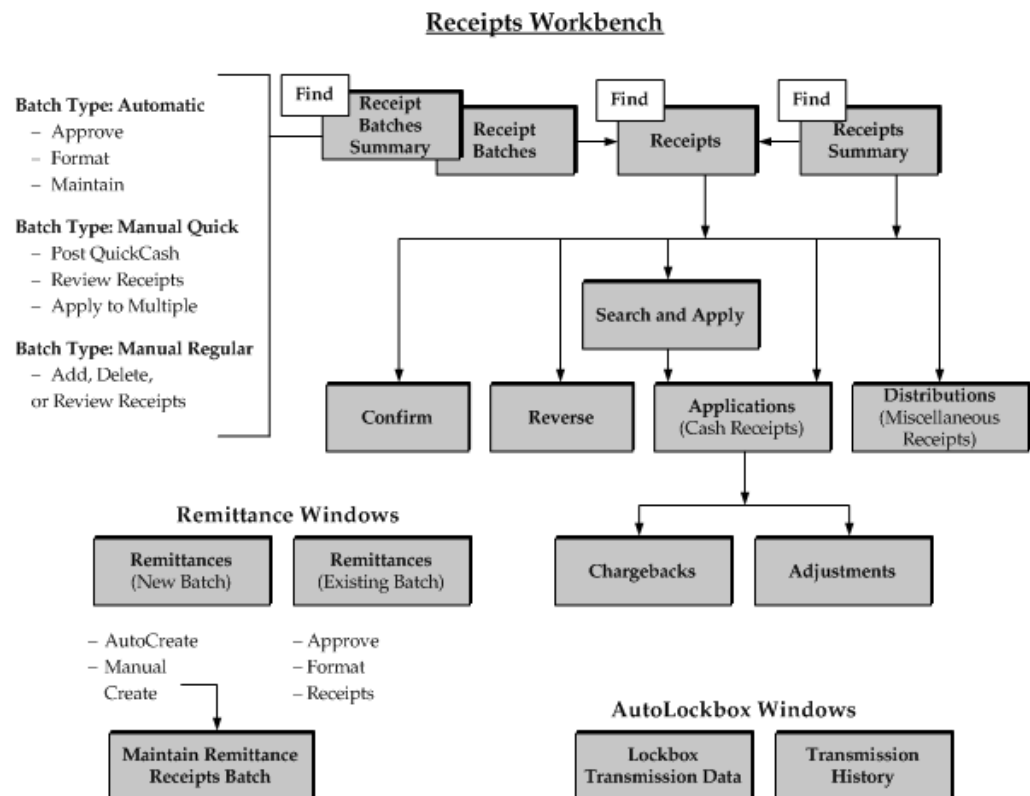
## Folder Windows

The following windows in the Receipts Workbench are Folder windows. You can customize the appearance of these windows by selecting options from the Folder menu:

- Applications
- Lockbox Transmission Data
- QuickCash
- Receipt Batches Summary
- Receipts Summary
- Remittances Summary

## Using the Receipts Workbench

### Receipts Workbench



For a text description of this graphic, see: Text Description of the Receipts Workbench Graphic, page K-2.

Refer to the table below to help you use the Receipts Workbench and the corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/ tabbed region column indicates that the documentation for that topic is an essay or general description of the feature; therefore, the corresponding window name is not applicable.

Topic	Section/Task	Window/tabbed region
Adjustments	Create an Adjustment, page 6-42	Applications window, choose the Adjustments button.
Applying Receipts	Apply Receipts, page 6-8	Receipts or Receipts Summary window
Approving Remittances	Approve Remittance Batches, page 6-156	Remittances window
AutoCash	AutoCash, page 6-115	Not Applicable
AutoLockbox	Using AutoLockbox, page 6-68 Running AutoLockbox, page 6-94	Submit Lockbox Processing window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Automatic Receipts	Create Automatic Receipts, page 6-136	Receipt Batches window
Automatic Receipts	Automatically Create Remittance Batches, page 6-151	Remittances window
Automatic Receipts	Automatically Select Transactions for Application (Search and Apply button), page 6-8	Applications window
Automatic Receipts	Approve Automatic Receipts, page 6-141	Receipt Batches window
Automatic Receipts	Format Automatic Receipts, page 6-143	Receipt Batches window
Automatic Receipts	Manually Enter Automatic Receipts, page 6-140	Receipts window
Automatic Receipts	Confirm Automatic Receipts, page 6-144	Receipts or Receipts Summary window
Batch	Batching Receipts for Easy Entry and Retrieval, page 6-52	Receipt Batches or Receipt Batches Summary window
Chargebacks	Chargebacks and Adjustments, page 6-39	Applications window, choose the Chargebacks button.
Clearing Receipts	Automatic Clearing for Receipts, page 6-158	Run Automatic Clearing window
Confirming Automatic Receipts	Confirm Automatic Receipts, page 6-144	Receipts or Receipts Summary window
Discounts	Discounts, page 6-124	Not Applicable
Entering Receipts	Enter Receipts, page 6-2	Receipts; or Receipts Summary window
Factoring Remittances	Factor Remittances, page 6-151	Remittances
Formatting Automatic Receipts	Format Automatic Receipts, page 6-143	Receipt Batches window
Formatting Remittance Batches	Format Remittance Layouts, page 6-149	Remittances window
Lockbox	Using AutoLockbox, page 6-68 Running AutoLockbox, page 6-94	Submit Lockbox Processing window
Maintaining Lockbox Transmission	Maintain Lockbox Transmission, page 6-102	Lockbox Transmission Data
Note Receivable	Create a Note Receivable, page 6-61	Receipts window
Post QuickCash	Post QuickCash, page 6-113	Receipt Batches Summary window
QuickCash	QuickCash, page 6-105	Receipt Batches window
Reapplying Receipts	Reapply Receipts, page 6-49	Applications window



Topic	Section/Task	Window/tabbed region
Reconciling Receipts	Reconcile Receipts, page 6-161	Reconcile Bank Statements window (Oracle Cash Management)
Remitting Receipts	Create Remittance Batches, page 6-148	Remittances window
Remittances	Create Remittance Batches, page 6-151	Remittances window
Remittances	Format Remittance Layouts, page 6-149	Not Applicable
Remittances	Approve Remittance Batches, page 6-156	Remittances window
Reversing Receipts	Reverse Receipts, page 6-46	Receipts or Receipts Summary window
Reviewing Receipts and Applications	Review Receipts and Applications, page 6-50	Applications window
Risk Eliminating Factored Receipts	Automatic Clearing for Receipts, page 6-158	Run Automatic Clearing window
Transmission History	Viewing Lockbox Transmission History, page 6-104	Transmission History window

## Related Topics

Transactions Workbench, page 1-7  
Collections Workbench, page 1-10

## Transactions Workbench

Use the Transactions Workbench to create new and update existing invoices, debit memos, credit memos, on-account credits, and commitments within Receivables. You can also use this workbench to enter, review, or complete transactions, copy invoices, create adjustments, credit transactions, review invoice installments, and update chargebacks.

## Default Attributes

When you enter transactions individually, Receivables provides default values for the following attributes in the Transactions and the Transactions Summary windows:

- Date
- Currency

You can also define the profile option AR: Transaction Batch Source to provide a default batch source for your transactions. This profile option determines the value of the Batch field in the Transactions, Transactions Summary, Transaction Batches, Transaction Batches Summary, and Credit Transactions windows.

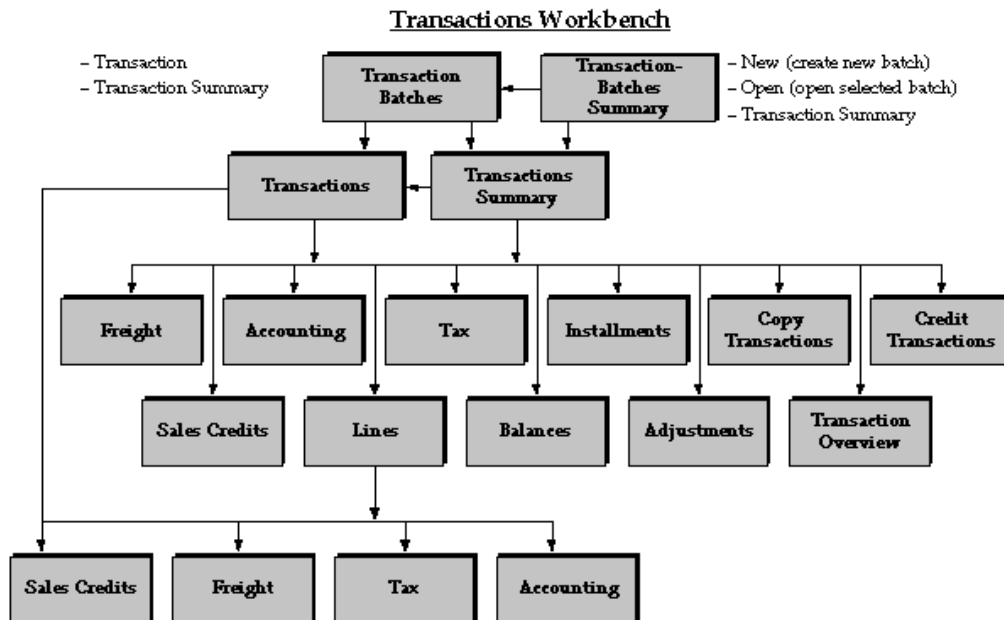
## Folder Windows

The following windows in the Transactions Workbench are Folder windows. You can customize the appearance of these windows by selecting options from the Folder menu:

- Lines
- Transaction Batches Summary
- Transactions Summary

## Using the Transactions Workbench

### Transactions Workbench



For a text description of this graphic, see: Text Description of the Transactions Workbench Graphic, page K-2.

Refer to the table below to help you use the Transactions Workbench and the corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/ tabbed region column indicates that the documentation for that topic is an overview or topical essay.

Topic	Section/Task	Window/tabbed region
Accounting	Review Accounting Information, page 3-16	Distributions window
Accounting	Accounting for Transactions, page 9-30	Not Applicable
Adjustments	About Adjustments, page 3-229	Not Applicable
Adjustments	Enter Manual Adjustments, page 3-230	Adjustments window
Adjustments	Create Automatic Adjustments, page 3-232	Create AutoAdjustments window
Addresses	Define Remit To Addresses, page 2-121	Remit To Addresses window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
AutoAccounting	Using AutoAccounting, page 3-243	Not Applicable
AutoAccounting	Define AutoAccounting, page 2-38	AutoAccounting window
AutoInvoice	Import Transactions Using Auto Invoice, page 3-186	Run AutoInvoice window
AutoInvoice	Overview of AutoInvoice, page 3-193	Not Applicable
Banks	Define Banks, page 2-46	Banks window
Banks	Define Bank Charges, page 2-61	Bank Charges window
Batch	Batch Transactions, page 3-48	Transaction Batches or Transaction Batches Summary window
Batch	Define Transaction Batch Sources, page 2-165	Transaction Batch Sources window
Chargeback	Enter Commitments, page 3-46	Chargebacks window
Chargeback	Using Commitments, page 3-248	Not Applicable
Commitments	Enter Commitments, page 3-46 Using Commitments, page 3-248	Transactions or Transactions Summary window
Complete	Complete Transactions, page 3-49	Transactions or Transactions Summary window
Consolidated Billing	Consolidated Billing, page 3-255	Not Applicable
Consolidated Billing	Print Consolidated Billing Invoices, page 3-262	Consolidated Billing Invoices window
Copy	Copy Invoices, page 3-51	Copy Transactions window
Credit	Credit Transactions, page 3-76	Credit Transactions window
Credit	Create On-Account Credits, page 3-89	Applications window
Finance Charges	Calculate Finance Charges, page 8-37	Customer Profile Classes window
Finance Charges	Define Customer Profile Classes, page 7-53	Customer Profile Classes window
Freight	Define Freight Carriers, page 2-79	Freight Carriers window
Freight	Enter Freight Information, page 3-14	Freight window
Guarantee	Enter Commitments, page 3-46 Using Commitments, page 3-248	Transactions or Transactions Summary window
Import	Import Transactions Using Auto Invoice, page 3-186	Run AutoInvoice window
Installments	Enter Invoices with Installments, page 3-45	Transactions or Transactions Summary window
Line	Enter Transaction Lines, page 3-2	Lines window (from Transactions window)

Topic	Section/Task	Window/tabbed region
Line	Credit Transaction Lines, page 3-78	Lines window (from Credit Transactions window)
Maintain	Maintain Transactions, page 3-69	Transactions or Transactions Summary window
On-Account Credits	Create On-Account Credits, page 3-89	Applications window
Payment Methods	Define Payment Methods, page 2-100	Payment Methods window
Payment Terms	Define Payment Terms, page 2-109	Payment Terms window
Print	Print Transactions, page 3-54	Print Transactions window
Print	Understanding Your Printed Transactions, page 3-252	Not Applicable
Rules	Enter Invoice with Rules, page 3-20	Transactions or Transactions Summary window
Rules	Invoices with Rules, page 3-236	Not Applicable
Sales Credits	Entering Revenue Credits, page 3-17	Sales Credits window
Tax	Enter or Review Tax Information, page 3-12	Tax window
Tax	Calculating Tax, <i>Oracle Receivables Tax Manual</i>	Not Applicable
Transactions	Enter Transactions, page 3-2 Accounting for Transactions, page 9-30	Transactions or Transactions Summary window
Transactions	Import Transactions Using Auto Invoice, page 3-186	Run AutoInvoice window
Transactions	Print Transactions, page 3-54	Print Invoices window
Types	Define Transaction Types, page 2-171	Transaction Types window
Update Transaction	Maintain Transactions, page 3-69	Transactions or Transactions Summary window

## Related Topics

Receipts Workbench, page 1-3

Collections Workbench, page 1-10

## Collections Workbench

Use the Collections Workbench windows to view information about your customers' transactions and account balances in a variety of ways. You can also use this workbench to place a customer account on credit hold, place items in dispute, view the dunning history for a transaction, and correspond with customers by recording customer calls.

Most of the windows in the Collections Workbench are view-only windows; that is, you can view information, but you cannot make any changes.

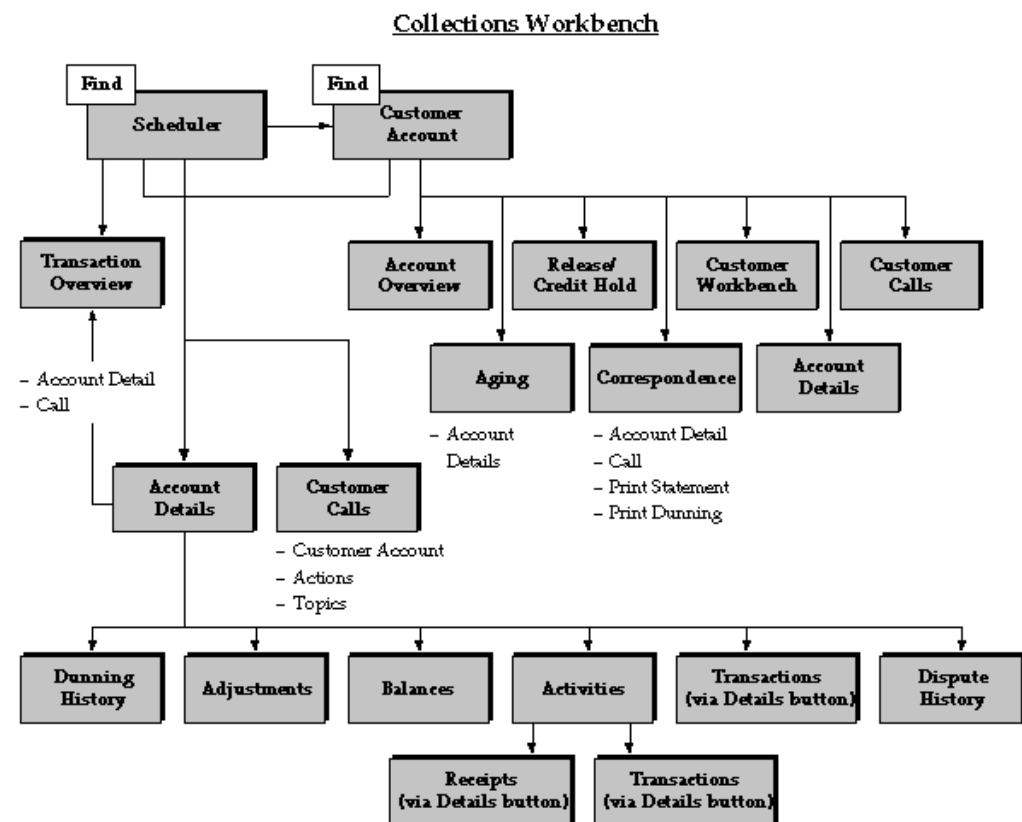
## Folder Windows

The following windows in the Collections Workbench are Folder windows. You can customize the appearance of these windows by selecting options from the Folder menu:

- Account Details
- Customer Account
- Scheduler

## Using the Collections Workbench

### *Collections Workbench*



For a text description of this graphic, see: Text Description of the Collections Workbench Graphic, page K-3

Refer to the table below to help you use the Collections Workbench and the corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/ tabbed region column indicates that the documentation for that topic is an overview or topical essay.

Topic	Section/Task	Window/tabbed region
Account	Review a Customer Account, page 8-1	Customer Account window
Account	View Account Activity for a Specific Period, page 8-3	Account Overview window
Account	View Balances by Aging Bucket, page 8-4	Aging or Account Details window
Actions	Review Collector Actions, page 8-21	Scheduler window
Actions	Completing a Collection Action, page 8-22	Actions window (from Customer Calls window)
Aging	View Balances by Aging Bucket, page 8-4	Aging or Account Details window
Aging	Define Aging Buckets, page 2-26	Aging Buckets window
Calls	Overview of Customer Calls, page 8-13	Customer Calls window
Calls	Record Call Actions, page 8-15	Actions window (from Customer Calls window)
Calls	Complete a Call Action, page 8-22	Actions window (from Customer Calls window)
Collector	Define Collectors, page 2-62	Collectors window
Correspondence	Overview of Customer Correspondence, page 8-20	Not Applicable
Dispute	Place an Item in Dispute, page 8-17	Actions window (from Customer Calls window)
Dunning	View Dunning History, page 8-12	Dunning History window
Dunning	Define Dunning Letters, page 2-72	Dunning Letters window
Dunning	Print Dunning Letters, page 8-35	Print Dunning Letters window
Dunning	Overview of Dunning Letters, page 8-23	Not Applicable
Finance Charges	Overview of Calculating Finance Charges, page 8-37	Not Applicable
Finance Charges	Accruing Finance Charges, page 8-41	System Options window
Finance Charges	Compounding Finance Charges, page 8-42	Customers window
Holds	Place/Remove Customer Credit Hold, page 8-19	Customer Account window
Print	Print Statements, page 8-49	Print Statements window
Print	Print Dunning Letters, page 8-35	Print Dunning Letters window
Print	Print a Collection Report, page 8-23	Print Collection Reports window

Topic	Section/Task	Window/tabbed region
Report	Print a Collection Report, page 8-23	Print Collection Reports window
Statements	Print Statements, page 8-49	Print Statements window
Statements	Define a Statement Site, page 8-48	Business Purposes window (from Customer Addresses window)
Statements	Sample Statement, page 8-52	Not Applicable
Transactions	View Transactions, page 8-7	Account Details or Transaction Overview window
Transactions	View Transaction Balances, page 8-11	Balances window
Transactions	View Balances by Aging Bucket, page 8-4	Aging or Account Details window

## Related Topics

Receipts Workbench, page 1-3

Transactions Workbench, page 1-7

## Bills Receivable Workbench

Use the Bills Receivable Workbench to create, update, remit, and manage bills receivable. You can create a bill receivable and assign transactions to the bill either manually or automatically. You can also use this workbench to review bills receivable, update the status of a bill, and create and maintain bills receivable remittance batches. The Bills Receivable Workbench also manages creating and applying receipts, and eliminating risk on remitted bills receivable.

You can also exchange a transaction for a bill receivable in the Transactions Workbench, review a customer's bills receivable transactions in the Collections Workbench, and use the Receipts Workbench to reverse or unapply receipts applied to bills receivable.

## Enabling the Bills Receivable Workbench

To use bills receivable in Oracle Receivables, you must enable the Bills Receivable Workbench. Your system administrator or other responsible user must carry out the implementation steps necessary to enable Bills Receivable and make the Bills Receivable features available in the Navigator.

Enabling the Bills Receivable Workbench permanently disables the Bills of Exchange feature in Oracle Receivables. Receivables provides comparable features in the Bills Receivable Workbench that replace all of the Bills of Exchange functionality. See Chapter 10, Bills Receivable and your country-specific user guide for a description of all Bills of Exchange and Bills Receivable features, programs, and reports.

**Important:** Enabling the Bills Receivable Workbench is an irreversible process. Once you enable Bills Receivable you cannot revert to the Bills of Exchange functionality.

For more information, see: Enabling the Bills Receivable Workbench, page 2-146.

## Default Attributes

When you create a bill receivable or a bills receivable remittance, Receivables provides default values for the following attributes in the Bills Receivable and Remittances windows:

- Date
- Currency

You can also define the AR: Bills Receivable Batch Source profile option to provide a default batch source for your bills receivable. This profile option determines the value of the Batch field in the Bills Receivable and Bills Receivable Transaction Batches windows.

## Setup Options

There are two profile options that belong to the Bills Receivable Workbench:

- AR: Bills Receivable Batch Source: This profile option defines a default batch source for bills receivable transactions.
- AR: Factor/Endorse Bills Receivable without Recourse: This profile option determines whether you can factor or endorse bills receivable remittances without recourse.

This system option applies to other transactions *except* bills receivable:

- Document Number Generation Level: This system option determines at what point Receivables generates a document number for transactions. For bills receivable transactions, Receivables ignores this system option and generates a document number when the transaction is completed.

## Folder Windows

There is one Folder window in the Bills Receivable Workbench. You can customize the appearance of this window by selecting options from the Folder menu:

- Bills Receivable Portfolio Management

## Using the Bills Receivable Workbench

Refer to the table below to help you use the Bills Receivable Workbench and the corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/tabbed region column indicates that the documentation for that topic is an essay or general description of the feature.

Topic	Section/Task	Window/tabbed region
Accept	Accepting a Bill Receivable, page 5-16	Acceptance window
Accounting	Bills Receivable Creation, page 5-3	Not Applicable
Accounting	Accounting for Bills Receivable Remittances and Receipts, page 5-37	Not Applicable
Assignments	Manually Assigning Transactions to a Bill Receivable, page 5-6	Assignments window
Assignments	Batching Transactions for Bills Receivable, page 5-9	Bills Receivable Transaction Batches window



<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Assignments	Viewing Bills Receivable Assignments, page 5-26	Bills Receivable Portfolio Management window
AutoAccounting	AutoAccounting, page 2-38	Automatic Accounting window
AutoInvoice	Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 5-8	Transactions window
Banks	Entering Bills Receivable Bank Account Information, page 5-5	Bills Receivable window
Banks	Creating a Bills Receivable Remittance Batch, page 5-42	Remittances window
Batch	Batching Transactions for Bills Receivable, page 5-9	Bills Receivable Transaction Batches window
Batch	Creating a Bills Receivable Remittance Batch, page 5-42	Remittances window
Batch	Transaction Batch Sources, page 2-165	Transaction Sources window
Batch	Bills Receivable Remittance Batch Management Report, page 11-40	Bills Receivable Remittance Batch Management report
Bills Receivable	Bills Receivable Creation, page 5-3	Not Applicable
Bills Receivable	Defining a Bills Receivable Creation Payment Method, page 2-106	Receipt Classes window
Cancel	Canceling a Bill Receivable, page 5-31	Cancel window
Collections	Viewing Bills Receivable Transaction Information, page 5-28	Customer Accounts window, Account Overview window, Account Details window
Complete	Completing a Bill Receivable, page 5-14	Bills Receivable window
Document Sequences	Implementing Document Sequences, page 2-64	Sequence Assignments window
Document Sequences	Transaction Batch Sources, page 2-165	Transaction Sources window
Document Sequences	Batching Transactions for Bills Receivable, page 5-9	Bills Receivable Transaction Batches window
Drawee	Defining Customer Drawee Sites, page 7-38	Customer Addresses window
Drawee	Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 5-8	Transactions window
Endorse	Endorsing a Bill Receivable, page 5-33	Endorse window
Exchange	Exchanging a Transaction for a Bill Receivable, page 5-13	Transactions window
Exchange	Exchanging a Bill Receivable for a New Bill Receivable, page 5-14	Exchange window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Export	Exporting and Importing Bills Receivable Remittances, page 5-41	Not Applicable
History	Viewing Bills Receivable History, page 5-27	History window
Holds	Holding or Releasing from Hold a Bill Receivable, page 5-33	Bills Receivable Portfolio Management window
Import	Exporting and Importing Bills Receivable Remittances, page 5-41	Not Applicable
Payment Method	Defining a Bills Receivable Creation Payment Method, page 2-106	Receipt Classes window
Payment Method	Defining Bills Receivable Remittance Payment Methods, page 2-107	Receipt Classes window
Print	Automatic Receipt Programs, page 2-45	Format Programs window
Print	Printing a Bill Receivable, page 5-16	Bills Receivable window
Print	Bills Receivable Stamp Values, page 5-17	Stamp Values window
Print	Formatting and Printing Bills Receivable Remittances, page 5-48	Bills Receivable Transaction Batches window
Print	Bills Receivable Format Report Program, page 11-38	Remittance Batch Actions window
Protest	Marking a Bill Receivable as Under Protest, page 5-35	Protest window
Recall	Recalling a Bill Receivable, page 5-31	Recall window
Receipts	Receipt Sources, page 2-115	Receipt Sources window
Receipts	Creating Receipts for Bills Receivable Remittances, page 5-36	Not Applicable
Receipts	Accounting for Bills Receivable Remittances and Receipts, page 5-37	Not Applicable
Receipts	Bills Receivable Maturity and Risk Program and Report, page 5-49	Bills Receivable Maturity and Risk program
Receipts	Reversing and Unapplying Receipts for Bills Receivable, page 5-51	Not Applicable
Receipts	Transactions Awaiting Consolidation, page 11-128	Transactions Awaiting Consolidation
Reminder Letters	Bills Receivable Reminder Letters, page 11-39	Bills Receivable Reminder Letters
Remittance	Receivables Activities, page 2-116	Receivables Activities window
Remittance	Bills Receivable Remittance, page 5-36	Not Applicable

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Remittance	Creating a Bills Receivable Remittance Batch, page 5-42	Remittances window
Remittance	Maintaining Bills Receivable Remittances, page 5-46	Maintain Remittance Batch window
Remittance	Bills Receivable Remittance Batch Management Report, page 11-40	Bills Receivable Remittance Batch Management report
Reports	Bills Receivable Reports, page 5-35	Not Applicable
Risk	Eliminating or Reestablishing Risk on a Bill Receivable, page 5-32	Bills Receivable Portfolio Management window
Risk	Bills Receivable Maturity and Risk Program and Report, page 5-49	Bills Receivable Maturity and Risk program
Stamps	Bills Receivable Stamp Values, page 5-17	Stamp Values window
Status	Updating Bills Receivable, page 5-28	Bills Receivable Portfolio Management window
Status	Bills Receivable By Status Report, page 11-36	Bills Receivable By Status report
Transactions	Defining Receivables System Options, page 2-129	System Options window
Transactions	Bills Receivable Transaction Types, page 2-177	Transaction Types window
Transactions	Manually Assigning Transactions to a Bill Receivable, page 5-6	Assignments window
Transactions	Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 5-8	Transactions window
Transactions	Batching Transactions for Bills Receivable, page 5-9	Bills Receivable Transaction Batches window
Transactions	Exchanging a Transaction for a Bill Receivable, page 5-13	Transactions window
Transactions	Viewing Bills Receivable Transaction Information, page 5-28	Customer Accounts window, Account Overview window, Account Details window
Transactions	Automatic Transactions Batch Report, page 11-31	Automatic Transactions Batch report
Transactions	Transactions Awaiting Consolidation, page 11-128	Transactions Awaiting Consolidation report
Unpaid	Exchanging a Bill Receivable for a New Bill Receivable, page 5-14	Exchange window

Topic	Section/Task	Window/tabbed region
Unpaid	Marking a Bill Receivable as Unpaid, page 5-32	Unpaid window
Unpaid	Restating a Bill Receivable, page 5-34	Restate window

## Related Topics

Receipts Workbench, page 1-3

Transactions Workbench, page 1-7

Collections Workbench, page 1-10

---

## Setting Up

This chapter covers the following topics:

- Overview of Setting Up
- Accounting Rules
- Aging Buckets
- Application Rule Sets
- Approval Limits
- Using the Account Generator in Oracle Receivables
- AutoAccounting
- AutoCash Rule Sets
- AutoInvoice Line Ordering Rules
- Automatic Receipt Programs
- Banks
- Bank Account Validation by Country
- Bank Branch Validation by Country
- Bank Charges
- Bank Transaction Codes
- Collectors
- Descriptive Flexfields
- Distribution Sets
- Implementing Document Sequences
- Dunning Letters
- Freight Carriers
- Grouping Rules
- Header and Line Level Rounding
- Item Status
- Defining Receivables Lookups
- Lockboxes

- Organizations
- Payment Methods
- Payment Terms
- Receipt Classes
- Receipt Sources
- Receivables Activities
- Remit-To Addresses
- Salespersons
- Standard Memo Lines
- Standard Messages
- Statement Cycles
- Defining Receivables System Options
- Tax Codes and Rates
- Tax Locations and Rates
- Defining Tax Accounting for Tax Codes and Locations
- Reviewing Sales Tax Rates
- Tax Authorities
- Tax Exemptions
- Tax Groups
- Tax Rate Exceptions
- Territories
- Transaction Batch Sources
- Transaction Types
- Transmission Formats
- Unit of Measure Classes
- Units of Measure

## Overview of Setting Up

During setup, you define business fundamentals such as the activities you process and their accounting distributions, your accounting structure, and various control features. Setup is also the time to define comprehensive defaults that Receivables uses to make data entry more efficient and accurate. In addition, setup lets you customize Receivables to employ the policies and procedures that you use in your business.

You can set up Receivables a number of different ways. For a complete description of each setup step, see: Setup Steps, page 2-7.

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Receivables installation, please refer to the *Multiple Organizations in Oracle Applications* manual before proceeding.

If you plan to use Oracle Cash Management with Oracle Receivables, additional setup steps are required. For more information, refer to the *Oracle Cash Management User Guide*.

**Note:** If you plan to use Multiple Reporting Currencies (MRC) with Receivables, additional setup steps are required. For more information, see: *Multiple Reporting Currencies in Oracle Applications*.

## Related Product Setup Steps

The following steps may need to be performed to implement Oracle Receivables. These steps are discussed in detail in the Setting Up sections of other Oracle product user guides.

## Set Up Underlying Oracle Applications Technology

In addition to the setup steps that follow, be sure to set up underlying Oracle Applications technology, including:

- performing systemwide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities.
- setting up Oracle Workflow

## General Ledger Setup Steps

Refer to the Setting Up General Ledger section in the *General Ledger User Guide* to complete the setup steps listed in this table.

---

### Step

---

Define Chart of Accounts

Define Currencies

Define Calendars

Define Calendar Periods

Define Calendar Period Types

Define Document Sequencing

Define Sets of Books

Assign Set of Books to a Responsibility

Define Daily Conversion Rate Types

Define Multiple Reporting Currencies Sets of Books

Define Set of Books Specification

Define Accounting Flexfield and Accounting Flexfield Combinations

---

## Oracle Inventory Setup Steps

Refer to the Setting Up Oracle Inventory section in the *Oracle Inventory User Guide* to complete the setup steps listed in this table.

---

Step
------

---

Define Inventory Organizations
--------------------------------

Define Items
--------------

Define Item Catalog
---------------------

Define Item Category
----------------------

Define Units of Measure and Unit of Measure Classes
---

---

## Oracle System Administration Setup Steps

Refer to the *Oracle Applications System Administrator's Guide* to complete the setup steps listed in this table.

---

Step
------

---

Define Audit Trails
---------------------

Define Printers
-----------------

Define Security (for example: users, responsibilities, and concurrent programs)
---

---

## Oracle Applications Global Accounting Engine Setup

Refer to the setup section in the *Oracle Applications Global Accounting Engine User Guide* to complete the setup step listed in this table.

---

Step
------

---

Set Up Global Accounting Engine
---------------------------------

---

## Oracle Human Resources Management Systems Setup

Refer to the *Using Oracle HRMS - The Fundamentals* to complete the setup step listed in this table.

---

Step
------

---

Define Organizations (single or multi-org)
--

---

## Related Topics

*Oracle Applications System Administrator's Guide*

*Oracle Workflow Guide*



## Setup Checklist

The following table lists Oracle Receivables setup steps. A reference to whether the step is optional or required is provided. After you log on to Oracle Applications, complete these steps to implement Oracle Receivables:

Step Num	Required	Step
Step 1	Required	Define Sets of Books, page 2-7
Step 2	Required	Decide How to Use the Account Generator, page 2-8
Step 3	Optional	Define Transaction Flexfield Structure, page 2-8
Step 4	Optional	Define Descriptive Flexfields (System Items and Territory flexfields), page 2-8
Step 5	Required	Define Organizations, page 2-9
Step 6	Required	Define Sales Tax Location Flexfield Structure, page 2-10
Step 7	Optional	Define AutoCash Rule Sets, page 2-10
Step 8	Optional	Define Receivables Lookups, page 2-10
Step 9	Optional	Define Demand Class Lookups, page 2-11
Step 10	Optional	Define Invoice Line Ordering Rules, page 2-11
Step 11	Optional	Define Grouping Rules, page 2-11
Step 12	Optional	Define Application Rule Sets, page 2-11
Step 13	Required	Define System Options, page 2-11
Step 14	Optional	Define Flexible Address Formats, page 2-12
Step 15	Optional	Maintain Countries and Territories, page 2-13
Step 16	Required	Define Payment Terms, page 2-13
Step 17	Optional	Assign Reporting Set of Books, page 2-13
Step 18	Optional	Define Accounting Rules, page 2-13
Step 19	Required	Open or Close Accounting Periods, page 2-14
Step 20	Required	Define AutoAccounting, page 2-14
Step 21	Optional	Set Up Cash Basis Accounting Method, page 2-14

<b>Step Num</b>	<b>Required</b>	<b>Step</b>
Step 22	Required	Define Transaction Types, page 2-15
Step 23	Required	Define Transaction Sources, page 2-15
Step 24	Required	Define Collectors, page 2-15
Step 25	Required	Define Approval Limits, page 2-15
Step 26	Required	Define Remittance Banks, page 2-16
Step 27	Optional	Distribution Sets, page 2-16
Step 28	Required	Define Receivables Activities, page 2-16
Step 29	Optional	Define Receipt Programs, page 2-16
Step 30	Required	Define Receipt Classes, page 2-17
Step 31	Required	Define Payment Methods, page 2-17
Step 32	Required	Define Receipt Sources, page 2-17
Step 33	Optional	Define Aging Buckets, page 2-17
Step 34	Optional	Define Statement Cycles, page 2-17
Step 35	Optional	Define Standard Messages, page 2-18
Step 36	Optional	Define Dunning Letters, page 2-18
Step 37	Optional	Define Dunning Letter Sets, page 2-18
Step 38	Optional	Define Territories, page 2-18
Step 39	Required	Define Salespersons, page 2-18
Step 40	Required	Define System Profile Options, page 2-19
Step 41	Required	Define Customer Profile Classes, page 2-19
Step 42	Required	Define Customers, page 2-19
Step 43	Optional	Define Remit-To Addresses, page 2-19
Step 44	Optional	Define Customer Relationships, page 2-20
Step 45	Optional	Define Lockboxes, page 2-20
Step 46	Optional	Define Transmission Formats, page 2-20
Step 47	Optional	Define Unit of Measure Classes, page 2-21
Step 48	Optional	Define Units of Measure, page 2-21

Step Num	Required	Step
Step 49	Optional	Define Standard Memo Lines, page 2-21
Step 50	Optional	Set Up Cross Currency Receipts, page 2-21
Step 51	Required	Set Up Tax, page 2-21
Step 52	Optional	Set Up Tax Vendor Extension, page 2-22
Step 53	Optional	Set Up Document Sequences, page 2-22

## Related Topics

Setup Steps, page 2-7

## Setup Steps

For each step, we include a Context section that indicates whether you need to repeat the step for each set of books, set of tasks, inventory organization, HR organization, or other operating unit under Multiple Organizations.

**Important:** If you use the Oracle Applications Multiple Organization feature, please note the steps that you must perform for each operating unit in your multiple organization environment. These steps are marked with the text "Perform this step for each operating unit" in the Context section.

### Step 1 Define Set of Books (Required)

If you previously defined your set of books in the Setting Up Oracle Applications Set of Books section while setting up a different Oracle Applications product, proceed to the next step.

You need to define at least one set of books before you can implement and use Receivables. You specify which set of books your Receivables installation uses in the System Options window.

When defining a set of books, you also need to:

- Assign your Set of Books to a Responsibility
- Define your Accounting Flexfield
- Define your Accounting Flexfield Combinations (Optional)
- Define your Calendar Period Types
- Define your Calendar Periods
- Define your Currencies
- Define your Daily Conversion Rate Types
- Define your Daily Rates (Optional)

**Context:** Perform this step for each installation.

See: Defining Sets of Books, *Oracle General Ledger User Guide*.

**Tip:** If you use the Oracle Applications Multiple Organization Support feature, you can use multiple sets of books for one Receivables installation. See: Using the Multiple Organization Support Feature, page 2-100.

## Step 2 Decide How to Use the Account Generator (Required)

The Account Generator ensures that Receivables substitutes the correct balancing segment values during various accounting activities against transactions and receipts. You must review the default process that Receivables uses to see if it meets your accounting requirements. You can optionally customize the Account Generator for each set of books that you have defined.

Additionally, you can disable balancing segment substitution for receivable activities using the AR: Disable Receivable Activity Balancing Segment Substitution profile option. If you set this profile option to Yes, then you must define a suspense account to ensure that the transfer to General Ledger succeeds in the event that your activities and original transactions do *not* post to the same balancing segment value. This profile option does not affect the gain, loss, and rounding accounts that you define at the system options level.

**Context:** Perform this step for each set of books.

See: Using the Account Generator in Oracle Receivables, page 2-31.

## Step 3 Define Transaction Flexfield Structure (Optional)

If you are not using AutoInvoice, proceed to the next step.

If you use AutoInvoice to import information from an external system and create transactions in Oracle Receivables, define Transaction Flexfields to uniquely identify these transactions. Because Transaction Flexfields are unique, you can also use them to link and reference other transaction lines.

**Context:** Perform this step for each installation.

See: Transaction Flexfields, page 3-214.

**Tip:** To query your Transaction Flexfield, update the Transaction Flexfield information for previously entered transactions.

**Tip:** Create indexes on your Transaction Flexfield columns if you want to query Transaction Flexfield information in your invoice headers and lines. Additionally, without indexes the validation portions of the AutoInvoice program can be slow. For more information about defining Transaction Flexfield indexes, see: Importing Invoice Information Using AutoInvoice, page 3-192.

## Step 4 Define Flexfields

For Receivables, you need to define both key and descriptive flexfields. For key flexfields, you define the flexfield structure, specifying the number and function of segments, and then select the structure. For descriptive flexfields, you define the global data element context, any additional contexts that you might require, and then the structure of these contexts. Key flexfields do not use contexts.

### Define Key Flexfields (Required)

You can use the **Territory flexfield** for recording and customized reporting on your territory information. Receivables provides a default structure for your Territory flexfield. You can associate Territory flexfields with salespeople, invoices, commitments, and customer business purposes.

**Note:** You must enable at least one segment of your Territory flexfield. See: Territory Flexfield, page 2-163

Proceed to the next step if you previously defined your System Items Flexfield while setting up another Oracle Applications product.

If you have not installed Oracle Inventory or Oracle Order Management and you want to report on item information, define your **System Items flexfield**. You must define your System Items flexfield before defining items in Oracle Receivables.

All Oracle products that reference items share the System Item Flexfield and support multiple segment implementation. Oracle provides a seeded System Item Flexfield for you (Code = 'MSTK'). Define a structure for this flexfield rather than creating a new flexfield.

After you define your System Item Flexfield structure, specify your Item Flexfield profile options. Set the OM: Item Flexfield profile option at the site level to specify the System Item Flexfield structure that you want to use. Set this to *System Items*, which is the System Item Flexfield structure that you just defined.

Next, set your AR: Item Flexfield Mode profile option to choose your preferred method of entry for this flexfield within Receivables. This default value is concatenated segment entry.

See: Inventory Setup Steps, *Oracle Inventory User Guide*

### Define Descriptive Flexfields (Optional)

Define a descriptive flexfield if you want to capture information that is not otherwise captured in a Receivables form. You can define descriptive flexfields during your initial setup or at a later time.

See: Descriptive Flexfields, page 2-62

See: Planning Your Descriptive Flexfield, *Oracle Applications Flexfields Guide*

**Context:** Perform this step for each installation.

## Step 5 Define Organizations (Required)

You must define at least one organization to use Receivables. This organization lets you use the inventory forms in Receivables if you do not have Oracle Inventory installed.

Define the control options and account defaults for your organization before you can define items or perform any transactions. You must assign a unique short code to your organization and use this code to identify the organization with which you want to work.

After you define your organizations and items, you must select the item validation organization in the Order Management Parameters window. The item validation organization, which must be an item master organization, indicates the organization that Receivables uses to validate items.

**Context:** Perform this step for each business group.

See: Organizations, page 2-98.

### Step 6 Define Sales Tax Location Flexfield Structure (Required)

Receivables uses the customer shipping address to determine the sales tax rate on transactions for all customers in the country that you define in the System Options window as your home country. Proceed to the next step if you are not charging your customers tax based on their shipping address.

Following are the seeded Sales Tax Location Flexfield structures:

- Country
- State and City
- Province and City
- City
- Province
- State, County and City

Use the Key Flexfield Segments window to select the seeded Sales Tax Location Flexfield structure, or to set up a new structure, that you want Receivables to use to determine your sales tax rates and to validate your customer addresses.

You can confirm that the required segments are enabled by navigating to the Segments Summary window. Navigate back to the Key Flexfield Segments window to freeze your flexfield structure by checking the Freeze Flexfield Definition check box and then compiling the flexfield.

**Note:** When you define tax system options in the System Options window, use the list of values in the Location Flexfield Structure field to select the same Sales Tax Location Flexfield structure that you selected in the Key Flexfield Segments window.

**Context:** Perform this step for each installation. You can optionally assign a different Sales Tax Location Flexfield structure to each operating unit.

See: Defining Key Flexfield Structures, *Oracle Applications Flexfields Guide*.

See: Defining a Sales Tax Location Flexfield Structure, *Oracle Receivables Tax Manual*.

### Step 7 Define AutoCash Rule Sets (Optional)

If you are using AutoCash, define your AutoCash rule sets before defining system parameters or customer profiles classes. AutoCash rules determine the sequence of application methods Receivables uses when applying receipts imported using AutoLockbox to open debit items.

**Context:** Perform this step for each installation.

See: AutoCash Rule Sets, page 2-40.

### Step 8 Define Receivables Lookups (Optional)

Receivables provides several default lookups which are used throughout the application to provide validated default values and list of values choices. You can add or update these to customize your list of values and speed data entry. For example, you can define

additional reasons for creating credit memos or enter the names of each freight carrier used by your business.

**Context:** Perform this step for each installation.

See: Defining Receivables Lookups, page 2-86.

### **Step 9 Define Demand Class Lookups (Optional)**

Demand classes are categories you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently. You can then assign demand classes to customers in the Customers windows. Use the Demand Class Lookups window to modify existing or define new Lookups for your shared demand classes.

**Context:** Perform this step for each installation.

See: Demand Class Lookups, page 2-94.

### **Step 10 Define Invoice Line Ordering Rules (Optional)**

If you are using AutoInvoice, define invoice line ordering rules to specify how you want to order and number transaction lines after AutoInvoice groups them into invoices, debit memos, and credit memos. Receivables provides many attributes that you can use to define your line ordering rules.

**Context:** Perform this step for each installation.

See: AutoInvoice Line Ordering Rules, page 2-44.

### **Step 11 Define Grouping Rules (Optional)**

If you are using AutoInvoice, define grouping rules to indicate how you want to group transaction lines imported by AutoInvoice. For example, to include specific transaction lines on a single transaction, certain attributes must be identical. Receivables provides many attributes that you can use to define your grouping rules.

**Context:** Perform this step for each installation.

See: Grouping Rules, page 2-80.

### **Step 12 Define Application Rule Sets (Optional)**

Define Application Rule Sets to control how Receivables reduces the balance due for your open debit items when you apply payments using either the Applications window or Post QuickCash. You can define your own application rule sets, assign them to transaction types, and specify a default rule set in the System Options window.

**Context:** Perform this step for each installation.

**Default** - If you skip this step, Receivables uses the rule set Line First - Tax After as the default. This rule set first applies the payment to the line amount and then applies the remaining amount to any associated tax.

See: Receivables Application Rule Sets, page 6-34.

### **Step 13 Define System Options (Required)**

Define your accounting, discount, tax, and invoice system options to control how Receivables works. System options determine your accounting method, set of

books, accounting flexfields, whether you use header or line-level rounding, and control the default operation of the AutoInvoice and Automatic Receipt programs.

System options also control how Receivables calculates tax on your transactions. You must specify a tax method, choose a Location Flexfield Structure, indicate whether to compound tax, select the address validation to use, and define tax defaults and rounding options. As you can set up your system to calculate Sales Tax, Value Added Tax, or Canadian Tax, we recommend that you carefully review the appropriate implementing tax essay before defining your system options.

See: Overview of Tax, *Oracle Receivables Tax Manual*.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to define system options for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

**Tip:** If you are using flexible address formats to enter and validate your customer address information, implement the seeded Sales Tax Location Flexfield structure 'Country - No Validation'. Alternatively, if you use a Sales Tax Location Flexfield that contains a segment other than 'country' and wish to set up a flexible address format for your home country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Using Flexible Addresses, page 7-78.

Below is a list of optional system options; all other system options are required. There are no default values for these system options.

- Accounting Flex Tuning Segment
- AutoCash Rule Set
- Header Rounding Account
- Purge Interface Tables
- SQL Trace
- System Items Tuning Segment
- Tax Registration Number
- Territory Tuning Segment
- Unallocated Revenue Account\*

\* Required if your Accounting Method is Cash Basis.

**Context:** Perform this step for each operating unit.

See: Defining Receivables System Options, page 2-129.

## Step 14 Set Up Flexible Address Formats (Optional)

To enter customer, supplier, bank, check, and remit-to addresses in country-specific formats, set up flexible address formats. For example, if you have customers in Germany, you can enter German addresses in the format recommended by the



Bundespost, or enter addresses for customers in the United Kingdom in the format recommended by the Royal Mail.

**Context:** Perform this step for each installation.

See: Setting Up Flexible Addresses, page 7-73.

### **Step 15 Maintain Countries and Territories (Optional)**

Use the address style field to assign address styles to countries if you want to use the Flexible Address Formats feature.

You can identify which countries are part of the European Union (EU) by entering a VAT Member State Code for these countries. The Receivables European Sales Listing report uses this information to produce a listing of all sales to customers in European Community member states other than your own.

**Context:** Perform this step for each installation.

### **Step 16 Define Payment Terms (Required)**

Define payment terms to determine the payment schedule and discount information for customer invoices, debit memos, and deposits. You can also define proxima payment terms to pay regular expenses such as telephone bills and credit card bills that occur on the same day each month and create split payment terms for invoice installments that have different due dates.

**Context:** Perform this step for each installation.

See: Payment Terms, page 2-109.

**Default** - If you skip this step, Receivables uses 30 NET as the default. This payment term indicates that payment is due within 30 days.

### **Step 17 Assign Reporting Set of Books (Optional)**

If you are not using Multiple Reporting Currencies (MRC) functionality, skip this step.

To maintain transactions and account balances in multiple currencies, assign your reporting set of books to your primary set of books. This enables you to generate reports in each of your reporting currencies. For example, you can maintain a primary set of books in USD (US dollars) and have Oracle General Ledger maintain reporting sets of books in CAD (Canadian dollars) and EUR (euros).

**Context:** Perform this step for each set of books.

See: Overview of Multiple Reporting Currencies, *Multiple Reporting Currencies in Oracle Applications*.

### **Step 18 Define Accounting Rules (Optional)**

If your accounting method is Accrual, define accounting rules to create revenue recognition schedules for your invoices. Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period.

When you use accounting rules, you also need to define the appropriate periods to which your rule refers. You enter these periods in the Calendar window and they must refer to the same period type as your accounting rule. For example, if you are using an accounting rule that recognizes revenue monthly from Jan-99 through Jun-99, you must define periods from Jan-99 through Jun-99 where the period type is Month. These

periods must be defined in the same calendar as your accounting periods. You define Calendars in Oracle General Ledger.

**Important:** If you have an accounting period type that is not Month and you use AutoInvoice with Oracle Order Management, you should update the Period field for the predefined IMMEDIATE accounting rule to the same period as your accounting period type.

**Context:** Perform this step for each installation.

See: Accounting Rules, page 2-22.

### Step 19 Open Accounting Periods (Required)

Open or close periods in your accounting calendar to control the recording of accounting information for these periods. Receivables uses the status of these accounting periods to control transaction entry and journal entry creation to your general ledger. You cannot enter an activity in a closed accounting period. Receivables provides the following period statuses: Not Opened, Future, Open, Close Pending, and Closed.

**Note:** Define your Receivables calendar in the Accounting Calendar window in Oracle General Ledger.

**Context:** Perform this step for each operating unit.

See: Opening and Closing Accounting Periods, page 9-8.

### Step 20 Define AutoAccounting (Required)

Define AutoAccounting to specify the general ledger accounts for transactions that you enter manually or import using AutoInvoice. AutoAccounting uses this information to create the default revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, bills receivable accounts, and AutoInvoice clearing (suspense) accounts.

**Context:** Perform this step for each operating unit.

See: AutoAccounting, page 2-38.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

### Step 21 Set Up Cash Basis Accounting Method (Optional)

If you are not using the Cash Basis accounting method, skip this step.

If you are using the Cash Basis accounting method, you must set your Accounting Method system option to Cash Basis, define transaction types, set up an Unallocated Revenue account, and run a script to make the GL Transfer and Journal Entry Reports incompatible with each other.

**Context:** Perform this step for each operating unit.

See: Using Cash Basis Accounting, page 9-16.

## Step 22 Define Transaction Types (Required)

Define the transaction types that you assign to invoices, debit memos, commitments, chargebacks, credit memos, on-account credits, and bills receivable. Receivables uses transaction types to default payment term, account, tax, freight, creation sign, posting, and receivables information. Receivables provides two predefined transaction types: Invoice and Credit Memo.

**Context:** Perform this step for each operating unit.

See: Transaction Types, page 2-171.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

## Step 23 Define Transaction Sources (Required)

Define the transaction sources that you assign to invoices, debit memos, commitments, credit memos, on-account credits, and bills receivable. Receivables uses transaction sources to control your transaction and transaction batch numbering, provide default transaction types for transactions in batch, and to select validation options for imported transactions. Receivables provides the following predefined transaction sources: MANUAL-OTHER, DM Reversal, and Chargeback.

**Context:** Perform this step for each operating unit.

See: Transaction Batch Sources, page 2-165.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

## Step 24 Define Collectors (Required)

Define collectors to assign to your customers through credit profile class assignments. Collectors can use the Collections windows and Receivables collection reports to keep apprised of a customer's past due items. Receivables provides a predefined collector called DEFAULT.

**Context:** Perform this step for each installation.

See: Collectors, page 2-62.

## Step 25 Define Approval Limits (Required)

Define approval limits to determine whether a Receivables user can approve adjustments or credit memo requests. You define approval limits by document type, dollar amount, reason code, and currency. Approval limits affect the Adjustments, Submit AutoAdjustments, and Approve Adjustments windows as well as the Credit Memo Request Workflow.

**Context:** Perform this step for each installation.

See: Approval Limits, page 2-29.

## Step 26 Define Remittance Banks (Required)

**Context:** Perform this step for each operating unit.

Define all of the banks and bank accounts you use to remit your payments. You can define as many banks and bank accounts as you need and define multiple currency bank accounts to accept payments in more than one currency.

Proceed to the next step if you already defined your remittance banks in Oracle Payables.

If Oracle Payables has been installed, but you are setting up Receivables before setting up Payables, then you must perform these setup steps in Payables when setting up a new organization:

- Create a responsibility in Oracle Payables
- Tie the responsibility to the new organization
- Using the new Payables responsibility, assign the same set of books that you assigned in the Receivables System Options window, and enter the calendar, functional currency, and GL account structure
- Proceed with defining remittance banks in Receivables

See: Defining Banks, page 2-47.

## Step 27 Define Distribution Sets (Optional)

Define distribution sets if you enter non-invoice related receipts and you want to use a predefined revenue distribution set. Distribution sets are predefined groups of general ledger accounting codes that determine the credit accounts for positive miscellaneous receipt amounts and the debit accounts for negative receipt amounts.

**Context:** Perform this step for each operating unit.

See: Distribution Sets, page 2-64.

## Step 28 Define Receivables Activities (Required)

Define Receivables Activities to provide default accounting information when you create adjustments, discounts, finance charges, miscellaneous cash transactions, and bills receivable. Receivables also uses Receivables Activities to account for tax if you calculate tax on these activities.

**Context:** Perform this step for each operating unit.

See: Receivables Activities, page 2-116.

## Step 29 Define Receipt Programs (Optional)

To create Automatic Receipts, define additional receipt or remittance format programs that you use to send paper and electronic documents to your customers and remittance banks. You can define as many receipt programs as you need.

**Context:** Perform this step for each installation.

**Default** - If you skip this step, Receivables uses the Automatic Receipt print program 'Print Created Receipts' (ARXAPFRC.rdf).

See: Automatic Receipt Programs, page 2-45.

### Step 30 Define Receipt Classes (Required)

Define receipt classes to specify whether receipts are created manually or automatically. For manual receipts, you can specify whether to automatically remit it to the bank and/or clear your accounts. For automatic receipts, you can specify a remittance and clearance method, and whether receipts using this class require confirmation.

**Context:** Perform this step for each installation.

See: Receipt Classes, page 2-113.

### Step 31 Define Payment Methods (Required)

Define the payment methods to account for your receipt entries and applications and to determine a customer's remittance bank information. When defining payment methods, you must enter a receipt class, remittance bank information, and the accounts associated with your payment receivables type. You can also specify accounts for confirmation, remittance, factoring, bank charges, and short-term debt.

**Context:** Perform this step for each installation.

See: Payment Methods, page 2-100.

### Step 32 Define Receipt Sources (Required)

Define receipt sources to provide default values for the receipt class, payment method, and remittance bank account for receipts in a batch. Receipt Sources also determine whether the numbering for receipts in a batch is automatic or manual.

**Context:** Perform this step for each operating unit.

See: Receipt Sources, page 2-115.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

### Step 33 Define Aging Buckets (Optional)

Define aging buckets to review and report on open receivables based on the number of days each item is past due. For example, the 4-Bucket Aging bucket that Receivables provides consists of four periods: -999 to 0 days past due, 1 to 30 days past due, 31-61 days past due, and 61-91 days past due.

**Context:** Perform this step for each installation.

See: Aging Buckets, page 2-26.

### Step 34 Define Statement Cycles (Optional)

Define statement cycles to control when you create customer statements. You assign statement cycles to customers in the Customer Profile Classes window.

**Context:** Perform this step for each installation.

See: Statement Cycles, page 2-128.

### Step 35 Define Standard Messages (Optional)

Define standard messages to customize the content of customer statements. Standard messages automatically print on the bottom of your statements. Use the Print Statements window to assign statement messages and submit statements for printing.

**Context:** Perform this step once for each installation.

See: Standard Messages, page 2-127.

### Step 36 Define Dunning Letters (Optional)

Define dunning letters to inform your customers of past due items and finance charges. Receivables provides three predefined letters named STANDARD1, STANDARD2 and STANDARD3 as well as ten letters that you can customize. You can also create your own dunning letters.

**Context:** Perform this step for each installation.

See: Dunning Letters, page 2-72.

### Step 37 Define Dunning Letter Sets (Optional)

Define dunning letters sets if you want to send your customers dunning letters. You can use dunning letter sets to combine a sequence of dunning letters into one group and increase the severity of each letter. Receivables provides one letter set called STANDARD which includes the three STANDARD letters described in the previous step.

**Context:** Perform this step for each installation.

See: Creating Dunning Letter Sets, page 2-76.

### Step 38 Define Territories (Optional)

If you defined a Territory Flexfield and want to create customized reports based on territory information, define Territory Flexfield combinations. You can assign Territory Flexfields to salespersons, invoices, and customer business purposes.

**Context:** Perform this step for each installation.

See: Territories, page 2-162.

### Step 39 Define Salespersons (Required)

Define salespersons to allocate sales credits to invoices, debit memos, and commitments. If you do not want to assign sales credits for a transaction, you can enter No Sales Credit. If AutoAccounting depends on salesperson, Receivables uses the general ledger accounts that you enter for each salesperson along with your AutoAccounting rules to determine the default revenue, freight, and receivable accounts for transactions.

**Context:** Perform this step for each operating unit.

See: Salespersons, page 2-122.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

### Step 40 Define System Profile Options (Required)

Define profile options to provide default values for some Receivables operations, specify how Receivables processes data, and control which actions users can perform.

**Context:** Perform this once for each installation.

See: Overview of Receivables User Profile Options, page B-2.

**Note:** For more information, please refer to Update Personal Profile Options in the *Oracle Applications User Guide* and Update System Profile Options in the *Oracle Applications System Administrator's Guide*.

### Step 41 Define Customer Profile Classes (Required)

Define customer profile classes to categorize customers based on credit, payment terms, statement cycle, automatic receipt, finance charge, dunning, and invoicing information. When you initially set up your customers, you assign each customer to a profile class. To customize the profile class for a specific customer, use the Customer Profile Classes window.

**Context:** Perform this step for each installation.

**Default** - If you skip this step, Receivables uses the profile class DEFAULT.

See: Defining Customer Profile Classes, page 7-53.

### Step 42 Define Customers (Required)

Proceed to the next step if you defined customers while setting up another Oracle Applications product.

Define customers and customer site uses to enter transactions and receipts in Receivables. When you enter a new customer, you must enter the customer's name, profile class and number (if automatic customer numbering is set to No). You can optionally enter customer addresses, contacts, site uses and telephone numbers. You must enter all the components of your chosen Sales Tax Location Flexfield when entering customer addresses in your home country.

**Context:** Perform this step for each installation.

See: Entering Customers, page 7-16.

### Step 43 Define Remit-To Addresses (Required)

Define remit-to addresses to inform your customers where to send payments. Associate each remit-to address with one or more state, country, and postal code combinations. For example, if you want your customers in California and Nevada to send their payments to a specific address, enter the remit-to address and associate the states CA and NV with this address. Remit-to addresses are assigned based on the bill-to address on the transaction.

**Context:** Define remit-to addresses for each installation. For each operating unit, associate each remit-to address with a state and country.

See: Remit-To Addresses, page 2-121.

**Tip:** It is a good idea to set up a default remit-to address, even if you have other remit-to addresses defined, because Receivables can use this address if the bill-to location on the transaction is not covered by any other remit-to address assignment. This may happen, for example, when you create transactions for a new customer.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

## Step 44 Define Customer Relationships

You can define two types of relationships in Receivables:

- Customer account relationships
- Party paying relationships

### Define Customer Account Relationships (Optional)

Define customer relationships to enable customers to apply receipts to related customer transactions. To restrict receipt application to only related customers, define relationships between your customers and set the system option Allow Payment of Unrelated Invoices to No. Receivables lets you define one way and reciprocal relationships between your customers.

**Context:** Perform this step for each operating unit.

See: Creating Customer Relationships, page 7-51.

### Define Party Paying Relationships (Optional)

If you want to provide one party with access to another party's accounts and transactions, then define party paying relationships.

You use Oracle Trading Community Architecture Relationship Manager to define party paying relationships.

**Context:** Perform this step for each installation.

See: Using Party Paying Relationships, page 7-48.

See: Creating Relationships, *Oracle Trading Community Architecture User Guide*

## Step 45 Define Lockboxes (Optional)

To import receipts from a bank file using AutoLockbox, define lockboxes. For each lockbox, enter the lockbox number, bank name, batch source, bank account, bank origination number and cash account.

**Context:** Perform this step for each operating unit.

See: Lockboxes, page 2-95.

## Step 46 Define Transmission Formats (Optional)

If you use AutoLockbox to import receipts, define a transmission file format. Transmission formats specify how data in your lockbox bank file is organized so it can be successfully imported into the Receivables interface tables. Receivables provides several standard transmission formats you can modify to meet your needs.

**Context:** Perform this step for each installation.

See: Transmission Formats, page 2-178.



### Step 47 Define Unit of Measure Classes (Optional)

Proceed to the next step if you defined units of measure classes while setting up another Oracle Applications product.

Use the Units of Measure Classes window to define and update groups of units of measure with similar characteristics (for example, Volume or Length). A class consists of a base unit of measure and other assigned units of measure. Use this window to define the base unit of measure for each class.

**Context:** Perform this step for each installation.

See: Unit of Measure Classes, page 2-183.

### Step 48 Define Units of Measure (Required)

Proceed to the next step if you defined units of measure while setting up another Oracle Applications product.

Use the Units of Measure window to define one or more units of measure. Each item that you define in Receivables must have a primary unit of measure that you will have defined in this window. The number of units of measure that you define in this window depends on the variety of physical characteristics of your organization's inventory.

**Context:** Perform this step for each installation.

See: Units of Measure, page 2-183.

### Step 49 Define Standard Memo Lines (Optional)

Define standard memo lines to enter predefined lines for debit memos, on-account credits, and invoices. When you define standard memo lines, you can specify whether a line is for charges, freight, line, or tax. Receivables also lets you define one chargeback and one debit memo reversal line.

**Context:** Perform this step for each operating unit.

See: Standard Memo Lines, page 2-125.

**Important:** If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

### Step 50 Set Up Cross Currency Receipts (Optional)

If your organization needs to apply receipts to transactions in different currencies, set up Receivables for cross currency receipts. To do this, define a cross currency rounding account in the System Options window, and define a suspense account in Oracle General Ledger.

**Context:** Perform this step for each operating unit.

See: Setting Up Cross Currency Receipts, page 6-22.

### Step 51 Set Up Tax (Required)

In Step 13, page 2-11, you set up Receivables system options and reviewed the implementing sales tax, VAT, or Canadian tax essay. Set up the remaining features of Receivables tax by defining tax-specific profile options, tax codes and rates, tax Lookups, tax exceptions and exemptions, tax authorities, and tax groups.

**Context:** Perform this step for each operating unit.

See: Overview of Tax, *Oracle Receivables Tax Manual*.

## Step 52 Set Up Vendor Extension (Optional)

If you are not using a tax vendor with Oracle Receivables, skip this step.

Oracle Receivables provides a tax vendor extension that integrates external tax calculation programs with Oracle Applications. This extension performs complex tax calculations while using Receivables to create and store all other tax data. You can implement either the Taxware Sales/Use Tax System or Vertex Quantum with Oracle Receivables.

**Context:** Perform this step for each operating unit.

Depending on the tax vendor you are using, refer to one of the following implementation guides: *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

## Step 53 Define Document Sequences (Optional)

By assigning unique numbers to documents, you can account for each transaction you enter and the document that accompanies it.

To enable sequential numbering, set the Sequential Numbering profile option to either 'Always' or 'Partially Used'. You must then define and assign categories and sequences for each transaction type, payment method, adjustment, and finance charge activity that you use.

**Context:** Define categories and sequences for each installation. Assign sequences to categories for each set of books.

See: Implementing Document Sequences, page 2-64.

## Accounting Rules

Define accounting rules to create revenue recognition schedules for your invoices. Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period. You can use accounting rules with transactions that you import into Receivables using AutoInvoice and with invoices that you create manually in the Transaction windows. You can define an unlimited number of accounting rules.

When you run the Revenue Recognition program for an invoice that is associated with one or more accounting rules, Receivables creates the invoice's revenue distributions for the period or periods in which the rules fall.

**Note:** Revenue Recognition creates accounting distributions for all periods of status Open, Future, or Not Open. If any period has a status of Closed or Close Pending, then Revenue Recognition creates the distributions in the next Open, Future, or Not Open period.

See: Recognizing Revenue, page 3-25.

Depending on your business needs, you may require deferred accounting rules, which you can create by selecting the Deferred Revenue check box during rule definition. Deferred accounting rules let you defer revenue to an unearned revenue

account until you are ready to specify the revenue recognition schedule. See: *Deferred Accounting Rules*, page 2-24.

You can assign a default accounting rule to your items in the Master Item window (Invoicing tabbed region) and to your Standard Memo Lines in the Standard Memo Lines window. See: *Standard Memo Lines*, page 2-125 and *Defining Items*, page 2-85.

**Important:** Invoicing and Accounting Rules are not applicable if you are using the Cash Basis method of accounting. If you use the Cash Basis method, AutoInvoice will reject any transaction lines that are associated with invoice or accounting rules.

If you want to credit an invoice that uses invoice and accounting rules to schedule revenue and billed receivable recognition, you can specify how you want to adjust this invoice's revenue account assignments by choosing a Rules Method in the Credit Memos window. See: *Crediting Transactions*, page 3-76.

#### **Prerequisites**

- Define period types, *Oracle General Ledger User Guide*

### **To define an accounting rule:**

1. Navigate to the Invoicing and Accounting Rules window.
2. Enter a Name for this accounting rule.
3. Enter an accounting rule Type. Enter 'Accounting, Fixed Duration' to prorate revenue recognition evenly over a predefined period of time. The revenue recognition schedule is always the same every time you choose this accounting rule. For example, if you have four schedules for your rule with this type, you will recognize twenty-five percent of your revenue at the end of each schedule.

Enter 'Accounting, Variable Duration' to be able to specify the number of periods over which you want to recognize revenue for invoices to which you assign this rule. You can assign this type of accounting rule to invoices that you manually enter in the Transaction window or import into Receivables using AutoInvoice. The revenue recognition schedule changes for invoices that are assigned this type of accounting rule depending upon the value that you either pass through AutoInvoice or specify when you manually enter an invoice.

4. Enter the Period to use for your accounting rule schedule. You can choose from any of the Period Types you defined, but you can only choose a period type that has overlapping dates if it is an adjusting period. In addition, you can only choose 'Specific Date' as your period type for accounting rules to which you have assigned a type of 'Accounting, Fixed Duration.' You can only update this field for the accounting rule 'IMMEDIATE.' See: *Defining Period Types, Oracle General Ledger User Guide*.

**Important:** If you have an accounting period type that is not 'Month' and you use AutoInvoice with Oracle Order Management, you should update the Period field for the 'IMMEDIATE' accounting rule to the same period as your accounting period type.

5. If this accounting rule type is 'Accounting, Fixed Duration,' enter the Number of Periods to use for your accounting rule schedule. For example, if you entered a

period of 'Weekly' and you enter '3' here, Receivables creates a rule schedule for three weekly periods.

6. If you want to delay specifying the revenue recognition schedule for this rule, check the Deferred Revenue check box. If you select this check box, then revenue is deferred to an unearned revenue account, and you must later use the Actions wizard to recognize the revenue. See: Deferred Accounting Rules, page 2-24.
7. Define your revenue recognition schedule for this accounting rule. Enter the percentages of revenue to recognize within each period of your accounting rule.

If this accounting rule type is 'Accounting, Fixed Duration,' Receivables displays a rule schedule according to the period and number of periods you entered. Receivables determines the schedule by evenly prorating all the revenue across all periods (you can change this information). The sum of all periods for this type must equal 100 percent.

If this accounting rule type is 'Accounting, Variable Duration,' you do not need to enter any information. Receivables does not display the default rule schedule for an accounting rule of this type because the number of periods is unknown. However, if you want to recognize a specific revenue percentage in the first period, you can enter that percentage here. In this case, Receivables prorates the remaining revenue percentage across the remaining periods. Receivables uses the number of periods that you either pass through AutoInvoice or enter manually in the Transaction window to determine the payment schedule of your accounting rule.

8. If this accounting rule type is 'Accounting, Fixed Duration,' and you choose Specific Date as your period, enter specific dates for each period of the revenue recognition schedule for this rule.

## Deferred Accounting Rules

You create deferred accounting rules by selecting the Deferred Revenue check box in the Invoicing and Accounting Rules window during rule definition. When you use deferred accounting rules, the Revenue Recognition program creates a single distribution per line that posts to an unearned revenue GL account. You later earn the revenue using the Actions wizard. See: Revenue Accounting, page 3-28.

You can use deferred accounting rules only for invoices that are assigned the Bill in Advance invoicing rule. If the invoicing rule on a transaction is Bill in Arrears, the Revenue Recognition program ignores the deferred flag.

If you use a deferred accounting rule with a single accounting period, Receivables recognizes the revenue in the period that you specify with the Actions wizard.

If you use a deferred accounting rule with multiple accounting periods, Revenue Accounting creates the revenue recognition schedule based on the rule, and the start date is determined by the GL start date that you entered using the Actions wizard. If the GL start date occurs in a closed accounting period, Revenue Accounting posts that portion of revenue into the subsequent open accounting period.

If you use a non-deferred accounting rule with multiple accounting periods, Revenue Accounting uses the schedule created by the Revenue Recognition program. If an accounting period is closed, Revenue Accounting posts that portion of revenue into the subsequent open accounting period.

The tables below illustrate the difference between deferred and non-deferred rules.

- This table illustrates what happens when you have a \$300 invoice with a 3 month deferred rule and an original start date of February 2. In this example, all periods are open.

GL Date	February	March	April	May
February 2	\$100	\$100	\$100	\$0
March 2	\$0	\$100	\$100	\$100

The February 2 row shows what the original revenue recognition schedule would have been if the accounting rule were not deferred. However, the rule *is* deferred in this example, which means that Receivables creates a single distribution line that posts to an unearned revenue GL account when you run Revenue Recognition.

Later, you use the Actions wizard to earn revenue on this invoice, but perhaps you entered March 2 as the GL start date. Revenue Accounting honors the original schedule, illustrated by the February 2 row. However, Revenue Accounting ignores the original start date from the transaction and uses the GL date, March 2, that you entered. This causes Receivables to shift the schedule by one month, illustrated by the March 2 row.

- This table illustrates what happens when you have a \$300 invoice with a 3 month non-deferred rule. In this example, February is open at first, but is later closed before you can finish adjusting this invoice's revenue.

GL Date	February	March	April	May
February 2	\$100	\$100	\$100	\$0
March 2	\$0	\$200	\$100	\$0

The February 2 row shows the original revenue recognition schedule that Receivables creates when you first run Revenue Recognition. At this stage, February is open.

Later, perhaps you discovered that the schedule was wrong, so you used the Actions wizard to unearn, and then correctly re-earn, the invoice's revenue. When you re-earn revenue on invoices with non-deferred accounting rules, Revenue Accounting uses the original schedule, illustrated by the February 2 row.

In this example, however, at this stage, February is now closed. Therefore, Receivables posts February's allocation to March, illustrated by the March 2 row.

## Related Topics

Entering Invoices with Rules, page 3-20

Recognizing Revenue, page 3-25

Invoices with Rules, page 3-236

Using Rules, page 3-239

Using AutoInvoice, page 3-201

Accounting Rules Listing Report, page 11-15

## Aging Buckets

Aging buckets are time periods you can use to review and report on your open receivables. For example, the 4-Bucket Aging bucket that Receivables provides consists of four periods: -999 to 0 days past due, 1 to 30 days past due, 31-61 days past due, and 61-91 days past due. When you create your Collections reports or view your customer accounts, you can specify an aging bucket and 'as of date', and Receivables will group the transactions and their amounts in the appropriate days past due period.

You can define an unlimited number of aging buckets and lines (time periods) within an aging bucket. However, all Receivables aging reports include a maximum of the first seven time periods for an aging bucket. If you want to report on additional time periods, you must create custom aging reports. You can also customize the aging buckets that Receivables provides.

Aging buckets that you define here appear as list of values choices in the Aging, Print Statements, and the Print Collection Reports windows. You can make an aging bucket inactive by changing its status to 'Inactive' and then saving your work.

**Note:** If you have Multi Lingual Support (MLS), you can define aging buckets in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

### To define a new aging bucket:

1. Navigate to the Aging Buckets window.
2. Enter a Name for this aging bucket.
3. Choose the Type of aging bucket you are defining. You can choose from the following types:
  - 4-Bucket Aging:** Use this type to define an aging bucket with four periods. Receivables displays this aging bucket in the list of values when you print the 'Aging - 4 Buckets' report.
  - 7-Bucket Aging:** Use this type to define an aging bucket with seven periods. You can print 7-Bucket Aging reports that sort by either amount or salesperson. Receivables displays this aging bucket in the list of values when you print the 'Aged Trial Balance - 7 Buckets By Amounts' or 'Aging - 7 Buckets By Salesperson' report.
  - Credit Snapshot:** Receivables displays this aging bucket in the list of values of the Print Collections Report window when you print the Customer Credit Snapshot report.
  - Statement Aging:** Use this type to define an aging bucket with five periods. This aging bucket appears on your statements. You can define as many statement aging buckets as you need. Receivables displays your active statement aging buckets as list of values choices in the Print Statements window.
4. Enter a Sequence Number to reflect the order in which Receivables prints your aging bucket period. The default is the sequence in which you define each period (for example, the first period you define is '1', the second '2' and so on).
5. Enter the Type of aging bucket line you are defining. Choose from the following types:

**Current:** Display transactions that are not yet due.

**Past Due:** Display transactions that have a number of days past due in the range you specify for this line. For example, if Days From is 10 and Days To is 15 for this line, Receivables displays transactions that are between 10 and 15 days past due in this line.

**Dispute Only:** Display transactions that are in dispute with your customer. You can only have one line of this type per aging bucket. If you do not specify a line of this type, Receivables prints disputed debit items in the appropriate aging periods. You do not specify a Days From and Days To past due range for this type.

**Pending Adjustment Only:** Display transactions that have pending adjustments. You can only have one line of this type per aging bucket. If you do not specify a line of this type, Receivables prints your transactions that have pending adjustments in the appropriate aging periods. You do not specify a Days From and Days To past due range for this type.

**Dispute and Pending Adjustments:** Display transactions that are in dispute and transactions that have pending adjustments in this line. You can only have one line of this type per aging bucket. You do not specify a Days From and Days To past due range for this type.

**Future:** Display transactions that will be due in the future. For example, if the current date is April 5 and the due date range for this line is Days From: -10 and Days To: -5, items with a due date between April 10 and April 15 will appear in this line.

**Important:** You can only enter one Dispute or Pending adjustment line per aging bucket. For example, if you define a line type of Dispute Only, you cannot define a Pending Adjustment Only or Dispute and Pending Adjustments line within this aging bucket.

6. If this line type is Current, Past Due, or Future, enter the starting day number in the Days From field. For example, if this is the first line (sequence 1) and you want to display transactions that are 1 to 30 days past due, enter '1.'
7. If this line type is Current, Past Due, or Future, enter the ending day number in the Days To field. For example, if this is the first line (sequence 1) and you want to display transactions that are 1 to 30 days past due, enter '30.'
8. Enter the column headings to appear in your report above the bucket you are defining. You can enter a maximum of fifteen characters for your column heading.

For example, you define an aging bucket line for transactions from 1 to 30 days past due. If you enter '1 to 30 Days' in the First Column Headings field and 'Past Due' in the Second Column Headings field, your report heading will print like this:

**1 to 30 Days**

**Past Due**

## Related Topics

Viewing Account Balances by Aging Bucket, page 8-4

Printing a Collection Report, page 8-23

Accounts Receivable Aging Reports, page 11-20

## Application Rule Sets

Use the Application Rules Sets window to review existing and define new application rule sets. Application rule sets specify the default payment steps for your receipt applications and how discounts affect the open balance for each type of associated charges. By defining your own application rule set, you can determine how Receivables reduces the balance due for a transaction's line, tax, freight, and finance charges.

Receivables provides the following application rules:

- **Line First - Tax After:** Apply to the open line item amount first. Apply any remaining amount in the following order: tax, freight, and then finance charges.
- **Line and Tax Prorate:** Apply a proportionate amount to the open line item amount and the open tax amount for each line. Apply any remaining amount to freight and then to finance charges.
- **Prorate All:** Apply a proportionate amount to the line, tax, freight, and finance charges.

**Note:** In an application rule set, each line type (line, freight, and tax) must appear once and only once.

For more information, see: Receivables Application Rule Sets, page 6-34.

### To define an application rule set:

1. Navigate to the Application Rule Sets window.
2. Enter a Name and Description for this rule set.
3. Enter the Sequence number for this application rule. Receivables applies payments in this sequence, beginning with the lowest sequence number.

**Note:** You cannot enter a sequence number for the Overapplication rule. By default, this rule is last in the sequence for each application rule set.

4. Enter an application Rule. Each rule will correspond to a line type (for example, lines, freight, or charges), so you should give your rule a descriptive name. Each rule set must have at least one application rule.

**Important:** Receivables automatically assigns the Overapplication rule to each application rule set. You cannot delete this rule. The Overapplication rule applies any remaining amount after the balance due for each item has been reduced to zero. If the transaction type of the debit item allows overapplication, this rule prorates the remaining amount between each line and its associated tax amount, making these amounts negative. If the transaction type does not allow overapplication, you can either place the remaining amount on-account or leave it 'Unapplied'.



5. Enter Rule Details for this application rule. This section indicates the type of charges and the tax handling for this rule. Choose a Type of Line, Freight, or Charges. You need to enter at least one type for your rule set.
6. If you chose a Type of 'Line', choose a Tax Treatment. Choose one of the following:
  - Prorate:** Choose this option to proportionately reduce the net amount of the line and associated tax amounts.
  - Before:** Choose this option to first reduce the open tax amount, then apply any remaining amount to the line.
  - After:** Choose this option to reduce the open line amount, then apply any remaining amount to the associated tax.

**Note:** The default Tax Treatment for your Freight and Charges types is None. This option ignores tax, since you cannot tax freight and charges in Receivables. You cannot choose None for your Line type.
7. To automatically adjust this line type to account for any rounding corrections within this rule set, check the Rounding Correction box. When an amount is prorated among several line types, Receivables must use one of the line types to account for the rounding adjustment. Each application rule set must have one and only one rounding correction line type.
  - Tip:** Assign the Rounding Correction to the line type that is usually the largest portion of your invoices. By doing this, the rounding correction will have the least effect on the overall remaining and applied amounts for this line type.
8. Repeat the previous steps for each rule you want to add to this rule set.
9. When you are satisfied with this rule set definition, check the Freeze box. Receivables verifies that your application rule set is defined properly and that it does not violate any basic application guidelines. If this rule set fails validation, Receivables displays an error message. In this case, modify your rule set definition, then check the Freeze box again to revalidate it.
  - Important:** A rule set must be 'frozen' before you can assign it to a transaction type or use it as your default rule in the System Options window. Additionally, after you freeze an application rule set, you cannot update or delete it.

## Related Topics

Receivables Application Rule Sets, page 6-34

Defining Receivables System Options, page 2-129

## Approval Limits

Use the Approval Limits window to define approval limits for:

- **Adjustments:** When you enter an adjustment that is outside your approval limit range, Receivables assigns the adjustment a status of Pending until someone with the appropriate approval limits either approves or rejects it.

Receivables uses approval limits that have a document type of Adjustment when you create an adjustment in the Adjustments, Submit AutoAdjustments, and Approve Adjustments windows.

Define Adjustment approval limits by currency and amount.

To review your adjustments and adjustment statuses, see the: Adjustment Register, page 11-18.

- **Credit Memo Requests:** The Credit Memo Request Approval Workflow uses approval limits that have a document type of Credit Memo when forwarding credit memo requests from iReceivables. The workflow sends a notification to an approver if the request is within the approval limit range for the currency and reason code specified.

Define Credit Memo approval limits by reason type, currency, and amount.

- **Credit Memo Refunds:** When you attempt to electronically refund an on-account credit memo, Receivables uses approval limits that have a document type of Credit Memo Refund.

Define Credit Memo Refund approval limits by currency and amount.

- **Receipt Write-Offs:** When you write off an unapplied receipt amount or an underpayment on a receipt, Receivables uses approval limits that have a document type of Receipt Write-off. You cannot write off a receipt amount that is outside your approval limit range.

Define Receipt Write-off approval limits by currency and amount.

The approval limits for write-offs are separate from, but cannot exceed, the system level write-off amounts that you define in the System Options window.

You must specify both lower and upper approval limits for each approver.

**Important:** Be sure to update approval limits when personnel changes occur and whenever you define new credit memo reasons in the Receivables Lookups window.

### Prerequisites

- Define application users, *Oracle Applications System Administrator's Guide*
- Define currencies, *Oracle General Ledger User Guide*

### To define approval limits:

1. Navigate to the Approval Limits window.
2. Enter the Username of the person for whom you are defining approval limits, or select from the list of values. You define valid user names and descriptions in the Users window. For more information, refer to the *Oracle Applications System Administrator's Guide*.
3. Select a Document Type of either Adjustment, Credit Memo, Credit Memo Refund, or Receipt Write-off.
4. If the Document Type is Credit Memo, enter a Reason code for this approval limit. An approver can only approve credit memo requests with the same reason code. You can define additional reason codes in the Receivables Lookups window.

5. Enter a Currency code. You can define multiple user approval limits for each currency defined in your system.
6. Enter a minimum approval amount in this currency for this user. You can enter either a positive or negative amount, but the From Amount must be less than or equal to the To Amount.
7. Enter a maximum approval amount in this currency for this user. You can enter either a positive or negative amount, but the To Amount must be equal to or greater than the From Amount.

**Note:** Credit memo approval ranges cannot overlap for limits with the same reason type and currency. For example, the approval range for primary approver JSMITH is from -200 USD to -100 USD and the reason code is Free Product. Therefore, you cannot define a credit memo approval range for primary approver AJONES from -250 USD to -150 USD and specify the same reason code.

8. If you specified a Document Type of Credit Memo, indicate whether this approver is the primary approver for this range by checking the Primary box.
9. To enter a Description of this approval limit, open the More tabbed region.

## Related Topics

About Adjustments, page 3-229

Approving Adjustments, page 3-235

Adjustment Approval Report, page 11-17

Applying On-Account Credits, page 3-89

Writing Off Receipts, page 6-164

## Using the Account Generator in Oracle Receivables

Receivables uses the Account Generator to update the balancing segment values during various accounting activities against transactions and receipts. By matching the balancing segments for different accounting activities back to the original transaction or receipt, the Account Generator ensures that Receivables uses the correct balancing segment values during this substitution process.

For example, if an invoice's balancing segment that you assess finance charges for has a value of '01' and the balancing segment of your finance charges account is '02', when Receivables accrues finance charges for this invoice, the Account Generator automatically changes the balancing segment of the finance charges account to '01'.

The Account Generator in Receivables utilizes Oracle Workflow. You can view and customize Account Generator processes through the Oracle Workflow Builder. To modify the default setup using Oracle Workflow (for example, to use a different balancing segment for either the finance charges or Receivables account), see: Customizing the Account Generator for Oracle Receivables, page 2-37.

**Note:** Some Oracle financial applications, such as Oracle Payables and Oracle Purchasing, use the Account Generator to create accounting combinations that record detailed information about each transaction. However, Oracle Receivables uses AutoAccounting to create

the general ledger accounts for your manually entered or imported transactions.

## Deriving Balancing Segment Values

For **transaction-related activities** such as adjustments and discounts, Receivables derives the balancing segment value from the receivable account that is associated with the transaction.

For **receipt-related activities** such as receipt write-off activity, Receivables derives the balancing segment from the Unapplied Cash account that is associated with the payment method bank account.

**Note:** Receivables does not substitute the balancing segment for miscellaneous cash, bank errors, or commitments (deposits and guarantees).

This table illustrates how Receivables derives the balancing segment value for various accounting activities:

Accounting Activity	Original Account Setup Level	Source for Balancing Segment Substitution	Description of Substitution Process
Adjustments, endorsements, finance charges, and discounts (both earned and unearned) activity	Receivable Activity, Tax Code (location based)	The receivable account of the transaction against which the adjustment is created.	<p>The receivable activity account's balancing segment is substituted to match the balancing segment value of the receivable account of the transaction against which the adjustment is created.</p> <p><b>Note:</b> For these specific receivable activities, the setup determines whether the Activity GL Account or the Net Expense account on the tax code (location based) is used as the receivable activity account.</p>
Chargeback activity (transaction-related)	Receivable Activity	The receivable account of the transaction against which the chargeback is created.	The receivable activity account's balancing segment is substituted to match the balancing segment of the receivable account of the transaction against which the chargeback is created.
Short term debt, claims investigation, credit card refunds, chargeback activity (receipt-related), and receipt write-off activity	Receivable Activity	The Unapplied Cash account that is defined for the payment method bank account.	The receivable activity account's balancing segment is substituted to match the balancing segment of the Unapplied Cash account that is set up on the receipt payment.
Receipt applications (exchange gain, exchange loss, and cross currency rounding)	System Options	The receivable account of the transaction to which the receipt application is made.	The Gain, Loss, or Cross Currency Rounding account's balancing segment is substituted from the receivable account of the transaction to which the receipt application is made.
Credit memo applications	System Options	The receivable account of the transaction to which the application is made.	<p>The Gain, Loss account's balancing segment is substituted from the receivable account of the transaction to which the application is made.</p> <p><b>Note:</b> In the case of a credit memo application against a receipt, the transaction is the credit memo. Receivables thus derives the balancing segment from the receivable account of the credit memo.</p>

**Note:** For adjustments to invoices, if the balancing segment on the modified account does not match that of the receivable of the invoice that was adjusted, then Receivables substitutes the balancing segment to match that of the invoice when the adjustment is approved.

## Disabling the Balancing Segment Substitution Process for Activities

Optionally use the AR: Disable Receivable Activity Balancing Segment Substitution profile option to disable balancing segment substitution for receivable activities.

**Note:** This profile option does *not* affect the gain, loss, and rounding accounts that you define at the system options level.

If you disable balancing segment substitution for activities, then you must define a suspense account in the event that your activities and original transactions do *not* post to the same balancing segment value. Otherwise, the transfer to General Ledger will not succeed. See: Running General Ledger Interface, page 9-1 and Defining Suspense Accounts, *Oracle General Ledger User Guide*.

The AR: Disable Receivable Activity Balancing Segment Substitution profile option impacts these activities:

- adjustments
- discounts (earned and unearned)
- finance charges
- activity applications (such as receipt write-off activity, short term debt, and claims investigation)

## Related Topics

Overview of the Account Generator, *Oracle Applications Flexfields Guide*

Decide How to Use the Account Generator, page 2-34

Customizing the Account Generator for Oracle Receivables, page 2-37

Overview of Receivables User Profile Options, page B-2

## Decide How to Use the Account Generator

**If you are upgrading from Release 10 and used FlexBuilder**, then you should perform the equivalent of this setup step as part of your upgrade. See the FlexBuilder section in *Upgrading Oracle Applications*.

**Note:** If you used FlexBuilder in a previous release to generate account combinations, then you can use the Generate Account Using FlexBuilder Rules process to automatically replicate your FlexBuilder setup, without changing any of your predefined FlexBuilder Rules, and without customizing the Account Generator. The Generate Account Using FlexBuilder Rules process includes a function that is generated during your upgrade from Release 10 to Release 11i.

**If you are implementing Oracle Receivables for the first time**, you should review how Receivables uses the Account Generator to update the balancing segment values during

various accounting activities. See: Using the Account Generator in Oracle Receivables, page 2-31

Consider whether the default Account Generator process is appropriate for each set of books. For each structure and set of books, you can choose one of the following:

- Use the default Account Generator process
  - Replace Balancing Segment
- Customize the default Account Generator process

This decision determines which setup steps your implementation team must perform.

Additionally, you can choose to disable balancing segment substitution for receivable activities. See: Using the Account Generator in Oracle Receivables, page 2-31.

### **Prerequisites to Using the Account Generator**

Before using the Account Generator on a production database in Receivables to update the balancing segment values, you must:

- Define your Accounting Flexfield structure for each set of books.
- Define flexfield segment values and validation rules.
- Set up Oracle Workflow, *Oracle Workflow Administrator's Guide*.
- Choose whether you want to use the default Account Generator process, or if you need to customize it to meet your accounting needs.
- Then, for each set of books, you must:
  - Choose to use the default Account Generator process, or
  - Customize the default Account Generator process, test your customizations, and choose the process for a flexfield structure, if necessary.

### **Related Topics**

The Default Account Generator Process for Oracle Receivables, page 2-35

Customizing the Account Generator for Oracle Receivables, page 2-37

## **The Default Account Generator Process for Oracle Receivables**

Evaluate whether the default Account Generator process meets your accounting requirements. No setup steps are required to use the default. The default process can also be updated later as your needs change. You can make minor changes to the default process without changing the name.

Each Account Generator workflow is called an item type. Oracle Receivables comes with the following Account Generator item type:

- AR Substitute Balancing Segment

The AR Substitute Balancing Segment contains the following workflow processes:

- Replace Balancing Segment
- Generate Account Using FlexBuilder Rules

**Note:** If you used FlexBuilder in Release 10 but did not customize the default configuration, you can use the default Account Generator

process in Release 11*i*, which gives you the same result as the default assignments in FlexBuilder.

## Replace Balancing Segment Process

This process updates the balancing segment during certain accounting activities. For a list of these activities, see: *Deriving Balancing Segment Values*, page 2-32.

**Note:** The Replace Balancing Segment workflow process updates the balancing segment on all receivables activities except miscellaneous cash, bank errors, or guarantee commitments.

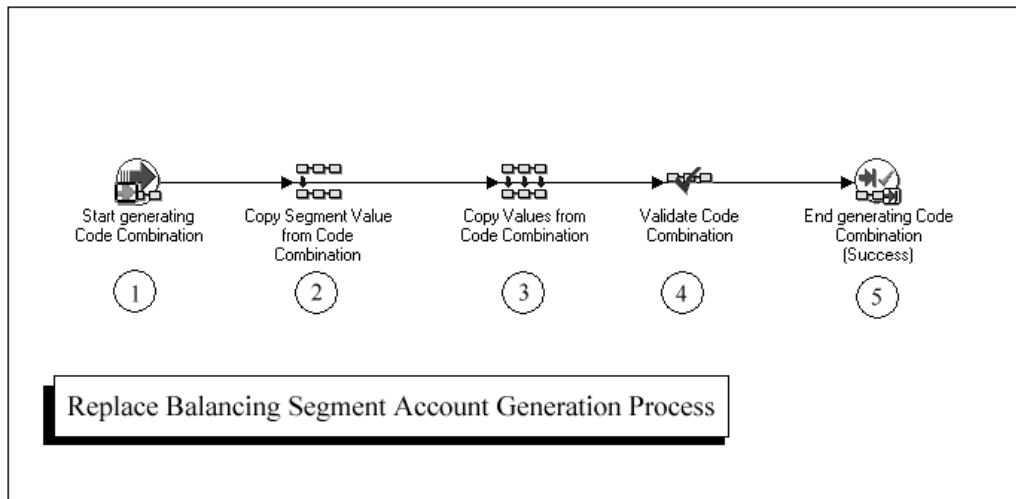
The AR Substitute Balancing Segment item type has these attributes:

- Original CCID - This number indicates the original account number of the balancing segment for this transaction.
- Substitute CCID - This number indicates the new account number of the balancing segment for this transaction.
- Chart of Accounts ID - This number indicates the account structure that your organization uses to record transactions and maintain account balances. This attribute is common to each Oracle Financials application.
- Error Message - This indicates that an error has occurred. This attribute is common to each Oracle application.

The Replace Balancing Segment process consists of three unique activities that comprise the five activity nodes that appear in the following workflow diagram.

In the workflow diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. (The numbered circles are not part of the process diagram.)

### ***Replace Balancing Segment Process***



### **Sample Invoice Account Generation Activities**

Following is a description of each activity in the sample process for Replace Balancing Segment Account Generation, listed by function name. You can create all the components



for an activity in the graphical Oracle Workflow Builder except for the PL/SQL stored procedures that the function activities call.

#### **Start Generating Code Combination (Node 1)**

This is a standard activity that marks the start of the process.

#### **Copy Segment Value from Code Combination (Node 2)**

Node 2 copies the new balancing segment value from the substitution code combination ID (CCID). For examples of how the Account Generator derives the balancing segment for different accounting activities, see: *Deriving Balancing Segment Values*, page 2-32.

#### **Copy Values from Code Combination (Node 3)**

This activity copies the remaining segment values from the original code combination into the new code combination for this transaction.

#### **Validate Code Combination (Node 4)**

Node 4 contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value *New code combinations* must be set to *True*.

#### **End Generating Code Combination (Node 5)**

This standard activity ends the code combination generation process.

### **Using the Account Generator Profile Option**

The Account Generator:Purge Runtime Data profile option ensures that data used to build account combinations is purged after the Account Generator has completed. For more information, see: *Profile Options in Oracle Application Object Library*, page B-25.

### **Related Topics**

Customizing the Account Generator for Oracle Receivables, page 2-37

## **Customizing the Account Generator for Oracle Receivables**

Oracle Receivables provides a default Account Generator process for you to use. If the default does not satisfy your accounting requirements, you can use the Oracle Workflow Builder to customize the default process or create a new one.

If you want to create a new process to meet your company's needs, use the Oracle Workflow Builder to create a new process, or copy the existing default and change the name before making extensive changes to it.

For more information about the generic features and functions of the Account Generator, see: *Customizing the Account Generator, Oracle Applications Flexfields Guide*.

For more information about how to use the Oracle Workflow Builder, refer to the *Oracle Workflow User's Guide*.

### **Customization Example**

For example, you can customize the AR Substitute Balancing Segment item type to use a different balancing segment for either the finance charges or Receivables account.

## Testing a Customized Account Generator Process

You must test any modified Account Generator process before using it on a production database.

To test your customized Account Generator Process, run the General Ledger Interface program, then verify that the Account Generator substituted the correct segment for that account. You can run this program from the Run General Ledger Interface Program window.

## Implementing a Customized Account Generator Process

If you have customized your Account Generator process for a particular Account Generator item type and assigned a new name to it, use the Account Generator Processes window to associate the new process name with the appropriate Accounting Flexfield structure and item type.

If you made customizations to the default process, but did not change the name of the process, then you do not need to perform this step.

## Choosing the Process for a Flexfield Structure

1. Navigate to the Account Generator Process window.
2. Select the structure to which you want to assign a process. You can choose the application, flexfield title, structure, and description from the list of values.
3. Specify the Item Type containing the process, for example, Replace Balancing Segment.
4. Specify the process you want to use to generate the accounts.

The default process, Replace Balancing Segment, will be the default. If you want to use a different process, enter the name of the process you want to use.

## Related Topics

Overview of the Account Generator, *Oracle Applications Flexfields Guide*

Running General Ledger Interface, page 9-4

## AutoAccounting

Define AutoAccounting to specify how you want Receivables to determine the general ledger accounts for transactions that you enter manually or import using AutoInvoice. Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, bills receivables accounts, and AutoInvoice clearing (suspense) accounts using this information.

You can control the value that AutoAccounting assigns to each segment of your Accounting Flexfield, such as Company, Division, or Account.

You must define AutoAccounting before you can enter transactions in Receivables. When you enter transactions in Receivables, you can override the default general ledger accounts that AutoAccounting creates.

**Tip:** If you use the multiple organization support feature, you can set up AutoAccounting to derive the Product segment of your Revenue account based on inventory items. To do this, define the Product segment of

your Revenue account to use Standard Lines and specify a Warehouse ID when entering transactions.

### To define AutoAccounting:

1. Navigate to the AutoAccounting window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter the Type of account to define. Choose from the following:

- **AutoInvoice Clearing:** The clearing account for your imported transactions. Receivables uses the clearing account to hold any difference between the specified revenue amount and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for the invoice batch source of your imported transactions. See: Invoices Posted to Suspense report, page 11-80.
- **Bills Receivable:** The bills receivable account for your transaction. Receivables uses this account when you exchange transactions for bills receivable.
- **Factored Bills Receivable:** The factored bills receivable account for your bills receivable transactions.
- **Freight:** The freight account for your transaction.
- **Receivable:** The receivable account for your transaction.
- **Remitted Bills Receivable:** The remitted bills receivable account for your bills receivable transactions.
- **Revenue:** The revenue and finance charges account for your transaction.
- **Tax:** The tax account for your transaction.
- **Unbilled Receivable:** The unbilled receivable account for your transaction. Receivables uses this account when you use the Bill In Arrears invoicing rule. If your accounting rule recognizes revenue before your invoicing rule bills it, Receivables uses this account.
- **Unearned Revenue:** The unearned revenue account for your transaction. Receivables uses this account when you use the Bill In Advance invoicing rule. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables uses this account.
- **Unpaid Bills Receivable:** The unpaid bills receivable account for your bills receivable transactions.

3. For each segment, enter either the table name or constant value that you want Receivables to use to get information. When you enter an account Type, Receivables displays all of the segment names in your Accounting Flexfield Structure. Segments include such information as Company, Product, Department, Account, and Sub-Account. Receivables lets you use different table names for different accounts. Choose one of the following table names:

- **Bill To Site:** Use the bill-to site of the transaction to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account.

- **Drawee Site:** Use the drawee site table to determine this segment of your bills receivable, factored bills receivable, remitted bills receivable, and unpaid bills receivable account.
  - **Remittance Banks:** Use the remittance banks table to determine this segment of your factored bills receivable and remitted bills receivable account.
  - **Salesreps:** Use the salesperson's table to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account. If you choose this option for your AutoInvoice clearing, tax, or unearned revenue accounts, Receivables uses the revenue account associated with this salesperson. If you choose this option for your unbilled receivable account, Receivables uses the receivable account associated with this salesperson. If the transaction has a line type of "LINE" with an inventory item of freight ("FRT"), AutoAccounting uses the accounting rules for the freight type account rather than the revenue type account.
  - **Standard Lines:** Use the standard memo line or inventory item on the transaction to determine this segment of your revenue, AutoInvoice clearing, freight, tax, unbilled receivable, and unearned revenue account. If you choose this option for your AutoInvoice clearing, freight, tax, unbilled receivable or unearned revenue accounts, Receivables uses the revenue account associated to this standard memo line item or inventory item. If the transaction has a line type of "LINE" with an inventory item of freight ("FRT"), AutoAccounting uses the accounting rules for the freight type account rather than the revenue type account.
  - **Taxes:** Enter this option to use tax codes when determining your tax account.
  - **Transaction Types:** Use the transaction types table to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account, and of your bills receivable, factored bills receivable, remitted bills receivable, and unpaid bills receivable account. If the transaction has a line type of "LINE" with an inventory item of freight ("FRT"), AutoAccounting uses the accounting rules for the freight type account rather than the revenue type account.
4. If you did not enter a Table Name, enter a Constant value for this segment, or select one from the list of values.

Enter a Constant value if you want AutoAccounting to always use the same value for this Accounting Flexfield segment. Be sure to enter information that is valid for this segment. For example, if you defined your Company flexfield segment as a two-character segment with valid values ranging from 00 to 10, you must enter a two-character value within this range.

## Related Topics

Entering Transactions, page 3-2

Using AutoAccounting, page 3-243

## AutoCash Rule Sets

Define AutoCash Rule Sets to determine the sequence of AutoCash Rules that Post QuickCash uses to update your customer's account balances. You specify the sequence and the AutoCash Rules for each AutoCash Rule Set. The AutoCash Rule Sets you define

display as list of values choices in the Customers, Customer Addresses, Customer Profile Classes, and the System Options windows. Post QuickCash first checks the customer site, then the customer profile class, and finally at the system options level to determine the AutoCash Rule Set to use.

Receivables provides a default AutoCash Rule Set when you assign a customer to a credit profile, but you can modify individual AutoCash Rule Set assignments at both the customer and customer site levels. If you do not assign an AutoCash Rule Set to a customer's credit profile, and you enter a receipt for this customer, Receivables uses the AutoCash Rule Set that you entered in the System Options window along with the number of Discount Grace Days you specified in this customer's credit profile to apply the receipt. If you assign an AutoCash Rule Set to a customer, but none of the AutoCash Rules apply, Receivables places the remaining amount Unapplied or On-Account, depending on how you set the Remaining Remittance Amount option for the rule set.

If you have set up your system to use bank charges and a tolerance limit, Post QuickCash will also consider these amounts if the current AutoCash rule fails (this is true for all rules except 'Apply to the Oldest Invoice First'). If it finds a match, Post QuickCash applies the receipt; otherwise, it looks at the next rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit., page 6-117

You can disable an existing AutoCash Rule Set by changing its status to Inactive and then saving your work.

#### **Prerequisites**

- Define system options, page 2-129

### **To define an AutoCash Rule set:**

1. Navigate to the AutoCash Rule Sets window.
2. Enter the Name of this AutoCash rule set.
3. Enter a description for this AutoCash rule set (optional).
4. Enter the type of Discount you want to automatically give to your customer for this AutoCash Rule Set. Choose one of the following Discount options:

**Earned Only:** Your customer can take earned discounts according to the receipt terms of sale. You negotiate earned discount percentages when you define specific receipt terms. You can enter this option if Allow Unearned Discounts is set to Yes in the System Options window. In this case, Receivables only allows earned discounts for this AutoCash Rule Set.

**Earned and Unearned:** Your customer can take both earned and unearned discounts. An unearned discount is one taken after the discount period passes. You cannot choose this option if the system option Unearned Discounts is set to No.

**None:** Your customer cannot take discounts (this is the default).

5. To include transactions in dispute when calculating your customer's open balance, check the Items in Dispute check box.
6. To include finance charges when calculating your customer's open balance, check the Finance Charges check box.
7. Define the Automatic Matching Rule for this AutoCash Rule set.

8. If this rule set will include the Apply to the Oldest Invoice First rule, choose how you want to apply any Remaining Remittance Amount. Receivables uses this value to determine how to enter the remaining amount of the receipt if none of the AutoCash Rules within this rule set apply. Choose 'Unapplied' to mark remaining receipt amounts as Unapplied. Choose 'On-Account' to place remaining receipt amounts On-Account.
9. To automatically apply partial receipts when using the Apply to the Oldest Invoice First rule, check the Apply Partial Receipts check box. A partial receipt is one in which the receipt minus the applicable discount does not close the debit item to which this receipt is applied.

The applicable discount that Receivables uses for this rule depends upon the value you entered in the Discounts field for this AutoCash Rule Set. If you exclude finance charges (by setting Finance Charges to No) and the amount of your receipt is equal to the amount of the debit item to which you are applying this receipt minus the finance charges, Receivables defines this receipt as a partial receipt. In this case, Receivables does not close the debit item because the finance charges for this debit item are still outstanding.

If Apply Partial Receipts is set to No, this AutoCash Rule Set will not apply partial receipts and will either mark the remaining receipt amount 'Unapplied' or place it on-account, depending on the value you entered in the Remaining Remittance Amount field (see step 8).

10. Enter a Sequence number to specify the order of each rule in this AutoCash Rule Set (optional). Receivables uses the rule assigned to sequence 1, then sequence 2, and so on when applying receipts using this AutoCash Rule Set.
11. Enter one or more AutoCash Rules for this AutoCash rule set. Choose from the following AutoCash rules:

**Apply to the Oldest Invoice First:** This rule matches receipts to debit and credit items starting with the oldest item first. This rule uses the transaction due date when determining which transaction to apply to first. This rule uses the values you specified for this AutoCash Rule Set's open balance calculation to determine your customer's oldest outstanding debit item.

Post QuickCash uses the next rule in the set if any of the following are true:

- all of your debit and credit items are closed
- the entire receipt amount is applied
- it encounters a partial receipt application and Allow Partial Receipts is set to No for this AutoCash Rule Set
- the next oldest debit item includes finance charges and Finance Charges is set to No for this AutoCash Rule Set

This rule marks any remaining receipt amount 'Unapplied' or places it on-account, depending on the value you entered in the Remaining Remittance Amount field for this AutoCash Rule set (see step 8).

**Clear the Account:** Post QuickCash uses this rule only if your customer's account balance exactly matches the amount of the receipt. If the receipt amount does not exactly match this customer's account balance, Post QuickCash uses the next rule in the set. This rule calculates your customer's account balance by using the values you specified for this AutoCash Rule Set's open balance calculation and the number of

Discount Grace Days in this customer's profile class. This rule also includes all of this customer's debit and credit items when calculating their account balance. This rule ignores the value of the Apply Partial Receipts option.

This AutoCash Rule uses the following equation to calculate the open balance for each debit item:

$$\text{Open Balance} = \text{Original Balance} + \text{Finance Charges} - \text{Discount}$$

Receivables then adds the balance for each debit item to determine the customer's total account balance. The 'Clear the Account' rule uses this equation for each invoice, chargeback, debit memo, credit memo, and application of an Unapplied or On-Account receipt to a debit item.

**Note:** The discount amount for each item depends upon the payment terms of the item and the value of the Discounts field for this AutoCash Rule Set. The number of Discount Grace Days in this customer's credit profile, along with the payment terms assigned to their outstanding invoices, determine the actual due dates of each debit item.

**Clear Past Due Invoices:** This rule is similar to the 'Clear the Account' rule because it applies the receipt to your customer's debit and credit items only if the total of these items exactly matches the amount of this receipt. However, this rule only applies the receipt to items that are currently *past due*. A debit item is considered past due if its due date is earlier than the receipt deposit date. This rule considers credit items (i.e. any pre-existing, unapplied receipt or credit memo) to be past due if the deposit date of the receipt is either the same as or later than the deposit date of this pre-existing receipt or credit memo. In this case, this rule uses a pre-existing receipt or credit memo before the current receipt for your AutoCash receipt applications.

If this AutoCash Rule Set's open balance calculation does not include finance charges or disputed items, and this customer has past due items that are in dispute or items with balances that include finance charges, this rule will not close these items. This rule ignores the value of the Apply Partial Receipts option.

**Clear Past Due Invoices Grouped by Payment Term:** This rule is similar to the 'Clear Past Due Invoices' rule, but it first groups past due invoices by their payment term, and then uses the oldest transaction due date within the group as the group due date. When using this rule, Receivables can only apply the receipt if the receipt amount exactly matches the sum of your customer's credit memos and past due invoices.

A debit item is considered past due if the invoice due date is earlier than the deposit date of the receipt you are applying. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are applying a receipt with a receipt date of 10-JAN-93, credit memos that have a transaction date (credit memo date) on or earlier than 10-JAN-93 will be included. Credit memos do not have payment terms, so they are included in each group.

**Match Payment with Invoice:** This rule applies the receipt to a single invoice, debit memo, or chargeback that has a remaining amount due exactly equal to the receipt amount. This rule uses the values that you enter for this AutoCash Rule Set's open balance calculation to determine the remaining amount due of this customer's debit items. For example, if Finance Charges is No for this rule set and the amount of this

receipt is equal to the amount due for a debit item minus its finance charges, this rule applies the receipt to that debit item. If this rule cannot find a debit item that matches the receipt amount, Post QuickCash looks at the next rule in the set. This rule ignores the value of the Apply Partial Receipts option.

## Related Topics

AutoCash, page 6-115  
Post QuickCash, page 6-110  
Assigning Profile Classes to Customers, page 7-57  
Discounts, page 6-124  
Placing an Item in Dispute, page 8-17  
Calculating Finance Charges, page 8-37  
AutoCash Rules Report, page 11-29  
Miscellaneous System Options, page 2-142

## AutoInvoice Line Ordering Rules

Define invoice line ordering rules for transaction lines that you import into Receivables using AutoInvoice. AutoInvoice uses these rules to order transaction lines when grouping the transactions it creates into invoices, debit memos, and credit memos. You can assign a line ordering rule to each grouping rule.

You also assign transaction attributes to your line ordering rules. AutoInvoice uses these attributes to order invoice lines. You can assign a priority to these attributes for each of your invoice line ordering rules. You can also specify an ascending or descending order for each transaction attribute assigned to a rule.

Active invoice line ordering rules appear as list of values choices in the Grouping Rules window.

**Tip:** If you are importing transactions from Oracle Order Management, create an invoice line ordering rule with the attribute `SALES_ORDER_LINE` to list the items on the invoice in the same order as they appear on the sales order.

### To define an invoice line ordering rule:

1. Navigate to the AutoInvoice Line Ordering Rules window.
2. Enter the Name of this line ordering rule.
3. Enter a range of Effective Dates for this line ordering rule. The default start date is today's date, but you can change it. If you do not enter an end date, this line ordering rule will be active indefinitely.
4. Enter a Description of this line ordering rule (optional).
5. Enter the priority of the transaction attribute in the Sequence field. Enter a higher number to specify a lower priority transaction attribute for this invoice line ordering rule.



6. Enter the Transaction Attribute to use to order your invoice lines. Receivables uses the transaction attributes you specify to determine how AutoInvoice orders invoice lines when it groups the transactions that it creates into invoices, debit memos, and credit memos.
7. Enter the type of this line ordering attribute. Enter either 'Ascending' or 'Descending' to specify whether you want this transaction attribute to be ordered from least to greatest (Ascending), or greatest to least (Descending).

## Related Topics

Grouping Rules, page 2-80

Importing Transactions Using AutoInvoice, page 3-186

Using AutoInvoice, page 3-201

Using Line Ordering Rules, page 3-221

Ordering and Grouping Rules Listing, page 11-89

## Automatic Receipt Programs

Use the Format Programs window to define additional receipt or remittance format programs that you use to create receipt documents such as checks or bills receivable. You can define as many receipt programs as you want. Receivables provides sample receipt programs that you can use to create and format receipt and remittance documents. If you need a different automatic receipt program, you should copy the standard program and modify it. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.

The default Automatic Receipt print program is called Print Created Receipts (ARXAPFRC.rdf) and is located in the \$AR\_TOP/reports directory.

You specify whether each program is used for the creation, printing, or transmission of automatic receipts or remittances and provide a short, descriptive name for your receipt programs and the program name that you or Receivables defines in Oracle Application Object Library. You choose a receipt or remittance program by the short name when you define your programs for printing and transmitting your receipts and remittances.

**Note:** If you have installed European localizations, the Format Programs window displays any country-specific receipt and remittance format programs for your country in addition to the standard Oracle Receivables programs. For more information about the country-specific programs, please refer to the Oracle Financials user's guide for your country.

### Prerequisites

- Create a receipt program using Oracle Reports
- Register your program with Receivables

**Note:** Only your System Administrator can register a program. For more information, please refer to the *Oracle Applications System Administrator's Guide*.

## To define an automatic receipt or remittance program:

1. Navigate to the Format Programs window.
2. Enter the Name for this automatic receipt or remittance program.

**Tip:** Since you can use both a format receipts and a transmit receipts program with a single receipt format, you should give both the same name. You can use the same name even if the program type is different.

3. Enter the Type of program you are defining. Receivables recognizes the following types of receipt and remittance programs:

**Print Created Receipts:** A program you use to create a batch of automatic receipts.

**Transmit Created Receipts:** A program you use to format the output of automatic receipts that you have created on to a magnetic medium.

**Print Bank Remittance:** A program you use to print a batch of your remittances.

**Transmit Bank Remittance:** A program you use to format the output of bank remittance batches that you have created on to a magnetic medium.

**Print Transaction:** A program you use to print bills receivable transactions.

4. Enter the Registered Name of this receipt program. This is the name that your System Administrator used to register the program. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.

## Related Topics

Automatic Receipts, page 6-131

Automatic Receipts Awaiting Confirmation Report, page 11-30

Automatic Receipt Batch Management Report, page 11-29

## Banks

Use the Banks window to enter bank information for bank branches with which you do business. Some Oracle Financial Applications, including Receivables and Payables, share bank definitions, although not every application uses all available bank information. Each bank branch can have multiple bank accounts, and each bank account you define can be associated with Payables payment documents and/or Receivables payment methods.

If you use Receivables, use the Banks window to define your internal banks, which you use for receipts, and external banks, which are your customers' banks with which you do business. If you use Receivables only, you do not need to define Payables payment documents.

If you use Payables, use the Banks window to define your internal bank accounts from which you disburse payments. For each internal bank account, you can define payment documents for checks, electronic payments (EFT and EDI), wire transfers, and other payment methods. You can also define transmission details that are used by the Automatic Bank Transmission feature.

You can also enter supplier bank information for your suppliers to which you send electronic payments. If you use Payables only, you do not need to define clearing houses.

If you are using Oracle Cash Management, you need to define a Bank Errors Account, a Bank Charges Account, and a Cash Clearing Account for each bank account you plan on reconciling by using Cash Management. If you use Payables, you can override these accounts for each payment document you define.

## Related Topics

Defining Banks, page 2-47

Defining Bank Accounts, page 2-48

Defining Bank Transmission Details, *Oracle Payables User Guide*

Defining Multiple Currency Bank Accounts, page 2-52

Defining Foreign Currency Bank Accounts, page 2-52

Defining and Maintaining Payables Payment Documents, *Oracle Payables User Guide*

Banks Window Reference, page 2-53

Bank Accounts Window Reference, page 2-55

Payment Documents Window Reference, *Oracle Payables User Guide*

Bank Charges, page 2-61

Entering Suppliers, *Oracle Payables User Guide*

## Defining Banks

You can define a bank or a clearing house. Define banks to record internal banks, where you are the account holder of a receipt and/or disbursement account. If you use Payables, you can define external banks where your suppliers are the account holders. If you use Receivables, define banks to record external banks where your customers are the account holders of disbursement accounts.

Define clearing houses to record banks that process electronic versions of your receipt information which you send to them. These clearing institutions then create copies of your customer receipt information which they forward to each of your remittance banks.

### To enter a basic bank:

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Disbursement - USD."

**Note:** If this is a U.S.-based bank, enter the American Banking Association nine-digit transit routing number in the Bank Branch Number field. The bank branch number must be included on both internal and supplier banks referenced by the NACHA (National Automated Clearing House Association) electronic payment format.

2. Select Bank as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.

4. Optionally enter names and information for your bank contacts in the Contact region.
5. Save your work.

Proceed with Defining Bank Accounts, page 2-48.

#### **To enter a clearing house:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Clearing - USD."
2. Select Clearing House as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Choose the Related Banks button. Enter the bank name and number, and branch name and number for all banks related to the clearing house.
6. Save your work.

Proceed with Defining Bank Accounts, page 2-48.

#### **Related Topics**

Flexible Addresses, *Oracle Receivables User Guide*

Defining Bank Accounts, page 2-48

Automatic Bank Transmission Feature, *Oracle Cash Management User Guide*

### **Defining Bank Accounts**

This section includes the following topics:

Defining Internal Bank Accounts, page 2-48

Defining Customer Bank Accounts, page 2-49

Defining Supplier Bank Accounts, page 2-50

Defining Multiple Currency Bank Accounts, page 2-52

Defining Foreign Currency Bank Accounts, page 2-52

#### **Defining Internal Bank Accounts**

You define internal bank accounts to define bank accounts for which you are the account holder. Receivables uses internal bank accounts to receive payments from customers. Payables uses internal bank accounts to disburse funds to suppliers.

#### **Prerequisite**

- You have installed Receivables.
- Define custom payment formats for Payables payment documents if you are defining a disbursement bank account. (Optional).

Payment Formats, *Oracle Payables User Guide*

#### To define a basic bank account for receipts

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number (account numbers must be unique within a bank branch). Optionally enter an Account Type and Description.
3. If you want to use Bank Account validation, enter Check Digits.
4. Select Internal Account Use.
5. In the GL Accounts region, enter a Cash Account.
6. In the Receivables Options region, enter GL Account information for Remitted Receipts, Factored Receipts, and Short Term Debt.
7. In the More Receivables Options region, optionally enter Receipt and Discount GL Account information. See also: Defining Accounting Flexfield Combinations, *Oracle General Ledger*.  
  
Optionally enter the Receivables Activity to use for earned and unearned discounts, or select from the list of values. Receivables Activities provide default general ledger accounts for discounts created in Receivables.
8. Optionally enter contact information in the Account Contact region.
9. Save your work.

#### Prerequisite

- You have installed Payables

#### To define a basic bank account for disbursements:

1. In the Banks window query an existing Bank.
2. Choose Bank Accounts. Enter the Bank Account Name and Bank Account Number. If you will use this bank for payments you make with the e-Commerce Gateway, enter an Account Type. Optionally enter a Description. The currency defaults from your functional currency.  
  
If you want to use Bank Account validation, enter Check Digits.
3. Select Internal Account Use.
4. In the GL Accounts region, enter the following accounts: Cash, Cash Clearing, Bank Charges, Bank Errors.
5. In the Payables Options region, enter default information for your payment batches. Record whether you allow zero-amount payments.  
  
If you use Automatic Offsets indicate if this is a pooled account.
6. Optionally enter contact information in the Account Contact region.
7. Proceed with Defining and Maintaining Payables Payment Documents, *Oracle Payables User Guide*.

#### Defining Customer Bank Accounts

If you use Receivables, you can enter bank account information for your customers. Receivables uses this information when you receive electronic payments from your customers.

### To define a customer bank account:

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Optionally enter an Account Type and Description.  
If you want to use Bank Account validation, enter Check Digits.
3. Select Customer Account Use.
4. Optionally enter contact information in the Account Contact region.
5. Save your work.

### Automatic Clearing House Payments

To let your customers pay by Automatic Clearing House (ACH) bank account transfer, you must define an ACH bank account.

### To define an ACH bank account:

1. In the Banks window, define a new Bank.  
Select Bank as the Institution, and enter the bank's routing number in the Bank Branch Number field.
2. Choose the Bank Accounts button to define the ACH bank account.  
Select Customer Account Use, and enter the customer's bank account Number and the Currency of the bank account.  
Enter the account holder's name in the Account Holder tabbed region.
3. Save your work.

For additional information about enabling ACH bank account transfers, see: Remitting Electronic Payments, *Oracle Receivables User Guide*.

### Related Topics

Bank Accounts Window Reference, page 2-55

Automatic Receipts, *Oracle Receivables User Guide*

Automatic Offsets, *Oracle Payables User Guide*

Fund Accounting with Automatic Offsets, *Oracle Payables User Guide*

### Defining Supplier Bank Accounts

If you use Payables, you can enter bank information for bank accounts for which your supplier is the account holder. You then assign these accounts to the supplier and its sites. Payables uses this bank information when you create electronic payments for your suppliers.

You can either define the supplier first and then when you define the bank account you can associate it with the supplier in the Supplier Assignments region (as described below). Or you can define the bank account first and then assign it to the supplier when you enter the supplier in the Suppliers window.

The primary supplier bank account defaults from the supplier site to the scheduled payments on an invoice. When you make a supplier bank account inactive, Payables displays a message to automatically replace that account on any unpaid or partially paid

scheduled payments with the supplier's primary bank account. Payables ensures that a payment cannot be made to an inactive supplier remittance account. Payables notifies you if you attempt such payment.

#### Prerequisite

- Define the suppliers and supplier sites that use the bank account to receive electronic payments. See: *Entering Suppliers, Oracle Payables User Guide*

#### To define a supplier bank account:

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number.
3. Enter the EDI ID number only if you have installed Oracle Energy. Optionally enter an Account Type and Description.

**Tip:** Use the supplier name or supplier number in the bank account name and description to make it easy to identify later.

4. Optionally change the account currency, which defaults from your functional currency. Leave the account currency blank if you want the account to receive payments in multiple currencies.
5. If you want to use Bank Account validation, enter Check Digits.
6. Select Supplier as the Account Use.
7. To enable this bank account to receive payments for multiple suppliers, enable the Allow Assignment to Multiple Suppliers option. See: *Factoring Arrangements, Oracle Payables User Guide*.
8. In the Supplier Assignments region list the supplier, and optionally list supplier sites, that use the account to receive electronic payments.
9. Optionally enter account holder information in the Account Holder region.

**Note:** If you are processing NACHA-formatted electronic payments, in the Alternate Account Holder field, enter the exact name of the tax reporting entity that should be referenced by the NACHA payment format.

10. Optionally enter contact information in the Account Contact region.
11. Save your work.
12. In the Bank Accounts region of the Supplier Sites windows, verify for each supplier and site that all appropriate bank accounts are listed. For suppliers and supplier sites with multiple bank accounts, designate as the primary bank account one bank account per period and per currency.

**Note:** To access the Bank Account tabbed region in the Supplier window, you must add two functions to your Purchasing menu:

- Bank Account Access: Supplier -APXSUMB\_CUSTOMER\_BANK\_ACCOUNT
- Bank Account Access: Supplier Assignment - AP\_ACCESS\_SUPPLIER\_ACCOUNTS

## Defining Multiple Currency Bank Accounts

A multiple currency bank account is an account that accepts payments in more than one currency.

If you define a multiple currency bank account for payments, the currency of the bank account must be the same as your functional currency.

For information on reconciling multiple currencies see: Multi-Currency Clearing, *Oracle Cash Management User Guide*.

### Prerequisites

- Enable the Use Multiple Currencies Payables option. (*Oracle Payables User Guide*)
- Enable the currencies you need in the Currencies window. See: Currencies Window, *Oracle General Ledger User Guide*.

### To define a multiple currency bank account:

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts, page 2-48.
  - If you are defining a bank account for receipts, in the Receivables Options region, enable the Multiple Currency Receipts option.
  - If you are defining a bank account for disbursements, in the Payables Options region, enable the Multiple Currency Payments option and enter Realized Gain and Realized Loss accounts.

Proceed with Defining and Maintaining Payables Payment Documents, *Oracle Payables User Guide*. You can define payment documents that use a payment format with any currency.
2. Save your work.

## Defining Foreign Currency Bank Accounts

### Prerequisites

- Enable the Use Multiple Currencies Payables option.
- Enable the currencies you need in the Currencies window. See: Currencies Window, *Oracle General Ledger User Guide*.

### To define a foreign currency bank account:

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts, page 2-48.
  - If you are defining a bank account for disbursements, in the Payables Options tabbed region, enter Realized Gain and Realized Loss Accounts.

Proceed with Defining and Maintaining Payables Payment Documents, *Oracle Payables User Guide*. Choose a payment document that uses a payment format with the same foreign currency as the bank account.
2. Save your work.

### Related Topics

Bank Accounts Window Reference, page 2-55

Foreign Currency Transactions, *Oracle Payables User Guide*



## Banks Window Reference

### Bank region

**Name.** The name of the bank.

**Alternate Name.** You can enter an alternate name for your bank. This is particularly useful if you do business in Japan so you can enter both Kanji and Kana values for your bank name. The system does not use the value. It is for your reference only.

**Number.** Identification number of the bank. Payables uses this information to identify the bank in payment formats that use electronic payment methods. The combination of Bank Number, Branch Number, and Country must be unique.

### Bank Branch Region

**Name.** The name of the bank branch.

**Alternate Name.** You can enter an alternate name for your bank branch. This is particularly useful if you do business in Japan so you can enter both Kanji and Kana values for your bank branch name. The system does not use the value. It is for your reference only.

**Number.** The bank branch number.

Payables used this information to identify the bank branch in payment formats that use electronic payment methods, in creating positive pay files, and when printing the MICR line on checks.

**Note:** For banks based in the United States, enter the American Banking Association nine-digit transit routing number in this field. Also, if you use the National Automated Clearing House Association (NACHA) electronic payment format, include the bank branch number on both internal and supplier banks.

The combination of Branch Number, Bank Account Number, and Country must be unique within a bank.

**Type.** The banking organization to which this branch belongs. You must enter a value in this field if you will use this bank for payments with Oracle e-Commerce Gateway.

### Remaining Bank Branch Information

**RFC Identifier.** If your enterprise is a United States federal agency then you might need to select a Regional Finance Center (RFC) Identifier from the list of values only if you are defining a branch of the United States Treasury bank. You can select a value for this field only if you have installed Oracle U.S. Federal Financials.

**Institution.** Enter either Bank or Clearing House to indicate what type of bank branch you are defining.

- **Bank.** Bank in which you have a disbursement and/or receipt account. Or bank in which your customer has a disbursement account, or your supplier has a receipt account.

- **Clearing House.** Bank that processes a magnetic tape of your receipt information which you send to it. The clearing institution then creates tapes of your customer receipt information which it forwards to each of your remittance banks.

**Description.** A description (up to 240 characters) of the bank or bank branch.

**Inactive On.** If you enter an Inactive On date, then during transaction entry, after this date the bank's accounts will no longer appear on any lists of values in Payables, and you will not be able to enter the bank accounts when you enter transactions.

**EDI ID Number.** This field is used only by Oracle Energy, if you have installed it. If you have not installed Oracle Energy, leave this field blank.

**EDI Location.** The Electronic Data Interchange (EDI) location code for this bank. For more information, see: *Oracle e-Commerce Gateway User's Guide*.

**EFT Number.** Your enterprise's EFT (electronic funds transfer) user number. This number is used to identify your company on any EFT transmissions with the bank.

[ ] Use the global descriptive flexfield if your installation uses country-specific functionality. Refer to your country-specific documentation for information on any information you enter here.

**BIC.** Bank Identifier Code, also known as a SWIFT code. Identifies a bank or bank branch for electronic funds transfers and wire transfers.

### Address Region of Banks Window

Enter address information for your bank account in this region.

**Alternate Address.** You can enter an alternate address for your bank. This is particularly useful if you do business in Japan so you can enter both Kanji and Kana values for your bank address. The system does not use the value. It is for your reference only.

### Contact Region of Banks Window

Enter information for person you use as a contact at the bank branch. You can enter additional contacts in the Account Contact region of the Bank Accounts window.

**Prefix.** The prefix (Mr., Ms., etc.) of the contact.

**XML Administrator E-mail.** E-mail address of the person at the bank who should receive notifications regarding XML message transmission.

This field is currently used only for the Cash Management XML Bank Statements feature.

### Clearing House Region of the Banks Window

**Clearing House.** The name of the clearing house institution that you want to assign to this remittance bank branch. Clearing houses process an electronic version of your receipt information which you send to them. These clearing institutions then create a file of your customer receipt information which they forward to each related remittance bank.

**Branch.** Enter the branch of the clearing house institution that you want to assign to this remittance bank branch. Receivables requires that you define your bank branches that have an Institution Type of Clearing House before you define your bank branches with an Institution Type of Bank. You can assign clearing houses to your bank branches.

## Clearing House Programs Region of the Banks Window

This region is only available if you are entering or reviewing information for a Clearing House.

**Print Program.** The printing program to assign to this remittance bank branch. Receivables uses this program to format the listing of remitted receipts for this bank branch. Receivables provides one standard remittance printing program. If you need a different remittance printing format, you need to copy then modify the standard program that Receivables provides.

**Transmission Program.** The name of the transmission program to assign to this bank branch. Receivables uses the transmission programs that you define to format your automatic remittances for this remittance bank branch.

## Bank Accounts Window Reference

To help you detect data entry errors, when you enter bank information, the system validates bank numbers and bank account numbers for certain countries. Refer to your country-specific documentation for details.

**Operating Unit.** Payables displays your operating unit.

**Agency Location Code.** If your enterprise is a United States federal agency then you might need to enter an Agency Location Code. This code is assigned by the United States Department of the Treasury to identify the source of financial transactions.

**Name.** The name you use to refer to the bank account. You may want to use a name that indicates the usage of the bank account.

**Alternate Name.** The alternate name for your bank account. You can enter an alternate name for your bank account. This is particularly useful if you do business in Japan so you can enter both Kanji and Kana values for your bank account name. The system does not use the value you enter here unless you enable the Sort by Alternate Fields Payables option. If you enable that option then Payables uses the alternate name when it sorts reports by bank account name. See: Sort by Alternate Fields Payables option, *Oracle Payables User Guide*.

**Account Use.** Indicate the account holder of this account.

- **Internal.** Your company or organization is the account holder of this account.
- **Customer.** (Receivables) Your customer is the account holder of this account. You record Customer Accounts to facilitate funds transfer between the Customer Bank Account and your internal bank account.
- **Supplier.** (Payables) Your supplier is the account holder of this account. You record Supplier Accounts so you can pay your suppliers electronically.

**Account Type.** Bank account type. For example, Controlled Disbursement for your internal bank account or Checking for a supplier or customer bank account.

**Note:** If you use the National Automated Clearing House Association (NACHA) payment format to send payments to your savings account, enter SAVINGS in this field. If you leave this field blank, the account type defaults to CHECKING.

**Number.** The bank account identification number. The combination of Bank Account Number, Bank Branch Number, Account Use, and Currency must be unique for each bank.

Refer to your country-specific documentation on validation that the system performs on the bank account number for specific countries.

**IBAN.** International Bank Account Number. The IBAN is an international standard that uniquely identifies the account number of a bank's customer. It is used in euro-zone countries to help ensure error-free cross-border payments. The IBAN is validated upon entry. If you provide the IBAN on your supplier's bank account, we recommend that you also provide the BIC for that supplier's bank branch.

**Currency.** Currency for a bank account. The default value is your functional currency.

If you do not enable the Use Multiple Currencies Payables option, Payables does not allow you to change this value. If you select your functional currency as your bank currency, you can enable the Use Multiple Currencies Payables option and use this bank account to pay foreign currency invoices.

If you select a different currency than your functional currency in this field, when you define Payables Payment Documents, you will only be able to select payment formats that you define in that currency. Also, you will only be able to pay invoices that you enter in this foreign currency.

**Inactive On.** On and after this date, during transaction entry, the bank's account will no longer appear on any lists of values in Payables, and you will not be able to enter the bank account.

**Description.** Description of the Bank Account. For your reference only.

**Check Digits.** The value used to validate the authenticity of your bank account number according to country specific bank account validation requirements. This value is provided by your financial institution.

**Allow Assignment to Multiple Suppliers:** Enable this option if your bank account belongs to a company that receives payments for multiple suppliers (a factor company). With this option enabled, Payables allows you to enter any combination of suppliers and sites in the Supplier Assignments region. It will make the account always available in the list of values for the fields (Bank) Name and (Bank) Number in the Bank Accounts region of the Suppliers and Suppliers Sites windows.

If you do not enable this option in the Supplier Assignments region, then you can enter any combination of supplier and sites within a supplier, but never a different supplier or a site within a different supplier. Also, the account will not appear on the list of values for (Bank) Name and (Bank) Number in the Bank Accounts region of the Suppliers and Suppliers Sites windows once it has been assigned to any other supplier.

[ ] Use the global descriptive flexfield if your installation uses country-specific functionality. Refer to your country-specific documentation for information on any information you enter here.

## **Account Holder Region of the Bank Accounts Window**

**Account Holder.** Name of the person or organization within your organization who is responsible for this account (optional).

**Alternate Account Holder.** The alternate name for your bank account holder.

If you are using this internal bank account to process NACHA-formatted electronic payments, enter the name of the tax reporting entity that will be referenced by the payment files, exactly as it appears in the Reporting Entity window. See: Reporting Entities, *Oracle Payables User Guide*. If you do not use this bank account for NACHA-formatted payments, then this value is not used by the system and is for your reference only.

**EFT Requester ID.** Numeric designation of the organization or person that is responsible for generating this account's electronic payments (optional). This number is assigned by the bank.

### Receivables Options Region of the Bank Accounts Window

**Multiple Currency Receipts check box.** Check this check box to define the bank account as a multiple currency bank account. A multiple currency bank account is an account that accepts payments in more than one currency.

**Remitted Receipts.** Enter the account in which you deposit remitted receipts. The account that you enter here defaults to the Remittance field in the GL Accounts tabbed region of the Remittance Banks window.

**Factored Receipts.** Enter the account in which you deposit factored receipts. The account that you enter here defaults to the Factoring field in the GL Accounts tabbed region of the Remittance Banks window.

**Short Term Debt.** Enter the account in which you deposit short term debt. The account that you enter here defaults to the Short Term Debt field in the GL Accounts tabbed region of the Remittance Banks window.

### More Receivables Options Region of the Bank Accounts Window

**Unapplied Receipts.** Enter the account in which you deposit unapplied receipts. The account that you enter here defaults to the Unapplied Receipts field in the GL Accounts tabbed region of the Remittance Banks window.

**Unidentified Receipts.** Enter the account in which you deposit unidentified receipts. The account that you enter here defaults to the Unidentified Receipts field in the GL Accounts tabbed region of the Remittance Banks window.

**On Account Receipts.** Enter the account in which you deposit on-account receipts. The account that you enter here defaults to the On Account Receipts field in the GL Accounts tabbed region of the Remittance Banks window.

**Unearned Discounts.** Optionally enter the Receivables Activity to use for unearned discounts, or select from the list of values. Receivables Activities provide default general ledger accounts for discounts created in Receivables.

**Earned Discounts.** Optionally enter the Receivables Activity to use for earned discounts, or select from the list of values. Receivables Activities provide default general ledger accounts for discounts created in Receivables.

### Supplier Assignments Region of the Bank Accounts Window (Payables)

If you choose Supplier as the Bank Account type, you can use this region to assign supplier bank accounts to a supplier and the supplier's sites. Entering information in this region will update the Bank Accounts region of the Suppliers and Supplier Sites windows.

**Name.** Name of supplier that uses this bank branch to receive electronic payments. If you enter a supplier without specifying a site, Payables defaults the bank account to any new sites you enter for the supplier, but not to existing sites.

**Number.** Supplier number of the supplier that uses this bank branch to receive electronic payments.

**Site.** Supplier site of a supplier that uses this bank branch.

**Effective Dates From/To.** Enter dates if you want to limit the time during which this supplier site uses this bank account as the primary bank account for receiving electronic payments in the bank account currency.

**Primary.** Enable this check box to make this the default bank account for a supplier or site for receiving electronic payments in the bank account currency. For each supplier and supplier site that has bank account assignments, you must designate exactly one bank account per currency as the primary bank account.

## GL Accounts Region of the Bank Accounts Window

You cannot enter GL Account information for Supplier bank accounts.

**Cash.** Enter the cash account you are associating with a bank account. This account must be an asset account.

When you create a payment, Payables creates accounting entries to credit this cash account. For future dated payments, on the payment's maturity date, Payables credits the cash account and debits either the future dated payment account or the clearing account (depending on how you account for payments).

If you set up Payables to account for payments at clearing time, then Payables creates accounting entries for your unreconciled invoice payments to credit your cash clearing account, instead of your cash account, using the cash clearing account defined in the next field. After you reconcile your payments using Oracle Cash Management, when you create accounting entries for the reconciled invoice payments, you debit your cash clearing account and credit the cash account you enter here.

If you enable the Automatic Offsets Payables option and enable the Pooled Account option in the Payables Options region of the Bank Accounts window, then when you create a payment, Payables creates a corresponding cash accounting entry for each liability distribution that you pay using this bank account. Payables uses the cash account you define here together with the Automatic Offset Method you choose in the Payables Options window to create the cash accounting entry.

**Cash Clearing.** If you set up Payables to account for payments at clearing time, enter the cash clearing account you are associating with a bank account. When you create accounting entries for your unreconciled invoice payments, you credit your cash clearing account using this account. After you reconcile your invoice payments using Oracle Cash Management, when you create accounting entries for the cleared payments, you debit this cash clearing account and credit this bank account's cash account. The account you enter here defaults to the Cash Clearing Account field in the GL Accounts region of the Payment Documents window.

For future dated payments, when the payment is recorded as mature, Payables debits the future dated payment account and credits the cash clearing account. After you reconcile your invoice payments using Oracle Cash Management, when you create accounting entries you debit the cash clearing account and credit the cash account.

If you are using future dated payment methods, enter the clearing account you are associating with a payment document. When you pay an invoice with a payment document that uses a Manual Future Dated or Future Dated payment method and post payments within Payables, Receivables automatically debits your liability account and credits this account. When you clear this payment using automatic or manual reconciliation within Receivables or Oracle Cash Management then post payments within Payables, Receivables debits this cash clearing account and credits this bank account's cash account.

**Bank Charges.** If you are using Oracle Cash Management to reconcile your payments, enter the bank charges account you are associating with a bank account. After you reconcile your invoice payments, using Oracle Cash Management, Payables creates accounting entries to record your bank charges using this account. The account you enter here defaults to the Bank Charges account field in the GL Accounts region of the Payment Documents window.

**Bank Errors.** If you have enabled the Account for Payment When Payment Clears Payables option and if you are using Oracle Cash Management to reconcile your payments, then enter the bank errors account you are associating with a bank account. When you reconcile your invoice payment using Oracle Cash Management, Payables creates accounting entries to record any bank errors using this account. The account you enter here defaults to the Bank Errors account field in the GL Accounts region of the Payment Documents window.

**Bank Errors:** The bank errors account to associate with this bank account. When you reconcile your invoice payment using Oracle Cash Management, Receivables creates accounting entries to record any bank errors using this account. The account you enter here defaults to the Bank Errors account field in the GL Accounts region of the Payment Documents window.

**Confirmed Receipts.** If you use Automatic Receipts in Receivables and are required to send receipt information to your customer before applying the receipt, the receivable is maintained in the Accounts Receivable account until it is confirmed by the customer. Upon confirmation, it is reversed from the Accounts Receivable account and placed into the Confirmed Receipts account. If you are not required to send receipt information to your customer, the receivable is automatically reversed from Accounts Receivable and placed into Confirmed Receipts.

**Future Dated Payment.** If you will use this bank account to disburse future dated payments, enter the default value for the future dated payment account. This value will default to payment documents you enter for this bank account. When Payables accounts for future dated payments, it uses the future dated payment account from either the payment document or supplier site, depending on how the Use Future Dated Payment Account Payables option is set.

### **Payables Options Region of the Bank Accounts Window (Payables)**

You cannot enter Payables Options information for Supplier bank accounts.

**Maximum Outlay.** The largest currency outlay that you allow for a payment batch for this bank account. If the total outlay of a payment batch exceeds the maximum outlay for the payment batch, Payables displays a warning, but allows you to continue processing the payment batch. The Maximum Outlay for a bank account defaults from the Payables Options window. When you initiate a payment batch using the bank account, Payables uses the bank account's Maximum Outlay as a default. You can override this default.

**Maximum Payment.** The largest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Payables uses the bank account's Maximum Payment as a default. You can override this default.

**Minimum Payment.** The lowest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Payables uses the bank account's Minimum Payment as a default. You can override this default.

**Realized Gain.** If the bank account is a foreign currency or multiple currency account, enter the account you want Payables to use when creating accounting entries for realized exchange rate gains on foreign currency payments. If you use Payables, the default for this field is the Realized Gain Account you define in the Payables Options window. If you are not using multiple currencies, you can leave this field blank.

**Realized Loss.** If the bank account is a foreign currency or multiple currency account, enter the account you want Payables to use when creating accounting entries for realized exchange rate losses on foreign currency payments. If you use Payables, the default account is the Realized Loss Account from the Payables Options window. If you are not using multiple currencies, you can leave this field blank.

**Multiple Currency Payments.** Enable this option if you want to use this bank account to pay invoices entered in multiple currencies. You can select this option only if the Use Multiple Currencies Payables option is enabled and if the bank account is in your functional currency.

**Allow Zero Payments.** Enable this option to allow zero-amount payments from this bank account.

**Pooled Account.** If you use Automatic Offsets and you want to associate multiple companies with this bank account, then enable this option. When you enable the Automatic Offsets Payables option, Payables creates one offsetting liability distribution for each invoice distribution. If you then pay the invoice from a pooled bank account, then which Payables accounts for the invoice payment, Payables creates one corresponding cash accounting entry for each liability distribution. In addition, Payables builds the cash account based on the Cash Account defined for the bank account, and on the account segments of the liability lines.

If you do not use a pooled account, then when Payables accounts for the payment, it creates a single accounting entry for the Cash Account, and uses the Cash Account that is defined for the bank account without modifying any account segments.

## **Account Contact Region of the Bank Accounts Window**

**Prefix.** The prefix (Mr., Ms., etc.) of the contact.

## **Buttons**

**Payables Documents.** Navigates to the Payment Documents window. This button is disabled if the bank account Use is Supplier.

**Bank Codes.** Navigates to the Bank Transaction Codes window. See: Bank Transaction Codes.



## Bank Account Validation by Country

During entry, Receivables validates bank numbers and bank account numbers for certain countries. This helps you detect data entry errors. Refer to your country-specific documentation for details.

## Bank Branch Validation by Country

During entry, Receivables validates bank numbers and bank account numbers for certain countries. This helps you to detect data entry errors. Refer to your country-specific documentation for details.

## Bank Charges

Use the Bank Charges window to specify charges associated with transferring money between banks. If you use Payables you specify charges between your remittance banks and your suppliers' banks. If you use Receivables you specify charges between your customers' banks and your banks. You can define charges:

- from a single bank to a single bank
- from a single bank to all banks (i.e., to all banks including the transferring bank)
- from a single bank to all other banks (i.e., to all banks except the transferring bank)
- from all banks to a single bank
- from all banks to all banks

Any time you specify a single bank, you have the choice of selecting a particular branch of that bank or all branches.

Both Payables and Receivables users use this window. Bank charges information, however, is not shared between the products.

Different countries have different guidelines for using Bank Charges. If you use this feature, refer to your country-specific documentation to see how you should use this feature:

- Japan: Bank Charges, *Oracle Financials for Japan User Guide*

## Bank Transaction Codes

If you want to load electronic bank statements or use Cash Management's AutoReconciliation feature, you must define, for each account and bank, the transaction codes that your bank uses to identify different types of transactions on its statements. You should define a bank transaction code for each code that you expect to receive from your bank.

For detailed information on this window see: Bank Transaction Codes, *Oracle Cash Management User Guide*

## Related Topics

About Bank Statements, *Oracle Cash Management User Guide*

Reconciling Bank Statements Automatically, *Oracle Cash Management User Guide*

## Collectors

Receivables lets you define collectors and assign them to a profile class or to a customer's credit profile class. When you assign a collector to a profile class, that collector becomes the collector for all customers assigned that profile class. You can modify collector assignments for your customers in the Customers window and for your profile classes in the Customer Profile Classes window.

You can also print collector names and telephone numbers on dunning letters you send to your customers for past due items. Receivables displays active collectors and their descriptions as list of values choices in the Customers, Customer Profile Classes, and Customer Calls windows. Receivables does not display inactive collectors in the list of values for these windows.

You can make an existing collector inactive by unchecking the Active check box and then saving your work. If the collector you want to make inactive is associated with an active customer, Receivables displays a warning message.

### To define a collector:

1. Navigate to the Collectors window.
2. Enter a Name and Description for this collector. For example, enter the collector's first name in the Name field and full name in the Description field.
3. Enter a Correspondence Name and Telephone Number for this collector (optional). This information appears on your dunning letters if you enter it when formatting your dunning letters. See: *Formatting Dunning Letters*, page 2-74.
4. If you use the Credit Memo Request Approval workflow, enter the collector's employee name or select it from the list of values. Receivables uses this information to ensure that the collector is also an employee and therefore can receive workflow notifications.

## Related Topics

Entering Customers, page 7-16

Defining Customer Profile Classes, page 7-53

Receivables Collection Reports, page 11-11

Collections by Collector Report, page 11-47

## Descriptive Flexfields

Use descriptive flexfields to store additional information that you cannot enter into standard windows. A descriptive flexfield can have context-sensitive or global segments.

This example shows you how to set up the Receipt Information descriptive flexfield for the Receipts window with a free form field to store the employee name of the person receiving the payment. You can set up the flexfield to validate against your HR table or use a context to differentiate between headquarters employees and field employees.

## Example of setting up a descriptive flexfield:

1. Navigate to the Descriptive Flexfield Segments window.
2. Query the flexfield with Oracle Receivables in the Application field and Receipt Information in the Title field.
3. Uncheck the Freeze Flexfield Definition check box.
4. In the Context Field region, uncheck the Displayed check box to hide the Context Value field.

**Note:** If you do want to store context-sensitive information, for example to differentiate between headquarters and field employees, you can define the context value and its associated segments.

5. Navigate to the Context Field Values region and select Global Data Elements.
6. Press the Segments button. The Segments Summary window appears.
7. Press the New button. The Segments window appears.
8. Enter *Employee Name* in the Name field, *ATTRIBUTE1* in the Column field, and *1* in the Number field.
9. Press the Value Set button. The Value Sets window appears.
10. Enter *30 Characters* in the Value Set Name field.
11. Enter *30* in the Maximum Size field.

**Note:** If you want to validate against your HR table, select *Table* in the Validation Type poplist, press the Edit Information button for the Validation Table Information window, and provide a SQL statement for validation.

12. Save your work and close the Value Sets window.
13. In the Segments window, enter the value set that you just defined, *30 Characters*, in the Value Set field.
14. Make sure that the Enabled check box is checked for all items, save your work, and close the Segments and Segments Summary windows.
15. In the Descriptive Flexfield Segments window, check the Freeze Flexfield Definition check box.
16. Press the Compile button to run a concurrent request.
17. After the concurrent request successfully completes, you can enter information in the flexfield of the Receipts window.

## Related Topics

Descriptive Flexfield Concepts, *Oracle Applications Flexfields Guide*

Descriptive Flexfield Segments Window, *Oracle Applications Flexfields Guide*

## Distribution Sets

Define distribution sets to account for your non-invoice related receipts. These receipts can include refunds, revenue from the sale of stock, as well as interest and investment income. Receipts that are not related to an invoice are known as miscellaneous receipts in Receivables.

Distribution sets are predefined groups of general ledger accounting codes that determine the credit accounts for positive miscellaneous receipt amounts and the debit accounts for negative receipt amounts. Distribution sets also let you speed your receivables accounting by reducing time spent on data entry. You can also use distribution sets to apply percentages of other receipts to different accounts.

You can create an unlimited number of distribution set lines for each distribution set. The total distribution lines must equal 100% before you can save your distribution set.

Receivables displays active distribution sets as list of values choices in the Transactions and Receivables Activities windows.

You can make a distribution set inactive by unchecking the Active check box, and then saving your work.

### Prerequisites

- Define accounts, *Oracle General Ledger User Guide*

### To define a distribution set:

1. Navigate to the Distribution Sets window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter the Name for this distribution set.
3. Enter a Description of this distribution set (optional).
4. Enter the receipt percentage to allocate to this distribution set account.
5. Enter the Account segments for each distribution set account you create for your distribution set. Receivables generates general ledger distributions using the account information you assign here.
6. Enter a Description for this distribution set account (optional).

### Related Topics

Entering Miscellaneous Receipts, page 6-43

Miscellaneous Receipts Register, page 11-85

## Implementing Document Sequences

Document sequence numbers are unique numbers that can be assigned to transactions you create in Receivables. Assigning unique numbers to transactions lets you account for every transaction you enter.

This essay is a discussion on how to implement document sequences in Receivables. Refer to the Document Sequences chapter in the *Oracle Applications System Administrator's*

*Guide* for more detailed information on using and defining document sequences and an explanation of the feature.

Receivables gives you the ability to track any transaction from creation to when it is posted. In addition:

- By assigning unique numbers to each transaction you can ensure that no transactions have been lost or not posted.
- Document sequences generate audit data so even if documents are deleted, their audit record remains.
- Document sequences provide an audit trail back from the General Ledger into the sub-ledger, and to the document that originally affected the account balance.

## **Automatic and Manual Sequences**

Automatic sequences let you create an audit trail of unique, sequential document numbers without data entry.

Manual sequences let you decide which document numbers you want to assign to transactions at the time of data entry, while always ensuring that your numbers are unique.

## **Assign Sequences to Every Transaction**

Unique, sequential document numbers can be assigned to imported, automatically generated, and manually entered transactions.

You can assign different sequences for every transaction type, payment method, adjustment, and finance charge activity you use.

## **Partial Sequencing**

You can choose to enter document numbers for every transaction or for selected categories of transactions. You can also assign these numbers either manually or automatically.

## **Document Categories**

When you define a new payment method, transaction type, or receivables activity, Receivables automatically creates a corresponding document category with the same name.

Document categories store the sequence numbers assigned to your transactions to ensure that they are unique within each document type (for example, receipts, transactions, and adjustments).

## **Use Document Number as Transaction Number**

You can control whether the document number and transaction number are the same for manually entered or imported transactions assigned to a specific batch source. The transaction batch source option Copy Document Number to Transaction Number determines whether these attributes are the same when the transaction is completed or if they are assigned different values.

## Gapless Document Numbering

If the document sequence type for your application is set to Gapless, you can ensure that your transaction numbers are also gapless. Gapless numbering ensures that transaction numbers are sequential and that there are no missing numbers.

To generate gapless transaction numbers, check the Copy Document Number to Transaction Number check box when you define your transaction batch sources. When you complete transactions, Receivables always assigns the same value to both the document number and the transaction number. See: Transaction Batch Sources, page 2-165.

## Related Topics

Overview of Document Sequencing, page 2-66

Setting Up Document Sequences, page 2-67

Sample Implementation, page 2-70

What is a Document Sequence?, *Oracle Applications System Administrator's Guide*

## Overview of Document Sequencing

Document sequencing is an optional feature within Receivables that can be activated using a profile option. The exception to this is if you are using the Receivables Automatic Receipts feature, in which case you *must* use document sequencing to sequence the automatically generated receipts.

You can enter document numbers in all of the transaction entry windows in Receivables. In addition, any program that creates transactions will automatically assign document numbers.

The following operations can assign document numbers. A sequence type of either manual or automatic can be used in any of these operations:

- Enter Bills Receivable
- Enter Commitments
- Enter Credit Memos
- Enter Invoice Adjustments
- Enter Invoices
- Enter Miscellaneous Receipts
- Enter Receipts
- QuickCash
- Reverse Receipts

If a transaction is not manually entered, Receivables assigns a document number to the automatically generated transaction. These transactions fall into two categories.

The first category are transactions that Receivables generates in order to perform an adjustment or reversal. For example, when you delete a receipt application that has a chargeback applied to it, Receivables will reverse out the chargeback. To do this, Receivables creates a new transaction to zero out the original. These transactions are used to ensure the correct accounting entries are made for the adjustments and reversals

that you create. Receivables assigns document numbers to these items to ensure that every transaction has a unique document number.

The second category consists of the following programs that assign document numbers to the transactions they create:

- AutoInvoice
- AutoLockbox
- Automatic Adjustments
- Automatic Receipts

You can use the following windows to review document numbers that have been assigned to your transactions:

- Account Details
- Transactions

## Related Topics

Setting Up Document Sequences, page 2-67

Sample Implementation, page 2-70

What is a Document Sequence?, *Oracle Applications System Administrator's Guide*

## Setting Up Document Sequences

To ensure that the document sequence feature works correctly, perform the following steps in the order listed.

Use the System Administrator responsibility to access all windows listed in this section.

**Note:** During an upgrade, Receivables automatically creates categories for each payment method, transaction type, and receivables activity that you have defined. When installing Receivables for the first time, Receivables creates categories for each seeded adjustment activity and transaction type.

### Step 1 Enable Sequential Numbering Profile Option

To implement document sequences, you must first enable the Sequential Numbering profile option. This can be set at the site and/or application level. To view the current setting of this option, navigate to the Personal Profile Values window and query the 'Sequential Numbering' profile option.

**Note:** This profile option can be viewed, but not updated, in the Personal Profile Values window. You can access this window from the Navigator.

Valid profile option values are:

- Not Used

You can always enter a transaction. The cursor will skip the Document Number field when you enter transactions. If you set this profile option to this value, you cannot use the Automatic Receipts feature.

- Always Used

You cannot enter a transaction if no sequence exists for it. This value requires that you enter a document number when entering transactions.

- Partially Used

You can enter a transaction even if no sequence exists for it. However, you will be warned. Use this value, for example, if you want to use sequential numbering for automatic receipts, but for nothing else.

**Important:** The Receivables Automatic Receipts feature uses document sequences when creating receipts. Consequently, if you are using this feature you must set this profile option to either 'Partially Used' or 'Always Used.'

## Step 2 Define Document Number Generation System Option

The Document Number Generation Level system option lets you determine when Receivables generates a document number for your transactions (*except* bills receivable). You can choose to generate a document number when the transaction is committed, or when the transaction is completed. The default value is 'When the transaction is committed.'

If you are using bills receivable, then Receivables ignores this system option and generates a document number when the transaction is completed.

## Step 3 Choose whether Document Number is same as Transaction Number

When you create or import transactions, the transaction batch source determines whether Receivables automatically generates the batch and transaction numbers or if you need to enter these numbers manually. The transaction batch source also determines whether Receivables uses the same number for both the document and the transaction number.

**Note:** If your application uses Gapless document sequencing, this option ensures that your transaction numbers are also gapless.

To ensure that the document number and transaction number are the same for transactions for a batch source:

1. Navigate to the Transaction Sources window.
2. Enter or query the transaction source. See: Transaction Batch Sources, page 2-165.
3. Check the Copy Document Number to Transaction Number box.

**Important:** If the Copy Document Number to Transaction Number option is set to Yes, it is possible to have more than one transaction with the same transaction number and batch source in Receivables. However, the document number and transaction number are always unique for a transaction type.

## Step 4 Define Sequences

Use the Document Sequences window to define the name, type, and initial value for your sequence. Use the System Administrator responsibility to access this window.

It is not necessary to define a different sequence for each transaction that you enter. You may decide, for example, to have just three sequences set up, one for invoices, one for



receipts, and one for adjustments. Alternatively, you may want to assign a different sequence to each transaction type, payment method, and adjustment activity.

The following Receivables transactions must have automatic sequence types. All other transactions can have manual or automatic sequences.

- Adjustment Reversals
- Automatic Adjustments
- Automatic Receipts
- Chargeback Adjustments
- Chargeback Reversals
- Credit Card Payments
- Commitment Adjustments
- Finance Charge Adjustments
- LockBox Receipts

Receivables generates chargeback adjustments when you create a chargeback. The chargeback adjustment reduces the balance of the transaction to which the chargeback is applied by the amount of the chargeback. Similarly, commitment adjustments are generated when you invoice against a deposit or guarantee. The commitment adjustment reduces the balance of the invoice in the case of a deposit applied to an invoice, or reduces the balance of the guarantee in the case of a guarantee applied to an invoice.

Finance charge adjustments are created when you calculate finance charges. They are used to adjust the transaction balance by the amount of the finance charge.

Adjustment and chargeback reversals are generated when you delete a receipt application that has an adjustment or chargeback associated with it.

**Tip:** If you are using AutoInvoice, you can manually enter sequential numbers in the AutoInvoice interface tables. However, Receivables automatically assigns sequence numbers to the transactions you import if you use an automatic sequence type for these transactions.

## Step 5 Assign Sequences to Categories

Use the Document Sequences window to assign a sequence to one or more combinations of:

- Application
- Document Category
- Range of Transaction Dates

When you define a new payment method, transaction type, or receivables activity, Receivables automatically creates a corresponding document category with the same name.

**Note:** Although Receivables creates a corresponding document category for each receivables activity that you define, only the document categories that were created for Adjustment or Finance Charge receivables activities require sequence assignments.

Application and Document Category make up your document flexfield. Each active document flexfield combination must be unique for any given transaction date range.

**Note:** You can assign the same sequence to one or more document flexfield combinations, but all of the categories in the flexfield must point to the same application table.

For more information, see: *Assigning a Document Sequence, Oracle Applications System Administrator's Guide*.

## Step 6 Implement Document Sequences in Oracle General Ledger

If you have Oracle General Ledger installed and have sequential numbering enabled for this application, you must define sequences, categories, and assignments for your journal entry categories before you can post.

Receivables posts to the following General Ledger journal categories:

- Adjustments
- Bills Receivable
- Chargebacks
- Credit Memo Applications
- Credit Memos
- Cross Currency
- Debit Memos
- Miscellaneous Receipts
- Sales Invoices
- Trade Receipts

**Note:** It is possible to have document sequencing enabled for specific applications by setting your Sequential Numbering profile option at the application, rather than at the site, level.

## Related Topics

Sample Implementation, page 2-70

## Sample Implementation

The table below gives an example of how you might set up sequences, categories, and assignments within Receivables. Your implementation will depend on whether you want to perform any manual entry of document numbers and how many sequences you want to use for your transactions and receipts. Additionally, it will depend on whether you use the Receivables automatic receipts, AutoInvoice, AutoLockbox, and finance charge features.

Sequence Name	Sequence Type	Document Category
Invoice	Automatic/Manual	Each Invoice Transaction Type
Debit Memo	Automatic/Manual	Each Debit Memo Transaction Type
Commitment	Automatic/Manual	Each Deposit Transaction Type
Commitment	Automatic/Manual	Each Guarantee Transaction Type
Chargeback	Automatic/Manual	Each Chargeback Transaction Type
Credit Memo	Automatic/Manual	Each Credit Memo Transaction Type
Lockbox Receipt	Automatic	Each Lockbox Payment Method
Automatic Receipt	Automatic	Each Automatic Payment Method
Manual Receipt	Automatic/Manual	Each Manual Payment Method
Automatic Adjustment	Automatic	Each Automatic Adjustment Activity (including seeded activities)
Automatic Adjustment	Automatic	Each Finance Charge Activity
Manual Adjustment	Automatic/Manual	Each Manual Adjustment Activity

If you use the same payment methods for your lockbox receipts as you do for your manually entered receipts, you must use an automatic sequence for both manual and lockbox receipts, as AutoLockbox requires an automatic sequence. Additionally, if you want to use automatic sequencing with AutoInvoice, you should assign an automatic sequence to the transactions types you assign to your imported transactions.

## Solving Problems

Below is a list of errors you might encounter if you have set the sequential numbering profile option to either 'Partially Used' or 'Always Used,' but have not set up your document sequences correctly:

- No assignment exists for this set of parameters.  
You must create an assignment for the document category associated with the transaction you are entering. This is done in the Sequence Assignments window (use the System Administrator responsibility).
- Sequential Numbering is always used and there is no assignment for this set of parameters.  
You must create an assignment for the document category associated with the transaction you are entering.
- The assigned sequence is inactive.

The date of the transaction does not fall within the effective dates of the sequence assignment.

- The manual sequence value passed is not unique.

Enter a unique document number for the transaction.

## Related Topics

Entering Transactions, page 3-2

Implementing Document Sequences, page 2-64

## Dunning Letters

Receivables lets you create dunning letters using two different methods. You can use one of the ten dunning letters that Receivables provides, or create your own, custom dunning letters in the Dunning Letters window.

The ten dunning letters that Receivables provides include text files that you can customize to suit your dunning needs. Each of these letters (entitled USER1 - 10) includes two flat files: one for the body of your dunning letter text and the other for footer information. These files reside in the Receivables \$AR\_TOP/reports directory. For example, the dunning letter USER1 has a body file of *ardl1b.txt* and a footer file of *ardl1f.txt*. The 'b' and the 'f' identify these files as body and footer files, respectively. See: Dunning Letters Format Files, page 2-74.

You can also use the Dunning Letters window to create the body and footer text of your own, custom dunning letters. You can create as many dunning letters as you need using this window.

See: Creating Dunning Letters, page 2-75.

Oracle Reports generates the final output of your dunning letters by combining the body text and footer sections that you create with the Invoice section information that Receivables provides.

**Important:** The ability to create dunning letters and statements where multiple bill-to locations exist is organization-specific. If a customer has multiple bill-to sites in a single organization, those sites will be consolidated. If a customer has sites across organizations, however, then Receivables will include on the documents only those bill-to sites for the organization for which the statements or dunning letters were run. See: Assigning a Business Purpose to a Customer Address, page 7-35.

The diagram below shows the format that Receivables uses for your dunning letters.

### Standard Dunning Letter Format

The diagram illustrates the layout of a dunning letter. It is enclosed in a large rectangular frame. At the top left, the title "Dunning Letter" is displayed. Below the title, the layout is organized into several sections: a top right section for "Remit To Address", a top left section for "Customer Name" and "Customer Address", a large central section for the "Body of Text" which includes a note about Receivables filling this section with information from the file `ardlsb.txt`, a section for "Invoices", and a bottom section for the "Footer" which also includes a note about Receivables filling this section with information from the file `ardlsb.txt`.

For a text description of this graphic, see: Text Description of the Dunning Letters Standard Format Graphic, page K-3

The Invoices section lists the currency, interest rate, and all of the invoices in this currency that are past due for a customer or site. Receivables groups past due invoices using the dunning amount and dunning invoice amount limits that you defined in the customer or customer site profile that is associated with these invoices. This section also includes the dunning level (if using Staged Dunning), invoice number, transaction date, due date, number of days late, original amount, and balance due of each invoice that is selected for dunning.

### Related Topics

Creating Dunning Letters, page 2-75

Dunning Letter Sets, page 2-76

Printing Dunning Letters, page 8-35

Using Dunning Letters, page 8-23

Defining Dunning Profiles for Customer and Customer Sites, page 8-25

How Receivables Selects Items for Dunning, page 8-27

Dunning Letters - Preliminary Report, page 11-73

Dunning Letter Generate Report, page 11-72

## Dunning Letters Format Files

Receivables uses ten body text files and ten footer text files to store the template for your ten user-definable dunning letters. These files reside in the \$AR\_TOP/reports directory and are named *ardlnt*, when *n* is a number from 1 to 10, and *t* is either "b" or "f" (for 'body' and 'footer', respectively). You use a text editor to edit the body and footer text files that Receivables provides.

You can also create your own, custom dunning letters in the Dunning Letters window.

See: Creating Dunning Letters, page 2-75.

## Substitution Variables and Tokens

Embed field variables in your body text and footers using *&\_field*. Receivables supports the following field variables:

*&F\_collector\_name*: Collector Name

*&F\_collector\_telephone*: Telephone Number of Collector

*&F\_customer\_name*: Customer Name

*&F\_customer\_number*: Customer Number

For example, the text "Dear *&F\_customer\_name*" expands to "Dear ACME Pharmaceuticals" when you print your dunning letters for this customer.

**Important:** You can use these variables in both the letters that Receivables provides and in the letters that you create in the Dunning Letters window. However, when you use these variables in the templates USER1 - USER10, you must enter them as shown above (i.e. initial capital letter followed by all lowercase letters). When you use these variables within the text of your custom dunning letters, you must enter them using *all uppercase* letters, such as *&F\_COLLECTOR\_NAME* or *&F\_COLLECTOR\_TELEPHONE*.

## Paragraph Formatting and Indentation

Enter each paragraph in your body and footer text files as a continual line. Enter a hard carriage return to mark the end of a paragraph. You can also use hard carriage returns to mark spacing between lines. To indent text, enter a hard carriage return after each line and use the space bar to indent the lines that you want to start further in from the left margin.

**Note:** This formatting information only applies when you are using the templates USER1 - USER10 to create your dunning letters. If you are creating dunning letters in the Dunning Letters window, see 'To create a custom dunning letter' in: Creating Dunning Letters., page 2-75

## Related Topics

Creating Dunning Letters, page 2-75

## Creating Dunning Letters

To create dunning letters, you can use one of the template letters that Receivables provides, or you can create your own, custom letter.

- To use one of the template letters (USER1 - USER10), use a text editor to edit the body and footer text files that Receivables provides. See: Dunning Letters Format Files, page 2-74.
- To create a custom letter, use the Dunning Letters window. When you create custom dunning letters, Receivables automatically numbers each paragraph by increments of ten to let you insert new text at a later time. You can add new or update existing text for a custom dunning letter at any time. You can create as many custom dunning letters as you need.

**Note:** Receivables also provides three dunning letters, entitled STANDARD1 - 3, which are of increasing severity and whose content is not updatable.

**Note:** If you have Multi Lingual Support (MLS), you can define dunning letters in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

### To create a dunning letter using one of the templates that Receivables provides:

1. Open the body or footer text file, using your choice of text editor. For example, to enter body text for the dunning letter USER1, open the file \$AR\_TOP/reports/ardl1b.txt.
2. Enter text and embed field variables to create the text of your dunning letter. See: Dunning Letters Format Files, page 2-74.
3. Save your text file in the reports directory.
4. To review your new dunning letter, submit the Sample Dunning Letter Print program for this letter using the Dunning Letters window. See: Printing Dunning Letters, page 8-35.

### To create a custom dunning letter:

1. Navigate to the Dunning Letters window.
2. Enter a Name for this letter.
3. Enter a Description of this dunning letter (optional).
4. Place your cursor in the first row, then enter the header text for this letter (optional).

**Note:** Rows that you leave blank in the Dunning Letters window appear as blank spaces when you print your dunning letters.

5. Place your cursor in another row, then enter the body text for this letter. You can enter up to 4000 characters. You do not have to enter hard returns; Receivables automatically wraps the text of your letter to the next line when you print your letter.

**Important:** You can use either regular text or substitution variables when entering customer or collector information. However, if you

use substitution variables, be sure that you enter them using all *uppercase* characters. See: Dunning Letters Format Files, page 2-74.

6. To include your customer's invoice information in your letter, place your cursor in a blank row, then enter '&invoice'.
7. Enter any footer text as required (optional).
8. When you are satisfied with the text of this letter, save your work.

To review your new, custom dunning letter, submit the Sample Dunning Letter Print program for this letter using the Dunning Letters window. See: Printing Dunning Letters, page 8-35.

## Related Topics

Printing Dunning Letters, page 8-35

Dunning Letters, page 2-72

Creating Dunning Letter Sets, page 2-76

Using Dunning Letters, page 8-23

## Creating Dunning Letter Sets

Receivables provides a dunning letter set entitled 'STANDARD.' This set includes three dunning letters, entitled STANDARD1 - 3, which are of increasing severity. You can use this dunning letter set or define your own set using different dunning letters and dunning letter parameters. See: Dunning Letters, page 2-72.

Use Oracle Reports to update the content of custom dunning letters before you assign them to your dunning letter sets. You can then assign these sets to your customer and site level profiles.

**Note:** You cannot update the predefined content in the three seeded dunning letters, STANDARD1 - 3.

If you choose to inactivate a dunning letter that you have already assigned to a dunning letter set, Receivables displays a warning message.

### Prerequisites

- Define your dunning letters, page 2-72

### To define a dunning letter set:

1. Navigate to the Dunning Letter Sets window.
2. Enter the Name and a Description for this dunning letter set.
3. To resend the last letter that was sent within this dunning letter set, check the Resend Last Letter box. If you do not check the Resend Last Letter box, Receivables sends no more letters after sending the last letter of a set.

If you also check the Send Letters in Sequence box for a dunning letter set, then Receivables will only resend a letter if the past due date range has not been exceeded. For example, you already sent the second dunning letter in the set, but you submit dunning letters again before the third dunning letter is due. If both the



Send Letters in Sequence and Resend Last Letter boxes are checked, then Receivables will only resend the second letter in the set.

**Note:** If Resend Last Letter is Yes but Send Letters in Sequence is No, then the Dunning Letter Generate program will select the dunning letter with a Days Past Due range that includes the number of days that the oldest outstanding debit item is past due. In this case, a customer may receive the same dunning letter twice.

**Important:** If the dunning method for this dunning letter set is Staged Dunning (see step 9, page 2-78), do not check the Resend Last Letter box. If this box is checked and the dunning method is Staged Dunning, then Receivables does not increment the dunning level of past due items that are included in this submission (because the last letter is resent).

4. To take into account the receipt grace days you specified for the customer or customer site profile to which you will assign this set, check the Use Grace Days box. Grace days help to determine which customers and sites are selected for your dunning submissions and which letters they will receive. See: Defining Dunning Profiles for Customer and Customer Sites, page 8-25.
5. To include items that have been placed in dispute in all letters within this set, check the Dun Disputed Items box. You can place items in dispute in the Customer Calls and Transactions windows. Receivables also places a debit item in dispute when there are pending adjustments against it.
6. To include finance charges for all dunning letters within this set, check the Finance Charges box. To also calculate finance charges on items in dispute, check the Finance Charges on Disputed Items box. Receivables uses the values you specify for finance charges in your customer and site profiles to calculate the total amount of finance charges displayed on the Invoices section of your dunning letters for each currency of past due items. See: Calculating Finance Charges When Printing Dunning Letters, page 2-79.
7. To include On-Account and Unapplied receipts in this set, check the Include Unapplied Receipts box. If you include these receipts, Receivables groups them together with the past due invoices in the same currency to show the net balance in that currency for a customer or site.

**Note:** Checking the Include Unapplied Receipts box only affects whether these receipts are actually printed on your dunning letters. Unapplied and on-account receipts are always included before finance charges are calculated.

8. To maintain the order in which Receivables sends letters in this set, check the Send Letters in Sequence box. Sequencing lets you control and incrementally increase the severity of your dunning letters. If you check this box, Receivables ignores the value of the Resend Last Letter check box.

**Important:** If both the Send Letters in Sequence and Resend Last Letter check boxes for this dunning letter set are *not* checked, the Dunning Letter Generate program will not select and generate a

dunning letter that has already been sent to this customer unless the one of the following is true:

- A new debit item exists for this customer that is past due for a number of days which falls within the Days Past Due range of a dunning letter that was previously sent, and this item was not included in that letter.

or

- A past due invoice was included in the previous letter, even though it did not fall into that letter's date range. The previous letter may be resent if the invoice is still open and falls into the current letter's date range.

9. Choose the dunning method for this dunning letter set. Choose *Days Overdue* for the standard dunning method in which each letter is based on the number of days outstanding items are past due. Choose *Staged Dunning* to increase the dunning level of past due items based on the last time a dunning letter was sent to this customer. See: *How Receivables Selects Items for Dunning*, page 8-27.

10. Enter the dunning Letter Name to include in this set.

11. If you chose the Days Overdue dunning method, enter the minimum number of Days Past Due From (less receipt grace days) that a customer's oldest invoice, debit memo, credit memo, chargeback and unapplied and on-account payment must be to receive this dunning letter.

In the Days Past Due To field, enter the maximum number of days past due (less receipt grace days) that a customer's oldest invoice, debit memo, credit memo, chargeback and unapplied and on-account payment must be to receive this dunning letter. Enter '999999' for the last letter in this dunning letter set to ensure that customers to whom you assign this dunning letter set always receive dunning letters for their oldest outstanding debit items. See: *Specifying a Days Past Due Range*, page 8-24.

12. If you chose the Staged Dunning method, enter a number in the Dunning Level From field to indicate the minimum dunning level that a customer's oldest invoice, debit memo, or chargeback must be assigned to receive this dunning letter.

Enter a number in the Dunning Level To field to indicate the maximum dunning level that a customer's oldest invoice, debit memo, or chargeback must be assigned to receive this dunning letter.

Enter the minimum number of days (Min Days) that must pass before Receivables will increment an item to the next dunning level. For example, if an item is assigned a dunning level of 2 on March 1 and you set this field to 15 for dunning level 3, Receivables will not increment the dunning level for this debit item to level 3 until March 16, even if the dunning letter generate program is run before that date.

**Tip:** If you set the Dunning Level From-To range to the same number for each letter, the dunning levels for your customer's past due items will correspond to the number of times they have been selected for dunning. For example, if the Dunning Level range for the third dunning letter in your set is From 3 To 3, only past due items that have been selected for dunning three times will appear in that letter.

13. To include all of this customer's debit items that are not yet due in this dunning letter, check the Include Current box. Receivables determines that a debit item is not yet due if its due date is later than the As of Dunning Date that you specify for your dunning submission. Receivables displays the number of Days Late as a negative number for items that are not yet due.
14. To send copies of the invoices that this dunning letter includes with this dunning letter, check the Invoice Copies box.
15. Repeat steps 10 through 14 for each dunning letter to add to this set. The order in which your letters appear in the Letter Name region determines the sequence in which they will be sent.

### **Calculating Finance Charges When Printing Dunning Letters**

If you check the Finance Charges box for a customer's dunning letter set that your dunning submission includes, this customer's dunning letters will display finance charges on past due items. You can also assess finance charges on a customer's past due items that are in dispute by checking the Finance Charges on Disputed Items box for a dunning letter set.

The sum of finance charges on past due items in a particular currency appear on a dunning letter after the subtotal of the balance due for all of the past due debit items in this currency.

If the Finance Charges box is not checked for a customer's dunning letter set that your dunning submission includes, Receivables does not calculate finance charges for the dunned items in this customer's dunning letter set.

### **Related Topics**

Printing Dunning Letters, page 8-35

Customer Profile Classes, page 7-53

Defining Dunning Profiles for Customers and Customer Sites, page 8-25

Calculating Finance Charges, page 8-37

Setting Up Receivables to Calculate Finance Charges, page 8-43

Using Dunning Letters, page 8-23

## **Freight Carriers**

Define freight carriers to assign additional freight charges to your transactions. You use freight carriers for internal transfers between organizations as well as shipments to and from customers and vendors.

### **Prerequisites**

- Define unit of measure classes, page 2-183
- Define accounting flexfield combinations, *Oracle General Ledger User Guide*

### **To define carriers:**

1. Navigate to the Freight Carriers window.
2. Enter a unique Carrier Name.

3. Enter a Description for this carrier (optional).
4. Enter the general ledger Distribution Account that collects the costs associated with using this carrier. You use this account when you perform an inter-organization transfer and specify freight charges.
5. Enter the date that this carrier is Inactive After (optional). As of this date, you can no longer assign the freight carrier to any function within Receivables.

## Related Topics

Setting Up Receivables, page 2-2

## Grouping Rules

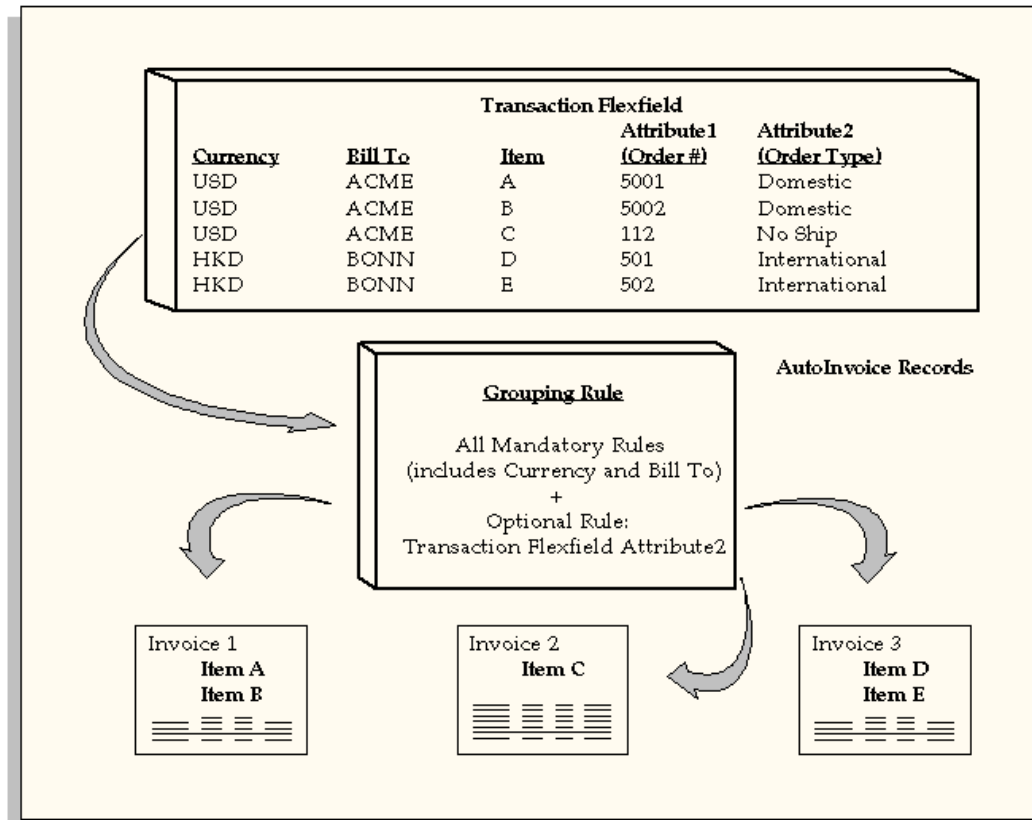
Define grouping rules that AutoInvoice will use to group revenue and credit transactions into invoices, debit memos, and credit memos. Grouping rules specify attributes that must be identical for lines to appear on the same transaction.

Grouping rules include mandatory attributes which are always included in all grouping rules, and optional attributes which may be included in a grouping rule. Optional attributes may be added to the mandatory attributes to create new grouping rules. To be included in a group a transaction must always match on all of the mandatory attributes as well as on all of the optional attributes included in a grouping rule. For complete lists of the mandatory attributes and the optional attributes see the section titled "Using Grouping Rules to Create Transactions" in the Transactions chapter. All attributes of the Transaction Flexfield are optional within a grouping rule, and you can assign these attributes as optional grouping characteristics in the Grouping Rules window.

**Note:** The Grouping Rules window only displays the optional attributes included in a grouping rule. This window does not display any mandatory grouping attributes. The mandatory attributes are the same for all grouping rules. Use the Ordering and Grouping Rules Listing report to view all of the mandatory and optional attributes assigned to your grouping rules. See: Ordering and Grouping Rules Listing, page 11-89.

In the diagram below, the grouping rule specifies that to appear on the same invoice items must match on all of the mandatory attributes, for example currency (CURRENCY\_CODE) and bill-to address (ORIG\_SYSTEM\_BILL\_ADDRESS\_ID) and must also match on the optional attribute of order type (SALES\_ORDER\_SOURCE). For example, in the diagram, assume that all mandatory attributes match other than currency and bill-to address. Items A and B share the same currency and order type, so they appear on the same invoice (Invoice 1). Item C has the same currency as A and B, but it has a different order type, so it appears on its own invoice (Invoice 2). Items D and E share the same currency and Order Type, so they appear on the same invoice (Invoice 3).

## Using Grouping Rules



For a text description of this graphic, see Text Description of the Using Grouping Rules Graphic, page K-4

AutoInvoice uses the following hierarchy to determine which grouping rule to use for a transaction line:

- 1) The grouping rule specified in the Transaction Sources window for the batch source of the transaction line
- 2) The grouping rule specified in the Customer Profile Classes window for the bill-to site use of the transaction line
- 3) The grouping rule specified in the Customer Profile Classes window for the bill-to customer of the transaction line
- 4) If you do not specify a rule in either the Transaction Sources or Customer Profile Classes window, AutoInvoice uses the default grouping rule specified in the System Options window. See: Defining Receivables System Options, page 2-129.

Receivables provides the DEFAULT grouping rule which contains all of the mandatory attributes. If you upgrade from a previous version of Receivables, the DEFAULT grouping rule initially becomes your default grouping rule. If you use the DEFAULT rule to create transactions, Receivables does not require that you define any additional grouping rules. You can add optional attributes to the DEFAULT grouping rule to create new grouping rules. You cannot delete any mandatory attributes from a grouping rule.

**Important:** If you are doing a fresh install of Receivables, you must enter a default grouping rule in the System Options window. You can enter the grouping rule that Receivables provides or one that you create.

Receivables lets you assign an invoice line ordering rule to each of your grouping rules. AutoInvoice uses the invoice line ordering rule to order your transaction lines when grouping revenue and credit transactions into invoices, debit memos, and credit memos. See: Invoice Line Ordering Rules, page 2-44.

**Note:** You cannot view the required grouping on transaction attributes from the Grouping Rules window. Use the Ordering and Grouping Rules Listing report to view all grouping on transaction attributes that are assigned to your grouping rules. See: Ordering and Grouping Rules Listing Report, page 11-89.

#### Prerequisites

- Define Invoice Line Ordering Rules, page 2-44

#### To define a grouping rule:

1. Navigate to the Grouping Rules window.
2. Enter a Name for this grouping rule.
3. Enter a Description for this grouping rule (optional).
4. Enter the invoice line ordering rule for this grouping rule (optional). The invoice line ordering rule tells AutoInvoice how to order transaction lines within this grouping rule.
5. Enter a range of Effective Dates for this grouping rule. The default Start Date is today's date, but you can change it. If you do not enter an end date, this grouping rule will be active indefinitely.
6. Enter the Transaction Class to define for this grouping rule. Choose from the following classes: Invoice, Debit Memo, or Credit Memo.

**Note:** If AutoInvoice uses grouping rules and it is processing a transaction class that is not defined for this grouping rule, AutoInvoice will only use the mandatory grouping transaction attributes.

7. Enter any Optional Grouping Characteristics you want to use to group your transactions. For example, if you enter the transaction flexfield attribute 'Attribute2' (order type), only transactions with the same order type can appear together on a transaction. Use the list of values to review the description and sources of each attribute.

Receivables ensures that you do not assign duplicate transaction class grouping characteristics to your grouping rule.

#### Related Topics

Importing Transactions Using AutoInvoice, page 3-186

## Header and Line Level Rounding

When you create a foreign currency receipt or transaction, Receivables requires you to enter an exchange rate. Receivables uses this rate to convert the amount to your functional currency and create accounting entries in both currencies.

When you create a transaction with several line items, the total amount in the two currencies may vary slightly (usually by the minimum accountable unit defined for your functional currency). These differences occur due to *rounding*, the mathematical process of approximating an amount to a specific number of decimal places. Rounding differences can occur whenever you use an exchange rate to convert transaction amounts to a different currency.

Depending on legal requirements established in your home country, you may need to round amounts at the transaction header level and then account for and post the rounding difference in a separate account. You can do this in Oracle Receivables by enabling Header Level Rounding and defining a Header Rounding Account in the System Options window. If you do not enable Header Level Rounding, Receivables rounds amounts at the line level and posts any rounding difference to the Receivables account.

**Note:** If you enable Header Level Rounding, then Receivables displays a rounding distribution line for all transactions, regardless of currency. If the transaction is in your functional currency, then the amount of this line is zero.

### Example

In this example, Header Level Rounding is set to Yes and a Header Rounding Account is defined.

You have an invoice in French francs which consists of three line items. To convert the invoice to the euro, you specify an exchange rate of 6.55957.

The following table shows the calculations Receivables performs to convert each amount when you save the invoice.

Item Description	Amount in FRF	Exchange Rate	Amount in EUR	Comment
Paper	15.00	6.55957	2.29	rounded up
Pens	12.00	6.55957	1.83	rounded up
Envelopes	25.00	6.55957	3.81	rounded down
Subtotal:	52.00		7.93	sum of items
Rounding Difference			- 0.01	
Total Amount:	52.00		7.92	rounded down

In this example, Receivables first converts each line item and then adds them to give a total of 7.93 EUR. The .01 is the rounding difference, which Receivables records in the Header Rounding Account that you define.

If Header Level Rounding is not enabled, Receivables converts amounts by first adding the line amounts in the invoice currency and then dividing by the exchange rate. Using the amounts in this example, the result is:

$$52 / 6.55957 = 7.92$$

## Setting Up

To enable Header Level Rounding, check the Header Level Rounding check box and define a Rounding Account in the System Options window. For more information, see: Accounting System Options, page 2-129.

**Warning:** After you enable Header Level Rounding and save your work, you cannot disable the feature.

## Related Topics

Foreign Currency Transactions, page 3-22

Cross Currency Receipts, page 6-20

## Item Status

Use the Item Status window to define statuses that you assign to items. You can also use item statuses to provide default values for some attributes when you define an item. Statuses you define appear as list of values choices in the Lines windows.

**Important:** When your current organization is not the item master organization, Receivables temporarily changes your current organization to the item master organization until you exit this window. This means that you can use the statuses you create here in any of the organizations you define.

### To define item statuses:

1. Navigate to the Item Status window.
2. Enter a unique Status name.
3. Enter a Description for this status (optional).
4. Enter a Disable Date (optional). After this date you can no longer assign this status to an item. The status will remain valid for items to which it is already assigned.
5. Define attributes by checking the appropriate Value check boxes. Choose from the following:
  - BOM Allowed
  - Build in WIP
  - Customer Orders Enabled
  - Internal Orders Enabled
  - Invoice Enabled



- Transactable
- Purchasable
- Stockable

**Note:** For a complete description of all item attributes, refer to the *Oracle Inventory User Guide*.

## Related Topics

Items, page 2-85

Deleting Items, page 2-86

## Items

Use the Items window to define and update your items and their associated attributes, such as physical description, lead time, and unit of measure. Items you define appear as list of value choices in the Lines window when you enter transactions or credit memos.

Much of the information you can define for an item is optional. You only need to enter the information required to maintain the item.

For a complete description of this window and its fields, refer to the *Oracle Inventory User Guide*.

**Tip:** You can set up AutoAccounting to create account segments based on inventory items and warehouse. For example, define the Product segment of your Revenue account to use Standard Lines and specify a warehouse name when entering transaction lines.

**Note:** If your installation does not include Oracle Order Management or Oracle Inventory, you can define standard memo lines to use instead of items when entering lines for your transactions and credit memos. See: Standard Memo Lines, page 2-125.

### Prerequisites

- Define units of measure, page 2-183
- Define organizations, page 2-98

### To define an item:

1. Navigate to the Items window.
2. Enter a Name for this item.
3. Enter a Description for this item.
4. To define additional information for this item, open the appropriate tabbed region.

## Related Topics

Item Status, page 2-84

Deleting Items, page 2-86

## Deleting Items

Use the Delete Items window to delete predefined items from Receivables. If the item you are deleting has a bill of material and routing from another product, you can also choose to delete these entities.

### Prerequisites

- Define items, page 2-85

### To delete an item:

1. Navigate to the Delete Items window.
2. Enter the Group name of the entities you are deleting.
3. Choose the information to delete. Choose to delete only Item information, or Item, Bill, and Routing information.
4. To save deleted entities in the archive tables, check the Archive check box.
5. Enter the Item to delete. Receivables displays the Description of this item.
6. To view the Organization from which you are deleting this item and the entity Type, open the Details tabbed region.
7. To verify that the information you are deleting is within your delete constraints, choose Check.

To delete the items, choose Delete. To view the delete Status and the Date that the concurrent program deleted this item, open the Results tabbed region.

8. Save your work. To view any errors that occurred during the concurrent program, choose Errors.

## Related Topics

Entering Transactions, page 3-2

Item Status, page 2-84

## Defining Receivables Lookups

Lookup names display as list of value choices throughout Oracle Applications to help speed data entry and accuracy. Receivables provides many lookups types for you. Some lookup types can be updated to suit your business needs. You cannot update a lookup type if Receivables requires those settings for its own internal use. For example, you cannot update attributes of the 'Tax Classification' lookup type.

You can create new lookup types and define as many additional lookups as you want in the Receivables Lookups window. For example, you can define additional lookups to the lookup type 'Collector Actions' to describe your collection actions. Receivables displays these lookups as list of values choices for the Action field in the Call Actions window.

You cannot change lookup name values after you save them. To remove an obsolete lookup you can: disable the code, enter an end date, or change the meaning and description to match a replacement code.

You can view all Receivables lookups in the Oracle Receivables Lookups window. However, you can't modify most lookups.

If you use Multiple Language Support, you can define lookups in multiple languages. Select Translations from the toolbar or menu to enter the lookup name and description in another language. When a user selects lookups from a list of values, the lookups on the list appear in the user's language.

The following sections group the predefined Receivables lookups by their function and provide a brief description of where each is used within Receivables.

**Note:** If you have Multi Lingual Support (MLS), you can define lookups in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

## Related Topics

Application Utilities Lookups and Application Object Library Lookups , *Oracle Applications System Administrator's Guide*

Reviewing and Updating Receivables Lookups, page 2-87

Customer Lookups, page 2-88

Customer Profile Lookups, page 2-89

Transaction Lookups, page 2-90

Collections Lookups, page 2-92

Receipt Lookups, page 2-92

Credit Management Lookups, page 2-93

Demand Class Lookups, page 2-94

## Reviewing and Updating Receivables Lookups

You can review any predefined or new lookup types in the Receivables Lookups window. You can update a lookup type only if its access level is either User or Extensible. Receivables requires that lookup types that have an access level of System remain unchanged for its own internal use.

You can always update lookup types that you create. However, although you can make a lookup inactive, you cannot delete a record from a lookup type, regardless of its access level.

**Note:** When defining your organization types during Oracle Receivables setup, you need to switch to the Oracle Purchasing responsibility, navigate to the Lookups window, then define the ORG\_TYPE lookup. Then, switch back to the Receivables responsibility to continue Oracle Receivables setup.

For detailed information about defining and updating lookups, see: Application Utilities Lookups and Application Object Library Lookups, *Oracle Applications System Administrator's Guide*.

**Important:** Lookups in Receivables are maintained by the FND\_LOOKUP\_VALUES table, which requires that values in both the LOOKUP\_TYPE column and the MEANING column be unique. Since this requirement is new, you may have legacy data in the MEANING column that Receivables would now consider to be duplicate data.

In these situations, where you might have duplicate data in a lookup, Receivables will append the "at" sign (@) to all subsequent duplicates in order to differentiate the entries from each other and to satisfy the requirement that each entry be unique.

For example, you might have a LOOKUP\_TYPE of "Flavors," a LOOKUP\_CODE of "Vanilla," and a MEANING of "Ice Cream Flavor." This same MEANING, then, might be used in your LOOKUP\_CODES for "Mint Chip," "Chocolate," and "Butter Pecan." Receivables will adjust the multiple "Ice Cream Flavor" entries in the MEANING column this way: @1@Ice Cream Flavor, @1@@Ice Cream Flavor, and @1@@@Ice Cream Flavor, and so on. Note that the number 1 (as in @1@) may change, depending upon the selected value.

## Related Topics

- Customer Lookups, page 2-88
- Customer Profile Lookups, page 2-89
- Transaction Lookups, page 2-90
- Collections Lookups, page 2-92
- Receipt Lookups, page 2-92
- Credit Management Lookups, page 2-93
- Demand Class Lookups, page 2-94

## Customer Lookups

The following table lists customer lookup types. You can define lookups for these types in the Receivables Lookups and Demand Class windows. See: Demand Class Lookups., page 2-94

Meaning/Type	Code	Where Used
Address Categories	ADDRESS_CATEGORY	Category in the Customer Addresses window.
Business purposes for a customer address	SITE_USE_CODE	Usage in the Business Purpose region and Description in the Contact Roles region.
Categories for Customers	CUSTOMER_CATEGORY	Category in the Classification region of the Customers window.
Customer Class	CUSTOMER_CLASS	Class in the Classification region of the Customers window.
Demand Class (Demand Class Lookups window)	DEMAND_CLASS	Demand Class in the Business Purpose Detail window.
FOB (free on board)	FOB	FOB in the Classification region of the Customers window.
Job Titles for Customer Contact	RESPONSIBILITY	Job in the Contact: Roles and Contact:Telephones regions.
Titles for contact persons at customer sites	CONTACT_TITLE	Title in the Contact: Roles and Contact:Telephones regions.
Types of communication used in contacting customers	COMMUNICATION_TYPE	Type in the Telephones and Contact: Telephones regions of the Customers window.
Types of documents to send to customers with this relationship to primary customer	RELATIONSHIP_TYPE	Type in the Relationships tabbed region of the Customers window.
SIC code types	SIC_CODE_TYPE	SIC Code Type in the Classification region of the Customers window.
State codes	STATE	State in the Customer Addresses window.

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

## Customer Profile Lookups

The following table lists customer profile lookup types. You can define lookups for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Account Status	ACCOUNT_STATUS	Account Status in the Profile: Transaction region of the Customers window.
Credit rating for customers	CREDIT_RATING	Credit Rating in the Profile: Transaction region of the Customers window.
Customer credit risk	RISK_CODE	Risk Code in the Profile: Transaction region of the Customers window.

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

## Transaction Lookups

The following table lists lookup types used for Receivables transactions. You can define lookups for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Adjustment Reason	ADJUST_REASON	Assigned to a manual adjustment in Adjustments window.
Approval Type	APPROVAL_TYPE	Status of approvals such as Approved, Pending approval and Rejected.
Batch Status	BATCH_STATUS	Status of batches such as Closed, New, Open, and Out of Balance.
Canadian Provinces	AR_CANADIAN_PROVINCE	Assigned to a tax code in the Tax Groups window.
Commitment Description	COMMITMENT_DESCRIPTION	Used when entering commitments in the Transactions workbench.
Credit Memo Reason	CREDIT_MEMO_REASON	Assigned to credit memos.
Credit Memo Request Status	CREDIT_MEMO_REQUEST_STATUS	Assigned to credit memo requests generated using iReceivables.
Invoice Reason	INVOICING_REASON	Assigned to an invoice line in the More region of the Lines window.
Location Qualifier	ARTAXVDR_LOC_QUALIFIER	Determines whether your tax vendor creates tax lines separately for state, county, and city or sums tax amounts into a single tax line.
Magnetic Format Codes	MAGNETIC_FORMAT_CODE	Assigned to bills receivable transaction types.
Special Instructions	SPECIAL_INSTRUCTIONS	Assigned to bills receivable transactions created manually or in batch.
Tax Classification	AR_TAX_CLASSIFICATION	Assigned to a tax code in the Tax Groups window.
Tax Exemption Reason	TAX_REASON	Assigned to a tax exemption when entered manually or when importing transactions using AutoInvoice.
Tax Rate Exception reason	TAX_EXCEPTION_REASON	Assigned to a tax rate exception in the Item Tax Rate Exceptions window.
Tax Types	TAX_TYPE	Assigned to a tax code in the Tax Codes and Rates window.
Types of Messages	STANDARD_MSG_TYPES	Used for Printing Statements.
Type of Standard Text Usage	STANDARD_TEXT	Used for Printing Statements.
Values for Special Instructions	SPECIAL_INSTRUCTIONS	Assigned to a transaction in the More tabbed region of the Transactions window.

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

## Collections Lookups

The following table lists lookup types used for collections. You define lookups for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Collector actions	ACTION	Possible collector actions for customer calls.
Collector Follow Up Action	FOLLOW_UP	Follow up action in response to a customer call.
Customer Response Reason	CUSTOMER_RESPONSE_REASON	Reason given by a customer in response to a call. Used in the Response region of the Customer Calls window.
Possible outcomes of a customer call	CALL_OUTCOME	Used for customer calls in the Call Topics window.
Type of data to include in a specific bucket	AGING_BUCKET_LINE_TYPE	Aging bucket line type in the Aging Buckets window.

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

Recording Call Actions, page 8-15

Reviewing Collector Actions, page 8-21

## Receipt Lookups

The following table lists lookup types used for receipts. You define values for these types in the Receivables Lookups window.



Meaning/Type	Code	Where Used
Credit Card Error Notes	AR_CC_ERROR_HANDLING	Receipt Classes window (payment method setup)
Matching Method	ARLPLB_MATCHING_OPTION	Match Receipts By field in Lockboxes window.
Match on corresponding date	ARLPLB_USE_MATCHING_DATE	Match on Corresponding Date poplist in Lockboxes window.
Payment Type	CASH_RECEIPT_TYPE	Payment Type poplist in the Receipt Classes window.
Reason for Receipt Reversal	CKAJST_REASON	Used in the Reverse window as a reason for reversing a receipt.
Mandatory field prompt for message dictionary	MANDATORY_FIELD_PROMPT	Used in the Receipts and QuickCash windows to generate a message that the field must be entered.
Reverse Payment Reason	REVERSE_PAYMENT_REASON	Used in the Reverse window as a reason for reversing a receipt.

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

## Credit Management Lookups

The following table lists lookup types used for Credit Management. You define values for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Credit Analysis Topic	AR_CMGT_ANALYSIS_TOPIC	Case folder
AR CM Collateral Category	AR_CMGT_COLLATERAL_CATEGORY	Credit application, case folder
AR CM Collateral Valuation Type	AR_CMGT_COLLAT_VALUATON_TYPE	Credit application, case folder
Credit Classification	AR_CMGT_CREDIT_CLASSIFICATION	Credit application, checklist setup
Business Entity Type	AR_CMGT_ENTITY_TYPE	Credit application
AR CM Financial Data Monetary Unit	AR_CMGT_FIN_DATA_MONETARY_UNIT	Credit application, case folder
Financial Reporting Period	AR_CMGT_FIN_REPORTING_PERIOD	Credit application, case folder
Credit Recommendations for Trade	AR_CMGT_RECOMMENDS	Case folder, automation rules setup
Review Type	AR_CMGT_REVIEW_TYPE	Credit application
Credit Recommendations for Term	AR_CMGT_TERM_RECOMMENDS	Case folder, automation rules setup

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

## Demand Class Lookups

Use the Demand Class Lookups window to maintain existing and define additional lookups for your shared demand classes. Demand classes are categories you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently.

You can define up to 250 lookups for each demand class. You assign a demand classes to customers in the Customers windows.

You can disable a demand class lookup by either unchecking the Enabled check box or entering an effective end date, and then saving your work.

## Access Levels

The Access Level for each demand class determines whether you can add new demand classes or modify existing demand classes of this type. The three levels are:

**User:** No restrictions on adding or modifying codes are enforced.

**Extensible:** New codes may be added, but you can only modify or disable seeded codes if the application of your responsibility is the same as the application of this demand class.

**System:** You can only modify code meanings and descriptions.

### To define a demand class lookup:

1. Navigate to the Demand Class Lookups window.

2. Choose the Application associated with this demand class type. Choose 'Oracle Inventory' or 'Oracle Manufacturing.'
3. Enter the Code for your demand class. You cannot change this value after saving your work. If you are updating lookups with an access level of System, you cannot add new lookups to this lookup type.
4. Enter the Meaning and a Description of this demand class.
5. Enter a range of Effective Dates in the From and To fields (optional). If you do not enter a start date, this demand class is valid immediately. If you do not enter an end date, this demand class is valid indefinitely.
6. Save your work. To use your new lookups, exit, then reenter Receivables.

## Related Topics

Reviewing and Updating Receivables Lookups, page 2-87

## Lockboxes

Define lockboxes to use the Receivables AutoLockbox program. AutoLockbox automatically creates receipts in Receivables using electronic information that your bank provides. Receivables lets you specify the payment method for each Lockbox you define. Payment methods provide the default accounting information for receipts you create through AutoLockbox.

Receivables displays active Lockboxes as list of values choices in the Submit Lockbox Processing window.

You can disable a Lockbox by unchecking the Active box, and then saving your work.

### Prerequisites

- Define banks, page 2-47
- Define receipt sources, page 2-115
- Define payment methods, page 2-100

## To define a lockbox:

1. Navigate to the Lockboxes window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter the lockbox Number provided by your bank.
3. Enter the receipt Batch Source for this lockbox. You must enter a batch source that uses automatic numbering. Receivables enters the bank name and account, address, contact person, and accounting flexfield information associated with this batch source.
4. Enter the Bank Origination Number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.
5. Open the Receipts tabbed region, then enter the Batch Size you want the Lockbox Validation program to assign to each receipt batch. For example, if you have 991 receipts, and you set Batch Size to 10, Receivables will create 99 batches with 10

receipts and 1 batch with 1 receipt. If you do not want Receivables to separate your lockbox batch into multiple receipt batches, enter a number that is larger than the number of receipts in your lockbox transmission for this lockbox, then check the Complete Batches Only box in the Submit Lockbox Processing window when you submit your lockbox transmission. See: Running AutoLockbox, page 6-94.

6. Enter your GL Date Source. This source determines the general ledger date for your receipts in this lockbox. Choose from the following sources:
  - **Constant Date:** Receivables uses the date you enter in the GL Date field of the Submit Lockbox Processing window. If you do not enter a date when you choose Constant Date, Receivables does not validate your data.
  - **Deposit Date:** Receivables uses the date that your bank deposits your receipts. If you choose this source and the lockbox transmission's deposit date is not defined, Receivables displays an error message indicating that you must define a deposit date to submit the lockbox.
  - **Import Date:** Receivables uses the date on which you import your receipts.
7. If you are using this lockbox to transfer foreign currency receipts and you did not specify exchange rate type in the bank file, enter an Exchange Rate Type.
8. Enter the Receipt Method to assign to this lockbox. The default is the payment method associated with the receipt batch source you entered.
9. If you want AutoLockbox to be able to transfer receipts without billing locations into Receivables, uncheck the Require Billing Location box. If this box is checked, AutoLockbox will only validate the receipt if the billing location is provided; otherwise, Lockbox will import and validate these receipts successfully.

**Important:** If the system option Require Billing Location for receipts is set to Yes, this option should also be set to Yes for your Lockbox. If the system option is set to Yes but it is set to No for your Lockbox, Receivables displays an error message when you submit AutoLockbox. The setting at the system options level determines whether Post QuickCash can process receipts without billing locations.

10. Choose a Match Receipts By method. Lockbox uses this value to determine what type of matching numbers will be used in this transmission. Choose one of the following methods:
  - **Transaction Number:** Match receipts with transaction numbers.
  - **Consolidated Billing Number:** Match receipts with consolidated billing invoice numbers. To use this method, both the Show Billing Number system option and the Send Consolidated Billing Invoice option for this customer must be selected. See: Setting Up Consolidated Billing, page 3-257.

Lockbox uses the Consolidated Billing Invoice number to identify the customer. Post QuickCash then uses this customer's AutoCash Rule Set to determine how to apply the receipt to each invoice. For more information, refer to the 'Clear Past Due Invoices Grouped by Payment Term' rule in: AutoCash Rules, page 6-118.

- **Sales Order:** Match receipts with sales order numbers. Lockbox uses this number to determine the corresponding invoice number.

**Note:** Receivables allows more than one sales order number per invoice because different invoice lines can be generated from different sales orders. Therefore, this method is valid even if other lines on the same invoice reference different sales orders.

- **Purchase Order:** Match receipts with purchase order numbers. Lockbox uses this number to determine the corresponding invoice number.

**Note:** Receivables allows more than one invoice per sales order or purchase order. If you choose a Match Receipt By method of Sales Order or Purchase Order, Lockbox will match with the first invoice that it finds.

- **Hook:** Match receipts to any other type of matching number that is passed with this transmission. This is a custom matching method that you define. Lockbox uses this number to determine the corresponding invoice number.

For more information, see: How AutoLockbox Applies Receipts, page 6-78.

11. Choose whether to Match on Corresponding Date for transactions in this Lockbox transmission. The matching date will correspond to either the transaction, sales order, purchase order, or consolidated billing invoice date, depending on the Match Receipts By method you choose. Choose one of the following:
  - **Always:** Always verify that the date for the transaction or other matched item is the same as the date specified in this transmission.
  - **Duplicates Only:** Only verify that the matching date and the specified date are the same if duplicate matching numbers were found and Lockbox needs to determine which is correct.
  - **Never:** Ignore the specified date. This is the default value.

**Tip:** If you have customers that match receipts using different methods and either Allow Payment of Unrelated Invoices is Yes for this Lockbox submission or AutoAssociate is Yes for this Lockbox, set Match on Corresponding Date to either Always or For Duplicates only. Because different customers can have transactions with the same number, setting the Match on Corresponding Date option to one of these values ensures that Lockbox will check both the transaction number *and* the date before matching it with a receipt.

12. If you do not want the Lockbox Validation program to use the debit item number to determine a customer, open the Transactions tabbed region, uncheck the Auto Associate box. By default, the Lockbox Validation program uses an invoice or debit memo number to determine the customer with which the receipt should be associated (if there is no customer information or MICR number in your Lockbox transmission). For more information, see: AutoAssociate, page 6-76.
13. If using Oracle Trade Management, then select the Evaluate for Claim Eligibility check box if you want Lockbox to automatically create claims for eligible remittance lines.

A remittance line's eligibility for claim creation depends on your system options setup. See: Claims System Options, page 2-141.

If you select this box but the remittance line is *not* eligible for claim creation, then Lockbox handles receipts according to the selection that you make in the next step.

14. Choose how this Lockbox will handle receipts that were identified by the customer or MICR number but could not be fully applied because of invalid transaction numbers. For example, your receipt record indicates that Lockbox should apply the receipt to several invoices, but one of the invoices is invalid. Choose one of the following options:
  - **Post Partial Amount as Unapplied:** Apply the receipt to the valid transactions, then transfer the receipt to the interim table with the remaining receipt amount Unapplied. You can then manually apply the receipt to the invalid transaction using the Applications window.
  - **Reject Entire Receipt:** Do not import the receipt (it will remain in the AR\_PAYMENTS\_INTERFACE table). You need to edit the invalid record in the Lockbox Transmission Data window, then resubmit the Validation step for the receipt before Lockbox can import it into the Receivables interim table.

## Related Topics

Transmission Formats, page 2-178

Using AutoLockbox, page 6-68

Running AutoLockbox, page 6-94

Maintaining Lockbox Transmission Data, page 6-102

## Organizations

Define organizations to describe the distinct distribution entities in your company, such as separate warehouses or manufacturing facilities.

You must define at least one organization to use Receivables. If other Oracle Manufacturing Applications that use organizations are installed, you should set up your organizations from within these products and use their product-specific documentation. If you have both Oracle Order Management and Receivables installed, you can set up your organizations from either application.

**Note:** When you create a new operating unit, run the Replicate Seed Data concurrent program. This program creates certain required data in Receivables setup tables for the new operating unit.

### Prerequisites

- Define your set of books, *Oracle General Ledger User Guide*
- Define your organization types using the ORG\_TYPE lookup, page 2-87
- Define your job key flexfield structures, segments, and segment values, *Oracle Applications Flexfields Guide*

### To define an organization:

1. Navigate to the Organization window.
2. Enter a unique Name for this organization.

3. Enter a range of Dates for this organization (optional). The default start date is today's date, but you can change it. If you do not enter an end date, this organization will be valid indefinitely.

**Note:** The Location, Internal or External, Location Address, and Internal Address fields are not applicable to Receivables, so you can ignore them.

4. Save your work.
5. Enter the Organization Classifications Name for this organization.
6. To enable this organization classification, check the Enabled box.
7. Repeat steps 5 and 6 for each of your organization classifications, then save your work.
8. To enter additional organization classification information, choose Others.

**Note:** For an organization with an 'Inventory Organization' classification, you must first define your accounting and then your inventory information before you can enter additional information.

9. Select 'Accounting Information' to enter set of books information.  
Select 'Inventory Information' to enter inventory setup options.  
Select 'Receiving Information' to enter receiving setup options (this option is not applicable for an 'Inventory Organization' classification).
10. If you chose 'Accounting Information,' enter a set of books identifier. A set of books describes a group of accounts that share a common general ledger account structure, calendar, and functional currency. See: *Defining Sets of Books*, *Oracle General Ledger User Guide*  
If you chose 'Inventory information,' enter a unique Organization Code.

### If you have Oracle Order Management installed:

After you define your organizations and items, you must specify an item validation organization in the Order Management Parameters window. The item validation organization, which must be an item master organization, indicates the organization that Receivables uses to validate items.

The information in the Organization window is shared by all Oracle applications that you install. Consequently, you can query all the organizations set up within other products. If you can query other organizations, then you do not have to set up an organization specific to Receivables.

You can disable an organization classification by unchecking the Enabled box next to that classification, and then saving your work.

**Note:** You can use the Oracle Applications Multiple Organization Support feature (multi-org) to use multiple sets of books for a single Receivables installation. See: *Using the Multiple Organization Support Feature*, page 2-100.

## Related Topics

Setting Up Receivables, page 2-2

Organization Parameters Window, *Oracle Inventory User's Guide*

Enabling Order Management Parameters, *Oracle Order Management User's Guide*

Adding a New Operating Unit (*Multiple Organizations in Oracle Applications*)

## Using the Multiple Organization Support Feature

You can use the Oracle Applications Multiple Organization Support feature (multi-org) to use multiple sets of books within a single Receivables installation. You can then assign a unique set of books (with its unique calendar, chart of accounts, and functional currency) to each organization that you define. When you assign responsibilities using function security, you can limit a user to one organization's set of books.

With the Multiple Organization Support feature you can segregate transactions by operating unit, yet you can still choose to share certain information (such as customers) between organizations, so the information needs to be entered only once.

## Related Topics

*Multiple Organizations in Oracle Applications*

## Payment Methods

Receivables uses payment methods to account for your receipt entries and applications. Payment methods also determine a customer's remittance bank information.

You can assign multiple remittance banks to each payment method, but only one bank account can be the primary account for each currency. For each remittance bank branch account assigned to a payment method, you must define all of your receipt accounts. You can then assign your payment methods to your receipt sources to use with your AutoLockbox and manually entered receipts.

If you remit receipts in several currencies for a single payment method, then you must enter at least one remittance bank per currency. At least one of these remittance banks must be primary.

**Note:** You define payment methods in the Receipt Classes window.

The receipt class you assign to each of your payment methods determines the processing steps that Receivables requires for receipts that you create using this payment method. These steps include whether to require confirmation, remittance, and bank clearance for receipts that you create with a specific receipt class. See: Receipt Classes, page 2-113.

Receivables requires that you specify a payment method when you create your automatic receipts through the Receipt Batches window. You also assign payment methods to invoices when you manually enter them in the Transactions window. If an invoice will be automatically paid by credit card, direct debit, or bills receivable, then you must assign an automatic payment method to the invoice.

**Note:** Enable automatic correction of credit card errors by mapping credit card processor error codes to corrective actions, for each credit



card payment method. See: Enabling Automatic Credit Card Error Corrections, page 2-103.

You can assign all payment methods to transactions in the Transactions window, except for bills receivable remittance payment methods. You enter bills receivable remittance payment methods in the Remittances window.

For bills receivable, you need to define two types of payment methods: creation payment methods, which determine how Receivables automatically creates bills receivable from transactions, and remittance payment methods, which designate the remittance banks and accounting for bills receivable remittances.

#### **Prerequisites**

- Define receipt classes, page 2-113
- Define banks, page 2-47

### **Number of Receipts Rules**

When defining payment methods for a receipt class with an Automatic creation method, you can choose from the following receipts rules:

**One Per Customer:** Create one payment for each customer.

**One per customer and Due Date:** Create one payment for each customer and due date. This option creates several payments for a customer if a customer's invoices have several due dates.

**One per Site:** Create one payment for each site.

**One per Invoice:** Create one payment for each invoice.

**One per Site and Due Date:** Create one payment for each customer site and due date.

### **To define a payment method:**

1. Navigate to the Receipt Classes window.
2. Query or enter the receipt class to assign to this payment method. See: Receipt Classes, page 2-113.
3. Enter a unique Name for your payment method, then enter how you want this payment method to be printed on your statements in the Printed Name field. The default Printed Name is the payment method name.
4. To assign the same transaction number to the debit memo generated when you create a debit memo reversal, check the Debit Memo Inherit Receipt Number box. Do not check this box if you want Receivables to generate unique debit memo numbers automatically. See: Reversing Receipts, page 6-46.
5. If the receipt class associated with this payment method has a Manual creation method, skip to step 12, page 2-102.  
  
If the receipt class associated with this payment method has an Automatic creation method, enter a Number of Receipts Rule (see Number of Receipts Rules above).
6. To ensure that the receipt number is always the same as the transaction number to which it is applied, check the Receipt Inherit Invoice Number box. This option helps you track Automatic Receipts. Do not check this box if you want Receivables to

generate document numbers for Automatic Receipts assigned to this receipt class and payment method.

7. Enter a Receipt Maturity Date Rule. Receivables uses this rule to pay invoices that have different due dates with a single receipt using this payment method. Enter Earliest if you want the receipt maturity date to be the earliest due date of all of the invoices that your receipt covers. Enter Latest if you want the maturity date to be the latest due date of all of the invoices that your receipt covers.
8. Enter the Automatic Print Program for transmissions using this payment method. Receivables provides one standard receipt print program to format the output of your payment selection and creation programs when you physically create the receipt document. If you need a different receipt print program format, you must copy this standard receipt print program, and modify it accordingly.
9. Specify a number of Lead Days. Lead days indicate the number of days before the invoice due date that an invoice can be selected for application by the Automatic Receipts program using this payment method.
10. Select a Payment Type. Select Credit Card to use this payment method with transactions to be paid by credit card; otherwise, select either Cash or Check. See: Credit Cards, page 3-168.

**Note:** Receivables currently does not use the Cash and Check payment types. These values are provided to support functionality planned for a future release.

For transactions to be paid by direct debit, create a new payment method or use an existing payment method. The Payment Type, however, cannot be Credit Card or ACH Bank Account.

For transactions to be paid by ACH bank account transfer, select ACH Bank Account. To let your customers pay by ACH bank account transfer, you must complete additional setup. See: Remitting Electronic Payments, page 6-129.

11. If you selected a payment type of Credit Card:
  - Specify a Merchant ID number. This number is usually provided by your bank or credit card issuer. Your credit card vendor requires this number to process credit card transactions.

The Merchant ID that you provide here is the same as the Payee Identifier that you entered when you created the payee in the iPayment Administration user interface. You can view the Payee Identifier in iPayment's Payee Details screen. See: iPayment's Integration with Other Oracle Applications, *Oracle iPayment Concepts and Procedures*.

**Note:** If you selected a payment type of ACH Bank Account, then the Merchant ID is required.

- Select Credit Card Error Handling to enable the automatic correction of credit card errors. See: Enabling Automatic Credit Card Error Corrections, page 2-103.
12. Enter the range of Effective Dates for this payment method. The default start date is the current date, but you can change it. If you do not enter an end date, this payment method will be active indefinitely.

13. Save your work. To assign a remittance bank to this payment method, see: Assigning Remittance Banks, page 2-104. To define a bills receivable creation payment method, see: Defining a Bills Receivable Creation Payment Method, page 2-106. To define a bills receivable remittance payment method, see: Defining a Bills Receivable Remittance Payment Method, page 2-107.

## Enabling Automatic Credit Card Error Corrections

Payment methods with a payment type of Credit Card indicate that a transaction is to be paid by credit card. See: Credit Cards, page 3-168.

When defined correctly, credit card payment methods can *also* enable the automatic correction of credit card errors. This means that when an error is encountered during either the credit card authorization or payment capture stage, Receivables can automatically correct the error.

Enable this feature by navigating to the Select Actions for Credit Card Errors window from the Receipt Classes window. See: the credit card setup in To define a payment method, page 2-102. For each credit card payment method, map the error codes (obtained from your third party credit card processor) to potential corrective actions in Receivables:

- **Retry**  
Transactions with credit card errors are not included in Automatic Receipts or Remittances batches. This option removes the error code from the transaction, which makes the transaction eligible for inclusion in the next Automatic Receipts or Remittances batch.
- **Reverse Receipt**  
Reverses the receipt, reopens the original credit card transaction, and removes credit card information from the transaction. Also enters a default note on the receipt and related transaction, and raises a business event.
- **Reauthorize Receipt**  
Removes the approval code and Payment Server ID from the receipt to initiate credit card reauthorization and payment capture in the next submission of the Automatic Remittances program.
- **Clear Payment Information**  
Removes credit card information from the transaction. Also enters a default note on the transaction and raises a business event.

Map each error code to a corresponding action *for each category*, such as invoice, receipt, or refund. Different actions are available for each category, as illustrated in this table:

Category	Available Actions
Invoice, Debit Memo, Credit Memo	Retry, Clear Payment Information
Receipt	Retry, Reverse Receipt, Reauthorize Receipt
Refund	Retry, Reverse Receipt

For example, for the Invoice category, map a credit card processor's error code of GW-0062 to an action such as Retry. If credit card authorization later fails and the credit card processor returns the error code of GW-0062 for multiple transactions, then

Receivables will delete the error on all failed transactions in the Invoice category that have this error code. This error code removal makes all failed transactions eligible for inclusion in the next Automatic Receipts batch.

Optionally enter a subsequent action, and indicate how many days should pass before attempting the next action. For example, you might want to remove the credit card information after attempting reauthorization for two days.

If no subsequent action is specified, then the number of days indicates how many days should pass before failed transactions appear on the Credit Card Errors page for manual correction.

**Note:** Transactions that still fail the automatic credit card error correction process are displayed on the Credit Card Errors page. Navigate to this page to manually correct credit card errors. See: *Correcting Credit Card Errors*, page 3-185.

Optionally enter notes for automatic inclusion on the transaction that recorded the credit card error.

## Assigning Remittance Banks

Assign remittance banks to your payment methods to facilitate data entry and specify the General Ledger accounts Receivables will use when you enter or apply receipts. A remittance bank can be assigned to a payment method only if its institution type is 'Bank.'

You can assign multiple bank accounts to a payment method, but you can only have one primary account for each currency defined for that payment method.

### Prerequisites

- Define banks, page 2-47
- Define receipt classes, page 2-113
- Define payment methods, page 2-100
- Define accounts, *Oracle General Ledger User Guide*
- Define Default Country profile option, page B-2
- Define receivables activities, page 2-116

### To assign a remittance bank to a payment method:

1. Navigate to the Receipt Classes window.
2. Query the receipt class or payment method to which you want to assign this remittance bank.
3. Choose Bank Accounts.
4. Enter general Remittance Bank information, such as Bank, Branch, Account Name, and range of Effective Dates. You can only select active banks and bank branches.
5. If the creation method of the receipt class is Automatic, enter a Minimum Receipt Amount. This is the minimum amount in this currency that must be specified when you create automatic receipts with this payment method.

**Note:** You can also define a minimum receipt amount at the customer profile level. Receivables uses the larger of the two minimum receipt amounts when creating automatic receipts.

6. If the remittance method for this receipt class is either Factoring or Standard and Factoring, specify the number of Risk Elimination Days for receipts created with this receipt class (optional). When you factor receipts, Receivables creates a short term debt to account for your risk in case of customer default. When you run the Automatic Clearing program to clear or risk eliminate these receipts, the debt is cleared  $y$  days after each receipt's maturity date, where  $y$  is the number of risk elimination days that you enter here.
7. If the remittance method is *not* No Remittance, enter the number of Clearing Days for receipts created with this receipt class (optional). Remitted receipts are cleared  $x$  days after their maturity date, where  $x$  is the number of clearing days that you enter here. Factored receipts are cleared immediately on the remittance date.
8. To be able to override this bank during the remittance process, check the Override Bank box.
9. If you do not want this to be the primary remittance bank account in this currency for this payment method, uncheck the Primary check box. You can only assign one primary remittance account per currency to your payment method. Receivables ensures that at least one remittance account per currency is primary.
10. In the GL Accounts tabbed region, enter GL Account information for this remittance bank.
11. In the Unearned Discounts and Earned Discounts fields, select an unearned discount activity type and an earned discount activity type from the lists of values.
12. If using Oracle Trade Management, then in the Claim Investigations field, select a claim investigation activity type.
13. If the creation method of the associated receipt class is Automatic, open the Formatting Programs tabbed region, then enter formatting program information. Otherwise, skip to step 18, page 2-106.
14. To use a transmission format when you format batches of remitted receipts for this payment method, enter a Remittance Transmission. When you factor your remittances, Receivables notifies your transmission program so it functions accordingly.
15. To run a printing program when you format remittance batches for receipts remitted to you using this payment method, enter a Remittance Print program. When you factor your remittances, Receivables notifies your print program so that it functions accordingly. You can use this program to create and send remittance advice to customers to whom you assign this payment method.
16. To run a factoring transmission program when you format your batches of remitted receipts created using this payment method, enter a Factoring Transmission program. When you factor your remittances, Receivables notifies your factoring transmission program so that it functions accordingly. You cannot enter a factoring transmission program for this payment method if your bank branch account's factoring creation medium is paper.
17. To run a factoring print program when you format your batches of remitted receipts for this payment method, enter a Factoring Print program. When you factor your

remittances, Receivables notifies your factoring print program so that it behaves accordingly. You cannot enter a factoring transmission program for this payment method if your bank branch account's factoring creation medium is magnetic medium.

18. Save your work.

## Defining a Bills Receivable Creation Payment Method

Define bills receivable creation payment methods when you want to create bills receivable automatically using the Bills Receivable Transaction Batches window, the Bills Receivable Batch Creation concurrent program, or the Exchange action in the Transactions window. The payment method designates the transaction type, maturity date, bill number, and minimum and maximum bill amounts, and determines how transactions are grouped into bills receivable.

You assign the receipt class that you define for bills receivable creation payment methods the creation method Bills Receivable. This activates the Bills Receivable tabbed region for entering information specific to bills receivable creation payment methods.

After you define bills receivable creation payment methods, you must assign transactions that you want to exchange for bills receivable a paying customer defined as drawee with a bills receivable creation payment method. See: Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 5-8.

## Bills Receivable Grouping Rules for Creation Payment Methods

Enter the grouping rule that the bills receivable creation payment method uses to automatically group transactions into bills receivable.

Choose one of these grouping rules for the payment method:

**One Per Customer:** Group all transactions for a single customer into one bill receivable.

**One Per Customer and Due Date:** Group all transactions for a single customer that have the same payment schedule due date into one bill receivable.

**One Per Site:** Group all transactions for a single customer address into one bill receivable.

**One Per Site and Due Date:** Group all transactions for a single customer address that have the same payment schedule due date into one bill receivable.

**One Per Transaction:** Group all payment schedules for a single transaction into one bill receivable.

**One Per Payment Schedule:** Create a separate bill receivable for each transaction payment schedule (no grouping).

### To define a bills receivable creation payment method:

1. Navigate to the Receipt Classes window.
2. Enter a unique Receipt Class Name for this bills receivable receipt class.
3. Enter Bills Receivable in the Creation Method field.
4. Enter a unique Name for this bills receivable creation payment method. You might want to use a name that indicates the grouping rule used for this payment

method, or, if you are using multiple organizations, use part of the organization name.

5. Enter the Printed Name and Effective Dates for this payment method.
6. Open the Bills Receivable tabbed region.
7. Check the Inherit Transaction Number box to use the transaction number as the bill number.

**Note:** This applies whenever there is a one-to-one relationship between the exchanged transaction and the bill receivable. If the bill receivable contains more than one transaction, then Receivables assigns the bill number according to the settings in the bills receivable transaction batch source.

8. Enter the Grouping Rule to use for this payment method.
9. Enter Earliest or Latest in the Derive Maturity Date field to indicate whether to derive the maturity date for a bill receivable from the earliest or latest due date of all transactions grouped into the bill.
10. Enter the bills receivable Transaction Type for this payment method.
11. In the Lead Days field, enter the number of days before the invoice due date that a transaction payment schedule can be exchanged for a bill receivable.
12. Enter the Minimum Amount in the functional currency for a bill receivable for this payment method. If you enter a minimum amount, then a bill receivable is not created for the designated transactions unless their sum is greater than this amount.
13. Enter the Maximum Amount in the functional currency for a bill receivable with this payment method.

If you enter a maximum amount, then a partial invoice amount that exceeds the maximum can remain unassigned. For example, an invoice of \$1000 assigned to a bill receivable with a maximum amount of \$900 leaves an open amount of \$100.

## Defining a Bills Receivable Remittance Payment Method

Define bills receivable remittance receipt classes and payment methods to use with bills receivable remittances. The receipt class determines the remittance method and clearance method to use for bills receivable receipts. The payment methods link the remittance banks to the receipt class and determine if debit memos created as a result of a debit memo reversal will inherit the receipt number. Remittance banks contain the specific remittance bank account information and the formatting programs to use for remittances. A remittance bank assigned to a payment method determines the accounting for remitted bills receivable and the subsequent receipt.

You assign the receipt class that you define for bills receivable remittance payment methods the creation method Bills Receivable Remittance. This activates the Bills Receivable and Bills Receivable Remittance tabbed region.

### To define a bills receivable remittance payment method:

1. Navigate to the Receipt Classes window.
2. Enter a unique Receipt Class Name for this bills receivable receipt class.

3. Enter Bills Receivable Remittance in the Creation Method field.
4. Enter a Remittance Method. Choose Standard for standard bills receivable and Factoring for factored bills receivable with or without recourse.
5. Enter a Clearance Method. If you plan to clear bills receivable receipts automatically using the Automatic Clearing program, choose By Automatic Clearing. If you plan to clear receipts by cash management reconciliation, choose By Matching.
6. Enter a unique Name for this bills receivable remittance payment method.
7. Enter the Printed Name and Effective Dates for this payment method.
8. Open the Bills Receivable Remittance tabbed region. Receivables displays One Per Invoice in the Number of Receipts Rule field to create one receipt per transaction to close the bill receivable. You cannot change this value.
9. Check the Debit Memos Inherit Receipt Numbers box, if you want debit memo reversals of receipts applied to a bill receivable remitted with this payment method to inherit the receipt number.
10. Check the Receipts Inherit Transaction Numbers box, if you want receipts created for bills receivable remitted with this payment method to inherit the bill number.
11. Choose Bank Accounts.
12. Enter the remittance bank and bank account.
13. If this payment method is for bills receivable factored with recourse, enter the number of Risk Elimination Days for this type of bill.
14. In the Clearing Days field:
  - If this payment method is for standard remitted bills receivable, enter the number of days it will take for the bank to clear the drawee receipt.
  - If this payment method is for bills receivable factored with recourse, enter the number of days it will take for the bank to clear the cash advance (short term debt) receipt.
15. Check the Primary box if this is the primary bank account for this payment method.
16. Open the GL Accounts tabbed region.
17. Enter the Bills Receivable Short Term Debt account to use for this payment method.

**Note:** The Factoring field is not used for bills receivable. Bills receivable receipts are not factored, but rather created as remitted.

18. Open the Bills Receivable tabbed region.
19. If this payment method is for standard remitted bills receivable, enter in the Collection Days field the minimum number of days that the remittance bank uses to collect on a bill that is remitted after the maturity date.
20. Enter the Remitted Bills Receivable and Factored Bills Receivable accounts used by AutoAccounting.
21. Open the Formatting Programs tabbed region.
22. Enter the Transmission and Print programs, according to the Remittance Method for this payment method.



## Related Topics

Entering Receipts, page 6-2

About Remittances, page 6-148

Automatic Clearing for Receipts, page 6-158

Bills Receivable Creation, page 5-3

Bills Receivable Remittance, page 5-36

## Payment Terms

Receivables lets you define standard payment terms for your customers to specify the due date and discount date for their open items. Payment terms can include a discount percent for early payment and you can assign multiple discounts to each payment term line. For example, the payment term '2% 10, Net 30' indicates that a customer is allowed a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the transaction date with no applicable discount. You can define proxima payment terms to pay regular expenses such as telephone bills and credit card bills that occur on the same day each month. You can also create split payment terms for invoice installments that have different due dates.

You can use payment terms to determine the amount of each installment. Receivables lets you either distribute tax and freight charges across all installments, or allocate all freight and tax amounts in the first installment of a split term invoice. You can use prepayment payment terms to indicate which business transactions require prepayment for goods and services. Receivables displays the active payment terms you define as list of values choices in the Customers, Customer Profile Classes, and Transactions windows.

**Note:** If you have Multi Lingual Support (MLS), you can define payment terms in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

## Default Payment Terms Hierarchy

Receivables uses the following hierarchy to determine the default payment term for your transactions, stopping when one is found:

1. Bill-to site
2. Customer Address
3. Customer
4. Transaction Type

## Predefined Payment Terms

Receivables provides the following predefined payment terms:

- **30 NET:** The balance of the transaction is due within 30 days.
- **IMMEDIATE:** The balance of the transaction is due immediately (i.e. on the transaction date). You can use this payment term with your chargebacks and debit memos.

## To define a payment term:

1. Navigate to the Payment Terms window.
2. Enter the Name of this payment term.
3. Select the Prepayment check box if you are defining a prepayment payment term.

Receivables feeder systems, such as Oracle Order Management, can optionally implement business processes around prepayment payment terms to indicate that a particular business transaction requires the capture of funds before the delivery of a product or service.

See: Managing Prepayment Receipts, page 6-17.

4. To associate a credit check with this payment term, check the Credit Check box. Oracle Order Management uses this information to determine when to place an order on hold.

In Oracle Order Management, if the profile for an address does not have credit checking limits defined in a particular currency but the customer does, then the order passes credit check. If the address does not have limits in the currency and neither does the customer, then the order is compared to the customer limit in that currency.

5. If you do not want to let your customers take discounts for partial payments on items associated with this payment term, then uncheck both the Allow Discount on Partial Payments check box as well as the check box for the Discount on Partial Payment system option.
6. Enter the Installment Option for items assigned to this payment term. This indicates how Receivables will allocate the freight and tax charged to transactions using this payment term. Choose 'Include tax and freight in first installment' to include all tax and freight charges in the first installment. Choose 'Allocate tax and freight' to distribute tax and freight charges across all installments.
7. Enter the Base Amount for this payment term. The default is 100, but you can change it. The base amount is the denominator for the ratio Receivables uses to determine the amount due for installments of invoices to which you assign this payment term. The sum of the relative amounts for all of the payment schedules that you define for these payment terms must be equal to the value that you specify as a base amount. See: Payment Terms Field Reference, page 2-112.
8. If this payment term uses proxima terms, enter a Cutoff Day for inclusion in the monthly billing cycle. You can either enter a Day of the Month or select the Last Day of Month check box. Select the Last Day of Month check box to create a payment term to use with a consolidated billing invoice that includes all transactions created during the month that you specify.

If you are using the Consolidated Billing Invoices program, then you must enter values for the Day of Month and Months Ahead fields in the Due region of the Payment Schedule. Consolidated Billing does not use the Days or Date fields in the Due region.

Customers who use payment terms where the value for the Cutoff Day is greater than the value in the Due: Day of Month field should *not* enter a value of 0 in the Months Ahead field. This will result in the following erroneous scenario:

- Cutoff Day = 25
- Day of the Month = 15

- Months Ahead = 0

In this example, a consolidated billing invoice that is created on January 25 will be due *before* its creation date on January 15. To avoid this scenario, you must enter a value that is greater than 0 in the Months Ahead field.

9. If you want transactions assigned to this payment term to be printed before the due date, enter a number of Print Lead Days. Receivables will print this transaction  $x$  number of days before the due date, where  $x$  is the number of days you enter here.
10. Enter the Discount Basis you want Receivables to use when calculating discounts for your invoices. Choose one of the following discount methods:

**Invoice Amount:** Choose this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

**Lines Only:** Choose this option to calculate the discount amount based on only the line amounts of your invoices.

**Lines, Freight Items and Tax:** Choose this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

**Lines and Tax, not Freight Items and Tax:** Choose this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

11. Enter a range of Effective Dates for this payment term. If you do not enter an end date, this payment term will be active indefinitely.
12. Enter a line number for the installment term that you are defining in the 'Seq' field. Enter a higher number for each installment term with a later due date. For example, if you create terms with 50% due in 15 days and 50% in 30 days, enter '1' in this field for the first line and '2' for the second line.
13. Enter the Relative Amount for this payment term. This is the numerator of the ratio that Receivables uses to determine the amount due for this installment of these payment terms. The sum of the relative amounts for all of the payment schedules that you define for each payment term must be equal to the base amount for this term.
14. Enter the number of Days after the invoice date that payment is due for this installment term (optional). For split payment terms, this number indicates the number of days after the invoice date that an installment is due.
15. Enter the Date on which payment is due for this installment term (optional). If you do not complete this field, enter a value for either Due Days or both Day of Month and Months Ahead.
16. If you are defining proxima terms, enter the Day of Month that payment is due for this installment term. For example, if payment is due on the fifteenth of each month, enter '15.'
17. If you are defining proxima terms and you entered a value for Day of Month, enter the Months Ahead to which this installment term of the proxima terms refer. For example, if you entered '15' for Day of Month and you enter '2' here, an invoice dated in May will have a due date of July 15.
18. Save your work. To assign discounts to each payment schedule line of your payment term, see: Entering Discount Information, page 2-112.

## Related Topics

Payment Terms Field Reference, page 2-112  
Entering Transactions, page 3-2  
Defining Customer Profile Classes, page 7-53  
Payment Terms Listing, page 11-93

## Entering Discount Information

Receivables lets you assign discounts to your payment terms. You can also assign multiple discount line terms to each installment of your payment terms. For example, you might give your customer a 10% discount if they pay within 10 days, but only a 5% discount if they pay 11 to 20 days after the invoice date.

Discounts do not apply to Automatic Receipts. If you use the automatic receipts feature to create your Bills of Exchange and Direct Debits, Receivables will not calculate discounts, even if your customers pay before the due date.

### Prerequisites

- Define payment terms, page 2-109

### To assign discount information to a payment term:

1. Navigate to the Payment Terms window.
2. Query or enter the payment term.
3. Choose Discounts.
4. Enter the discount percentage and number of Days for this payment term. For example, to give customers using this payment term a two percent discount if payment is received within ten days, enter '2' and '10' respectively.
5. To limit the period of time that the discount for this installment's discount line will be active, enter the Date, day of the Month, and the number of Months Ahead for this discount's expiration date. Receivables uses these values to calculate the discount date during invoice entry.

## Related Topics

Discounts, page 6-124  
Discount Projection Report, page 11-68

## Payment Terms Field Reference

**Base Amount:** If the base amount is different from the relative amount, and you set the Installment Options field for this payment term to 'Allocate tax and freight', Receivables prorates the base amount across the relative amounts of this term's payment schedules based upon the ratio you define. Receivables uses the following equation to determine the original amount due for each installment of invoices to which you assign this payment term:

**Amount Due = Relative Amount/Base Amount \* Invoice Amount**

If you select 'Include tax and freight in first installment' as the Installment Options field value for a payment term, the base amount and the relative amounts that you specify

for this term's payment schedules only indicate how the original line amounts of the invoices to which you assign this term are distributed across different installments.

In this case, the original freight and tax amounts are included in the first installment in addition to the line amount allocated by the ratio of the base amount and the relative amount that you specify for the term's first payment schedule. Receivables uses the following equation to determine the original amount due for the first installment of invoices to which you assign this payment term:

$$\text{Amount Due} = (\text{Relative Amount} / \text{Base Amount} * \text{Base Line Amount}) + \text{Base Freight Amount} + \text{Base Tax Amount}$$

## Receipt Classes

Define receipt classes to determine the required processing steps for receipts to which you assign payment methods with this class. These steps include confirmation, remittance, and reconciliation. For example, you must create and remit a direct debit, but you must create, confirm, and remit a bills receivable remittance. You can specify any combination of these processing steps with one exception: if you confirm and reconcile, then you must also remit. If you enter No for all three of these steps, Receivables automatically creates receipts assigned to this receipt class with a status of Cleared.

Receivables uses the payment method you assign to a receipt class to determine how to account for receipts you create using this receipt class.

For each receipt class, you can specify a creation method, remittance method, and whether to require bank clearance for receipts that you assign to this class. If you are defining a receipt class for bills receivable creation payment methods, then Require Confirmation, Remittance Method, and Clearance Method are disabled.

Receivables lets your customers pay their invoices via credit cards and electronic funds transfer (both non-Automatic Clearing House direct debit and ACH bank account transfers).

- To accept payment via credit cards or non-ACH direct debit, use your existing Receivables setup, or optionally define a new receipt class and payment method to be used with these transactions.
- To accept payment via ACH bank account transfer, define a new receipt class and payment method to be used with these transactions. See: Payment Methods, page 2-100.

### To define a receipt class:

1. Navigate to the Receipt Classes window.
2. Enter a unique Name for your Receipt Class.
3. If you are creating a Notes Receivable receipt class, check the Notes Receivable box. You cannot change this attribute after you assign a payment method and then save this receipt class. See: Notes Receivable, page 6-58.
4. Choose a Creation Method. If you choose Automatic, you can create receipts with this receipt class using the Automatic Receipt program. See: Creating Automatic Receipts, page 6-136. If you choose Manual, receipts using this receipt class must either be entered manually in the Receipts or QuickCash window, or imported into Receivables using AutoLockbox. See: Entering Receipts, page 6-2. If you choose Bills

Receivable or Bills Receivable Remittance, Receivables enables the Bills Receivable or Bill Receivable Remittance tab.

5. To require automatic receipts assigned to this receipt class to be confirmed before they can be remitted, check the Require Confirmation box. Check this box to confirm automatic receipts using this receipt class in the Confirm Automatic Receipts window.

If you check this box, the Create Automatic Remittances window does not let you create remittances for unconfirmed receipts that were created using a payment method with this receipt class. See: Confirming Automatic Receipts, page 6-144.

If you are defining a receipt class for use with ACH bank account transfers, then you should not check this box.

6. Choose a Remittance Method. The remittance method determines the accounts that Receivables uses for automatic receipts that you create using payment methods to which you assign this receipt class. Choose one of the following methods:
  - **Standard:** Use the remittance account for automatic receipts or for standard bills receivable assigned to a payment method with this receipt class.
  - **Factoring:** Use the factoring account for automatic receipts or for factored bills receivable assigned to a payment method with this receipt class.
  - **Standard and Factoring:** Choose this method if you want Receivables to select receipts assigned to this receipt class for remittance regardless of the batch remittance method. In this case, you can specify either of these remittance methods when creating your remittance batches. See: Creating Remittance Batches, page 6-151.
  - **No Remittance:** Choose this method if you do not require receipts assigned to this receipt class to be remitted.

**Note:** If the Require Confirmation box is not checked and you choose a Remittance Method of No Remittance, automatic receipts that you create using this payment method and receipt class will be created as 'Remitted'.

7. To require receipts created using a payment method assigned to this receipt class to be reconciled before posting them to your cash account in the general ledger, choose one of the following Clearance Methods:
  - **Directly:** Choose this method if you do not expect the receipts to be remitted to the bank and subsequently cleared. These receipts will be assumed to be cleared at the time of receipt entry and will require no further processing. Choosing this method is the same as setting Require Bank Clearance to No in previous releases of Receivables.
  - **By Automatic Clearing:** Choose this method to clear receipts using the Automatic Clearing program. See: Automatic Clearing for Receipts, page 6-158. (Receipts using this method can also be cleared in Oracle Cash Management.)
  - **By Matching:** Choose this method if you want to clear your receipts manually in Oracle Cash Management.
8. Enter the Payment Method to assign to this receipt class. See: Payment Methods, page 2-100.

## Related Topics

Assigning Remittance Banks, page 2-104

Using Oracle Cash Management to Clear Receipts, page 6-160

## Receipt Sources

Define receipt batch sources to provide default values for the receipt class, payment method, and remittance bank account fields for receipts you add to a receipt batch. You can accept these default values or enter new ones. Receipt batch sources can use either automatic or manual batch numbering.

You can specify a default receipt batch source when defining the profile option AR: Receipt Batch Source. If you specify a default receipt batch source, Receivables displays this source in the Receipt Batches window when you create your receipt batches.

When you select a receipt batch source to enter receipts, Receivables automatically uses the Cash, Receipt Confirmation, Remittance, Factoring, Short Term Debt, Bank Charges, Unapplied Receipts, Unidentified Receipts, On-Account Receipts, Earned and Unearned Discounts, and Bills Receivable account information you assigned to the payment method for this batch source. The payment method accounts for the receipt entries and applications you make using this receipt batch source. See: Payment Methods, page 2-100.

Receivables will issue a warning if you enter a receipt source that includes a payment method that has activities allocated to more than one company. Allocating activities to more than one company will cause some reconciliation reports to distribute data of previously entered transactions across multiple companies. Therefore, information regarding a particular receipt may be distributed across multiple company reports. For example, the Applied and Earned Discount amounts in the Applied Receipt Register would be shown across multiple company reports if you allocated them to different companies.

Receivables provides the automatic receipt source 'Automatic Receipts.' You cannot update this predefined receipt source except for the Last Number field. All of the receipt batch sources you define are created with a Receipt Source Type of Manual.

### Prerequisites

- Define banks, page 2-47
- Define receipt classes, page 2-113 (optional)
- Define payment methods, page 2-100 (optional)

### To define a receipt source:

1. Navigate to the Receipt Sources window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter a unique Name and Description for this source.
3. Enter a Receipt Class. The receipt class determines the required processing steps for receipts you create using this batch source (for example, confirmation, remittance, and bank clearance). See: Receipt Classes, page 2-113.

4. If you entered a Receipt Class, enter a Payment Method (optional). The payment method determines the accounting for your automatic and manual receipts.
5. To associate a remittance bank with this receipt batch source, enter a Bank Account. A remittance bank account is the bank to which you will remit receipts created using this receipt batch source.
6. To manually enter batch numbers for receipt batches you create using this source, choose Manual Batch Numbering.  
  
To have Receivables automatically assign sequential batch numbers to receipt batches you create using this source, choose Automatic Batch Numbering.
7. If you chose Automatic Batch Numbering, enter the Last Number you want Receivables to use when numbering your receipt batches. For example, to number receipt batches using this source starting with 1000, enter a last number of 999.
8. Enter the range of dates that this receipt batch source will be active. The default Start Date is the current date, but you can change it. If you do not specify an End Date, this source will be active indefinitely.

## Related Topics

Batching Receipts for Easy Entry and Retrieval, page 6-52

QuickCash, page 6-105

## Receivables Activities

Define receivables activities to default accounting information for certain activities, such as miscellaneous cash, discounts, finance charges, adjustments, and receipt write-off applications. See: Activity Types, page 2-117 for a complete list of activities.

Activities that you define appear as list of values choices in various Receivables windows. You can define as many activities as you need.

The Tax Code Source you specify determines whether Receivables calculates and accounts for tax on adjustments, discounts, finance charges, and miscellaneous receipts assigned to this activity. If you specify a Tax Code Source of Invoice, then Receivables uses the tax accounting information defined for the invoice tax code(s) to automatically account for the tax. If the Receivables Activity type is Miscellaneous Cash, then you can allocate tax to the Asset or Liability tax accounts that you define for this Receivables Activity. For more information, see: Tax Accounting for Tax Codes and Locations, page 2-151.

Receivables uses finance charge activity accounting information when you assess finance charges in your statements and dunning letters.

Query the Chargeback Adjustment activity that Receivables provides and specify GL accounts for this activity before creating chargebacks in Receivables.

You can make an activity inactive by unchecking the Active check box and then saving your work.

**Important:** Once you define an activity, you cannot change its type. However, you can update an existing activity's GL account, even if you have already assigned this activity to a transaction.



### Prerequisites

- Define distribution sets, page 2-64
- Define GL accounts, *Oracle General Ledger User Guide*

If you use Receivables with an installed version of Oracle General Ledger, your Accounting Flexfields are already set up. If you are using Receivables as an Oracle Financials standalone product, you must define the Accounting Flexfield and the GL accounts for each receivables activity that you plan to use to reflect your current accounting structure.

## Activity Types

An activity's type determines whether it uses a distribution set or GL account and in which window your activity appears in the list of values. You can choose from the following types:

**Adjustment:** You use activities of this type in the Adjustments window. You must create at least one activity of this type.

**Note:** In the Adjustments window, you cannot select the Adjustment Reversal, Chargeback Adjustment, Chargeback Reversal, and Commitment Adjustment activities to manually adjust transactions. These four activities are reserved for internal use only.

When you reverse a receipt, if an adjustment or chargeback exists, Receivables automatically generates off-setting adjustments using the Adjustment Reversal and Chargeback Reversal activities. When your customers invoice against their commitments, Receivables automatically adjusts the commitment balance and generates an off-setting adjustment against the invoice using the Commitment Adjustment activity.

**Bank Error:** You use activities of this type in the Receipts window when entering miscellaneous receipts. You can use this type of activity to help reconcile bank statements using Oracle Cash Management. See: *Setting Up Oracle Receivables for Oracle Cash Management Integration, Oracle Cash Management User Guide*.

**Claim Investigation:** You use activities of this type in the Receipts Applications and QuickCash windows when placing receipt overpayments, short payments, and invalid Lockbox transactions into claim investigation. The receivable activity that you use determines the accounting for these claim investigation applications.

For use only with Oracle Trade Management.

**Credit Card Refund:** You use activities of this type in the Receipts Applications window when processing refunds to customer credit card accounts. This activity includes information about the General Ledger clearing account used to clear credit card refunds. You must create at least one activity of this type to process credit card refunds.

**Earned Discount:** You use activities of this type in the Adjustments and the Remittance Banks windows. Use this type of activity to adjust a transaction if payment is received within the discount period (determined by the transaction's payment terms).

**Electronic Refund:** Use activities of this type in the Applications window, off the Transactions Summary window, when processing electronic refunds for on-account credits. This activity includes information about the General Ledger clearing account

used to clear electronic refunds. Create at least one activity of this type. Only one activity can be active at a time.

**Endorsements:** The endorsement account is an offsetting account that records the endorsement of a bill receivable. This is typically defined with an Oracle Payables clearing account.

**Finance Charge:** You use activities of this type in the Customers and System Options window. You must define a finance charge activity if you include finance charges on your statements or dunning letters.

**Miscellaneous Cash:** You use activities of this type in the Receipts window when entering miscellaneous receipts. You must create at least one activity of this type.

**Payment Netting:** You use activities of this type in the Applications window and in the QuickCash Multiple Application window when applying a receipt against other open receipts.

The GL Account Source field defaults to *Activity GL Account* and you must enter a GL account in the Activity GL Account field. The GL account that you specify will be the clearing account used when offsetting one receipt against another receipt. The Tax Code Source field defaults to *None*.

You can define multiple receivables activities of this type, but only one Payment Netting activity can be active at any given time.

**Prepayments:** Receivables uses activities of this type in the Applications window when creating prepayment receipts. When the Prepayment activity type is selected, the GL Account Source field defaults to *Activity GL Account* and you must enter a GL account in the Activity GL Account field. The GL account that you specify will be the default account for prepayment receipts that use this receivables activity. The Tax Code Source field defaults to *None*. You can define multiple receivables activities of this type, but only one prepayment activity can be active at any given time.

**Receipt Write-off:** You use activities of this type in the Receipts Applications and the Create Receipt Write-off windows. The receivable activity that you use determines which GL account is credited when you write off an unapplied amount or an underpayment on a receipt.

**Short Term Debt:** You use activities of this type in the GL Account tabbed region of the Remittance Banks window. The short-term debt account records advances made to creditors by the bank when bills receivable are factored with recourse. Receivables assigns short-term debt receivables activities to bills receivable remittance payment methods.

**Unearned Discount:** You use activities of this type in the Adjustments and the Remittance Banks windows. Use this type of activity to adjust a transaction if payment is received after the discount period (determined by the transaction's payment terms).

## To define a receivables activity:

1. Navigate to the Receivables Activities window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter a Name and Description for this activity. The activity name should not exceed 30 characters.

3. Choose the Type of activity you are defining (see Activity Types, page 2-117). The GL Account Source defaults to Activity GL Account and the Tax Code Source defaults to None.

**Note:** You cannot implement tax accounting for activities with a type of Bank Error because there is no business need to calculate tax on these activities. However, you can still create Receivables Activities of this type and assign a GL Account Source of either Activity GL Account or Distribution Set.

4. Indicate how Receivables should derive the accounts for the expense or revenue generated by this activity by specifying a GL Account Source. Choose one of the following:
- **Activity GL Account:** Allocate the expense or revenue to the general ledger account that you specify for this Receivables Activity (see Step 7, page 2-120). If the activity type is Bank Error, Claim Investigation, Endorsement, Finance Charge, Prepayment, Receipt Write-off, or Short Term Debt, you can only choose this GL account source.
  - **Distribution Set:** Allocate the expense or revenue to the distribution set that you specify for this Receivables Activity (see Step 8, page 2-120). A distribution set is a predefined group of general ledger accounting codes that determine the accounts for miscellaneous receipts and payments. You can choose this option only if the activity type is Miscellaneous Cash.
  - **Revenue on Invoice:** Allocate the expense or revenue net of any tax to the revenue account(s) specified on the invoice. If Tax Code Source is set to None, allocate the *gross* amount to these accounts. You can only choose this option if the activity type is Adjustment, Earned Discount, or Unearned Discount.

If the revenue on the specified invoice is unearned, then Receivables calls the Revenue Adjustment API, which uses AutoAccounting to derive the anticipated revenue accounting distribution accounts and amounts. The accounting engine then uses this information to allocate the adjustment or discount amount to these derived revenue account(s).

- **Tax Code on Invoice:** Allocate the net portion using the Expense/Revenue accounts specified by the tax code on the invoice. If Tax Code Source is set to None, allocate the *gross* amount to these accounts. You can only choose this option if the activity type is Adjustment, Earned Discount, or Unearned Discount.

In the event of an adjustment to an invoice with zero amount revenue distributions, the adjustment activity's GL Account Source must not be set to Revenue on Invoice or Tax Code on Invoice.

5. Specify a Tax Code Source to indicate where Receivables derives the tax code for this activity. Choose one of the following:
- **Activity:** Allocate the tax amount to the Asset or Liability tax accounts specified by the Receivables Activity.
  - **Invoice:** Distribute the tax amount to the tax accounts specified by the tax code on the invoice. You cannot choose this option if the activity Type is Miscellaneous Cash or Finance Charges.

- **None:** Allocates the entire tax amount according to the GL Account Source you specified. Choose this option if you do not want to separately account for tax.

In the event of a tax adjustment to an invoice with zero amount tax distributions, the adjustment activity's Tax Code Source must not be set to Invoice.

**Note:** For more information, see: *Tax Accounting, Oracle Receivables Tax Manual* and *Tax Accounting for Tax Codes and Locations*, page 2-151.

6. If the tax code source is Activity or Invoice, Receivables displays the Recoverable and Non-Recoverable options. Indicate whether tax for this activity can be taken as a deduction. If the tax is deductible, choose the Tax Recoverable option; otherwise, choose Non-Recoverable.

If your Tax Code Source is Invoice, Recoverable is the default but you can change it. If your Tax Code Source is Activity or None, Non-Recoverable is the default and you cannot change it. See: *Types of Tax Accounts, Oracle Receivables Tax Manual*.

**Note:** If your activity type is Miscellaneous Cash or Bank Error, the Recoverable and Non-Recoverable options do not appear.

7. Enter an Activity GL Account, or select from the list of values.

If the activity type is Credit Card Refund or Electronic Refund, enter a clearing account.

If the activity type is Miscellaneous Cash and the GL Account Source is Distribution Set, then skip to the next step. You cannot enter both an Activity GL Account and a Distribution Set.

8. If your activity type is Miscellaneous Cash, enter a Distribution Set, or select from the list of values. You use distribution sets to automatically distribute miscellaneous cash across various accounts.

**Tip:** Specify a distribution set for your Miscellaneous Cash activities to properly distinguish them from your invoice-related activities.

9. If the activity type is Miscellaneous Cash and you specified a tax code source of activity, enter an Asset and Liability tax code, or select a tax code from the list of values. For the Miscellaneous Cash activity type, you cannot enter a tax code that was previously set up as a location-based tax because you cannot enter Ship-to information in the Receipts window.

The Asset tax code is your collected tax account (tax received); use this tax code to account for tax on miscellaneous receipts.

The Liability tax code is your deductible account (tax paid); use this tax code to account for tax on miscellaneous payments.

**Note:** You can only enter a tax code with a tax class of Input in the Liability Tax Code field. You can only enter a tax code with a tax class of Output in the Asset Tax Code field. See: *Tax Codes and Rates*, page 2-147.

**Important:** You cannot enter a tax *group* in the Asset and Liability tax code fields. Receivables does not support tax groups for miscellaneous cash transactions. See: Tax Groups, page 2-157.

10. If the activity type is Endorsements, enter the number of Risk Elimination Days.

**Note:** When you endorse a bill receivable with recourse, Receivables uses the risk elimination days to determine when the endorsement closes the bill.

## Related Topics

Entering Receipts, page 6-2

About Adjustments, page 3-229

Tax Accounting, *Oracle Receivables Tax Manual*

## Remit-To Addresses

Define remit-to addresses to let your customers know where to send payment for their invoices. Receivables uses the addresses that you define in the Remit To Addresses window to provide default remit-to information when you enter transactions.

**Note:** Receivables does not provide default remit-to information when you enter credit memos.

If you use AutoInvoice but have not defined a remit-to address for a location, AutoInvoice will reject all invoices for which it could not determine a remit-to address. However, if you do not wish to set up a remit-to address for each location, you can set up one remit-to address with a default assignment. Receivables will then use this address for all locations or for any locations for which you do not have specific location assignments. This ensures that AutoInvoice will not reject invoices because it could not determine a remit-to address. See: Defining a Default Remit To Address, page 2-122.

If you check the Print Remit-To Address box in the System Options window, Receivables prints the remit-to address that you define here on your dunning letters and statements.

The width and height (in characters) of your customer's remit-to address in your printed dunning letters is 8 characters (height) by 30 characters (width).

### Prerequisites

- Define system options, page 2-129

## To define a remit-to address:

1. Navigate to the Remit-To Addresses window.
2. Enter the Country for this address. The default is the country you entered in the System Options window.

**Note:** If you have implemented flexible address formats and the country you enter has an address style assigned to it, Receivables opens a window in which you can enter address information in the style most appropriate for that country. See: Flexible Addresses, page 7-61.

3. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers - Enter Alternate Fields is Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes.
4. Enter a remit-to Address.
5. If the Country for this address is 'United States', enter a City and State; otherwise, these fields are optional.
6. Enter the Postal Code for this remit-to address. You must enter a postal code if you entered values for both the From Postal Code and the To Postal Code in the System Options window. This postal code appears when you print your remit-to address on either your statements or your dunning letters.
7. Enter each Country to assign to this remit-to address. Receivables assigns all of your customers who have bill-to addresses in the countries that you enter to this remit-to address.
8. Enter the State and range of Postal Codes for each country (optional). You can define multiple assignments for a remit-to address that has the same country or state, but different postal code ranges.

## Defining a Default Remit-To Address

Define default remit-to addresses to ensure that:

- Receivables is able to provide a default remit-to address when you enter transactions
- AutoInvoice will not reject invoices because it is not able to determine a remit-to address

You can only have one default remit-to address for each country and state combination. For example, you can have one default remit-to address for United States/California, one for United States/Nevada, and so on.

### To define a default remit-to address:

1. Perform steps 1-6 from 'To define a remit-to address' (see above).
2. Enter 'Default value' in the Country field, or select this from the list of values.

## Related Topics

Printing Dunning Letters, page 8-35

Printing Statements, page 8-49

Defining Receivables System Options, page 2-129

## Salespersons

You set up your salespersons and assign sales territories using the Resource window, with most of the information you enter being on the Receivables tab. Receivables lets you define multiple salespersons to which you can assign sales credits when entering invoices. If AutoAccounting depends on salesperson, Receivables uses the general ledger accounts that you enter here in combination with your AutoAccounting rules to determine the default revenue, freight, and receivable accounts for your invoices.

Oracle Receivables uses No Sales Credit as the default in the Salesperson field when you enter transactions if the system option Require Salesperson is set to Yes and no salesperson is defined at the bill-to, ship-to, or customer level.

**Note:** If AutoAccounting is based on salesperson, then you must query the No Sales Credit record in the Resource window and enter revenue, freight, and receivable accounting information. These accounts are required when creating a debit memo reversal or when entering transactions with No Sales Credit.

Active salespersons appear in the list of values in the Transaction and Customers windows. You can make a salesperson inactive by unchecking the Active in Receivables check box and then saving your work, or by specifying an end date for this salesperson.

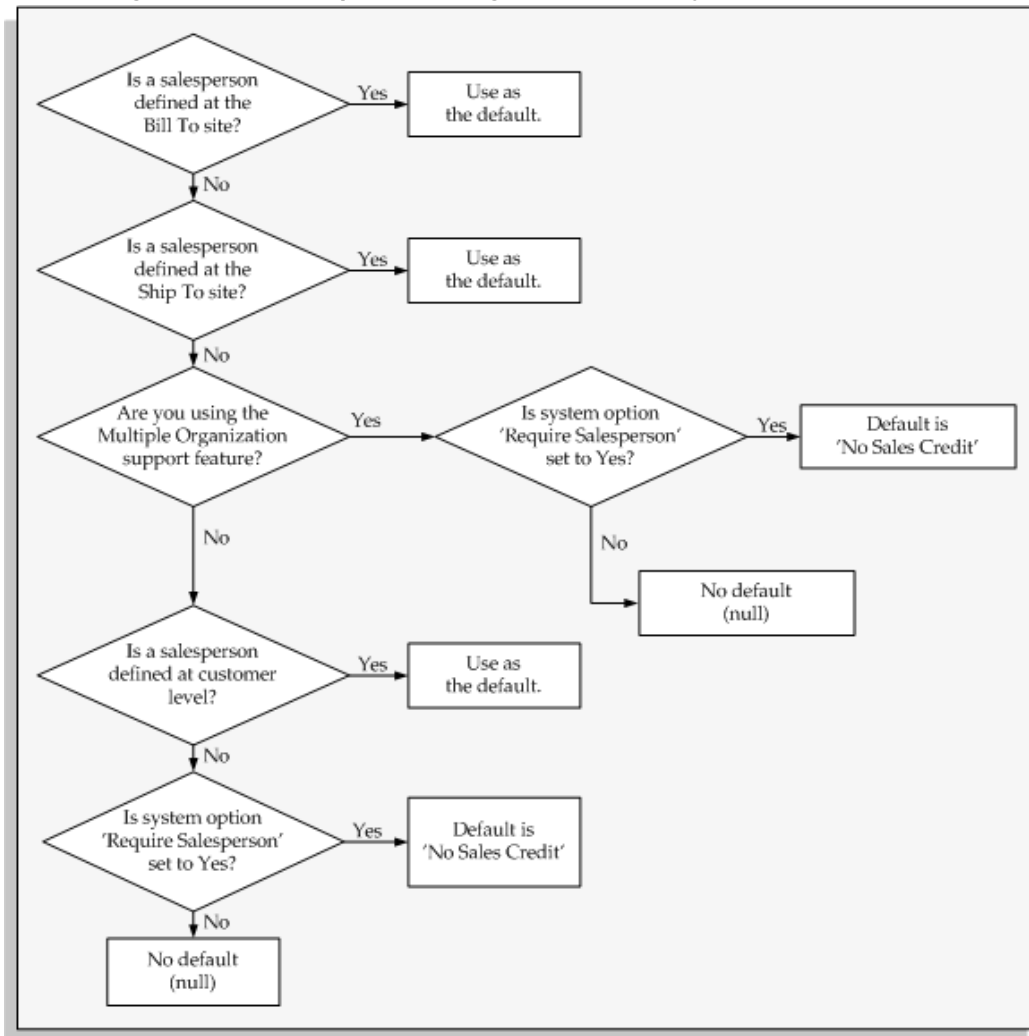
**Note:** Information that you enter in this window is shared by Oracle Customer Relations Management (CRM), Oracle Sales, and Oracle Sales Compensation.

To set up a new or existing resource as a salesperson, see: *Creating a Resource Manually, Oracle Common Application Components Implementation Guide*.

For more information, refer to the online documentation for these products.

The following figure shows how Receivables chooses the default salesperson when you enter transactions.

### Determining the default salesperson during transaction entry



For a text description of this illustration, see: Text Description of the Default Salesperson Graphic, page K-4.

## Sales Groups

You can organize salespeople into groups. A group is a unit of organization based on the similar function or roles of its members.

For example, a manufacturing company might have sales groups for different product models.

See: *Managing Resources with Resource Manager, Oracle Common Application Components Implementation Guide*.

Receivables captures the sales group attribute so that sales activity reporting can include your enterprise's sales group hierarchy. This lets you present sales data to your management in a meaningful way.

Receivables captures the sales group attribute when:



- Importing transaction data from feeder systems, such as Oracle Order Management.  
See: AutoInvoice Table and Column Descriptions, page F-81.
- Entering transactions in the Transactions workbench.  
See: Entering Revenue Credits, page 3-17.

## Related Topics

Overview of Setting Up Resource Manager, *Oracle Common Application Components Implementation Guide*

Overview of the Oracle Resource Manager, *Oracle Common Application Components User Guide*

Entering Transactions, page 3-2

Entering Customers, page 7-16

Territory Flexfield, page 2-163

Defining Sales Credit Types, *Oracle Order Management User Guide*

## Standard Memo Lines

Standard memo lines are lines that you assign to a transaction when the item is not an inventory item (for example, 'Consulting Services'). You can assign memo lines to debit memos, on-account credits, debit memo reversals, chargebacks, commitments, and invoices. Receivables displays your standard memo lines as list of values choices during credit memo entry in the Credit Transactions window and during invoice entry in the Lines window. When you create chargebacks and debit memo reversals, you can either use the standard line that Receivables provides or enter your own. You can create an unlimited number of standard memo lines.

If AutoAccounting depends on standard line items, Receivables uses the revenue account that you enter here along with your AutoAccounting setup to determine the default revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices with this line item.

**Warning:** When you enter a standard memo line in the Lines window, place the cursor in the Description field and then use the list of values to select a memo line. If AutoAccounting is based on Standard Lines and you *type* or *copy* the memo line information, Receivables will not generate the proper accounting entries for this line when you save.

Receivables lets you enter tax code, unit list price, and unit of measure information for each standard memo line. You can also specify a standard invoicing and accounting rule for each standard memo line.

**Note:** If you have Multi Lingual Support (MLS), you can define standard memo lines in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

## Prerequisites

- Define units of measure, page 2-183
- Define invoicing and accounting rules, page 2-22

## To define a standard memo line:

1. Navigate to the Standard Memo Lines window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter the Name and a Description of this memo line. Receivables prints this description on your debit memo, on-account credit, debit memo reversal, chargeback, commitment, or invoice.

**Note:** If you are modifying your chargeback or debit memo reversal standard line, Receivables lets you embed variables within the text of your description. For example, you may want to print the receipt number on your debit memo reversals. To do this, enter &receipt\_number& within your the text of your description. Receivables then prints the corresponding receipt number on your debit memo reversal. The following are valid variable types: receipt\_number for debit memo reversals and invoice\_number for invoices, chargebacks, and debit memos.

3. Choose a line type of Chargeback Line, Charges, Debit Memo Receipt Reversal, Freight, Line, or Tax.
4. Enter the ad hoc tax code to associate with this standard line (optional). If you are defining a standard invoice line and AutoAccounting depends on tax codes, Receivables uses the tax code you enter here along with your AutoAccounting rules to determine the default tax account for invoices with this standard line.
5. Enter the Unit List Price for this memo line (optional). Receivables displays this price on the debit memos, on-account credits, chargebacks, and invoices you create using this standard line.
6. If the type of this memo line is 'Line,' enter a Unit of Measure. Receivables defaults the unit of measure to this value when you choose this standard line item during invoice or memo entry.
7. Enter the Revenue Account for this memo line (optional). When you create a debit memo or on-account credit, this revenue account will be the default for each standard memo line that you select. When you create debit memo reversals or chargebacks, Receivables uses the Revenue Flexfield from the original receivable item as the credit account. Therefore, Receivables does not let you specify a value for the Revenue Flexfield for your debit memo reversal and chargeback standard lines.

**Note:** AutoAccounting lets you use the values that you specify for the segments of your standard lines' revenue accounts to determine the revenue accounts of your invoices. Receivables uses these revenue account segment values in combination with the rest of your AutoAccounting structure to determine the default revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices which include this standard invoice line.

8. Enter the Invoicing Rule to use with this standard line (optional). Receivables does not currently use this information when you select a standard line (in the Lines window during invoice entry) to which you have assigned a standard invoicing rule. Oracle Order Management assigns standard invoicing rules to standard lines for orders that you import through AutoInvoice.
9. Enter the Accounting Rule to use with this standard line (optional). If you select a standard line during invoice entry to which you have assigned a standard accounting rule, Receivables uses this rule to determine this line's revenue recognition schedule. Oracle Order Management lets you assign standard accounting rules to standard lines for orders that you import through AutoInvoice.
10. Enter the range of Active Dates for this standard line. The start date is today's date, but you can change it. If you do not enter an end date, this memo line will be active indefinitely.

**Note:** You can have only one line type of Chargeback Line active at a time.

## Related Topics

Items, page 2-85

Standard Memo Lines Listing Report, page 11-119

## Standard Messages

Define standard messages to provide the text that Receivables prints on the bottom of your customer's statements. You can use messages to inform your customers of special promotions or to make your statements more personal.

Active standard messages appear as list of values choices in the Print Statements window.

**Note:** If you have Multi Lingual Support (MLS), you can define standard messages in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

### To define standard messages:

1. Navigate to the Standard Messages window.
2. Enter a Name for this message.
3. Enter the Type of message you are defining. Valid standard message types include 'Holiday' and 'Promotional'.
4. Enter the Start and End Dates during which this standard message will be active.
5. Enter the standard Message to appear on your customer's statement. The text of your standard message cannot exceed 255 characters.

## Related Topics

Statement Cycles, page 2-128

Using Statements, page 8-45

## Statement Cycles

Define statement cycles to determine when to send statements to your customers. You enter statement cycles when you define or modify individual customer and site profile classes in the Customer Profile Classes window.

If a customer site is defined as a statement site, Receivables generates a single, consolidated statement for all of this customer's transactions. This statement is sent to this statement site. If you have not defined a statement site for a customer, Receivables creates statements for each customer site to which you have assigned a Bill-To business purpose and for each credit profile that has the Send Statements parameter set to Yes.

You choose a statement cycle when you print your statements. Active statement cycles appear as list of values choices in the Print Statements and Customer Profile Classes windows. Statement cycle dates appear as list of values choices in the Print Statements window.

You can disable a statement cycle by unchecking the Active box, and then saving your work.

### To define a statement cycle:

1. Navigate to the Statement Cycles window.
2. Enter a Name and Description for this statement cycle.
3. Enter the Interval for this statement cycle to indicate how often Receivables will generate your statements. You can choose Weekly, Monthly, or Quarterly.  
**Note:** The Operating Unit field is provided to support functionality planned for a future release.
4. Enter Statement Dates for this statement cycle. Receivables uses the statement date to determine past due items and calculate finance charges.
5. To prevent Receivables from printing a statement on a specific statement date, check the Skip box.

**Note:** The Date Printed field displays the last date you printed statements from the Print Statements window for each statement date within a statement cycle. Receivables does not display a printed date for statement dates that you have either elected to skip or have not yet selected for a statement submission.

Receivables populates this field only if you print statements for *all* customers who are assigned to this statement cycle.

### Related Topics

Statements, page 8-45

Sample Statement, page 8-52

Printing Statements, page 8-49

Statements (print parameters, column headings), page 11-119

Defining Customer Profile Classes, page 7-53

## Defining Receivables System Options

Define system options to customize your Receivables environment. During Receivables setup, you specify your accounting method, set of books, tax method and accounts, customer and invoice parameters, and how the AutoInvoice and Automatic Receipts programs will run.

If you want to enable the event-based revenue management feature, then specify your organization's revenue policy. See: Revenue Policy System Options, page 2-139.

If you are planning to use the Bills Receivable Workbench, then you must perform the necessary implementation steps and enable Bills Receivable. See: Miscellaneous System Options, page 2-142.

### Prerequisites

- Define your set of books, *Oracle General Ledger User Guide*
- Define your AutoCash Rule sets, page 2-40
- Define Grouping Rules, page 2-80
- Define Key Flexfield Segments, *Oracle Applications Flexfields Guide*

### To define your Receivables system options:

1. Navigate to the System Options window.
2. Define your accounting, tax, miscellaneous, invoices and customers, and revenue policy system options.

### Related Topics

Accounting System Options, page 2-129

Tax System Options, page 2-132

Transactions and Customers System Options, page 2-137

Revenue Policy System Options, page 2-139

Claims System Options, page 2-141

Miscellaneous System Options, page 2-142

Setting Up Receivables, page 2-5

Using the Multiple Organization Support Feature, page 2-100

Creating Dummy Accounting Reference Data for Oracle Training Administration (*Oracle Training Administration User Guide*)

Alternate Financial Implementation Steps, *Implementing Oracle Training Administration*

## Accounting System Options

Use the Accounting tabbed region to specify an accounting method and set of books and define your accounting flexfields. You can also choose whether to use automatic

journal import, enable header level rounding, and specify how many days should be included in each posting cycle.

**To define your Receivables accounting system options:**

1. Navigate to the System Options window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter the Accounting Method to use for your set of books. Enter 'Accrual' if you want your billing system to record revenue from invoices, debit memos, and chargebacks. When you use this method, Receivables debits your cash account and credits your receivables account upon payment of a debit item.

Enter 'Cash Basis' to recognize revenue at the time you receive payment for an invoice, debit memo, or chargeback. Receivables debits cash and credits revenue when using the Cash Basis method. See: Using Cash Basis Accounting, page 9-16.

**Important:** Once you enter and save this information, you cannot update your Accounting Method.

3. Enter the Name of your receivables accounting set of books. If you are not using the Multiple Organization Support feature, you can have one set or multiple sets of books for your business, but you can only have one set of books for each Receivables installation. You cannot change this value after you enter transactions in Receivables.

If you are using the Oracle Applications Multiple Organization Support feature, you can have multiple sets of books within a single Receivables installation. For more information, see: Using the Multiple Organization Support Feature, page 2-100.

4. Enter a Finance Charge Activity (optional). Receivables provides a default activity called Finance Charge, but you can enter an activity that you defined. You can define accounting rules for Receivables Activities to specify how Receivables accounts for tax calculated on finance charges. When calculating tax on finance charges, Receivables searches for an activity first at the customer ship-to site, then the bill-to site, and then the System Options window, stopping when one is found. See: Receivables Activities, page 2-116.

5. If your accounting method is Accrual, enter your Realized Gains and Realized Losses Accounts. Receivables posts changes in your functional currency to your Realized Gains or Losses account in your general ledger if there are differences in exchange rate gains or losses.

For example, if the exchange rate for a foreign currency invoice is 1.7 and the exchange rate of your payment for this invoice is 2.0, Receivables posts the difference as a gain to your Realized Gains account. Receivables provides descriptions of each segment, verifies that all flexfield segments are active, and ensures that you enter a valid combination.

6. Enter the Tax Account to use as the default value in the Tax Codes and Rates window. See: Tax Codes and Rates, page 2-147.
7. If your accounting method is Cash Basis, enter your Unallocated Revenue Account. Receivables uses this account when you apply a cash receipt with a balance other than zero to an invoice with a zero balance.

8. In the Cross Currency Rate Type field, enter the default exchange rate type that Receivables uses when the receipt and transaction currency are different and the two currencies do not have a fixed rate relationship. (If the receipt and transaction do have a fixed rate relationship, then Receivables uses the exchange rate that you defined.)

The Applications and QuickCash windows use the value that you define here to calculate the Allocated Receipt Amount when you enter the Amount Applied and vice versa (if this system option is not defined, then you must manually enter both values).

Additionally, AutoLockbox uses this system option to apply cross currency receipts if the currencies do not have a fixed exchange rate and the program cannot automatically calculate the rate to use. See: Importing and Applying Cross Currency Receipts, page 6-87.

9. Enter a Cross Currency Rounding Account. Receivables uses this account to record any rounding error amounts created during a cross currency receipt application for currencies that have a fixed rate relationship. You need to define a rounding error account if you create cross currency receipts. See: Cross Currency Receipts, page 6-20.
10. Define a Header Rounding Account and enable Header Level Rounding (optional). Receivables uses this account to record any rounding differences that occur when converting foreign currency transactions to your functional currency. For more information, see: Header Level Rounding, page 2-83.

**Warning:** After you enable Header Level Rounding and save your work, you cannot disable the feature.

11. To import the batches of transaction records that you post into your general ledger, check the Automatic Journal Import box. The value you enter becomes the default value for the Run GL Journal Import field in the Run General Ledger Interface window. See: Running General Ledger Interface, page 9-4.
12. Enter the number of Days per Posting Cycle. This lets you process the transactions you are posting in smaller groups to ensure that you do not run out of rollback space during posting. For example, if your accounting period is 30 days and you set this value to 30, the posting program uses only one cycle. If your accounting period is 30 days and you set this value to 17, the posting program uses two cycles. We recommend that you set this field to a value that is less than the number of days in your accounting period.

## Related Topics

Tax System Options, page 2-132

Transactions and Customers System Options, page 2-137

Revenue Policy System Options, page 2-139

Claims System Options, page 2-141

Miscellaneous System Options, page 2-142

Calculating Finance Charges, page 8-37

Discounts, page 6-124

## Tax System Options

Use the Tax tabbed region to define how Receivables calculates taxes. You specify your tax method, the Location Flexfield Structure to use to determine your taxes for different customer locations, and whether to compound taxes for your customers. You can also choose to recognize tax exception rates for customers, customer sites, specific locations, and products, and whether exemptions that you define for specific products or customers should take precedence.

### To define your tax system options:

1. Open the Tax tabbed region, then enter your Tax Method. Choose either 'Sales Tax' or 'Value Added Tax'. Receivables uses this tax method, along with the value you entered for the Calculate Tax field assigned to your transaction type, to determine whether to calculate tax for your transactions. See: Transaction Types, page 2-171.

**Note:** If you update this value after you initially enter a tax method, Receivables ensures that it uses the correct tax hierarchy for the new tax method.

2. Enter your sales tax Location Flexfield Structure. You can use this to validate customer addresses as well as calculate sales tax based on your customer's shipping address. Alternatively, you could perform address validation using flexible address formats. See: Flexible Addresses, page 7-61.

Receivables requires that you define the segments of your sales tax Location Flexfield structure from the top down. For example, if you are defining a Sales Tax Location Flexfield structure that includes state, county and city, define your state segment first, followed by the county segment, and then the city segment. For more information, see: Defining a Sales Tax Location Flexfield Structure, *Oracle Receivables Tax Manual*.

**Important:** If you have run the Replicate Seed Data concurrent program for a new organization or operating unit attached to the AR responsibility, this populates *but does not enable* the default value of State.County.City in the Location Flexfield Structure field. You must reselect this default value, or choose a new value, and save your work to generate a tax location structure.

3. Enter the Postal Code Range that you want to be the default value when entering sales tax rate assignments in the Tax Locations and Rates window.
4. If you are not using a flexible address format for validation, enter the type of Address Validation to use. This option is only valid for addresses in your home country. Enter one of the following:

**Error:** Receivables displays an error message when you enter an invalid address format. If the location combination does not exist for the customer's Ship-To address, Receivables displays an error message and prevents you from saving the record. In this case, you must manually add the location in the Tax Locations and Rates window before you can save the address.



**Tip:** If you choose Error, Receivables displays a list of values to help you select specific components when entering a new address. For example, if you enter 'New' in the City field and then press Tab or Return, Receivables displays all cities prefixed with 'New' such as New York, New Brunswick and New Bedford. (Receivables derives this information from locations that you previously entered or imported.)

**Warning:** Receivables displays a warning message if a tax rate or location is not defined for this address. However, you can save the record. Receivables creates locations that were not defined but does not create the corresponding rates for these new locations.

**No Validation:** Receivables does not validate the address. This validation level lets you save an address without displaying an error or warning message, even if all of the locations do not exist. If these locations do not exist, then Receivables creates them for you but does not create the corresponding rates for these new locations.

See: Address Validation, page 7-79.

**Important:** If you do assign a flexible address style to your home country to validate address information, you should use the correct Sales Tax Location Flexfield structure. See: Flexible Addresses, page 7-61.

**Warning:** If you modify your address validation level, previous addresses will not be affected by the new setting. For example, you update your Address Validation option from 'No Validation' to 'Error'. When you enter an invalid address, Receivables will display an error message and require you to reenter the address, even if it is one you have entered previously.

5. To compound taxes in Receivables, check the Compound Taxes box. Compound taxes are taxes that are based on other taxes. If you check this box, Receivables lets you assign precedence numbers to your tax lines when entering invoices.
6. Enter the Invoice Printing method to use. This is the method Receivables will use when printing tax amounts on your invoices. The value you enter here becomes the default for your customer profile classes. Choose one of the following methods:

**European Tax Format:** Does not itemize tax information for each line, but does print tax rates as the last column of invoice lines. Prints freight items last. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of taxable amounts and tax charged for each tax code and rate.

**Itemize and Sum:** Itemizes tax information for each invoice line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax code and rate.

Additionally, at the end of the invoice, Receivables prints the invoice subtotal, tax, shipping, and invoice total in a vertical format.

**Itemize Taxes:** Itemizes tax information for each invoice line.

**Itemize With Recap:** Itemizes tax information for each invoice line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax code and rate.

**Recap:** Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax code and rate.

**Sum Taxes:** Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax code and rate.

Additionally, at the end of the invoice, Receivables prints the invoice subtotal, tax, shipping, and invoice total in a vertical format.

**Summarize By Tax Name:** Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each printed tax name and rate. When setting up tax codes in the Tax Codes and Rates window, you define the printed tax name in the More tabbed region.

**Total Tax Only:** Displays only the total tax amount at the bottom of the document.

**Note:** For all tax printing options except Itemize Taxes and Total Tax Only, if you have two tax lines with the same tax code, rate, exemption, and precedence number, then Receivables groups them together in the Tax Summary by Tax Name section.

7. If you charge your customer's tax and want to print a registration number on their invoices, enter a Tax Registration Number.
8. Enter the Tax Vendor Views to use to calculate tax, or select one from the list of values. Receivables provides a *Tax Vendor Extension* to integrate external tax calculation programs with Oracle Applications. If implemented, the Tax Extension returns a tax rate or amount from the vendor program whenever you manually enter, import, or copy transactions in Receivables. Enter Oracle if you are not implementing a tax vendor extension and want to calculate tax using the tax engine. See: *Implementing the Tax Vendor Extension, Oracle Receivables Tax Manual*.
9. If your sales tax vendor is Taxware Sales/Use Tax System, enter a value for the Sales Tax Geo Override. Taxware uses a two or nine digit code when the state, city, and zip code do not uniquely identify a tax jurisdiction. Receivables uses the value you enter here to determine the point of order acceptance (POA) when calculating tax if no code is defined at the customer site level. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System, Release 11i*.
10. Check the Inclusive Tax Used box if you use inclusive tax codes (optional). This option determines at what point Receivables updates the total line amount in the Lines window when you add, update, or delete a tax line. If this option is Yes, Receivable does not update the 'Lines' total until you save your work; otherwise, Receivables enters a null value when you make the change, then updates the total when you save your work.
11. Specify your tax Rounding Options. See: *Tax Rounding System Options*, page 2-136.
12. Open the Tax Defaults and Rules tabbed region, then choose whether to Enforce Tax from your Revenue Account. You can optionally set up your system to ensure that the tax code for your invoice lines is the same as the tax code assigned to the

'Account' segment of your Revenue account. See: Setup Steps for Value Added Tax, *Oracle Receivables Tax Manual*.

13. Select the Calculate Tax on Credit Memo during AutoInvoice check box if you wish to automatically calculate tax on credit memos that are imported using AutoInvoice.

By default, this check box is selected. When selected, the tax engine calculates tax for each credit memo without considering the outstanding balances.

If you deselect the check box, then Receivables uses prior credit memo and adjustment applications to determine the remaining amounts for lines, tax, and freight to calculate tax.

This flexibility is required for installations that support partial payments and is required for implementations that integrate third party tax ledgers using the Tax Vendor Extension.

**Note:** This system option affects only applied credit memos, not on-account credit memos.

14. Define your Tax Code Defaults and hierarchy by checking the appropriate boxes and entering a sequence number for each. This hierarchy determines the order in which Receivables derives a default tax rate when you manually enter transactions or import them using AutoInvoice.

For example, if Tax From Customer Site is Yes and you specify that it is number 1 in the hierarchy, Receivable will first check if a tax rate is defined to the customer site for this transaction. If no tax rate exists at this site, Receivables looks at the next location in the sequence, and so on.

**Customer Site:** Use the tax rate defined at the customer address level. Receivables uses the tax code assigned to the ship-to address. If a ship-to address does not exist for the transaction or if a tax code is not assigned to the ship-to address, Receivables uses the tax code assigned to the bill-to address.

**Customer:** Use the tax rate defined at the customer level.

**Product:** Use the tax rate defined at the item level.

**Revenue Account:** Use the tax code assigned to the natural account segment of your Revenue account.

**System Options:** Use the tax code that you entered in the System Options window (see next step).

15. If your Tax Method is VAT, enter a default Tax Code (optional).
16. Define your Exception Rates by checking the appropriate boxes:

**Use Customer Exemptions:** Check this box to include customer exemptions when calculating tax for your transactions. Use the Tax Exemptions window to exempt customers and items from specific tax. If you do not check this box, you cannot set the Default Tax and the Tax fields in the Transaction window to 'Exempt'.

**Use Item Exemptions:** Check this box to include item exemptions when calculating tax for your transactions. Use the Tax Exemptions window to exempt customers and items from specific tax.

**Use Item Tax Rate Exceptions:** Check this box to use the tax rate you defined for specific products based on the customer's Ship-To address. Use the Item Tax Rate Exceptions window to enter tax rates for specific items based on Ship-To address.

## Tax Rounding System Options

Use the Rounding Options region to define how Receivables calculates your tax amounts. You can choose to round tax calculations at the line or header level, specify a rounding method, and the number of decimal places to display.

If you set Allow Override to Yes, you can also set these options at the customer or customer site level. The values you enter at the customer or site level take precedence over the values you enter here. See: Entering Customers, page 7-16.

If you pass tax amounts into Receivables using AutoInvoice, Receivables will not recalculate tax. Any rounding used in the original system will be brought into Receivables unchanged. See: Importing Transactions Using AutoInvoice, page 3-186.

In the Tax tabbed region of the System Options window, if you select the Compound Taxes check box you can override the tax compounding precedence number in the Tax window of the Transactions workbench. Receivables also sets Header Level Rounding to ON during the AutoInvoice process when you select the Compound Taxes check box. See: Entering Tax Information, page 3-12.

### To define tax rounding system options:

1. Choose a Calculation Level. Choose Line to calculate tax for each invoice line (this is the default). Choose Header to calculate tax once for each invoice for each rate.
2. Choose a Rounding Rule. Choose from the following rules:

**Up:** Choose this option to round tax calculations to the greater amount.

**Down:** Choose this option to round tax calculations to the lesser amount.

**Nearest:** Choose this option to round calculations to the nearest decimal point or integer.

For example, in the following table the Reporting Currency is the US dollar, Precision is set to 2, and the Minimum Accountable Unit is .02:

Rounding Rule	Unit Price (USD)	Rounds To
Up	3.444, 3.445, or 3.446	3.45
Down	3.44, 3.445, or 3.446	3.44
Nearest	3.444	3.44
Nearest	3.445	3.45
Nearest	3.446	3.45

3. Enter your Reporting Currency (this is the same as your functional currency).
4. Enter the standard Precision to use for tax calculations in this currency. This is the number of digits to the right of the decimal point that are used in regular currency transactions. The standard precision must be greater than or equal to zero, and must be less than or equal to your functional currency precision. For example, if

your functional currency is USD, enter a number less than or equal to 2. (If your Reporting Currency is USD, 2 is the default.)

5. Enter the Minimum Accountable Unit for tax rounding in this currency. This is the smallest denomination used in this currency (this might not correspond to the standard precision). This must be greater than your functional currency minimum accountable unit. For example, if your functional currency is USD (Precision = 2), your Minimum Accountable Unit must be .02 or greater.
6. To be able to specify Tax Calculation and Tax Rounding at the customer or site level, check the Allow Override box. If you do not check this box, Receivables disables the Tax Calculation and Tax Rounding fields in the Customers window.

#### Related Topics

Accounting System Options, page 2-129

Transactions and Customers System Options, page 2-137

Revenue Policy System Options, page 2-139

Claims System Options, page 2-141

Miscellaneous System Options, page 2-142

Calculating Tax, *Oracle Receivables Tax Manual*

## Transactions and Customers System Options

Receivables lets you define several options for your invoices and use of the AutoInvoice program. You can choose whether to allow updates to printed invoices and whether you can apply payments to an unrelated customer's transactions. Receivables lets you define the segments to use for Accounting Flex Tuning, System Items Tuning, and Territory Tuning during AutoInvoice.

You can also specify whether to purge the interface tables that you use for AutoInvoice, the maximum number of bytes to use, whether SQL Trace is active for this program, and the grouping rule to use for the revenue and credit transactions you create through AutoInvoice.

#### To define your Receivables transaction and customers system options:

1. Open the Transactions and Customers tabbed region.
2. To allow updates to transactions that have been printed, check the Allow Change to Printed Transactions box. This option also determines whether you can update a customer's address when printed, posted, or applied transactions are assigned to that address. See: Entering Customer Addresses, page 7-29.

**Important:** You cannot update a transaction if it has activity against it, regardless of how you set this option. Examples of activity include payments, credit memos, adjustments, and including the transaction on a consolidated billing invoice.

3. To allow transactions to be deleted from Receivables after they have been saved, check the Allow Transaction Deletion box. If you set this option to Yes, you can still specify at the responsibility level which users can delete transactions by using function security. Setting this option to No prevents all Receivables users from

deleting transactions; this is a requirement for installations that are legally required to number transactions sequentially with no missing transaction numbers.

4. To allow receipt applications to debit items of unrelated customers, or to allow bills receivable assignments to transactions of unrelated customers, check the Allow Payment of Unrelated Transactions box. If you check this box, Receivables lets you select debit items for unrelated customers and apply your receipts to them in the Applications window, and lets you select transactions of unrelated customers and assign them to bills receivable in the Assignments window or the Bills Receivable Transaction Batches window. See: Applying Receipts, page 6-8 and Bills Receivable Creation, page 5-3.
5. Check the Show Billing Number check box if you want Receivables to display the consolidated billing invoice number on certain reports and windows. Receivables assigns a unique billing invoice number when you print a draft or final version of your consolidated billing invoices.

Receivables windows that can display the consolidated billing invoice number include the Receipts, Transactions, Account Details, Credit Transactions, Transaction Overview, Customer Calls, Applications, and Search and Apply windows.

Reports that can display the consolidated billing invoice number include the Account Status, Aged Trial Balance, Billing and Receipt History, Disputed Invoice, Dunning Letter Generate, Past Due Invoice, Sales Journal by GL Account, and Transaction Detail reports.

6. From the Document Number Generation Level pulldown list, select the point at which Receivables generates a document number for your transactions. Choose one of the following:
  - When the transaction is committed
  - When the transaction is completed

For bills receivable, Receivables ignores this option and generates the document number when the bill is completed.

7. Enter the Accounting, System Items, and Territory Flexfield segments that are most often selected by AutoInvoice. Receivables uses this information to increase AutoInvoice performance.
8. To activate SQL trace for AutoInvoice, check the SQL Trace box.
9. Enter the Maximum Memory (in bytes) to allocate to AutoInvoice for validation. For best results, enter a value that is the maximum number of records that you import (rounded to an even number) multiplied by 1024. For example, if you use AutoInvoice to import no more than 100 records at a time, enter a value of 102400.
10. To automatically purge the AutoInvoice Interface tables after running AutoInvoice, check the Purge Interface Tables box. If you check this box, Receivables deletes the records that have successfully transferred into permanent Receivables tables. Do not check this box if you want to submit the AutoInvoice Purge program manually after running AutoInvoice. See: Importing Transactions Using AutoInvoice, page 3-186.
11. Enter a Log File Message Level. This number (from 0 to 3) indicates the amount of detail you want AutoInvoice to display in the AutoInvoice log file. The higher the number, the greater the detail.

**Note:** For more information about the AutoInvoice system options, see: Preparing Receivables for AutoInvoice, page 3-194.

12. To automatically assign a unique number to every new customer, check the Automatic Customer Numbering box. Do not check this box if you want to manually assign customer numbers.

Your Oracle Applications system administrator or developer can specify the initial number to be used for Automatic Customer Numbering.

- Switch to the Application Developer responsibility.
  - In the Navigator window select Application, then Database, and finally Sequence.
  - In the Name field of the Sequences window, query for HZ\_ACCOUNT\_NUM\_S.
  - In the Start Value field of the Sequences window, enter the initial number to be used for Automatic Customer Numbering.
13. To automatically assign numbers to your customer's business purposes, check the Automatic Site Numbering box. See: Assigning a Business Purpose to a Customer Address, page 7-35.

**Tip:** If you do not check the Automatic Site Numbering box, you can provide descriptive location names for your business purposes. For example, your customer has several addresses, but they want all invoices to be sent to their office in Chicago. For the Bill-To business purpose, enter a location name of 'Chicago-Bill To Site Only.' This will help you identify the correct address to enter when creating invoices.

14. Enter the default Grouping Rule Name you want AutoInvoice to use. AutoInvoice uses grouping rules to group revenue and credit transactions into invoices, debit memos, and credit memos.

## Related Topics

Accounting System Options, page 2-129

Tax System Options, page 2-132

Revenue Policy System Options, page 2-139

Claims System Options, page 2-141

Miscellaneous System Options, page 2-142

Entering Customers, page 7-16

Defining Customer Profile Classes, page 7-53

## Revenue Policy System Options

Use the Revenue Policy tabbed region to specify your enterprise revenue policies. The Revenue Management Engine uses the information that you enter in this tabbed region to make automatic revenue recognition decisions for your imported invoices.

The Revenue Management Engine compares each invoice that you import against the revenue policy information that you state here. Any deviations impact the timing of revenue recognition for those invoices. See: Event-Based Revenue Management, page 3-32.

**Note:** Even if you do not specify anything in this tabbed region, Receivables can still automatically defer or recognize revenue for imported invoices. If AutoInvoice or the Invoice API detects the presence of one or more contingency lookup codes on a billing line, then Receivables enables collectibility analysis for that line, and bases revenue decisions on the lookup code. See: Evaluating Invoices for Event-Based Revenue Management, page 3-34.

Use the Revenue Policy tabbed region to enter information about:

- The standard refund period that you typically offer to your customers.

When you import an invoice with a line that is associated with a contract, the Revenue Management Engine analyzes the contract details. If the contract offers a refund period that exceeds the refund period specified here, then the Revenue Management Engine automatically defers revenue on that invoice line.

Receivables recognizes this line's revenue only after the refund policy period expires.

- The maximum time period before a payment term becomes extended.

When you import an invoice with a payment term or installment schedule that exceeds the threshold specified here, the Revenue Management Engine automatically defers revenue on the entire invoice.

For example, you enter a maximum payment term threshold of 180 days, and you later import an invoice with a payment term that has four installments (Net 60, Net 90, Net 120, and Net 200). Receivables defers the entire revenue amount on the invoice because the last installment exceeds the 180-day threshold by 20 days.

Receivables recognizes revenue for this invoice only to the extent of payments received.

- The credit classifications that identify your high risk, noncreditworthy customers.

If you import an invoice for a customer that is associated with one of these credit classifications, then the Revenue Management Engine immediately defers revenue on the entire invoice.

Receivables recognizes revenue for this invoice only to the extent of payments received.

### Prerequisites

- Optionally define credit classifications and assign them to your customers:
  - Use the Assign Customer Credit Classification program when you are first implementing event-based revenue management, or if you want to update multiple customers at once.  
  
See: Assigning Credit Classifications to Accounts, *Oracle Credit Management User Guide*.
  - Otherwise, assign the credit classification at the customer profile class level, or at the customer or address level.



See: Defining Customer Profile Classes, page 7-53 and Addresses Field Reference, page 7-32.

**To define your Receivables revenue policy system options:**

1. Open the Revenue Policy tabbed region.
2. In the Standard Refund Policy field, enter the standard refund period that you typically extend to customers.
3. In the Payment Term Threshold field, enter the maximum time period before a payment term becomes extended.
4. In the Select Credit Classifications for Deferring Revenue region, select up to three credit classifications that identify your high risk, noncreditworthy customers.

**Related Topics**

Accounting System Options, page 2-129

Tax System Options, page 2-132

Transactions and Customers System Options, page 2-137

Claims System Options, page 2-141

Miscellaneous System Options, page 2-142

**Claims System Options**

If using Oracle Trade Management, then use the Claims tabbed region to indicate how to evaluate, during Lockbox and Post QuickCash processing, your customers' remittances for claim creation.

You can choose which types of *unmatched* remittance lines that you want to create claims for.

You can also decide if you want to create claims for *matched* remittances. With matched remittances:

- Short payments generate invoice-related claims.
- Overpayments generate noninvoice-related claims.

If you want to create claims for matched remittances, then you can optionally exclude short payments of credit memos from claim creation.

**Prerequisites**

- Implement Oracle Trade Management. See: *Oracle Trade Management User Guide* or online help.
- For automatic claim creation via AutoLockbox, specify in your lockbox definition if you want to evaluate remittances for claim eligibility. See: Lockboxes, page 2-95.

**To define your Receivables claims system options:**

1. Open the Claims tabbed region.
2. In the Unmatched Remittances region, indicate the type of remittance line that you want Receivables to create claims for.

3. In the Matched Remittances region, select the Prepare for Claim Creation box if you want Receivables to create claims for matched remittances.
4. Select the Exclude Credit Memos box if you want Receivables to exclude credit memos from automatic claim creation.

## Related Topics

Working with Claims, page 6-168

Using AutoLockbox, page 6-68

How AutoLockbox Creates Claims, page 6-84

QuickCash, page 6-105

Defining Receivables System Options, page 2-129

## Miscellaneous System Options

Use the Miscellaneous tabbed region to specify your split amount and the number of days to use for your Days Sales Outstanding (DSO) Calculation in the Collection Effectiveness Indicators Report.

You can also:

- Choose whether you require a billing location for receipts, and salespersons and remit-to addresses for transactions
- Define the system level write-off limits for receipts
- Specify a chargeback due date
- Define your Automatic Receipts submission parameters,
- Choose a default Application Rule Set
- Set the Sales Credit Percent Limit

### To define your miscellaneous Receivables system options:

1. Open the Miscellaneous tabbed region, then enter the Split Amount that Receivables will use when you generate the Collection Effectiveness Indicators Report. Receivables prints this amount as a selection option for this report.

Use the split amount to determine the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either \$300 or \$500. You choose \$400 as your split amount so that you can review how much of your open receivables are comprised of your \$300 business and how much corresponds to your \$500 business.

2. Enter the Discount Basis you want Receivables to use when calculating discounts for your invoices. Receivables uses this value as the default Discount Basis in the Payment Terms window. Choose one of the following discount methods:

**Invoice Amount:** Choose this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

**Lines Only:** Choose this option to calculate the discount amount based on only the line amounts of your invoices.

**Lines, Freight Items and Tax:** Choose this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

**Lines and Tax, not Freight Items and Tax:** Choose this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

3. Enter an AutoCash Rule Set (optional). Receivables uses this AutoCash Rule Set when you enter a receipt for a customer whose profile class has not been assigned an AutoCash Rule Set.

Your AutoCash Rule set and the Discount Grace Days you specify in a customer's credit profile determine the sequence of AutoCash Rules that Receivables uses when you run Post QuickCash to automatically apply receipts to this customer's open debit items. See: AutoCash Rules, page 6-115.

4. Enter the Number of Days to use when calculating your conventional Days Sales Outstanding for the Collection Effectiveness Indicators Report.

**Conventional DSO = (total outstanding receivables / total sales for last DSO days) \* (DSO days)**

5. Enter a Sales Credit Percent Limit (optional). This setting applies only to sales credit adjustments that you make using the Revenue Accounting feature. The Sales Credit Percent Limit imposes a limit on the percentage of revenue plus non-revenue sales credit that a salesperson can have on any transaction line. If you do not enter a limit here, then no validation is performed when using Revenue Accounting. See: Revenue Accounting, page 3-28.

6. Enter the write-off limits per receipt.

You cannot write off receipt balances that are less than or greater than the system level write-off limits that you define here. You define the write-off limits range in your functional currency. See: Writing Off Receipts, page 6-164.

7. If you want Receivables to automatically update the open balance in the Transactions workbench for transactions that are past due, check the Accrue Interest box. If this option is set to No, the Lines window in the Transaction workbench will always display the original balance of your transactions; it will not update the balance due to include any finance charges.

**Note:** You can include finance charges for past due items when printing your dunning letters and statements.

8. To require that a bill-to location be associated with a cash receipt, check the Require Billing Location for Receipts box. If this option is Yes, the Post QuickCash program does not create receipts that do not have billing locations.

If you check this box, be sure that you also check the Require Billing Location box when defining your Lockboxes; otherwise, Receivables displays an error when you submit AutoLockbox.

**Tip:** If you have customers without statement sites, we recommend that you check this box. If you do not check this box and you have receipts for customers who do not have statement sites and who do not have a billing location associated with the receipt, the unapplied

amount of the receipt will not appear on any of the statements for this customer.

9. To allow Receivables to accept unearned discounts, check the Allow Unearned Discounts box. Unearned discounts are discounts a customer takes after the discount period passes. You define discount periods when defining your payment terms. See: Payment Terms, page 2-109.

10. To print your remit-to addresses on your customers' statements, check the Print Remit to Address box. You use remit-to addresses to inform your customers of where they should send their payments. See: Remit-To Addresses, page 2-121.

The width and height (in characters) of your customer's remit-to address in your printed dunning letters is 8 characters (height) by 30 characters (width).

11. To allow discounts to be taken for partial payments, check the Discount on Partial Payment box. A partial payment is a payment that is less than the remaining amount due for a transaction. If this option is Yes, you can still choose to not allow discounts on partial payments at the transaction level when defining your Payment Terms. Set this option to No if you never allow discounts on partial payments.
12. To print your home country on your invoices and statements that refer to addresses in that country, check the Print Home Country box.
13. To enable the Trade Accounting feature, check the Trade Accounting Installed box.

**Note:** To use the Trade Accounting feature, use the responsibility of AR Trade Accounting.

14. Enter an amount in the Minimum Refund Amount field. This field is used for automated receipt handling only.

AutoInvoice will automatically create refunds for credit memos that are imported against paid invoices, if the credit request amounts are equal to or greater than the minimum specified here.

AutoInvoice will place on account any credit amount that is less than the specified minimum.

See: Automatic Receipt Handling for Credits, page 6-161.

15. To enable the Bills Receivable Workbench, check the Bills Receivable Enabled box.

**Important:** Before you can enable the Bills Receivable Workbench, your system administrator or other qualified user must perform the necessary implementation steps. See: Enabling the Bills Receivable Workbench, page 2-146.

16. Select the default Credit Card Payment Method for transactions to be paid by credit card.

This field is for use with iReceivables only.

17. To require that salespersons be entered when entering your transactions, check the Require Salesperson box.

If you plan to use the Revenue Accounting feature, you must check this box. See Revenue Accounting, page 3-28.

18. Select the default Bank Account Payment Method for transactions to be paid by Automatic Clearing House bank account transfer.

**Note:** To accept bank account transfer payments via Oracle iPayment and the ACH network, you must select an ACH Bank Account payment method from the list of values.

This field is for use with *iReceivables* only.

19. Enter the number of invoices you want the Automatic Receipt program to process before saving in the Invoices per Commit field.
20. Enter the number of receipts you want the Automatic Receipt program to process before saving in the Receipts per Commit field.

**Tip:** Set the Receipts per Commit option to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt batches. To help determine the numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this gives you the number of receipts marked for this batch. Enter this number in the Receipts per Commit field. You should only reduce the number if you run out of rollback segments.

21. Enter your default Chargeback Due Date. Receivables uses this date when you create a chargeback. Choose from the following:

**Open Invoice Due Date:** Use the due date of the invoice or debit memo as the default.

**Receipt Date:** Use the receipt date as the default. This is the date that you entered the receipt.

**Current Date:** Use today's date as the default.

**Deposit Date:** Use the receipt deposit date as the default.

22. Enter a Default Country. Receivables uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses. (You can override this value by setting the user profile option 'Default Country.' See: Profile Options in Oracle Application Object Library, page B-25).
23. Enter the Source of Territory you want Receivables to default into the Salespersons, Transactions, and Customers windows. Receivables uses the value you enter here to determine the default territory for your invoices and commitments. Choose from the following sources:

**Bill-To Site:** Use your customer's Bill-To Address as the default.

**Salesrep:** Use the territory assigned to your customer's primary salesperson as the default.

**Ship-To Site:** Use your customer's Ship-To Address as the default.

**None:** Do not enter a default territory.

24. Enter an Application Rule Set or select one from the list of values. Your Application Rule Set determines the default payment steps when you use the Applications window or Post QuickCash to apply receipts. Receivables uses this rule set if none is assigned to the debit item's transaction type. See: Receivables Application Rule Sets., page 6-34

## Related Topics

Territories, page 2-162  
Accounting System Options, page 2-129  
Tax System Options, page 2-132  
Transactions and Customers System Options, page 2-137  
Revenue Policy System Options, page 2-139  
Claims System Options, page 2-141  
Entering Transactions, page 3-2  
Automatic Receipts, page 6-131  
Writing Off Receipts, page 6-164  
Printing Statements, page 8-49  
Revenue Accounting, page 3-28

## Enabling the Bills Receivable Workbench

Use the Miscellaneous tabbed region as part of the implementation process to enable the Bills Receivable Workbench. Only your system administrator or other qualified user should perform the implementation steps to enable the Bills Receivable Workbench.

When you enable the Bills Receivable Workbench, Receivables disables the Bills of Exchange functionality and replaces it with the Bills Receivable functionality.

**Important:** Enabling Bills Receivable, and disabling Bills of Exchange, is an irreversible process. Once you enable the Bills Receivable Workbench in Oracle Receivables, you cannot revert to the Bills of Exchange functionality.

### To enable the Bills Receivable Workbench:

1. Navigate to the Submit Request window, and submit the concurrent request 'Replicate Seed Data' for the operating unit that you want to set up for Bills Receivable.  
  
Use the Requests window to confirm that the concurrent request completed without any errors.
2. In the System Administrator responsibility, navigate to the Menus window and query the AR\_NAVIGATE\_GUI menu. Add Bills Receivable to the Navigator.
3. Enable the Bills Receivable Workbench, page 2-144.

## Tax Codes and Rates

Use the Tax Codes and Rates window to enter and maintain your tax codes and their associated tax rates. You can define as many tax codes of type VAT (Value Added Tax) or Sales Tax as you need. You can have only one enabled tax code of type Location for any given date range. This code cannot have a rate associated with it.

You can enter a tax code at the customer Ship-To and Bill-To business purpose level, as well as at the customer level. You can also assign tax codes to inventory items. If your tax method is VAT, you can include a tax code in the Tax Defaulting Hierarchy in the System Options window.

You can specify whether a tax code:

- is enabled
- allows tax exemptions
- lets you modify the tax rate when entering transactions
- displays line amounts inclusive or exclusive of tax
- lets you change a tax code from tax inclusive to tax exclusive when entering transactions
- appears in the list of values in Receivables windows

Tax codes that you define appear on your tax reports, in the Tax windows when you enter transactions, and in the Tax Groups window when you define your tax groups.

**Note:** If you have Multi Lingual Support (MLS), you can define tax codes in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User Guide*.

### Prerequisites

- Define system options, page 2-129

### To define a tax code:

1. Navigate to the Tax Codes and Rates window.
2. Enter a unique name for this Tax Code.
3. Choose a Tax Type. If you are using location based tax, you can only enter one enabled tax code with tax type of Location Based Tax for a given date range. Receivables displays subtotals by tax type in various tax reports. You can define additional tax types in the Receivables Lookups window.
4. Specify a Taxable Basis to control how Receivables calculates tax on transactions assigned to this tax code. Choose one of the following:
  - **After Discount:** Calculate tax on the invoice line amount, after any early payment discount is taken.
  - **Before Discount:** Calculate tax on the invoice line amount, before any early payment discount is taken.

- **Quantity:** Calculate tax based on the quantity ordered and unit of measure of the invoice line. If you choose this option, specify a Tax Amount (see step 6, page 2-148).
  - **PL/SQL:** Calculate tax using the PL/SQL formula that you specify. If you choose this option, go to Step 8, page 2-148.
  - **Prior Tax:** Select this option if you use this tax code as part of a tax group (to calculate multiple taxes) and you want to calculate tax on only the tax for the previous tax line. See: Calculating Tax on Prior Tax in a Tax Group, *Oracle Receivables Tax Manual*.
5. If the tax type is *not* 'Location Based Tax' and you specified a taxable Basis of either After Discount or Before Discount, enter a Tax Rate.
  6. If the Taxable Basis is Quantity, enter a Tax Amount. For example, you enter a Tax Amount of 2 for this tax code. If you create an invoice line with a quantity of 7 and assign this tax code to it, Receivables calculates tax of \$14 for this line.
  7. Indicate whether this tax code is positive or negative by setting the Sign parameter to either 'Cr' or 'Dr', respectively. When you use a tax code with a sign of 'Dr' (negative), Receivables debits your tax account. When you use a tax code with a sign of 'Cr' (positive), Receivables credits your tax account.
  8. If the Taxable Basis is PL/SQL, enter the name of a PL/SQL stored procedure in the Formula field. Receivables uses this stored procedure to calculate tax when you assign this tax code to a transaction. See: Available Parameters for PL/SQL Stored Procedures, *Oracle Receivables Tax Manual*.
  9. Open the Effective region, and then enter a range of Effective Dates for this tax rate. The default start date is today's date, but you can change it. If you do not enter an end date, this tax rate will be valid indefinitely.
  10. To disable this tax code, uncheck the Enabled box. You can have multiple disabled tax codes for the same date range.
  11. Open the Control region, then choose a Tax Class. Choose Output to use this tax code with invoices, debit memos credit memos, adjustments, discounts, finance charges and miscellaneous cash receipts. Choose Input to use this tax code with miscellaneous cash payments (negative receipts). Input tax codes appear only in the list of values for the Liability Tax Code field in the Receivables Activities window; output tax codes appear in all Receivables transaction and set up windows.

**Note:** Receivables also displays subtotal amounts by tax class in various tax reports.

**Note:** To define tax codes for use in Oracle Payables, use the Payables Tax Codes window.

12. To allow tax exemptions for items using this tax code, check the Allow Exempt box.
13. To be able to change the tax rate for this tax code in the Transaction windows, check the Ad-hoc box. You can only check this box if the tax type is *not* 'Location Based Tax.' You can update this option after you save this tax code.
14. If you want this tax code to automatically display line amounts including tax, check the Inclusive Tax box. See: Tax Inclusive, *Oracle Receivables Tax Manual*.



15. If you do not want to be able to change this tax code from inclusive to exclusive (or vice versa) when entering invoices, uncheck the Allow Inclusive Override box.

**Note:** Location-based tax codes are always tax exclusive and you cannot change them to be tax inclusive.

16. To prevent this tax code from appearing in Receivables windows, uncheck the Displayed box. If this box is not checked, you cannot assign this tax code to individual transactions.

**Tip:** If you want to be able to use this tax code only within a tax group, uncheck this box.

17. To update the Tax Account assigned to this tax code, open the More tabbed region. The default account is the Tax Account you defined in the System Options window. AutoAccounting uses this value if the AutoAccounting structure for your tax account is derived from the tax code.
18. Enter the Printed Tax Name as you want it to appear on printed transactions.
19. Enter a description for this tax code (optional). Receivables displays this information in country-specific reports as required.
20. Enter a VAT Transaction Type (optional). This field is used for Spanish and Belgian Tax reporting. For more information, see the *Oracle Financials for Spain User Guide* or the *Oracle Financials for Belgium User Guide*.
21. To define additional tax accounting for this tax code, choose the Tax Accounting button. See: Defining Tax Accounting for Tax Codes and Locations, page 2-151.

## Related Topics

Defining Tax Accounting for Tax Codes and Locations, page 2-151

AutoAccounting, page 2-38

Reviewing Sales Tax Rates, page 2-152

Tax Groups, page 2-157

Entering Transactions, page 3-2

Calculating Tax, *Oracle Receivables Tax Manual*

## Tax Locations and Rates

Use the Tax Locations and Rates window to enter and update your locations and their associated tax rates. For each location you can define multiple tax rates and postal code ranges, as long as the date and postal code range do not overlap. Receivables uses these locations and tax rates to create authorities and sales tax rates for tax calculations. Receivables also uses locations to validate your customers' addresses.

Use this window to assign tax accounts to the components of your segment that has a tax account qualifier assigned to it. You assign a tax account qualifier to any one segment of your location flexfield structure using the Key Flexfield Segments window.

You can also implement country-specific validation of foreign customer address information using the Flexible Address Formats feature. For more information, see: Flexible Addresses, page 7-61.

If you do not want to manually enter or maintain location and tax rates, you can use the Sales Tax Rate Interface program to load this information from an outside tax service. See: Using the Sales Tax Rate Interface, *Oracle Receivables Tax Manual* and Implementing the Tax Vendor Extension, *Oracle Receivables Tax Manual*.

#### Prerequisites

- Define your sales tax location flexfield structure, page 2-132
- Assign the tax account qualifier to any one of the segments of your location flexfield structure in the Define Key Flexfields window (*Oracle Applications Flexfields Guide*)

### To define a new or update an existing tax location and its associated tax rate:

1. Navigate to the Tax Locations and Rates window.
2. Choose the type of sales tax structure to define. Choose City, County, or State.
3. If you chose a sales tax structure of 'County,' enter the Given State in which this county is located, then choose Find.

If you chose a sales tax structure of 'City,' enter the Given County in which this city is located, then choose Find.

If you chose a sales tax structure of 'State,' choose Find.

4. To update an existing location or rate, update the Tax Account, Tax Rate, and range of Effective Dates or Postal Codes for this location, then go to step 10.

**Note:** You can also define additional tax accounting information for adjustments, discounts, or other Receivables activities by choosing the Tax Accounting button. See: Defining Tax Accounting for Tax Codes and Locations, page 2-151.

To add a new location, choose New Record from the Edit menu.

5. Enter the Name and Description of this location.
6. If this segment has been assigned to the tax account qualifier, Receivables enters a default Tax Account. This is the account you defined for the 'Location' tax code type in the Tax Codes and Rates window. You can update this information.
7. Enter the Tax Rate percentage to assign to this location (optional). You can enter multiple tax rates for this location as long as the date and postal code range do not overlap. Receivables uses the date and postal code range for each tax rate assignment to determine when this assignment is active for this location.
8. If you are entering city level rate assignments and you include City in your tax location flexfield structure, you can optionally override the sales tax rates for the senior segments (State and/or County) of this structure. To override the sales tax rate for this city's state or county, enter a new rate in the Override Sales Tax Rates popup window. See: Defining a Sales Tax Location Flexfield Structure, *Oracle Receivables Tax Manual*.

**Important:** You can only use the override feature if you include City in your Sales Tax Location Flexfield Structure.

9. Enter a range of Effective Dates for this tax rate. The default start date is today's date, but you can change it. If you do not enter an end date, this tax rate will be valid indefinitely.
10. Enter a range of Postal Codes for this tax rate. Receivables uses the date and postal code range for your locations to determine which tax rate assignments to use when creating your sales tax rates. You can review these compiled sales tax rates in the Review Sales Tax Rates window.

## Related Topics

Defining Tax Accounting for Tax Codes and Locations, page 2-151

Reviewing Sales Tax Rates, page 2-152

Tax Codes and Rates, page 2-147

Tax Exemptions, page 2-155

Calculating Tax, *Oracle Receivables Tax Manual*

Sales Tax Listing, *Oracle Receivables Tax Manual*

U.S. Sales Tax Report, *Oracle Receivables Tax Manual*

## Defining Tax Accounting for Tax Codes and Locations

Use the Tax Accounting window to enter additional accounting information about your tax codes and tax locations. You can specify expense, revenue, and non-recoverable accounts for your adjustment, finance charge, and earned and unearned discount activities. You can also use the Tax Accounting window to set up *deferred tax*, an accounting method in which tax is due when payment is applied to an invoice, rather than when the invoice is created.

If you use tax codes, use the Tax Accounting window to assign tax accounts to your tax codes. If you use location-based tax, use the Tax Accounting window to assign tax accounts to your tax locations.

To record tax on adjustments, discounts, and finance charges, specify an expense or revenue account and a non-recoverable account. The non-recoverable account records decreases in the total amount of tax that you collect for activities that the government does not consider a legitimate tax deduction.

**Tip:** You can define regular or deferred tax accounting for existing tax codes. To do this, select the tax code to modify, then disable it by entering the current date in the To field. Create a new record, then choose Duplicate Record Above from the Edit menu. Enter a new effective date range then define additional tax accounting for this tax code.

To use deferred tax accounting, use the Tax Accounting window to specify an *Interim Tax Account*. When you create an invoice, Receivables accounts for the liability in the Interim Tax Account. When you apply a payment to the invoice, Receivables automatically transfers the tax liability to the Tax Account.

**Important:** If you are upgrading from a previous release of Oracle Receivables, you cannot update the tax accounting for transactions that have a status of 'complete.' Once a transaction is complete, Receivables

creates all corresponding accounting entries and does not let you enter a different tax code or modify the existing accounting information.

#### Prerequisites

- Define tax codes and rates, page 2-147
- Define your sales tax location flexfield structure, page 2-132
- Define tax locations and rates, page 2-149
- Define Receivables Activities, page 2-116

### To define additional tax accounting for existing tax codes or locations:

1. If you use tax codes, navigate to the Tax Codes and Rates window.  
If you use location-based tax, navigate to the Tax Locations and Rates window.
2. Select the tax code or location, then choose the Tax Accounting button.
3. To use deferred tax, check the Deferred box and then enter an Interim Tax Account, or select from the list of values.

**Warning:** Once you save your work, you cannot update the Deferred check box or modify the Interim Tax Account.

4. Enter an Expense/Revenue Account for each Receivables Activity type, including Adjustment, Earned Discount, Unearned Discount, and Finance Charge (optional).
5. If tax is not deductible for an activity type, enter a Non-Recoverable Tax Account. The Non-Recoverable Tax Account records tax amounts that you cannot claim as a legitimate deduction to decrease your tax liability.

**Note:** You can also calculate and account for tax on Miscellaneous Cash transactions when defining your Receivables Activities. Miscellaneous Cash transactions always use the Tax Account.

### Related Topics

Tax Accounting for Discounts and Miscellaneous Receipts, *Oracle Receivables Tax Manual*

Tax Accounting for Adjustments and Finance Charges, *Oracle Receivables Tax Manual*

Deferred Tax Accounting, *Oracle Receivables Tax Manual*

Tax Codes and Rates, page 2-147

Tax Locations and Rates, page 2-149

Defining a Sales Tax Location Flexfield Structure, *Oracle Receivables Tax Manual*

### Reviewing Sales Tax Rates

Use the Review Sales Tax Rates window to review your existing sales tax rates. Receivables creates these sales tax rates when you enter customer addresses in the Customers window. You can view the locations and associated rates for your customer addresses in the Tax Locations and Rates window. If you have a situation

where locations are defined without rates and these locations are included in existing authorities, Receivables also creates sales tax rates when you assign rates to these locations.

If you update rates belonging to locations that are already included in an authority, Receivables automatically updates all of the sales tax rates that are associated to this authority. You can review the changes in this window.

The number of sales tax rates created for each authority depends upon the postal code and date ranges that you assigned to each location included in your authority.

The following example demonstrates the criteria that Receivables uses to create sales tax records for your customer addresses. In the table below, you have the following locations and rate assignments defined in Receivables where CA is the state of California, San Mateo is a county within California, and Foster City and Belmont are cities within San Mateo county:

Segment Value	From Zip	To Zip	Start Date	End Date	Tax Rate
CA	96199	96199-9999	15-JUL-90	Null	6.25%
CA	85364	89999-9999	15-JUL-90	Null	6.25%
CA	90000	94999-9999	15-JUL-90	Null	6.25%
San Mateo	00000	99999-9999	07-JUL-88	31-DEC-90	0%
San Mateo	00000	99999-9999	01-JAN-91	31-JAN-91	2%
Foster City	94063	94065-9999	01-JAN-91	31-JAN-91	1%
Belmont	94065	94069-9999	01-JAN-90	31-JAN-91	0%

When you enter and save these locations and their rate assignments, Receivables generates the sales tax rate records as described in this table:

Authority	From Zip	To Zip	Start Date	End Date	Tax Rate
CA.San Mateo. Foster City	94063	94065-9999	01-Jan-91	31-Jan-91	6.25+2+1
CA.San Mateo. Belmont	94065	94069-9999	15-Jul-90	31-DEC-90	6.25+0+0
CA.San Mateo. Belmont	94065	94069-9999	01-Jan-91	31-Jan-91	6.25+2+0

Receivables only calculates sales tax rates for authorities that exist within your home country. For example, if you set up your sales tax system to handle business in the United States but you enter addresses in a foreign country, Receivables does not create locations, authorities, or sales tax records.

#### Prerequisites

- Enter customers, page 7-16
- Enter customer addresses, page 7-29

## To review your sales tax rates:

1. Navigate to the Review Sales Tax Rates window.
2. Choose Run from the Query menu.

## Related Topics

Tax Codes and Rates, page 2-147

Tax Locations and Rates, page 2-149

Tax Exemptions, page 2-155

Calculating Tax, *Oracle Receivables Tax Manual*

Sales Tax Listing, *Oracle Receivables Tax Manual*

U.S. Sales Tax Report, *Oracle Receivables Tax Manual*

## Tax Authorities

Tax Authorities represent a unique combination of locations and are created manually through the Tax Authorities window or automatically when you enter customer addresses. Receivables uses authorities to expedite sales tax calculations.

When you enter a customer address, Receivables first checks if this authority already exists for the appropriate date range. If it exists, Receivables uses the combined sales tax rate associated with this authority to calculate any tax amounts. If the authority does not exist, Receivables first checks if the locations and associated rates exist. If they exist, Receivables creates the authority and all of the sales tax rates. If the locations do not exist, Receivables creates the authority and the locations in the Tax Locations and Rates window.

You can also implement country specific validation of foreign customer address information using Flexible Address Formats. See: Flexible Addresses, page 7-61.

You can disable an existing tax authority either by unchecking the Enabled check box or entering an ending effective date, and then saving your work.

### Prerequisites

- Define tax locations and rates, page 2-149

## To define a new or review an existing tax authority:

1. Navigate to the Tax Authorities window.
2. If you are reviewing an existing authority, query the authority to view.  
  
If you are defining a new authority, enter the Authority location, or select from the list of values. Receivables displays an error message if you enter an authority that already exists.
3. Enter a range of Effective Dates for this authority. The default start date is today's date, but you can change it. If you do not enter an end date, this authority will be active indefinitely.

## Related Topics

Reviewing Sales Tax Rates, page 2-152  
Tax Codes and Rates, page 2-147  
Entering Customer Addresses, page 7-29  
U.S. Sales Tax Report, *Oracle Receivables Tax Manual*

## Tax Exemptions

Define tax exemptions to fully or partially exempt a customer, item, or range of items from specific tax codes. You can create exemptions against customers or items for either locations or specific tax codes.

To use customer exemptions, set the Use Customer Exemptions system option to 'Yes.' To use product exemptions, set the Use Product Exemptions system option to 'Yes.' To exempt customers or products from tax codes with a type of 'VAT' or 'Sales,' set the appropriate Use Tax Code system option to 'Yes.' See: Tax System Options, page 2-132.

To exempt a customer from all taxes, use the Customers window to assign this customer to a tax code with a zero tax rate. To exempt an item from all taxes, use the Items window to assign this item to a tax code with a zero tax rate. See: Items., page 2-85

You can only define a tax rate exemption for items that can be entered on an invoice and have a status of 'Active.' In addition, if you create more than one exemption for the same customer, item, tax code, reason, or certificate number, the date ranges of these exemptions cannot overlap.

You can also use the Tax Exemptions window to update the status of your exemptions. If you need to add an exemption number to an Unapproved exemption created in the Transaction window, you must change the status of this exemption to 'Expired' and recreate the exemption with the number.

### Prerequisites

- Define system options, page 2-129
- Enter customers, page 7-16
- Define items, page 2-85
- Define tax codes and rates, page 2-147

## To define an exemption for a customer:

1. Navigate to the Tax Exemptions window.
2. Choose to create Exemptions By Customer.
3. Enter the customer Name or Number.
4. To view existing exemptions for this customer or item(s), choose Find.
5. Enter the Locations for which this exemption will be valid (optional).
6. Enter the Site to exempt (optional). Leave this field blank to exempt all of this customer's sites or if you want to create a regional exemption using the Location flexfield (see previous step).
7. Define your Exemption. See: Defining an Exemption, page 2-156.

### To define an exemption for an item:

1. Choose to create Exemptions By Item.
2. Enter the Item, or select from the list of values.
3. To view existing exemptions for this item, choose Find.
4. To create a new exemption, choose New Record from the Edit menu.
5. Define your Exemption. See: Defining an Exemption, page 2-156.

### To define an exemption for a range of items:

1. Choose to create Exemptions By Range.
2. Enter the Category and Category Set to which the range of items belongs (optional). (You use categories to group items with similar characteristics; a category set is a group of categories.)
3. Enter the User Item Type. For example, Finished Good, ATO Model, or Subassembly.
4. Enter the range of Items for this exemption.
5. Define your Exemption. See: Defining an Exemption, page 2-156.

### Defining an Exemption

1. Enter the Tax Code from which you are partially or fully exempting this customer or item(s). You can enter exemptions for VAT tax codes, or for location based tax, using your 'Location' tax code.
2. Enter the tax code percentage to exempt. You must enter a percent between 0 and 100.
3. Enter an exemption Number (optional).
4. Enter a Reason for this exemption, or select from the list of values.
5. Enter the range of Effective Dates for this exemption. The default start date is today's date, but you can change it. If you do not enter an end date, this exemption will be valid indefinitely.

If an exemption exists for an item, the new exemption you define takes precedence. For example, item A1 has an exemption with no ending effective date. If you define an exemption for this item with an effective start date of January 1, 1996, Receivables sets the existing exemption's end date to December 31, 1995, and creates the new exemption with the effective dates that you specify.

6. Enter a Status for this exemption.

**Unapproved:** Exemptions created automatically during Invoice entry or import are recorded as Unapproved. Exemptions with this status may be changed to any of the statuses listed here.

**Manual:** This exemption has been approved but Receivables will not automatically use it. You have to explicitly use this exemption. Exemptions with this status can only be changed to Primary or Expired.

**Primary:** This exemption has been approved and Receivables will automatically calculate tax. Exemptions with this status can only be changed to Manual or Expired.

**Expired:** Discontinue a previously approved exemption. Once discontinued, their status cannot be changed.



**Rejected:** Reject an Unapproved exemption. Once rejected, their status cannot be changed.

## Related Topics

Customer Exemption Certificates, *Oracle Receivables Tax Manual*

Calculating Tax, *Oracle Receivables Tax Manual*

Tax Rate Exceptions, page 2-161

Tax Exempt Customer Report, *Oracle Receivables Tax Manual*

Tax Exempt Product Listing, *Oracle Receivables Tax Manual*

## Tax Groups

**Important:** Oracle Payables users: Refer to the Payables user guide or online help for details on this window: Tax Groups, *Oracle Payables User Guide*.

Use the Tax Groups window to group multiple, conditional taxes. Tax groups let countries with multiple taxes automatically calculate each applicable tax within Receivables and Oracle Order Management. For example, Canada has two types of taxes: Goods and Services Tax (GST) and Provincial Sales Tax (PST). GST is a federal sales tax that is applied for all shipments, and has one standard tax rate. PST is applied at the provincial level and has a different tax rate for each province. Similarly, India has multiple taxes, both government and state sales tax applies, and the state tax rate is controlled by the ship-to address.

When you implement VAT and Canadian Tax, you should assign tax codes or tax groups at the Customer and/or Item Levels.

## Compound Tax

Tax groups support compounded tax rates within the group. Compound tax enables you to calculate multiple taxes for a transaction. To compound tax, specify an order of precedence for each tax code in the group. Once set up, Receivables automatically calculates the compounding of multiple taxes within the group when you assign it to a transaction.

Tax groups can also contain multiple independent branches of compounded tax. Within each compounding branch, Receivables adds tax to the original amount, so each subsequent tax line within the branch calculates tax on the new taxable amount. Receivables then adds the tax for each compounding branch to determine the total tax amount.

**Important:** A compounding branch within a Tax Group can contain either inclusive or exclusive tax codes, but not both. Additionally, only one compounding branch in a Tax Group can have inclusive tax codes.

**Note:** Tax groups consisting of tax inclusive tax codes cannot contain some tax codes with a Taxable Basis of After Discount and some with a Taxable Basis of Before Discount.

For more information, see: *Compounding Tax Codes in a Tax Group, Oracle Receivables Tax Manual*.

## Inclusive Tax

Inclusive tax codes include the tax for a transaction line in the line amount, rather than displaying these amounts separately. Certain restrictions apply when using inclusive tax codes in compounding branches of a Tax Group. See: *Compound Tax*, page 2-157.

For more information, see: *Tax Codes, Oracle Receivables Tax Manual* and *Inclusive Tax, Oracle Receivables Tax Manual*.

**Note:** If you override a tax code, Receivables preserves the override across all updates to the invoice. Similarly, changing the ship-to address or the line item could change the default tax code.

## Condition Sets

You can use a *Condition Set* to indicate that each tax code within the Tax Group is dependent upon one or more conditions that you specify. For example:

"If the ship-to country = Canada and the ship-to province = Quebec, use this tax code; otherwise, do not use this tax code."

You can set up a Condition Set using these options:

- **Clause.** If, And, Or, Else
- **Operator.** =, < > (does not equal), < (less than), > (greater than), <= (less than or equal to), >= (greater than or equal to)

This table shows the valid values for the Entity option, and the corresponding valid values for the Field option:

Entity	Field
Ship From	Country; State; County; Province; City
Ship-To	Country; State; County; Province; City; Tax Registration Number
Bill-To	Country; State; County; Province; City; Tax Classification; Tax Registration Number
Order Origin	Country; State; County; Province; City
Order Acceptance	Country; State; County; Province; City
Transaction	FOB; Type
Item	User Item Type

You can also specify an action for each Condition Set using these options:

- **Action.** Error Message, Use This Tax Code, Do Not Use This Tax Code, Default Tax Code, System Error

You can use a Condition Set in multiple Tax Groups.

**Note:** If you are upgrading from a previous release of Oracle Receivables, the name of the Condition Set of each tax code in your existing Tax Groups is 'Upgrade'.

## Exception Sets

To automatically change the rate for a tax code within a Tax Group, assign an *Exception Set* to the tax code. When this tax code is used, Receivables changes the tax rate to the rate specified in the Exception Set. For example, the tax code 'Standard' has a rate of 7%. However, if the bill-to site is located in New York city, the tax rate must be 9.5%. You create an Exception Set with the following definition and assign it to this tax code:

"If Bill-to City = New York, then Apply Exception rate of 9.5%."

When the Standard tax code is used and the bill-to address is New York city, Receivables applies a tax rate of 9.5%; otherwise, Receivables uses the predefined rate of 7%.

You can use an Exception Set in multiple Tax Groups.

**Note:** Valid options for defining an Exception Set are the same as for Condition Sets, except:

- the list of available Operators also includes 'Not Found'
- the list of available Actions also includes 'Apply Exception' and 'Do Not Apply Exception'
- the list of available Fields does not include 'Tax Registration Number'
- the list of available Operators does not include 'is' and 'is not'

## Group Constraints

Assign *Group Constraints* to a Tax Group to ensure specific conditions are met before using this Tax Group. Receivables checks all Group Constraints when you assign a Tax Group to a transaction. If none of the constraints are found, Receivables uses the Tax Group to calculate tax; otherwise, Receivables performs the action specified (for example, use a default tax code).

Following is an example of a Group Constraint:

"If ship-to or ship-from Province not found, display system error message."

You can use a Group Constraint Set in multiple Tax Groups.

**Note:** Valid options for defining a Group Constraint are the same as for Condition Sets, except:

- the list of available Entities also includes Tax Code
- the list of available Operators also includes 'Not Found'
- the list of available Actions are Error Message, Default Tax Code, System Error, Use This Tax Group, and Do Not Use This Tax Group
- the list of available Fields does not include 'Warehouse'
- the list of available Fields does not include 'Tax Registration Number'

- the list of available Operators does not include 'is' and 'is not'

### Prerequisites

- Define tax codes and rates, page 2-147

### To define a Tax Group:

1. Navigate to the Tax Groups window.
2. Enter the Group Code for this Tax Group.
3. If you are defining a Tax Group to use with invoices, debit memos, credit memos, adjustments, discounts, finance charges, and miscellaneous cash, check the Output box. Check the Input box to use this Tax Group with miscellaneous cash payments (negative receipts).
4. Enter a Group Name for this Tax Group. The default is the Group Code, but you can change it.
5. Enter a range of Effective dates for this Tax Group. The default start date is the current date, but you can change it. If you do not enter an end date, this Tax Group will be active indefinitely.
6. Enter a Description of this Tax Group (optional).
7. To ensure that specific conditions are met before using this Tax Group, select a Constraint Name or select New to define a new Group Constraint Set.
8. Choose Output to use this Tax Group with invoices, debit memos credit memos, adjustments, discounts, finance charges and miscellaneous cash. Choose Input to use this Tax Group in Oracle Payables.
9. To disable this Tax Group, uncheck the Enabled box.
10. Enter a Tax Code or select one from the list of values. You can only select tax codes with effective dates that are within the effective dates for this Tax Group. For example, if the effective date for your Tax Group is from 01-JAN-97, you cannot enter a tax code with a start date before 01-JAN-97, even if the tax code has no end date. Receivables places this restriction because an end date could be added to the tax code later to make it inactive, thereby making it invalid within the Tax Group.
11. To limit the dates in which this tax code will be active within this Tax Group, enter an End Date. The default Start Date is today's date, but you can change it. If you do not enter an end date, this tax code will remain active within this Tax Group until you specify an end date or uncheck the Enabled box.
12. To specify conditions for using this tax code, choose a Condition Set or choose New to define a new Condition Set. To always use this tax code, do not specify a Condition Set. See: Condition Sets, page 2-158.
13. To specify a rate exception for this tax code, choose an Exception Set or choose New to define a new Exception Set. See: Exception Sets, page 2-159.

**Important:** The Tax Code, Tax Rate, Tax Amount, Sign, Formula, and Inclusive Tax fields are for display only. You define these values in the Tax Codes and Rates window.

14. Enter a Compounding Precedence number (optional). This number indicates the order in which Receivables selects tax codes when compounding taxes in a Tax Group.
15. Repeat steps 10 through 14 for each tax code to add to this Tax Group.
16. To specify a Group Constraint for this Tax Group, choose an existing Group Constraint, or choose New to define a new one. See: Group Constraints, page 2-159.

**Note:** If this Tax Group has no Condition Set, Receivables validates the Tax Group definition when you save your work. If this Tax Group has a Condition Set, Receivables does not validate the Tax Group definition until you assign it to a transaction. See: Condition Sets, page 2-158.

**Tip:** After setting up your Tax Groups, run the Tax Code and Tax Group Listing reports to ensure they are defined correctly.

## Related Topics

Calculating Tax, *Oracle Receivables Tax Manual*

Implementing Canadian Sales Tax, *Oracle Receivables Tax Manual*

Tax Inclusive, *Oracle Receivables Tax Manual*

## Tax Rate Exceptions

Use the Item Tax Rate Exceptions window to assign special tax rates to products that you ship to specific authorities.

You can only define a tax rate exception for items that can be entered on an invoice and have a status of 'Active.'

Item tax rate exceptions apply only to location based tax. Therefore, to use tax rate exceptions, your Location Flexfield Structure must be State.County.City. To use the exceptions that you define in this window, ensure that the system option Use Item Tax Rate Exceptions is set to Yes.

### Prerequisites

- Define items, page 2-85
- Define tax codes and rates, page 2-147
- Define tax rate exception reason lookups, page 2-87
- Define tax authorities, page 2-154

### To define a tax rate exception:

1. Navigate to the Item Tax Rate Exceptions window.
2. Choose to create an Exception By Item or Range.
3. If you chose exceptions by Item, enter the Item to exempt or select from the list of values.

If you chose exceptions by Range, enter the Category Set, User Item Type, and a range of Items.

4. To query existing exceptions for this item or range, choose Find.
5. Enter the range of Effective Dates for this exception. The default start date is today's date, but you can change it. If you do not enter an end date, this exception will be valid indefinitely.
6. Enter the authority Location for which you want to define a tax exception for this item or range of items. You can choose to selectively enter values for the different segments in the authority. For example, to enter a tax exception for the entire state of California, you would enter a value for California in the state segment, and leave all the child segments blank. To enter the exception for a particular county within California, enter the state and county values, but leave the city segment blank. (This assumes that you are using state-county-city as your location flexfield structure.)

Note that you cannot leave a segment blank if its child segment has a value assigned to it. For example, if you have assigned a value to city, its parent segments county and state must have values assigned to them. You cannot update the location flexfield for an exception once the exception has been used within Receivables.

7. Enter the Tax Rates for each location in your authority.  
  
You can choose to leave the tax rates blank for one or more locations of your authority if you do not wish to override that location's default tax rate. For example, if your state is California and you do not wish to override California's default tax rate, leave the state tax rate blank. You cannot update the tax rate flexfield for an exception once the exception has been used within Receivables.
8. Choose a Reason for creating this tax exception. You can define tax exception reasons in the Receivables Lookups window by specifying the lookup type 'Tax Rate Exception Reason.' See: Defining and Updating Receivables Lookups, page 2-87.

## Related Topics

Calculating Tax, *Oracle Receivable Tax Manual*

Tax Exemptions, page 2-155

Tax Exceptions Listing, *Oracle Receivable Tax Manual*

## Territories

Receivables lets you define multiple customer territory combinations. You can assign territories to your customers, salespeople, invoices, and commitments. For example, you can divide your industry class into different types of businesses and your regions into North, South, East, and West to evaluate growth by location.

Receivables uses the value you enter in the Source of Territory field in the System Options window to determine the default territory for your invoices and commitments.

Active territories appear in the list of values in the Customers, Salespersons, and Transactions windows. Receivables does not display inactive territories in these windows.

### Prerequisites

- Define system options, page 2-129
- Define your Territory Flexfield, page 2-163

## To define a territory:

1. Navigate to the Territories window.
2. Enter a unique territory Name and Description.
3. Enter the territory Flexfield information for this territory.
4. Enter the range of Effective Dates that this territory will be active. The default Start date is the current date, but you can change it. If you do not enter an End date, this territory will be active indefinitely.

## Related Topics

Defining Receivables System Options, page 2-129

Entering Transactions, page 3-2

Salespersons, page 2-122

Territory Flexfield, page 2-163

*Oracle Applications Flexfield Guide*

## Territory Flexfield

You can use the Territory Flexfield for recording and customized reporting on your territory information. Territory Flexfields are also displayed in the Transaction Detail and Customer Detail reports in Receivables. Receivables provides a default structure for your Territory Flexfield. You can define up to twenty segments for this structure in the Key Flexfield Segments window.

Once you have defined your Territory Flexfield segments, you need to define value sets for these segments. Receivables does not provide any default value sets.

Next, you need to navigate to the Territories window to create your Territory Flexfield combinations. The Territory Flexfield does not allow dynamic insert, so you must ensure that you have defined all of your flexfield combinations before you assign them. See: Territories., page 2-162

You can assign territories to your salespeople in the Resource window, to invoices and commitments in the Transactions window, and to customer business purposes in the Customers window.

You can choose to default the Territory Flexfield in your invoices and commitments using the Source of Territory field in the Miscellaneous tabbed region of the System Options window. You can choose from the following sources:

- **Bill-To Site:** Use the customer's Bill-To address as the default Territory Flexfield.
- **Salesrep:** Use the Territory Flexfield assigned to your customer's primary salesperson as the default.
- **Ship-to Site:** Use the customer's ship-to address as the default Territory Flexfield.
- **None:** Choose this value if you do not want Receivables to provide a default Territory Flexfield.

When you recur an invoice that has a Territory Flexfield assigned to it, the same Territory Flexfield will be copied to your recurring invoice. In addition, you can import Territory Flexfield information when importing your invoices through

AutoInvoice. However, note that Receivables does not support the import of Territory Flexfields through the Customer Interface utility.

**Important:** The Territory Flexfield is optional, so if you do not wish to group your receivables data by territory, you do not have to implement this flexfield. However, you must enable at least one segment of your territory flexfield.

## Territory Flexfield

Basic information about the territory flexfield includes:

- Owner: Oracle Receivables
- Used by: Oracle Receivables, Oracle Order Management, Oracle Project Accounting
- Flexfield Code: CT#
- Table Name: RA\_TERRITORIES
- Number of Columns: 20
- Width of Columns: 25
- Dynamic Inserts Possible: No
- Unique ID Column: TERRITORY\_ID
- Structure Column: None

## Related Topics

Territories, page 2-162

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Maintaining Countries and Territories, page 2-164

## Maintaining Countries and Territories

Receivables lets you review and update your system's predefined country and territory information. You cannot enter new countries or territories, but you can update the name, description, Value Added Tax (VAT) member state code, or address style for any predefined countries.

The VAT member state code identifies a country or territory as belonging to the European Union (EU). There are special Value-Added Tax rules that apply to member states of the EU.

### Prerequisites

- Define your Territory Flexfield, page 2-163

### To maintain your country and territory information:

1. Navigate to the Countries and Territories window.
2. Update the predefined Description of the country or territory (optional).
3. Update the VAT Member State Code for a country belonging to the European Union. Receivables uses member state codes to determine which customers to include in the European Sales Listing. If a country does not belong to the European



Union, you should not enter a VAT member state code. See: *European Sales Listing*, page 11-76

4. Update the Address Style to use for addresses within a country throughout Oracle Financials. If you leave this field blank, then Receivables uses the default address style. Choose one of the following predefined address styles:

- **Japan:** Address Style used in Japan.
- **Northern Europe:** Address Style used in Northern Europe.
- **South America:** Address Style used in South America.
- **Southern Europe:** Address Style used in Southern Europe.
- **UK/Africa/Australasia:** Address Style used in the United Kingdom, Africa, and Australasia.

**Note:** You can also create your own address styles. See: *Flexible Addresses*, page 7-61

## Related Topics

Organizations, page 2-98

Territories, page 2-162

## Transaction Batch Sources

Batch sources control the standard transaction type assigned to a transaction and determine whether Receivables automatically numbers your transactions and transaction batches. Active transaction batch sources appear as list of values choices in the Transactions, Transactions Summary, and Credit Transactions windows, and for bills receivable in the Bills Receivable and Bills Receivable Transaction Batches windows.

**Note:** A batch source provides default information, which you can optionally change at the transaction level.

You can define two types of transaction batch sources:

- **Manual:** Use manual batch sources with transactions that you enter manually in the Transactions and Transactions Summary windows, and for bills receivable transactions.

Credit memos that are created by the Credit Memo workflow also use manual batch sources.

- **Imported:** Use imported batch sources to import transactions into Receivables using AutoInvoice.

You can make a batch source inactive by unchecking the Active check box and then saving your work. Receivables does not display inactive transaction batch sources as list of values choices or let you assign them to your transactions.

**Tip:** If you have installed multiple organization support (multi-org), define an imported batch source with the same name in each organization (these sources can have the same or different settings). This enables you to import order lines that belong to different organizations in Oracle Order Management into Receivables.

**Bills receivable batch sources:** After you define batch sources for bills receivable, enter a batch source in the profile option AR: Bills Receivable Batch Source. See: Profile Options, page B-1.

**Prerequisites**

- Define transaction types, page 2-171
- Define credit memo batch sources (optional)
- Define grouping rules, page 2-80 (optional)

**To define a transaction batch source:**

1. Navigate to the Transaction Sources window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter a unique Name and a Description for this transaction source.
3. Enter a Type of 'Manual' or 'Imported.' For bills receivable batch sources, enter 'Manual.'
4. Enter the range of Effective Dates for this source. The Start date is the current date, but you can change it. If you do not enter an end date, this transaction batch source will be active indefinitely.
5. If this is a Manual source and you want to automatically number new batches you create using this source, or if this is a Manual source for bills receivable and you want to generate bills receivable automatically, check the Automatic Batch Numbering box and enter a Last Number. For example, to start numbering your batches with 1000, enter 999 in the Last Number field. If you are defining an Imported transaction batch source, Receivables automatically numbers the batch with the batch source name - request ID.
6. To automatically number new transactions you create using this source, check the Automatic Transaction Numbering box and enter a Last Number. You can use automatic transaction numbering with both Imported and Manual sources.

**Note:** For bills receivable transaction batch sources, you must use the Automatic Transaction Numbering box and Last Number field to number bills receivable generated automatically. If you are using a bills receivable creation payment method that has Inherit Transaction Number set to Yes, the bill receivable number inherits the transaction number when there is a one-to-one relationship between the exchanged transaction, but uses Automatic Transaction Numbering when more than one transaction is assigned to a bill.

**Note:** Receivables automatically updates the Last Number fields, so you can review this batch source later and see the last transaction number that was generated (note that this number is only an approximation due to caching).

7. To use the same value for both the document number and the transaction number for transactions assigned to this source, check the Copy Document Number to Transaction Number box (optional).

**Tip:** If your application uses Gapless document sequences, check this box if you require gapless transaction numbers. Checking this box ensures that transaction numbers are generated sequentially and there are no "missing" numbers. See: Implementing Document Sequences, page 2-64.

8. Select the Allow Duplicate Transaction Numbers box to allow duplicate transaction numbers within this batch source.

Selecting the Copy Document Number to Transaction Number box automatically selects this option.

This option and the Automatic Transaction Numbering box, however, are mutually exclusive.

9. Select the Copy Transaction Information Flexfield to Credit Memo check box if you want to copy an invoice's Transaction Information flexfield data to a related credit memo that uses this batch source (optional).

This check box is enabled only if this source's type is Manual.

Whenever you save a credit memo, Receivables checks the batch source. If the source type is Manual and the box is selected, then Receivables copies Transaction Information flexfield data, if available on the invoice, to the credit memo.

10. Indicate your enterprise's policy for automatic receipt handling for imported credits against paid invoices (optional).

Set this option only if you want AutoInvoice to automatically evaluate imported credits for receipt handling.

- Select *On Account* if you want AutoInvoice to place any credit requests on account.
- Select *Credit Card Refund* if you want AutoInvoice to automatically create a credit card refund for the amount of the requested credit.

By default, no option is selected.

**Note:** This setting affects only transactions paid by credit card or purchase card. Transactions paid by other payment types are always put on account.

Additionally, only imported sources use this setting. Manual sources ignore any value entered here.

See: Automated Receipt Handling for Credits, page 6-161.

11. In the Reference Field Default Value, enter the Invoice Transaction Flexfield attribute that you want to appear in the Reference field of the Transactions window. Receivables uses this to further identify the invoice and displays this value under the Reference column in the invoice list of values in the Applications window.

The default value is INTERFACE\_HEADER\_ATTRIBUTE1.

See: Transaction Flexfields, page 3-214.

12. Enter the Standard Transaction Type for this batch source. When you choose a batch source during transaction entry, this is the default transaction type. You can define new transaction types in the Transaction Types window.
13. To number your credit memos created against invoices and commitments with this source differently than the invoices or commitments they are crediting, enter a Credit Memo Batch Source. Before you can assign a credit memo batch source, you must first define your credit memo batch sources using this window. If you do not specify a credit memo batch source, Receivables enters the invoice or commitment batch source here.

**Tip:** Will invoices with this batch source contain Transaction Information flexfield data that should be copied to any credit memos that are manually created against these invoices in the future? If so, then you should enter a credit memo batch source that has the Copy Transaction Information Flexfield to Credit Memo check box selected (step 8, page 2-167).

14. If you are defining a Manual transaction batch source, then you have completed this task.  
  
If you are defining an Imported transaction batch source, open the AutoInvoice Processing Options tabbed region.
15. Specify how you want AutoInvoice to handle imported transactions that have Invalid Tax Rates. An invalid tax rate is one in which the imported transaction's tax rate does not match its tax code. Enter 'Correct' if you want AutoInvoice to automatically update the tax rate that you supplied to the one that you defined previously for the tax code. Enter 'Reject' if you want AutoInvoice to reject the transaction.
16. Specify how you want AutoInvoice to handle imported transactions with Invalid Lines by entering either 'Reject Invoice' or 'Create Invoice.'
17. Specify how you want AutoInvoice to handle imported transactions that have lines in the Interface Lines table that are in a closed period. To have AutoInvoice automatically adjust the GL dates to the first GL date of the next open or future enterable period, enter 'Adjust' in the GL Date in a Closed Period field. Enter 'Reject' to reject these transactions.
18. Enter a Grouping Rule to use for a transaction line (optional). If you do not enter a grouping rule, AutoInvoice uses the following hierarchy to determine which rule to use:
  - The grouping rule specified in the Transaction Sources window for the batch source of the transaction line.
  - The grouping rule specified in the Customer Profile Classes window for the bill-to customer and bill-to site of the transaction line.
  - The grouping rule specified in the Customer Profile Classes window for the bill-to customer of the transaction line.
  - The default grouping rule specified in the System Options window.
19. Check the Create Clearing box if you want AutoInvoice to require that the revenue amount for each transaction line is equal to the selling price times the quantity specified for that line. Use this option to distribute revenue on an transaction in an amount that is not equal to the transaction line amount.

If you check this box, AutoInvoice puts any difference between the revenue amount and the selling price times the quantity for a transaction into the AutoInvoice Clearing account that you have defined. Otherwise, AutoInvoice requires that the revenue amount be equal to the selling price times the quantity for all of the transactions it is processing. Define your clearing account in the Automatic Accounting window. See: AutoAccounting, page 2-38.

20. Indicate whether sales credits can be entered for transactions using this source by checking or unchecking the Allow Sales Credit box. This option and the Require Salesreps option in the System Options window determine whether sales credits are optional or required. See: Transaction Batch Sources Field Reference, page 2-170.
21. Open the Customer Information tabbed region, then choose either 'Value' or 'ID' for each option to indicate whether AutoInvoice validates your customer information for this batch source using a value or identifier. Choose 'None' for no validation.

Choose Value to import a record into AutoInvoice tables using its actual name; choose ID to use its internal identifier. For example, if Payment Term is set to Value, you must pass the name of the payment term, such as 'Standard-Check' when running AutoInvoice. If Payment Term is set to ID, you must pass the number that identifies the payment term (the term\_id), not the name itself. Choose Value if you use this source to import data from a non-Oracle system.

22. Open the Accounting Information tabbed region, then choose ID, Value, or None to indicate how AutoInvoice validates your Invoice and Accounting Rule data for this batch source.

**Note:** If you choose 'None,' then AutoInvoice will not import this information into Receivables. However, AutoInvoice might still validate the data and could reject the containing line(s) if that data is invalid.

23. Choose either 'Id' or 'Segment' to indicate whether you want AutoInvoice to validate the identifier or the flexfield segment for this batch source.
24. Check the Derive Date check box to derive the default rule start date and default GL date from the ship date, rule start date, order date and the default date that you supply when you submit AutoInvoice.

**Tip:** If you use Oracle Inventory and Oracle Order Management for sales order shipments, you should elect to derive your dates and use the shipment date for your transaction general ledger date. In this way you can ensure that you have booked your revenue and cost to the same accounting period.

If you do not match revenue and cost in the same period, you violate basic GAAP principles, and may distort your profit. In addition, you are unable to run a meaningful Margin Analysis report. This report summarizes your revenue and cost of goods sold transactions by item and customer order and specifies a transaction date range. If your transactions are booked in the wrong period, this report reflects those incorrect transactions.

25. Choose either 'Id' or 'Value' to indicate whether AutoInvoice validates your Payment Terms for this batch source using identifiers or values.

26. Choose either 'Amount' or 'Percent' to indicate how you want AutoInvoice to validate your Revenue Account Allocation data for this batch source.
27. Open the Other Information tabbed region, then choose how you want AutoInvoice to validate data. Choose 'None' if you do not want AutoInvoice to import this information.

**Note:** Even if you choose 'None,' AutoInvoice might still validate the data and could reject the containing line(s) if that data is invalid.

28. Open the Sales Credits Data Validation tabbed region, then choose how you want AutoInvoice to validate data for salespersons, sales credit types and sales credit. Choose Number, ID, or Value to validate information using identifiers, numbers, or values for this batch source. Choose to validate Sales Credits based on either Amount or Percent.

## Related Topics

Entering Transactions, page 3-2

Importing Transactions Using AutoInvoice, page 3-186

Transaction Batch Sources Field Reference, page 2-170

Transaction Batch Sources Listing, page 11-123

## Transaction Batch Sources Field Reference

**Allow Sales Credit Check Box:** Whether you must enter sales credit information depends on this check box and the Require Salesreps field in the System Options window. AutoInvoice will pass the information in the following table with your transaction, and validate it.

Allow Sales Credit Field	Your System Option Requires Salesperson	Enter Sales Credit Information
If set to Yes	Required	Must Enter
If set to Yes	Not Required	Can Enter
If set to No	Required	Must Enter
If set to No	Not Required	Cannot Enter**

\*\* AutoInvoice ignores any values that you pass.

- If your system option requires salesperson and your transaction batch source allows sales credits, you must provide sales credit information.
- If your system option does not require salesperson, but your transaction batch source allows sales credits, you can provide sales credit information, but it is not mandatory.
- If your system option requires salesperson, but your transaction batch source does not allow sales credits, you must provide sales credit information.
- If your system option does not require a salesperson and your transaction batch source does not allow sales credits, do not provide sales credit information. AutoInvoice ignores any values that you pass.

## Transaction Types

Use transaction types to define the accounting for the debit memos, credit memos, on-account credits, chargebacks, commitments, invoices, and bills receivable you create in Receivables. Transaction types also determine whether your transaction entries update your customers' balances and whether Receivables posts these transactions to your general ledger.

If AutoAccounting depends on transaction type, Receivables uses the general ledger accounts that you enter here, along with your AutoAccounting rules, to determine the default revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, and AutoInvoice clearing accounts for transactions you create using this type. For bills receivable, the accounts that you enter here determine the bills receivable, unpaid bills receivable, remitted bills receivable, and factored bills receivable accounts for a bill receivable.

You can associate transaction types with your invoice sources in the Transaction Sources window to speed data entry in the Transactions and Credit Transactions windows. Active transaction types appear as list of values choices in the Transactions, Reverse Receipts, Credit Transactions, and Transaction Sources windows, and for bills receivable in the Bills Receivable and Receipt Classes windows.

You can also define credit memo and invoice transaction types to use with AutoInvoice.

You should define your transaction types in the following order:

- credit memo transaction types
- invoice, debit memo, and chargeback transaction types
- bills receivable transaction types
- commitment transaction types

You must define your invoice transaction types before you define your commitment types.

**Tip:** To be able to void a debit memo, credit memo, on-account credit or invoice, define a Void transaction type with 'Open Receivables' and 'Post to GL' set to No. Then, as long as there is no activity against the transaction and it has not been posted to your general ledger, you can make it invalid by simply changing the transaction type to 'Void'.

## Natural Application and Allow Overapplication Rules

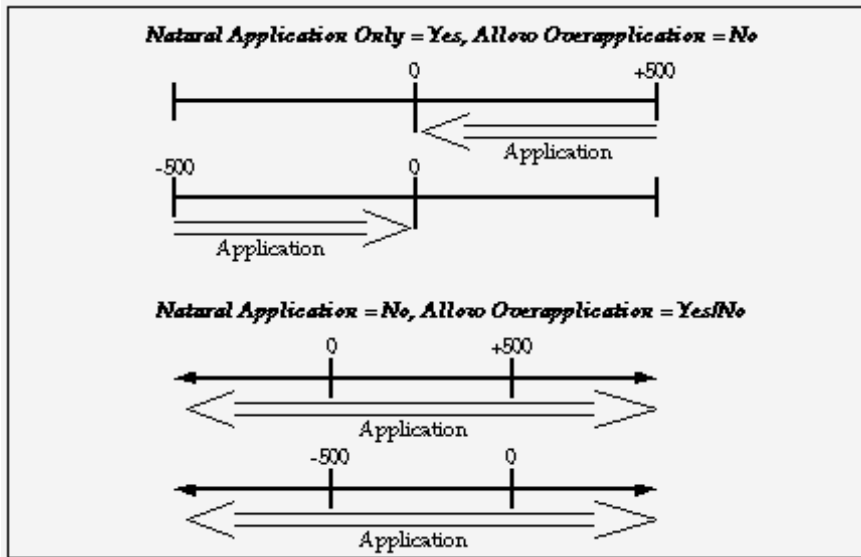
The transaction type that you assign to a transaction indicates the type of application that is permitted for that transaction: natural application only, or overapplication.

The Natural Application Only and Allow Overapplication options determine how applications can affect the balance due for transactions using this type. **Natural Application** refers to the type of application, either positive or negative, that a transaction requires to become closer to zero. For example, invoices have a positive balance, so to reduce the balance due you need to create a negative application (such as apply a receipt).

**Overapplication** indicates whether you can overapply transactions using this type. For example, if you apply a \$500 receipt to a \$400 invoice, you overapply the invoice and reverse its sign (from positive to negative).

The figure below shows how these rules affect your applications.

### Natural Application and Overapplication



For a description of this graphic, see: Description of Natural Application and Overapplication, page K-4

Whether or not a transaction allows overapplication determines the actions that you can take on that transaction.

For example, a fully paid transaction's transaction type allows natural application only (in other words, prohibits overapplication). To credit that transaction, you must first unapply the transaction from the receipt *before* you can create the credit. See: Unapplying Cash when Crediting a Transaction, page 3-86.

Moreover, some features in Receivables work only with one option or the other:

- For example, to automatically create claims during AutoLockbox and Post QuickCash processing, the transaction type of the debit item to which you are applying the receipt must be set to allow natural application only. See: How AutoLockbox Creates Claims, page 6-84 and QuickCash, page 6-105.
- To evaluate imported credit memos against paid invoices, and automatically determine how to treat the receipt, the transaction type of the debit item to which you are applying the credit memo must be set to allow natural application only. See: Importing Credit Memos, page 3-210 and Automated Receipt Handling for Credits, page 6-161.

**Note:** When importing credit memos against transactions with this kind of transaction type, refer to Automated Receipt Handling for Credits, page 6-161 to learn how to prevent AutoInvoice errors.

### Prerequisites

- Define your key segment values, *Oracle Applications Flexfields Guide*
- Define your key flexfield segments, *Oracle Applications Flexfields Guide*
- Define payment terms, page 2-109



## To define a transaction type:

1. Navigate to the Transaction Types window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. Enter a Name and Description for this transaction type.
3. Enter a Class for this transaction type. Choose from the following classes: Invoice, Chargeback, Credit Memo, Debit Memo, Deposit, or Guarantee.

If you choose Deposit or Guarantee, Receivables sets Open Receivable and Post to GL to Yes, Allow Freight, Tax Calculation, and Allow Overapplication to No, Creation Sign to 'Positive Sign,' and Natural Application Only to Yes. You cannot change these options. See: Define Your Commitment Transaction Types, page 3-249.

To define a bills receivable transaction type, see: Bills Receivable Transaction Types, page 2-177.

4. If this transaction type's class is not Deposit or Guarantee, indicate whether you want transactions with this type to update your customer balances by checking or unchecking the Open Receivable box.

If Open Receivable is set to Yes, Receivables updates your customer balances each time you create a complete debit memo, credit memo, chargeback, or on-account credit with this transaction type. Receivables also includes these transactions in the standard aging and collection processes.

If you are defining a 'void' transaction type, set Open Receivable to No.

**Tip:** You can use the Open Receivable option to implement an approval cycle for any temporary or preliminary debit memos, credit memos, on-account credits, chargebacks, and invoices that you may use in your business. For particularly sensitive debit memos, credit memos, on-account credits, chargebacks, and invoices that you may want to review, you can define a transaction type called Preliminary with Open Receivable set to No. This transaction type does not update your customer balances. When you review and approve the item, you can then change the transaction type to Final (a transaction type that you define with Open Receivable set to Yes) which will update your customer's balances.

5. To be able to post transactions with this type to your general ledger, check the Post To GL box. The default is the value you specified for the Open Receivables option. This box must be checked if the class is Deposit or Guarantee.

If you are defining a 'void' transaction type, do not check this box.

6. Enter the payment Terms to use for transactions with this transaction type.

Any payment terms entered at the customer level will override the payment terms that you enter here.

7. Choose a default Printing Option for transactions with this transaction type. Choose Print or Do Not Print. You can override this value when entering transactions.

**Note:** If you choose Do Not Print, iReceivables does not display the details for transactions with this transaction type.

8. Choose a Transaction Status of Open, Closed, Pending, or Void. Use these statuses to implement your own invoice approval system. Enter 'Void' to void debit memos, on-account credits or invoices to which you assign this transaction type.
9. To allow freight to be entered for transactions with this transaction type, check the Allow Freight box.
10. To let Receivables calculate tax for transactions with this transaction type, check the Tax Calculation box.

If you do not check this box, the Tax Code field in the Lines window will be optional, not required. If you do *not* enter a tax code on the transaction line, then Receivables will not perform tax calculations or create tax accounting entries for transactions with this transaction type (this is also true for transactions in Oracle Order Management and Oracle Sales and Marketing).

See: Setting Up Tax: An Overview, *Oracle Receivables Tax Manual*.

11. Choose a Creation Sign. The default is Positive Sign for transaction types with a class of either Guarantee or Deposit. If you are using the Cash Basis accounting method, your transaction's creation sign must be either Positive Sign, Negative Sign, or Any Sign. You cannot update this field after you enter transactions with this type.
12. If this transaction type's class is not Deposit or Guarantee and you want to restrict the direction in which items with this transaction type can be updated by applications entered against them, check the Natural Application Only box. If you check this box, Receivables sets Allow Overapplication to No.

**Note:** If the Allow Overapplication box is checked and you then check the Natural Application Only box, Receivables automatically unchecks the Allow Overapplication box. To check the Allow Overapplication box again, you must first manually uncheck the Natural Application Only box. You can update these options.

For Cash Basis accounting, both check boxes are unchecked and you cannot change these options. In this case, the balance of transactions with this transaction type can be updated in any direction in the *same sign*.

If you want AutoInvoice to automatically evaluate imported credit memos for receipt handling, then select the Natural Application Only check box. See: Automated Receipt Handling for Credits, page 6-161.

13. Enter an Application Rule Set for this transaction type or select one from the list of values (optional). An Application Rule Set determines the default payment steps when you use the Applications window or AutoLockbox to apply receipts to transactions using this type. If you do not enter a rule set, Receivables uses the rule set in the System Options window as the default. See: Receivables Application Rule Sets, page 6-34.
14. If this transaction type's class is not Deposit or Guarantee, and you did not check the Natural Application Only box, choose whether to Allow Overapplication against items with this transaction type by checking or unchecking this box. You can update these options.

If you use the Cash Basis accounting method, the default value is No and you cannot change it.

15. If this transaction type's class is either Deposit or Guarantee, enter the Invoice Type to use for invoices entered against commitments or deposits with this transaction type. When you enter an invoice against either a deposit or a guarantee with this transaction type, the value you enter here is the default invoice transaction type.
16. If this transaction type's class is Deposit, Guarantee, Debit Memo, or Invoice, enter the Credit Memo Type to use when crediting items with this transaction type (optional). When you enter a credit memo against an invoice with this transaction type, the value you enter here is the default credit memo transaction type.
17. If this transaction type's class is Invoice, Chargeback, Credit Memo, Debit Memo, or Guarantee, then define the accounting for this transaction type in the Accounts tabbed region.

If this transaction type's class is Bills Receivable, then define the accounting for this transaction type in the Bills Receivable tabbed region.

If this transaction type's class is Deposit, then define the accounting for this transaction type in the Deposit tabbed region.

18. Enter the Receivable Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the receivable accounts for transactions with these types. Receivables creates a receivables transaction record using this account so you can transfer to your general ledger and create a journal entry if Post To GL is Yes for this transaction type.

**Tip:** For Guarantee transaction types, enter the Accounting Flexfield for your Unbilled Receivable account in the Receivable Account field. Receivables only uses the Unbilled Account field to determine the Unbilled Receivable account for invoices with the rule 'Bill in Arrears.'

**Tip:** For Chargeback transaction types, enter the Receivable Chargeback account. The offset to the Receivable account on the original debit transaction will be generated by the chargeback adjustment.

**Note:** Receivables does not require you to enter a Receivable account for Credit Memo transaction types if the profile option Use Invoice Accounting for Credit Memos is set to Yes; otherwise, you must enter a Receivable Account.

19. Enter a Freight Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the freight account for transactions with this transaction type. Receivables skips this field if this transaction type's class is Guarantee or if Allow Freight is set to No.
20. Enter a Revenue Account for transactions with this transaction type. Receivables skips this field if Allow Freight is set to No. Receivables uses this information, along with your AutoAccounting definition, to determine the revenue account for transactions with this transaction type.

**Tip:** For Guarantee transaction types, enter the Accounting Flexfield for your Unearned Revenue account in the Revenue Account field. Receivables only uses the Unearned Account field

to determine the Unearned Revenue account for invoices with the rule Bill In Advance.

**Note:** Receivables does not require you to enter a Revenue Account for Credit Memo transaction types if the profile option Use Invoice Accounting for Credit Memos is set to Yes. Otherwise, you must enter a Revenue Account.

21. If this transaction type's class is Invoice or Debit Memo, enter a Clearing Account for transactions with this transaction type. Receivables uses this account to hold any difference between the revenue amount specified for the Revenue account and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for transaction sources that you use for your imported transactions.

22. If this transaction type's class is Invoice or Credit Memo, enter an Unbilled Receivable Account. When you use the Bill In Arrears invoicing rule, Receivables uses this information, along with your AutoAccounting definition, to determine the Unbilled Receivable account for transactions with this transaction type.

**Tip:** For transaction types with a class of Guarantee, enter the Accounting Flexfield for your unbilled receivable in the Receivable Account field, as described above.

23. If this transaction type's class is Invoice or Credit Memo, enter an Unearned Revenue Account. Receivables uses this information, along with your AutoAccounting definition, to determine the unearned revenue account for transactions with this transaction type. Receivables only uses this account when your transaction's invoicing rule is Bill In Advance.

**Tip:** For transaction types with a class of Guarantee, enter the Accounting Flexfield for your Unearned Revenue account in the Revenue Account field, as described above.

24. If this transaction type's class is Invoice, Credit Memo, or Debit Memo, enter a Tax Account. Receivables uses this information along with your AutoAccounting definition to determine the tax account for transactions with this transaction type.

25. Enter the range of dates that this transaction type will be active. The default Start Date is today's date, but you can change it. If you do not enter an End Date, this transaction type will be active indefinitely.

26. If this transaction type's class is Deposit, then complete these fields in the Deposit tabbed region:

- In the Allocation Basis field, indicate how you want to apply the balance of deposits with this transaction type to transactions.

You can select *Lines Only* to apply deposits to invoice lines only. Or, you can select *Lines, Tax and Freight* to include tax and freight amounts on invoices when applying deposits to transactions.

- Enter a Receivable Account for deposits with this transaction type.
- Enter an Offset Account for deposits with this transaction type.

If you set the AR: Deposit Offset Account Source profile option to *Transaction Type*, then Receivables uses the Offset Account that you specify here to derive the offset account for deposits. Otherwise, Receivables uses AutoAccounting to derive the deposit's offset account.

For more information, see: Overview of Receivables User Profile Options, page B-2.

## Related Topics

- Entering Transactions, page 3-2
- Entering Invoices with Rules, page 3-20
- Using AutoAccounting, page 3-243
- Transaction Types Listing Report, page 11-128

## Bills Receivable Transaction Types

Bills receivable transaction types indicate the type of bill receivable, such as accepted bill, promissory note, or unsigned bill, and define accounting and other attributes for bills receivable. You enter a transaction class of 'Bills Receivable' to enable the Bills Receivable tabbed region for entering bills receivable transaction type information.

### To define a bills receivable transaction type:

1. Navigate to the Transaction Types window.
2. Enter a Name and Description for this bills receivable transaction type.
3. Enter Bills Receivable in the Class field.
4. Enter Print or Do Not Print in the Printing Option field.

**Note:** If you check the Signed box, then you must enter Print.

5. Enter an Application Rule Set for this transaction type. Receivables uses the rule set that you enter when receipts are applied against a bill receivable.
6. In the Start Date and End Date fields, enter the range of dates that this transaction type is active.
7. Open the Bills Receivable tabbed region.
8. In the Bills Receivable field, enter the account segment for open bills receivable with this transaction type.
9. In the Unpaid Bills Receivable field, enter the account segment for bills receivable with this transaction type that are unpaid at the maturity date.
10. In the Remitted Bills Receivable field, enter the account segment for bills receivable with this transaction type that were remitted to a remittance bank.
11. In the Factored Bills Receivable field, enter the account segment for bills receivable with this transaction type that were factored to a bank or other financial institution.
12. If you use the CSB32 Bills Receivable magnetic format to transmit bills receivable remittances, enter a Magnetic Format Code. The code is used to distinguish the type of bill.

**Note:** Make sure that you identify the same type of bill using the Signed and Issued by Drawee boxes (step 14).

13. Enter the default Format Program Name to use to format bills receivable for this transaction type. This field is mandatory if Printing Option is set to Print, or if the Signed box is checked.
14. Use the Signed and Issued by Drawee boxes to identify the type of bill receivable for this transaction type according to the combinations in this table:

TYPE OF BILL	Signed	Issued by Drawee
Requires acceptance	Checked	Unchecked
Issued by drawee	Unchecked	Checked
Unsigned bill	Unchecked	Unchecked

## Transmission Formats

Use the Transmission Formats window to define the transmission formats that AutoLockbox uses when importing data into Receivables. Transmission formats specify how data in your lockbox bank file is organized so it can be successfully imported into the Receivables interface tables. You can define as many transmission formats as you want.

Receivables provides the following transmission formats:

- Example (arxmpl.ctl): A format that contains an example of lockbox header information, several receipt records, and overflow receipt records.
- Default (ardeft.ctl): A standard BAI (Bank Administration Institute) format used by most banks.
- Convert (arconv.ctl): A standard format used for transferring payment information from other systems.
- Cross Currency (arxcrr.ctl): A default format used for importing cross currency receipts.
- Zengin (arzeng.ctl): A format used to import bank files in the Japanese Zengin format. See: Alternate Names Receipt Matching Window, page 6-90.

These files are located in the \$AR\_TOP/bin directory and are compatible with corresponding standard SQL\*Loader control files.

You use an SQL\*Loader control file to import data from bank files to Receivables. If you define a different transmission format or edit the existing Default or Convert formats, you must edit the SQL\*Loader control file before you can import data into Receivables. The transmission format is used by the validation program to ensure that data is correctly transferred from the bank file into Receivables.

Active transmission formats appear in the list of values of the Submit Lockbox Processing window. You can make a transmission format obsolete by changing its status to Inactive, and then saving your work.

## Valid Field Types

When defining your transmission fields, you can choose from the following field types:

**Account:** Your customer's bank account. The bank account number and the transit routing number make up your customer's MICR number.

**Alternate Name:** The alternate name for this customer.

**Amount Applied 1 to 8:** The amount applied to each invoice, debit memo, or chargeback. Each payment or overflow payment record can accommodate up to eight debit item numbers. For cross currency applications, this is the amount to apply in the *transaction* currency and corresponds to the Amount Applied field in the Applications window.

**Amount Applied From 1 to 8:** Used for cross currency receipt applications, this is the amount applied to each transaction in the *receipt* currency. Each payment or overflow payment record can accommodate up to eight debit item numbers. This field corresponds to the Allocated Receipt Amount field in the Applications window.

**Attribute 1 to 15:** Use attributes to enter Descriptive Flexfield segments. Attributes can only be assigned to Payment records, and they become the Descriptive Flexfield data in the QuickCash, Receipts, and Applications windows.

**Bank Transaction Code:** A code defined for each account that is used by your bank to uniquely identify the kind of transaction in a bank statement (for example, debit, credit, void). This is also used by Oracle Cash Management to determine a receipt's effective date.

**Batch Amount:** The total receipt batch amount for a specific bank batch.

**Batch Name:** The name of the batch for a specific bank batch.

**Batch Record Count:** The total number of payment records in a specific bank batch. The total number of all batch record counts equals the Lockbox Record Count. This does not include overflow payments, headers, or trailers.

**Billing Location:** Your bank will be able to transmit the billing location of the payment. You must only specify the field name and the field positions that the billing location occupies in the transmitted data file.

**Comment:** Any comments you want to associate with this transmission.

**Currency Code:** The currency of the payment. For cross currency payments, you can also enter the Invoice Currency Code (see below). If you do not enter a value in this field, AutoLockbox derives the currency code from the information that is provided in the Amount Applied and Amount Applied From fields.

**Customer Bank Branch Name:** The name of your customer's bank branch.

**Customer Bank Name:** The name of your customer's bank.

**Customer Number:** The identification number of the customer who submitted a payment.

**Customer Reason 1 to 8:** The customer's reason why their payment shows a discrepancy (used by Oracle Trade Management).

**Customer Reference 1 to 8:** Customer comments about this payment.

**Deposit Date:** The date the bank receives and deposits your customer's payment.

**Deposit Time:** The time at which the bank receives and deposits your customer's payment.

**Destination Account:** Your business's bank account. Your business may have more than one bank account.

**Effective Date:** The date on which the bank determines a customer's balance to apply interest (used by Oracle Cash Management's Cash Forecasting feature).

**Exchange Rate:** The exchange rate associated with this payment if you are using AutoLockbox to import foreign currency receipts.

**Exchange Rate Type:** The exchange rate type used to convert a foreign currency receipt to your functional currency. Values include Corporate, Spot, or User. For more information, see: Foreign Currency Transactions, page 3-24.

**Invoice 1 to 8:** The invoices, debit memos, and chargebacks to which you apply your payment. Each payment or overflow payment record can accommodate up to eight debit item numbers.

**Invoice 1 to 8 Installment:** The installment number for this invoice.

**Invoice Currency Code 1 to 8:** The currency of the transaction. This field is used for cross currency receipt applications. This field is optional.

**Item Number:** A sequence number that your bank assigns to a specific payment. This number associates an invoice with a receipt.

**Lockbox Amount:** The total payment amount in a specific lockbox.

**Lockbox Batch Count:** The total number of bank batches in a specific lockbox.

**Lockbox Number:** The identification number for a specific lockbox.

**Lockbox Record Count:** The number of payment records in a specific lockbox (this does not include overflow payments, headers, or trailers).

**Matching Date 1-8:** The dates to use to match receipts with transactions if you are using the Match on Corresponding Date option for this Lockbox.

**Origination:** The bank origination number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

**Overflow Indicator:** This type indicates whether there are any additional overflow records for this payment.

**Overflow Sequence:** A sequence number that your bank assigns to each overflow payment.

**Payment Method:** The payment method associated to this lockbox.

**Payment Number:** The identification number of a payment. For example, a check number.

**Receipt Date:** The date your customer made a payment.

**Record Identifier:** A number that identifies the kind of transmission record. You specify this number in the Identifier field in the Transmission Formats window.

**Remittance Amount:** The amount of a payment.

**Remittance Bank Branch Name:** The name of the bank branch from which this payment originated.

**Remittance Bank Name:** The name of the bank from which this payment originated.

**Status:** The status of this payment.



**Total Record Count:** The total number of transmission records in a bank file. This includes headers, trailers, payments, and overflow records.

**Trans to Receipt Rate 1 to 8:** The exchange rate used to convert the receipt amount from the receipt currency to the transaction currency. This field is used for cross currency receipt applications when the receipt and transaction currencies do *not* have a fixed exchange rate (the euro and all NCUs have fixed exchange rates with each other). If the currencies have a fixed rate, this field is optional (AutoLockbox derives the rate to use in this case).

**Transit Routing Number:** The number that uniquely identifies your customer's bank. The transit routing number and the customer bank account number make up your customer's MICR number.

**Transmission Amount:** The total amount of payments for a bank file.

### To define a transmission format:

1. Navigate to the Transmission Formats window.
2. Enter a Name for this transmission format.
3. Enter a Description of this transmission format (optional).
4. If you want to import bank files in the Japanese Zengin format into Receivables using AutoLockbox, specify the character set that you will use in the Zengin Character Set field. Choose from one of the following Japanese character sets:
  - EBCDIC
  - SJIS
5. Enter an Identifier that uniquely identifies each record type in a transmission format. Your bank defines this value and uniquely identifies each type of record in the bank file.
6. Enter the Record Type associated with this identifier. Following are valid record types:
  - **Batch Header:** A Batch Header marks the beginning of a specific batch. Batch Headers usually contain information such as batch number, deposit date, and lockbox number.
  - **Batch Trailer:** A Batch Trailer marks the end of a specific batch. Batch Trailers usually contain information such as batch number, lockbox number, batch record count, and batch amount.
  - **Lockbox Header:** A Lockbox Header marks the beginning of a specific lockbox. Lockbox Headers usually contain information such as destination account and origination number.
  - **Lockbox Trailer:** A Lockbox Trailer marks the end of a specific lockbox. Lockbox Trailers usually contain information such as lockbox number, deposit date, lockbox amount, and lockbox record count.
  - **Overflow Receipt:** An Overflow Payment usually contains invoice information for a specific payment such as batch number, item number, sequence number, overflow indicator, invoice number, debit memo number, or chargeback number, and debit item amounts. Receivables combines the overflow and payment records to create a logical record to submit payment applications.

- **Receipt:** A Payment usually contains information such as MICR number, batch number, item number, check number, and remittance amount.
- **Service Header:** Service Header records contain general information about your transmission.
- **Transmission Header:** A Transmission Header marks the beginning of a specific data file. Transmission Headers usually contain information such as destination account, origination number, deposit date, and deposit time.
- **Transmission Trailer:** A Transmission Trailer marks the end of a specific data file. Transmission Trailers usually contain information such as total record count.

**Note:** Your bank file might not contain all of these record types. You should define your transmission format to only include the record types you actually use.

7. Choose Transmission Fields. Identify the characteristics of your transmission format records. You specify the size, order, and format of each transmission record. Receivables lockbox transmission program only validates fields that you define in your transmission format. The transmission format must be fully compatible with how you organize data in your lockbox file.
8. Enter Start and End Position numbers for this record type. These positions determine how Receivables identifies the starting and ending position of your field type when you import data from your bank file.
9. Enter the Field Type to assign to the start and end positions (see Valid Field Types above).
10. Enter either Left or Right in the Justify field to indicate from which side Receivables will start reading data in the transmission field. For example, if you enter 'Left,' Receivables starts reading data from left to right. The default is Left.
11. Enter the type of character that your bank places in the extra spaces for this field type in the Fill Symbol field. Valid values are 'Blank' or 'Zero.'
12. If the field type is related to a date, enter the Date format your bank uses, or select from the list of values. This field is required when Field Type is either Deposit Date or Receipt Date.
13. If the field type is related to time, enter the Time format your bank uses. This field is required when your Field Type is Deposit Time.
14. Enter either Yes or No in the Format Amount field to indicate whether you want Receivables to reformat the amount transmitted (optional). If you enter Yes, Receivables will round the amount to the same degree of precision and the same number of decimal places as your functional currency format. For example, if your functional currency is USD (precision = 2) and you set this option to Yes, a value of '50000' in the bank's data file will be formatted as '500.00;' otherwise, this value will not be formatted and will appear as '50000.'

This field is required when your Field Type is Amount Applied 1-8, Batch Amount, Lockbox Amount, Remittance Amount, or Transmission Amount.

15. Enter a value that indicates that there are additional overflow records for your transmission record (optional). For example, in the Default format the overflow indicator is 0.

16. Enter a Description for the field type you are defining (optional). Use field descriptions to help you recognize what information is contained in a particular field type.

## Related Topics

Using AutoLockbox, page 6-68  
Running AutoLockbox, page 6-94  
Viewing Transmission History, page 6-104

## Unit of Measure Classes

Define unit of measure classes to group units of measure with similar characteristics. For example, the unit of measure class 'Length' might contain the units of measure inches, feet, and yards. Use the Unit of Measure Classes window to define and update unit of measure classes and the base unit of measure for each class.

For a complete description of this window and its fields, see: Overview of Units of Measure, *Oracle Inventory User Guide*.

You define and assign units of measure (other than the base unit) to a class in the Units of Measure window. See: Units of Measure, page 2-183.

### To define a unit of measure class:

1. Navigate to the Unit of Measure Classes window.
2. Enter a unique unit of measure class Name.
3. Enter a Description for this class (optional).
4. Enter a unique Base Unit abbreviation. For example, you could use mnemonics such as 'EA' for each or 'HRS' for hours.
5. Enter a unique UOM abbreviation to define the unit of measure that acts as the base unit of measure in this class.
6. Enter the date this unit of measure class will become Inactive On (optional). If you do not enter an inactive date, this class will be valid indefinitely.

## Related Topics

Units of Measure, page 2-183

## Units of Measure

Define units of measure for tracking, issuing, purchasing, receiving, and storing inventory items. Receivables provides default units of measure from the items on invoice and credit memo lines. Valid units of measure are ones that are in the same class as the unit of measure on the item.

For a complete description of this window and its fields, see: Overview of Units of Measure, *Oracle Inventory Reference Manual*.

**Note:** Receivables does not perform unit of measure conversions, so if you change your unit of measure in the Transaction or Credit Memo windows, the list price will not be updated.

#### **Prerequisites**

- Define unit of measure classes, page 2-183

#### **To define units of measure:**

1. Navigate to the Units of Measure window.
2. Enter a unique Name for this unit of measure.
3. Enter a unique UOM abbreviation.
4. If this is the base unit of measure you defined for the unit of measure class, check the Base box.
5. If you did not enter this window from the Unit of Measure Class window, enter the Class to assign to this unit of measure, or select from the list of values.
6. Enter the date this unit of measure will become Inactive On (optional). If you do not enter an inactive date, this unit of measure will be valid indefinitely.

#### **Related Topics**

Items, page 2-85

Defining Unit of Measure Conversions, *Oracle Inventory User Guide*

---

# Transactions

This chapter covers the following topics:

- Entering Transactions
- Foreign Currency Transactions
- Recognizing Revenue
- Revenue Accounting
- Event-Based Revenue Management
- Entering Invoices with Installments
- Entering Commitments
- Batching Transactions for Easy Entry and Retrieval
- Completing Transactions
- Copying Invoices
- Printing Transactions
- XML Receivables Documents
- Maintaining Transactions
- Crediting Transactions
- Creating On-Account Credit Memos
- Accounting for Credit Memos
- AME Credit Memo Request Workflow
- Credit Cards
- Credit Card Refunds
- Correcting Credit Card Errors
- Running AutoInvoice
- Importing Transaction Information Using AutoInvoice
- Oracle Exchange Invoice Import Request Set
- About Adjustments
- Invoices with Rules
- Using AutoAccounting

- Using Commitments
- Understanding Your Printed Transactions
- Consolidated Billing

## Entering Transactions

Use the Transaction window to enter your invoices, debit memos, credit memos, and commitments. You can also query and update your transactions in this window and review your transactions and chargebacks in the Transactions Summary window. For a list of fields you can update, see: *Maintaining Your Transactions*, page 3-69

From this window, you can also quickly view the balance due on a transaction, and drill down to view more details in the Balances window. See: *Viewing Transaction Balances*, page 8-11.

When you enter an invoice, Receivables uses your AutoAccounting rules to determine your default general ledger accounts. See: *Using AutoAccounting*, page 3-243.

You can enter transactions one at a time or in a group called a batch. See: *Batching Transactions for Easy Entry and Retrieval*, page 3-48.

Your system administrator determines whether you can delete a transaction. See: *Function Security in Oracle Receivables*, page C-1.

**Note:** You can view the detail accounting lines for existing transactions in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: *Viewing Accounting Lines*, page 9-22.

**Note:** If you are using Multiple Reporting Currencies (MRC) functionality, then you can use the View Currency Details window to view transaction amounts in both your primary and MRC reporting currencies.

See: *Viewing MRC Details for a Transaction*, page 9-29.

## Previewing Transactions Online

If you use Bill Presentment Architecture (BPA), then you can use the BPA icon to preview completed transactions online. See: *Viewing Online Bills*, page 4-30.

## Transaction Types

Transaction types determine whether a transaction updates your open receivables, can be posted to your general ledger, if Receivables calculates tax, the transaction's creation sign, and whether transactions with this type use natural application only or will allow overapplication. The transaction type also provides the default transaction class, payment term, and printing options for each transaction.

You can set up AutoAccounting to use transaction types when determining your general ledger accounts. If AutoAccounting depends on transaction type and you change this value, Receivables displays a pop-up window asking you if you want to recalculate all of your general ledger accounts. If you choose Yes, Receivables reruns AutoAccounting

and makes the appropriate changes to your accounts (unless the transaction is a chargeback). See: Transaction Types, page 2-171

#### **Prerequisites**

- Define transaction types, page 2-171
- Define AutoAccounting, page 2-38
- Define transaction batch sources, page 2-165
- Define accounting rules (optional), page 2-22
- Set up document numbering (optional), page 2-64

### **To manually enter an invoice or a debit memo:**

1. Navigate to the Transactions window.
2. Enter the transaction batch Source for this transaction. The default is the value of the AR: Transaction Batch Source profile option. If no value exists, then you must enter a source.  
  
The transaction batch source specifies automatic or manual invoice numbering and the transaction type. The transaction batch source also determines which attribute of the Invoice Transaction Flexfield is used to default into the Reference field, although you can override the default. See: Transaction Batch Sources, page 2-165.
3. Enter the Date of this transaction. The default date is either the batch date or, if there is no batch information, the current date.
4. If your batch source does not specify Automatic Invoice Numbering, enter a transaction Number. Otherwise, Receivables assigns a number when you save. If you are adding transactions to a batch, the transaction number must be unique within this batch.

**Important:** Once you save a transaction, you cannot update the transaction number.

5. Enter the GL Date for this transaction. The default date is either the batch date or, if there is no batch information, the current date.
6. Choose the Class of this transaction.
7. Enter the Currency of this transaction. The default currency is either the currency entered at the batch level or your functional currency, but you can change it to any currency that is defined in Receivables. If the currency is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions, page 3-22.

**Note:** You can optionally account for rounding differences that can occur when you create foreign currency transactions by enabling: Header Level Rounding, page 2-83.

8. Choose a transaction Type.
9. If you are using manual sequence numbering, then enter a unique Document Number. See: Implementing Document Sequences, page 2-64.
10. Enter the ship-to customer (optional).

11. Enter the customer Bill-to Name and Location for this transaction.

If the bill-to customer has a primary bill-to location, then Receivables defaults the location and address.

If no primary bill-to location exists for the customer, however, then you must select a valid bill-to location from the list of values.
12. Accept the default sold-to customer, or enter a new customer.

See: Transactions Window Field Reference, page 3-6.
13. Accept the default paying customer, or enter a new customer.

Use these fields in conjunction with an automatic payment method to indicate that this transaction will be paid by automatic receipt.

See: Transactions Window Field Reference, page 3-6.
14. If you are creating an invoice against a commitment, enter the Commitment, or choose one from the list of values.

**Note:** You can also add a deposit to an invoice that is already completed. See: Using Commitments, page 3-248.
15. Enter a Salesperson (optional).

If the system option Require Salespersons is Yes and you did not assign a salesperson to this customer at the customer or site level, then the default is No Sales Credit. To see how Receivables chooses a default salesperson for your transactions, see: Salespersons, page 2-122.

For more information about sales credits, see: Entering Revenue Credits, page 3-17.
16. If you want to assign invoicing rules, see: Entering Invoices with Rules, page 3-20.
17. Enter the Payment Term for this transaction.

Receivables calculates the Due Date based on the payment term and date of this transaction. If you enter a split payment term, the due date is the date when the first installment is due.

See: Entering Invoices with Installments, page 3-45.

Receivables uses the following hierarchy to determine the default payment terms, stopping when one is found:

  - customer bill-to site level
  - customer address level
  - customer level
  - Transaction Type
18. Select a payment method for this transaction.

You can select any payment method from the list of values, as long as the invoice date is within the payment method active date range and the payment method has bank accounts in the currency of the invoice or at least one of its bank accounts has the Receipts Multi-Currency flag set to Yes.



If the invoice is being paid by an automatic method, such as credit card, direct debit, or bills receivable, then you must assign an automatic payment method to this invoice.

See: Transactions Window Field Reference, page 3-6.

19. Open the More tabbed region, then enter the Remit To Address for this transaction. The default is the remit-to address assigned to the country, state, and postal code combination for this customer's address.

The More tabbed region also includes other important attributes of the transaction that you are entering. See: More Tabbed Region, page 3-8.

20. To enter the goods or services to bill to this customer, choose Line Items, then enter the Item, Quantity, and Unit Price for each item. Receivables automatically calculates the total Amount for each line. See: Lines Field Reference, page 3-10.

**Note:** You can use standard memo lines instead of items if, for example, you have not installed Oracle Order Management or if you want to enter a line that is not a standard inventory item. To enter a memo line, place your cursor in the Description field, then select a standard memo line from the list of values. (You must use the list of values when entering a standard memo line.) See: Standard Memo Lines, page 2-125.

Receivables displays a default Tax Code (or tax group) if you defined one at one of the following levels: item, customer, customer site (and system level, if your tax method is 'VAT'). You can override this value if the profile option Tax: Allow Override of Tax Code is set to Yes.

**Note:** If you override a tax code, Receivables preserves the override across all updates to the invoice. Similarly, changing the ship-to address or the line item could change the default tax code.

**Important:** If AutoAccounting depends on Standard Lines and you change the Item field, Receivables displays a pop-up window asking if you want to rerun AutoAccounting for this invoice line. If you choose Yes, Receivables reruns AutoAccounting, changes your revenue account, and changes tax rate information (if your tax information changed). If you choose No, Receivables neither reruns AutoAccounting nor changes tax rate information if your tax information changed. If AutoAccounting does *not* depend on Standard Lines and you change to an item with a new tax code, Receivables asks if you want to recalculate tax information for your invoice lines.

If you change the Item field and Tax Calculation is Yes and Tax Lines exist - or if Tax Calculation is No but you calculate tax automatically - Receivables asks you if you want to recalculate tax. If you choose Yes, Receivables recalculates the tax; otherwise, it does not let you make the change.

21. If you entered an inventory item, enter a Warehouse Name to indicate the ship-from location for this item (optional). If AutoAccounting is based on Standard Lines, you can use the inventory item and warehouse name to create accounting

flexfield information. For example, you use multiple inventory organizations and set up AutoAccounting to create the Revenue account based on standard lines. AutoAccounting uses the item and warehouse that you enter here to create the Product segment of your Revenue account. See: AutoAccounting, page 2-38.

22. To review or update tax information for this line, choose Tax. See: Entering Tax Information., page 3-12 To review tax exemption information for this line, choose Lines, then open the Tax Exemptions tabbed region.

**Important:** You cannot review tax information for a line if the standard line type is Freight or Charges, or if the transaction is a chargeback.

23. To enter Freight information for this transaction, choose Freight. See: Entering Freight Information, page 3-14.  
To enter Freight information for an invoice line, select the line, then choose Freight. See: Entering Freight Information, page 3-14.
24. To review or update accounting information, choose Distributions. See: Reviewing Accounting Information, page 3-16.
25. To review or update Sales Credit information, choose Sales Credits. See: Entering Revenue Credits, page 3-17.
26. Save your work. If you are ready to complete this transaction, see: Completing Transactions, page 3-49.

## Related Topics

Transactions Window Field Reference, page 3-6  
Lines Window Field Reference, page 3-10  
Entering Quick Transactions, page 3-19  
Accounting for Transactions, page 9-30  
Entering Commitments, page 3-46  
Batching Transactions for Easy Entry and Retrieval, page 3-48  
Completing Transactions, page 3-49  
Maintaining Transactions, page 3-68  
Printing Transactions, page 3-54  
Crediting Transactions, page 3-76  
Importing Transactions Using AutoInvoice, page 3-186  
Adjusting Transactions, page 3-229  
Viewing Transaction Balances, page 8-11

## Transactions Window Field Reference

This section provides a brief description of fields in the Transactions window. If a field is in a different window, such as the Transactions Summary or Transaction Batches window, this is noted.

**Account Number:** The bank account number. If the profile option AR: Mask Bank Account Numbers is set to Yes, some bank account numbers appear as asterisks (\*). See: Overview of Receivables Profile Options, page B-2.

**Balance Due:** Use this region to view the balance due on a transaction. Choose Details to navigate to the Balances window. Choose Refresh to recalculate the transaction balances without closing the window. See: Viewing Transaction Balances, page 8-11.

**Consolidated Bill Number:** The consolidated billing invoice number on which this transaction appeared. You can view all transactions that appeared on a specific consolidated billing invoice by entering a consolidated bill number and performing a query on this field. This field appears only if the Show Billing Number system option check box is selected. See: Consolidated Billing, page 3-255.

**Control Amount:** (Transaction Batches window) The total amount of invoices in this batch. If you enter invoices in different currencies, enter the total amount irrespective of currency. For example, if you intend to enter two invoices, one for 100 US Dollars and the other for 50 euros, enter 150 here.

**Expiration Date:** The date on which the payment method expires.

**Note:** If the payment method that you assigned to the invoice is a credit card payment method that is assigned to the paying customer, but the credit card expiration date is different than what exists on the bank record, then Receivables updates the bank record with the correct expiration date.

**Invoice Date:** Receivables prints the invoice date on your invoice. Receivables calculates the due date from the invoice date and payment terms you assign to this invoice. The default value is the batch date if you entered a batch, or the current date if you did not enter batch information.

If you change the invoice date, Receivables automatically recalculates the due date and the associated tax.

**Number:** If the Show Billing Number system option check box is selected, Receivables displays two transaction number fields. The first field displays the Consolidated Billing Invoice number that is associated with this transaction. The second field displays the transaction number. See: Consolidated Billing, page 3-255.

**Partially Purged:** (Transaction Batches window) If this box is checked, some of the transactions belonging to this batch have been deleted by the Archive Purge program. When transactions are partially purged, the Control Total section appears out of balance because the Actual Count and Amount fields no longer include the purged transactions.

**Paying Customer:** The customer associated with the customer bank account assigned to your invoice. This could be different from the billing customer if, for example, you wanted a primary customer to pay for related invoices.

**Payment Method:** The payment method assigned to this transaction.

In this list of values, Receivables displays all eligible payment methods in this sequence:

- All payment methods that are assigned to the paying customer bill-to address, not just the primary method, appear first in the list of values. These payment methods are indicated as assigned.
- Unassigned payment methods are displayed below the assigned payment methods.

Receivables uses the following hierarchy to default a value for this field:

- 1) the primary Payment Method of the parent site
- 2) the primary Payment Method of the primary customer
- 3) the primary Payment Method of the bill-to site
- 4) the primary Payment Method of the bill-to customer

**Note:** If the payment method that you assigned to the invoice is a credit card payment method that is not already assigned to the paying customer, then Receivables automatically updates the bank account and customer records with this payment method information.

**Period:** (Transaction Batches window) The accounting period that corresponds to the batch date you entered in the Date field. Use the Accounting Calendar window to define your accounting periods.

**Reference:** The transaction batch source for this transaction determines which attribute of the Invoice Transaction Flexfield is used to default into the Reference field. For manual transactions, you can override the default in the Reference field with other information about this transaction, such as a related transaction number or a customer name.

**Sold To Customer:** The customer to whom you sold the goods and services. This customer could be different from your ship-to or bill-to customer. The default is the bill-to customer for this transaction, but you can change it.

**Status:** (Transaction Batches and Transaction Batches Summary windows) The status of your batch. Use batch statuses to implement your batch approval cycle. Receivables provides several standard batch statuses and lets you define additional statuses in the Receivables Lookups window using the lookup type BATCH\_STATUS. Receivables treats batch statuses that you create as 'Open.'

## More Tabbed Region

**Address:** The remit-to address for this transaction. The remit-to address is the address to which customers send payments. The default is the remit-to address assigned to the country, state, and postal code for this customer address, but you can change it.

**Agreement:** If entering an invoice, this is the order agreement this invoice is against. You can only enter this field if you have defined an agreement with the selected customer or customers related to the selected customer. You can associate an agreement with your customer in the Sales Orders window in Oracle Order Management.

If you are entering a commitment, this is the agreement to associate with this commitment. You can only use agreements defined in Oracle Order Management.

**Comments:** Any comments about this transaction. If this transaction is a credit memo, this field displays information entered in the Comments field of the Credit Transactions window. This text does not appear on the printed transaction.

**Cross Reference:** The transaction to relate to this invoice. This field is optional. You can choose any transactions that are assigned to your bill-to customer or a selected customer. If you enter a cross reference transaction number and then change your bill-to customer, Receivables will erase the value in this field.

**Default Tax:** You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the

default value of 'Standard' if you want tax to be calculated as per the normal procedures set up in Receivables. Enter 'Exempt' to force tax exemption on the invoice lines, and your system option Use Customer Exemptions is set to Yes. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no effect on existing invoice lines; only new invoice lines will get the new value as a default.

**Dispute Amount:** The current amount of this invoice, debit memo, or chargeback that is in dispute. Receivables sums up the dispute amounts for each installment of your payment schedule and displays the total in this field. You can either increase or decrease the dispute amount. If you enter 0 (zero), the debit item is no longer in dispute. If your debit item does not have split terms, then you can enter a dispute amount that is between zero and the balance due for this item.

You can also place a debit item in dispute in the Customer Calls window, and review your in dispute debit items in the Disputed Invoice Report. For debit items with split terms, you can enter the dispute amount for each installment in the Installments window or you can set it to either the balance due or zero in this field.

**Finance Charges:** Use this field to indicate whether finance charges are calculated against this invoice, debit memo, or chargeback. If you leave this field blank or choose 'If Appropriate', Receivables calculates finance charges according to your customer's credit profile. If you choose No, Receivables does not calculate finance charges on this transaction, regardless of the customer's credit profile.

**Original Transaction:** When you query a chargeback in the Transactions window, this field shows the transaction for which the chargeback was created.

**PO Date:** The purchase order date for this transaction. Receivables displays a warning message if the purchase order date is later than the transaction date. This field is for reference only and is not validated by Receivables.

**PO Number:** The purchase order number for this transaction. This field is for reference only and is not validated by Receivables.

**PO Revision:** The purchase order revision number for this transaction. This field is for reference only and is not validated by Receivables.

**Print Date:** The date on which this transaction was last printed.

**Print Option:** The printing option for this invoice. The default is the print option for this transaction type. Choose 'Print' for invoices you want to print. You can choose all new or changed invoices to print at one time. Choose 'Do Not Print' for invoices you do not want to print (for example, if you need to generate an invoice for internal purposes, but you do not want to send the printed invoice to your customer).

**Special Instructions:** Any special instructions for this transaction. You can enter up to 240 characters. The first 51 characters appear on the printed transaction. If this transaction is a credit memo, this field displays information entered in the Special Instructions field of the Credit Transactions window. You can define additional instructions in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups, page 2-87.

**Status:** (Transactions window) The status of this transaction. This is a user maintainable field and you can define values for it in the Receivables Lookups window. Possible values include Open, Pending, Closed, or Void. This field is not used by Receivables, therefore it is not updated automatically when an invoice is paid off, closed, etc. You have to manually update this field.

**Territory:** The sales territory for this invoice. The default is the value of the Source of Territory in the System Options window (for example, bill-to, ship-to, sales rep, or none).

### Notes Tabbed Region

**Date:** If you are entering a new note, the default is the current date. If this transaction is in dispute, this is the dispute date. If a call topic was recorded for this transaction in the Call Topics window, this is the date the call topic was entered.

**Source:** The source of this note. This is a display-only field. If you are entering a new note, the source is Invoice Maintenance. If a call topic was entered for this transaction, the source is Call Topic.

**Memo:** Any additional information about this transaction. If a call topic was entered for this transaction, information in the Notes tabbed region of the Call Topics window appears here. See: Recording Call Actions, page 8-15.

**Note:** The Credit Memo Request workflow uses the information in this field to document a disputed invoice's path through the approval process. See: AME Credit Memo Request Workflow, page 3-114.

### Commitment Tabbed Region

See: Entering Commitments, page 3-46.

### Reference Information Tabbed Region

Use the fields in this region only for chargebacks and credit memos.

**Reason:** The reason for this transaction.

- If this transaction is a credit memo, then this field holds the reason why the credit was requested.
- If this transaction is a chargeback that resolved a claim, then this field holds the reason for the chargeback.

See: Resolving Claims, page 6-169.

**Customer Reference:** Additional information from the customer about the reason for this transaction.

### Related Topics

Entering Transactions, page 3-2

Lines Window Field Reference, page 3-10

Batching Transactions for Easy Entry and Retrieval, page 3-48

### Lines Window Field Reference

This section provides a brief description of some of the fields in the transaction Lines window. Fields not included in this section are described in Entering Transactions, page 3-2.

**Amount Includes Tax:** This poplist indicates whether the amount for this line includes a tax. The default is the setting of the Inclusive Tax option of the tax code for this line. You can change this setting if the Allow Override option for this tax code is Yes. If you change this setting, Receivables recalculates the line amount.

**Note:** The Lines window is a folder form and you can choose to display three additional fields: the Amount Includes Tax, Net Amount, and Net Unit Price. The Amount Includes Tax field indicates whether the tax for this line is inclusive or exclusive. If this is an inclusive tax, the Net Amount and Net Unit Price fields display the amount and unit selling price for this line without tax. To display these fields, choose Show Field from the Folder menu, then select the field to view.

**Description:** The description for this invoice line. Receivables prints the description on the invoice. You can also choose standard memo lines that you previously defined, such as tax and freight charges. If you wish to update a previously chosen memo line, Receivables will only let you change the memo line to another of the same type. For example, if you have a tax memo line, you can only change it to another memo line of type 'Tax.'

If you entered a freight amount in the Transactions window or if the Allow Freight option for the transaction type associated with this invoice is set to No, standard memo lines with a type of Freight will not appear in the list of values. If the Allow Freight option for the transaction type you selected for this invoice is set to Yes, you can select standard memo lines with a type of Freight. After you select a standard memo line with a type of Freight, you can choose Freight to specify the amount of freight to assign to this line.

You can select standard memo lines with a type of Tax if the profile option Tax: Allow Manual Tax Lines is set to Yes. After you select a standard memo line with a type of Tax, you can choose the Tax button to specify the amount of tax to assign to this line.

**Total (Freight):** The total amount of freight for this transaction.

**Total (Lines):** The sum of all lines for this transaction. This amount does not include tax.

**Total (Tax):** The sum of all applicable tax for your transaction lines. This amount includes any inclusive and exclusive tax.

**Total (Transaction):** The sum of all lines, tax, and freight amounts for this transaction. This amount includes any inclusive and exclusive tax.

**Unit Price:** The unit selling price for this invoice line item. If you entered a standard line item, the default is the Unit List Price you entered for this standard line item in the Memo Lines window; there will be no default for System Items. If the currency of the invoice is different from the functional currency, the default unit price will be the Standard Price / Currency Exchange Rate. The default value for this field is zero for Tax and Freight lines. You can accept this price or enter the actual selling price. The unit price can be a positive or a negative number.

### Sales Order Tabbed Region

**Date:** The date you ordered this item. This field is for informational purposes only.

**Line:** The order line number to which this invoice line refers.

**Number:** The sales order line number for this invoice line.

**Rev:** The revision number for this order.

## Tax Exemptions Tabbed Region

**Certificate:** If you enter 'Exempt' in the Tax Handling field (see below), enter a tax exemption Certificate Number. Use the list of values to select an existing tax exemption certificate number.

**Reason:** If you enter 'Exempt' in the Tax Handling field, enter a Reason for creating this exemption, or select from the list of values. You can define additional exemption reasons in the Receivables Lookups window.

**Tax Handling:** You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the default value of 'Standard' if you want tax to be calculated as per the normal procedures set up in Receivables. Enter 'Exempt' if your system option Use Customer Exemptions is set to Yes and you want to force tax exemption on the invoice lines. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no effect on existing invoice lines; only new invoice lines will get the new value as a default.

You can create an unapproved exemption if the transaction type for this invoice has the Tax Calculation option set to Yes and your profile option Tax: Allow Override of Customer Exemptions is also set to Yes. After you enter 'Exempt' in the Tax field, do not select a certificate number; use the list of values to enter a Reason for this exemption. The unapproved exemption will be created at the level of your Sales Tax Location Flexfield structure to which you assigned the exempt level qualifier. If the exempt qualifier is not assigned to any of the segments of your Sales Tax Location Flexfield structure, then the unapproved exemption will be created for the whole customer. You can run the Tax Exempt Customer report to verify that the unapproved exemption was created or review your unapproved exemption in the Tax Exemptions window.

## More Tabbed Region

**Reason:** User-defined lookup code indicates the reason for a credit memo. Defaults from the invoice header level, but you can change it.

**Reference:** Any additional information about this line item.

**Translated Description:** A description of the inventory item in an alternate language. You enter this information when defining inventory items.

**Warehouse Name:** The ship-from location for this item. If AutoAccounting is based on Standard Lines, you can use the inventory item and warehouse you enter to create accounting flexfield information. See: AutoAccounting, page 2-38.

## Related Topics

Entering Transactions, page 3-2

Transactions Field Reference, page 3-6

Standard Memo Lines, page 2-125

Tax Exemptions, page 2-155

Viewing Transaction Balances, page 8-11

## Entering Tax Information

Receivables lets you enter and review tax information for your transaction lines in the Tax window. If the profile option Tax: Allow Manual Tax Lines is No, you can only review the tax lines Receivables automatically creates; you cannot manually enter or delete tax



lines in this case. Additionally, you cannot assign a tax code that must use inclusive tax to a manually entered tax line. If Allow Override is set to Yes for an inclusive tax code, you can assign it to a manually entered tax line, but you cannot use it as an inclusive tax code.

For each invoice line, you can assign multiple tax codes and calculate compound taxes. Receivables automatically recalculates your compounded tax amounts whenever you save your changes or move to another tax line.

You cannot review tax information for a line if the standard line type is either 'Freight' or 'Charges' or if the transaction is a chargeback.

#### **Prerequisites**

- Enter transactions, page 3-2
- Define your tax method (System Options window), page 2-129
- Define tax system options, page 2-132

#### **To enter or review tax information for a transaction or transaction lines:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.
3. To enter or review tax information for this transaction, choose Tax.

To enter or review tax information for a specific invoice line, choose Line Items, select the line to view, then choose Tax.

**Tip:** To enter or review tax information for all of your transaction lines, open the Tax for All Lines tabbed region.

4. Enter a Tax Code (optional). You can change an automatically generated tax code if the profile option Tax: Allow Override of Tax Code is set to Yes. Receivables calculates the associated Tax Rate and Amount when you save your work or move to the next invoice line. You can change the Tax Rate if the tax code is an ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes.
5. If you entered an ad hoc tax code, enter a tax Rate for this line (optional). If this is a standard tax line, the default tax amount is the Unit List Price of the standard memo line adjusted for any currency differences. You can change the tax Amount if this is an ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes. If you change the tax amount, Receivables changes the tax Rate.

**Note:** If you change the tax code for a line, Receivables will display the new tax rate and amount, regardless of whether this tax code is used to calculate compound tax. If AutoAccounting depends on tax code and you change this value, Receivables displays a pop-up window asking if you want to rerun AutoAccounting for this invoice line. If you choose Yes, Receivables reruns AutoAccounting and changes your tax account for this invoice line.

If you did *not* enter an ad hoc tax code, you cannot enter a Tax Rate or Amount. If you enter a non ad hoc tax code, Receivables calculates the Tax Rate and Amount when you save your work.

**Important:** You can review tax exemptions for a line in the Lines window. See: Lines Window Field Reference, page 3-10.

6. To review accounting information for this transaction or line, choose Distributions. See: Reviewing Accounting Information, page 3-16.

## Related Topics

Tax Window Field Reference, page 3-14

Overview of Tax, *Oracle Receivables Tax Manual*

Calculating Tax, *Oracle Receivables Tax Manual*

Overview of Receivables Tax Reports, *Oracle Receivables Tax Manual*

Receivables Tax Reports, *Oracle Receivables Tax Manual*

## Tax Window Field Reference

This section provides a brief description of some of the fields in the Tax window.

**Inclusive Tax:** This display-only check box indicates whether the tax code for this line is a tax inclusive tax code.

**Precedence:** The precedence number for each tax code. You can only enter this field if the Compound Taxes option in the System Options window is set to Yes and your invoice line is not a standard tax line. Precedence numbers determine how Receivables will compound taxes. The tax line with the highest number will calculate tax on all tax lines with a lower precedence number. If you leave this field blank, this line will not calculate tax on any other tax lines.

**Rate %:** Receivables displays the tax rate that is associated to this tax code. You can change the tax rate if this is in ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes. The total tax rate assigned to this invoice line is displayed at the bottom of this field.

**Tax Code:** The tax code or tax group for this invoice line. You can change an automatically generated tax code if the profile option Tax: Allow Override of Tax Code is set to Yes.

If you change the tax code for a specific line, Receivables will display the new tax rate and amount regardless if this tax code is used to calculate compound tax.

**Transaction:** The Transaction Flexfield for this invoice line. If you are manually entering transactions, you can use this flexfield to capture additional information. If you are using AutoInvoice, this flexfield uniquely identifies invoice tax lines in your AutoInvoice tables.

## Related Topics

Entering Tax Information, page 3-12

Calculating Tax, *Oracle Receivables Tax Manual*

Entering Transactions, page 3-2

## Entering Freight Information

You can assign freight charges to an invoice or to each invoice line. When you assign freight to an invoice, Receivables includes the freight amount in the total amount of the invoice. To assign freight to each invoice line, choose Freight from the Lines window after entering your invoice lines.

You cannot enter or update freight information if the invoice's transaction type has Allow Freight set to No or if the line type is either Tax or Charges.

By default, Receivables does not calculate tax on freight charges. However, you can calculate sales tax on freight by using inventory items to define freight services and entering these items as ordinary invoice lines. For more information, see: Setup Steps for US Sales Tax, *Oracle Receivables Tax Manual*

#### Prerequisites

- Define freight carriers, page 2-79
- Enter transactions, page 3-2

#### To assign freight charges to a transaction:

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.
3. If you are in the Transactions Summary window, select the transaction, then choose Open.
4. To enter freight information for this invoice, choose Freight.  
To enter freight charges for a specific invoice line, choose Line Items, select the invoice line to which you want to assign freight charges, then choose Freight.
5. Select the freight Carrier from the list of values (optional). There is no default value.  
You use the Freight Carriers window to define the values that appear in the list of values.
6. Enter the Amount of freight charges to be collected for this invoice or invoice line. If you are assigning freight to an invoice line and this is a standard freight line, the default Amount is the Unit List Price of the standard memo line adjusted for any currency differences.  
To assign freight charges to all of your invoice lines, open the Freight for All Lines tabbed region, then enter the Amount of freight charges for each line. Receivables calculates the Total amount of freight charges for your invoice lines.
7. Enter the freight GL Account. AutoAccounting creates the default freight account. If it cannot create the entire account, Receivables displays a pop-up window so you can complete the account information. See: Using AutoAccounting, page 3-243.

#### Related Topics

Freight Lines in AutoInvoice, page 3-205

Freight Window Field Reference, page 3-15

#### Freight Window Field Reference

This section provides a brief description of some of the fields in the Freight window.

**Carrier:** The company you use to send product shipments to your customers.

**FOB (free on board):** The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the Ship-to FOB and then the Bill-to FOB as the default value when you enter transactions.

**Shipping Reference:** Any related freight information you want to provide. Receivables does not validate this field.

## Related Topics

Freight Carriers, page 2-79

Entering Transactions, page 3-2

## Reviewing Accounting Information

Receivables uses AutoAccounting to create the revenue accounts for your invoice after you enter your invoice lines. You can review or update the revenue account assignments for your invoice in the Distributions window.

If you are reviewing an invoice that uses rules, you must run the Revenue Recognition Program before you can view accounting information in this window. See: Recognizing Revenue, page 3-25.

You can change the Accounting Flexfield for each account, but you cannot create or delete lines in the Distributions window. If you change a row that has already been posted, Receivables does not alter the posted entry; instead, it makes the adjustments through additional entries. For a list of fields you can update, see: Maintaining Your Transactions., page 3-69

### Prerequisites

- Enter transactions, page 3-2
- Define AutoAccounting, page 2-38

### To review or update the revenue account assignments for your transaction lines:

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.

**Note:** You can also view the detail accounting lines in the form of a balanced accounting entry (i.e., debits equal credits) or as t-accounts by choosing View Accounting from the Tools menu.

See: Viewing Accounting Lines, page 9-22.

3. If you are in the Transactions Summary window, select the transaction, then choose Open.
4. Choose Distributions.

If this invoice uses invoicing rules, you can view the account sets for this invoice by opening the Sets for All Lines tabbed region.

**Note:** You can also view accounting information by choosing Lines in the Transaction window, and then choosing Distributions.

5. To update the revenue account assignments for this invoice or invoice line, modify the GL Account information for that account.

**Note:** The default percent amount of each invoice line assigned to an account is 100% unless AutoAccounting is based on Salesperson and

the salesperson assignment is split. In this case, the field will reflect the split and you can either accept this percentage or enter another one. If you change the percent, Receivables calculates the Amount.

## Related Topics

Distributions Window Field Reference, page 3-17

Using AutoAccounting, page 3-243

Accounting for Transactions, page 9-30

Technical Perspective: Transactions, page 9-38

## Distributions Window Field Reference

This section provides a brief description of some of the fields in the Distributions window.

**Accounting Rule:** The accounting rule for this invoice line. Accounting rules are used to recognize revenue over multiple general ledger periods. If you entered an invoicing rule at the invoice header-level, you must enter a value in this field. If you did not enter an invoicing rule, Receivables skips this field. If you have selected a standard memo line or an item with an accounting rule for this invoice line, Receivables defaults this field to that accounting rule.

**Distribution Amount:** The specific amount of the invoice line to assign to this revenue account.

**GL Date:** The date that this account will post to your general ledger. The default is the general ledger date you entered for this invoice. You cannot change this date. If you are using invoicing rules, Receivables does not display the general ledger date until you run the Revenue Recognition Program. See: Invoices with Rules, page 3-236.

**Percent (%):** The percentage of this invoice line to assign to this revenue account.

## Related Topics

Entering Transactions, page 3-2

Transactions Window Field Reference, page 3-6

Accounting for Transactions, page 9-30

## Entering Revenue Credits

You can assign revenue and non-revenue sales credits for your invoices, credit memos, and debit memos. You can also split credit among several salespersons for each invoice or invoice line item and assign additional or bonus credit above your invoice amount. You can modify existing sales credit lines as well as create new ones.

You assign default sales credits by specifying a primary salesperson when entering your transactions. You only need to enter or update sales credit information to give sales credit to more than one salesperson and to distribute credit across your invoice lines. If each invoice line has different sales credit, you can enter line-level sales credits.

If you specify a salesperson, then Receivables automatically populates the salesperson's assigned sales group, if one is available. You can change the default.

You can update sales credits before posting to the general ledger. If you have already posted to the general ledger, then you must use the Revenue Accounting Actions Wizard to update sales credits.

**Note:** For rule-based transactions, you cannot use the Transactions workbench to update sales credits or modify salespeople after Revenue Recognition has run, even if the transaction is incomplete. Instead, you must use the Actions Wizard. See: Revenue Accounting, page 3-28.

If you modify a transaction's default salesperson, then either save your work or choose the Sales Credits button, Receivables asks if you want to rerun AutoAccounting to recalculate your receivable and freight accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts; otherwise, Receivables saves the changes to the sales credit information, but does not rerun AutoAccounting.

**Important:** If AutoAccounting is based on sales credits and you change this information, a decision window asks if you want to redefault the accounting for this transaction. If you choose No, the links on the distributions to the old sales credit lines are broken. If you choose Yes, the account assignments and account sets for all account classes that are based on sales credits are recreated based on the new sales credits. See: Using AutoAccounting, page 3-243.

**Warning:** When updating sales credits in the Transactions workbench, do *not* rerun AutoAccounting if:

- AutoAccounting is based on salesperson, and
- The AR: Allow Update of Existing Sales Credits profile option is set to Yes, and
- You have previously adjusted revenue on this transaction using the Revenue Accounting Actions Wizard.

To safely update sales credits on transactions whose revenue was already adjusted, you should always use the Actions Wizard.

#### Prerequisites

- Define salespersons, page 2-122
- Define customers and assign a primary salesperson, page 7-16
- Enter transactions, page 3-2

#### To enter or review sales credit information for your transaction lines:

1. Navigate to the Transaction or Transactions Summary window.
2. Query the transaction.
3. If you are in the Transaction window, go to step 4.  
If you are in the Summary window, select the transaction, then choose Open.
4. To update sales credits for this *transaction*, choose Sales Credits, then enter a new percent of revenue credit for this salesperson.

To enter different sales credits for each *invoice line* or for all invoice lines, choose Line Items, then choose Sales Credits.

5. To update sales credits for an invoice line, choose For This Line from the menu, then enter the Revenue or Non-Revenue percentage or amount.

To update sales credits for all invoice lines, choose For All Lines from the menu, then enter the Revenue or Non-Revenue percentage or amount for each salesperson.

6. To split sales credit with another salesperson, choose Default from the menu, then perform the following:
  - a. Update the sales credit Amount or percent for the primary salesperson, then choose New Record.
  - b. Enter the Name of the new salesperson and the percentage of sales credit they will receive.

## Related Topics

Reviewing Accounting Information, page 3-16

Entering Freight Information, page 3-14

Entering Tax Information, page 3-12

## Entering Quick Transactions

You can enter transactions with as little or as much information as you want. You can set up your system so that Receivables provides default values for most required transaction information.

For example, you need to enter many transactions but do not have the time or all of the required information to complete them. In this case, you can enter only minimal information, such as transaction source, customer name and location and any invoice lines, then save your work. Then, when you receive more information, you can requery the incomplete transactions, enter any missing data, and complete each one at your convenience.

### Prerequisites

- Define transaction types, page 2-171
- Define AutoAccounting, page 2-38
- Define transaction batch sources and choose automatic invoice numbering, page 2-165
- Define receipt classes, page 2-113
- Define payment methods, page 2-100
- Define payment terms, page 2-109
- Define accounting rules (optional), page 2-22
- Set up your customers, page 7-16. Define addresses, payment terms, payment methods, collector, primary salesperson, profile class, freight carrier and terms, and bank accounts for each.

- Define customer profile classes, page 7-53. Assign primary salesperson, bill-to location, collector, payment terms, finance charge information, currency rates and limits.

#### To enter a transaction with minimal information:

1. Navigate to the Transaction or the Transactions Summary window.
2. Enter a transaction Source.
3. Enter the Customer Name or Number.
4. Enter the Bill-to Name and Location.
5. If you are in the Transactions Summary window, choose Open.
6. If you are using manual sequence numbering, then enter a unique Document Number. See: Implementing Document Sequences, page 2-64.
7. To enter invoice lines, choose Line Items, then enter the Item, Description, Quantity, and Unit Price for item (optional).
8. Save your work. If you are ready to complete this transaction, see: Completing Transactions, page 3-49.

#### Related Topics

Entering Transactions, page 3-2

Batching Transactions for Easy Entry and Retrieval, page 3-48

Completing Transactions, page 3-49

## Entering Invoices with Rules

Invoicing rules let you determine when to recognize your receivable for invoices that span more than one accounting period. You can assign invoicing rules to invoices that you manually enter or import into Receivables through AutoInvoice.

Receivables provides the following invoicing rules:

- **Bill in Advance:** Use this rule to recognize your receivable immediately.
- **Bill in Arrears:** Use this rule to recognize the receivable at the end of the revenue recognition schedule.

Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period. See: Accounting Rules, page 2-22.

#### Prerequisites

- Define transaction types, page 2-171
- Define AutoAccounting, page 2-38
- Define transaction batch sources, page 2-165
- Set up document numbering (optional), page 2-64
- Define invoicing and accounting rules, page 2-22

#### To enter an invoice with rules:

1. Navigate to the Transaction or the Transactions Summary window.



2. Enter general information for this invoice. See: Entering Transactions, page 3-2.
3. Choose an Invoicing Rule of In Advance or In Arrears. Once you save this invoice, you cannot update this field, even if no value has been entered.

**Important:** You need to enter an invoicing rule if you want to assign an accounting rule to line items or if you want Receivables to enter a default rule based on the item or memo line that you enter (see next step).

4. Choose Line Items, then enter the Item, Quantity, and Unit Price for this item. Receivables automatically calculates the total Amount.

**Note:** Receivables saves your invoice information when you choose the Line Items button.

**Tip:** You can use standard memo lines instead of items if, for example, you have not installed Oracle Order Management or Oracle Inventory. To use memo lines, place your cursor in the Description field, then enter the memo line or select from the list of values. See: Standard Memo Lines, page 2-125.

Receivables displays a default Tax Code according to the tax hierarchy you defined in the System Options window; otherwise, you must enter a Tax Code for this item. You can override the default tax code if the profile option Tax: Allow Override of Tax Code is set to Yes.

5. Open the Rules tabbed region. Enter an Accounting rule, a Duration, and the First Date to start recognizing revenue for this invoice line.

If you enter an accounting rule of variable duration, enter the number of general ledger periods over which you want to distribute revenue for this invoice line in the Duration field. If you enter an accounting rule of fixed duration, Receivables displays the default Duration for this rule.

**Note:** The period type for the accounting rule must match a period type in the calendar that is assigned to this set of books. See: Defining Period Types, *Oracle General Ledger User Guide*.

6. To view the account sets that AutoAccounting has assigned to your invoice lines, choose Distributions.
7. To view the account sets for a single invoice line, choose Sets for this Line from the menu. Or, to view the accounting information for all invoice lines, choose Sets for All Lines.

**Note:** The Revenue Recognition program uses the account sets to determine your revenue accounts. You must run the Revenue Recognition program to create your revenue accounts and generate the actual distribution lines. See: Recognizing Revenue, page 3-25.

8. To update accounting information, you can modify the GL account codes for all classes in the Account Distribution Sets.

**Note:** Revenue is the only class that allows distribution lines. If you add additional revenue distribution lines, the total for all revenue distribution lines must equal 100% per invoice line. To update distributions after you run the Revenue Recognition program, you must change the distributions for the specified periods.

## Related Topics

Invoices with Rules, page 3-236

Importing Invoices with Rules, page 3-209

## Foreign Currency Transactions

When you create a batch or enter a receipt or transaction that is not in your functional currency, Receivables displays a pop-up window to let you enter exchange rate information. Receivables uses this information to convert your foreign currency receipt and transaction amounts to your functional currency.

**Tip:** You can also define daily conversion rates. Daily conversion rates enable Receivables to automatically calculate exchange rate information when you enter foreign currency receipts and transactions. See: *Entering Daily Rates*, *Oracle General Ledger User Guide*

## Profile Options

The following profile options affect the appearance and behavior of the Exchange Rates window:

- Journals: Display Inverse Rate
- Currency: Allow Direct EMU/Non-EMU User Rates

**Note:** EMU is an acronym for the Economic and Monetary Union and refers to countries within the European Union who share a single currency called the euro.

If the profile option Journals: Display Inverse Rate is No, Receivables calculates the Functional amount as:

**Functional Currency = Foreign Currency \* Rate**

Otherwise it is calculated as:

**Functional Currency = Foreign Currency / Rate**

The profile option Currency: Allow Direct EMU/Non-EMU User Rates controls whether you can enter an exchange rate when the receipt or transaction you are entering is in an EMU currency but your functional currency is not an EMU currency (or vice versa).

If this profile option is set to No and you specify a Rate Type of User, Receivables displays three additional fields in the Exchange Rates window. Use these fields to enter an exchange rate between your functional currency and the euro. When you do this, Receivables displays both the fixed (euro to EMU) and the derived (EMU to non-EMU) exchange rates. Refer to the section below for more information.

If this profile option is set to Yes and you specify a Rate Type of User, you can enter an exchange rate between your functional currency and the receipt or transaction currency (the additional fields do not appear in this case).

## Exchange Rate and Adjust Exchange Rate Field Reference

**Rate Date:** The date that applies to the exchange rate for your foreign currency. The default is either the batch date (if this receipt is part of a batch) or the receipt date.

**Rate Type:** Receivables provides the following conversion rate types:

- **Corporate:** You define this rate to standardize rates for your company. This is generally a standard market rate determined by senior financial management for use throughout the organization.
- **Spot:** Choose this rate to perform conversion based on the rate on a specific date. It applies to the immediate delivery of a currency.
- **User:** Choose this rate when you enter a foreign currency for a receipt and you have not defined a daily exchange rate for the foreign currency. If you choose this rate type, you must enter the exchange rate to use. Receivables does not validate rates with a type of User.

If you select a Rate Type of Spot or Corporate, Receivables verifies that a rate exists for the date you enter and you cannot update the exchange rate.

**Rate:** The exchange rate for this receipt. If you entered a Rate Type of User, enter an exchange rate. You can have multiple currency exchange rates for the same date. Otherwise, the rate type you entered provides the default rate. You define your non-user exchange rates in the Daily Rates window. If you entered a Rate Type other than User, Receivables verifies that a rate exists for the Rate Date you entered.

**Important:** The Exchange Rates window displays the following fields instead of the Rate field if certain conditions are met. For more information, see: Profile Options in Oracle General Ledger, page B-23.

**<functional currency> To EUR:** Enter the exchange rate between your functional currency and the euro.

**EUR To <transaction/receipt currency>:** The fixed exchange rate between the euro and the EMU currency. This is a display-only field.

**<functional currency> To <transaction/receipt currency>:** The exchange rate between your functional currency and the transaction or receipt currency. This is a display-only field.

**Note:** The profile option Journals: Display Inverse Rate determines in which order the currencies in these field prompts appear.

## Related Topics

Adjusting an Exchange Rate, page 3-24

Viewing Exchange Rate Information for a Receipt or Transaction, page 3-24

Entering Receipts, page 6-2

Entering Transactions, page 3-2

## Adjusting an Exchange Rate

You can change the rate type, rate date, and exchange rate of a foreign currency receipt, even if it has been transferred to your general ledger.

You cannot adjust the exchange rate of a foreign currency transaction once it has been posted or has had a receipt applied to it. To use a different exchange rate, you must reverse the transaction (delete it, credit it, or change the transaction type to one that has Open Receivable and Post to GL set to No), then recreate the transaction at the new rate.

### Prerequisites

- Define daily conversion rate types, *Oracle General Ledger User Guide*
- Enter a foreign currency receipt or transaction

### To adjust the exchange rate information for a foreign currency receipt:

1. To adjust the rate for a receipt, navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. Select the receipt, then choose Adjust Exchange Rate from the Tools menu.
4. Enter the GL Date and New Rate Date for this exchange rate adjustment (optional). The default for the New Rate Date and GL Date is the current date, but you can enter a new date. If the current date is not in an open period, the default GL Date is the last date of the most recent open period.
5. Enter the New Rate Type to convert your foreign currency amounts into your functional currency. See: Foreign Currency Transactions, page 3-22.
6. If you entered a Rate Type of 'User', enter the New Rate to convert your foreign currency amounts to your functional currency. Otherwise, Receivables determines the rate from the Rate Type and Rate Date.

If three additional fields appear, enter the exchange rate between your functional currency and the euro. See: Exchange Rate and Adjust Exchange Rate Field Reference, page 3-23.

7. Choose Adjust. Receivables saves this adjustment and updates the amount of this receipt in your functional currency.
8. To view the functional currency gain or loss resulting from the currency exchange rate adjustment of the receipt, choose Receipt History.

## Viewing Exchange Rate Information for a Receipt or Transaction

You can view exchange rate information for a receipt from either the Receipts or Receipts Summary window. You can view exchange rate information for a transaction from either the Transactions or Transaction Summary window.

### To view exchange rate information for a receipt:

1. Navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. If you are in the Receipts window, choose Exchange Rate from the Tools menu.

If you are in the Receipts Summary window, select the receipt, then choose Exchange Rate from the Tools menu.

4. To adjust the exchange rate, see: Adjusting an Exchange Rate, page 3-24.

#### To view exchange rate information for a transaction:

1. Navigate to the Transactions or the Transaction Summary window.
2. Query the transaction.
3. If you are in the Transactions window, choose Exchange Rate from the Tools menu.  
If you are in the Transaction Summary window, select the transaction, then choose Exchange Rate from the Tools menu.
4. To update the exchange rate, enter a new Rate Type (if the Rate Type is Corporate or Spot). If the Rate Type is User, enter a new Rate, then choose Ok.

## Recognizing Revenue

Run the Revenue Recognition program to generate the revenue distribution records for your invoices and credit memos that use Invoicing and Accounting Rules. You assign accounting rules to recognize revenue over several accounting periods. The Revenue Recognition program will create distribution records for the invoices and credit memos that you create in Receivables and import using AutoInvoice.

The Revenue Recognition program uses the accounting distribution sets that you specify in the Transactions window or import into Receivables using AutoInvoice to determine the accounts of your newly created revenue distribution records.

Revenue Recognition also creates the receivable, tax, freight, and AutoInvoice clearing account assignments which correspond to the GL date of each invoice included in your submission.

If you later decide that the GL distributions need to be reclassified, you can change the individual distribution on the transaction. Receivables will automatically create the reverse accounting entries.

When you submit the program, Revenue Recognition selects all transactions that have invoicing and accounting rules and that have not yet been processed since you last submitted the program. The program creates the revenue distribution records for all accounting periods specified by the accounting rule on each transaction line. Receivables considers this revenue *scheduled*.

If a deferred accounting rule exists, then Revenue Recognition will create the distribution records for an unearned revenue account. Receivables considers this revenue *unscheduled*.

**Note:** Revenue Recognition creates accounting distributions for all periods of status Open, Future, or Not Open. If any period has a status of Closed or Close Pending, then Revenue Recognition creates the distributions in the next Open, Future, or Not Open period.

If the Revenue Recognition program cannot create accounting distributions for a transaction, then the program generates the accounting for all other transactions in the submission, but completes with a status of Warning. Receivables includes the transaction at the bottom of the Revenue Recognition Execution report so that you know

which transaction to correct, incomplete, or delete. See: Revenue Recognition Program Execution Report, page 3-27.

**Note:** Whenever you run the General Ledger Interface program, Receivables first runs the standard Revenue Recognition program.

### Prerequisites

- Define accounting calendars and accounting periods (*Oracle General Ledger User Guide*)

**Note:** You must define accounting calendars for at least as many periods as you plan to recognize revenue.

- Enter invoices with rules, page 3-20

### To run the revenue recognition program:

There are two Revenue Recognition programs: Revenue Recognition and Revenue Recognition Master. The Revenue Recognition Master program is for parallel processing only and takes advantage of the Oracle scalability feature to reduce processing time by running on multiple processors, or workers. The Revenue Recognition Master program determines the maximum number of parallel processors needed for your transaction volume and uniformly distributes the processing over these workers. You can set a maximum number of processors for the Revenue Recognition Master program to use at runtime. This scheduling capability allows you to take advantage of off-peak processing time. You choose the Revenue Recognition program that you want to use at runtime.

**Important:** You cannot use the Revenue Recognition Master program on a system with less than two processors.

**Tip:** If you have a high transaction volume, we recommend that you run Revenue Recognition at regular intervals. This minimizes the number of transactions to process and improves performance.

1. Navigate to either the Run Revenue Recognition or the Requests window.
2. Choose the Revenue Recognition program you want to run:
  - Enter 'Revenue Recognition' in the Name field for the single processor program.
  - Enter 'Revenue Recognition Master Program' in the Name field for the parallel processor program.
3. Choose a print format of either Summary or Detail.
4. Select a parameter for the program you chose:
  - For the Revenue Recognition program, specify whether you want to commit your work. Enter Yes if you want to create the distribution records generated by this submission. Enter No if you want to review the distributions first in the Revenue Recognition Execution report without actually creating the distribution records.
  - For the Revenue Recognition Master Program, enter the Maximum Number of Workers (parallel processors) you want to utilize for this run. The default is 4.

5. Choose OK.
6. Change the language if desired by choosing the Languages button.
7. Schedule the run as needed. The default is As Soon as Possible. You can run Revenue Recognition more than once, as well, Periodically and/or on Specific Days.
8. Choose to save the output of the Revenue Recognition program to a file by checking the Save all Output Files box.
9. Choose Print Options to select print options, including the number of Copies to print, the Style, and the Printer to use.
10. Choose Submit Request. Receivables displays the Request ID of your concurrent request and creates the Revenue Recognition Program Execution report.

You can use the Request ID to view your submission in the Concurrent Requests Summary window. To see all of the revenue distribution lines that the program creates for this submission, use the: Revenue Recognition Program Execution Report, page 3-27.

## Related Topics

Event-Based Revenue Management, page 3-32

Crediting Transactions, page 3-76

Importing Transactions Using AutoInvoice, page 3-186

Invoices with Rules, page 3-236

Posting, page 9-1

## Revenue Recognition Program Execution Report

Use the Revenue Recognition Execution report to review all revenue distributions created for invoices that use invoice and accounting rules. This report displays the account class, GL Date, Accounting Flexfield, the currency, amount, and accounted amount for the revenue distributions Revenue Recognition creates for each transaction.

Receivables automatically creates the Revenue Recognition Execution report whenever you run the Revenue Recognition program, the Revenue Recognition Master program, or the General Ledger Interface program.

When the Revenue Recognition program encounters transactions with problems that prevent the creation of distributions, the program completes with a status of Warning, and Receivables includes these transactions at the bottom of this report.

**Tip:** Always review the execution report after the Revenue Recognition program completes because, even if the program completes without a warning, transactions could still appear at the bottom of this report.

For example, a transaction can already have all its accounting, but might have other problems that would prevent its successful transfer to the general ledger. In this case, the Revenue Recognition program ignores the transaction and completes without a warning, but the transaction would *still* appear as a problem on this report.

## Related Topics

Recognizing Revenue, page 3-25

Posting, page 9-1

Running General Ledger Interface, page 9-4

Event-Based Revenue Management, page 3-32

## Revenue Accounting

Use the Revenue Accounting feature to quickly and easily adjust revenue and sales credits at the transaction or line level. You can make manual adjustments using the Revenue Accounting and Sales Credits window. Alternatively, use the Revenue Adjustment API to automatically perform these adjustments. See: *Revenue Adjustment API User Notes* on Oracle MetaLink.

Revenue Accounting uses the Actions Wizard to guide you through the process of making and modifying revenue adjustments. You can also use the wizard to record early acceptance for an invoice line, if the line is associated with a contract that offers an acceptance clause.

Use the Actions Wizard to:

- Earn revenue
- Unearn revenue
- Transfer revenue and non-revenue sales credits
- Add non-revenue sales credits
- Review previous revenue adjustments
- Record early acceptance

**Note:** You can make revenue and sales credit adjustments to completed invoices and credit memos only. When making adjustments to transactions with rules, the invoicing rule must be In Advance.

To enter the Actions Wizard, query a transaction in the Revenue Accounting and Sales Credits window and click Actions.

Use the selection criteria listed below to optionally limit the lines that are affected by an adjustment or early acceptance:

- Inventory item
- Inventory category
- Line number
- Salesperson (limits the impacted lines for adjustments only)

See: Using the Actions Wizard, page 3-30.

When you make adjustments using Revenue Accounting, Receivables uses AutoAccounting to automatically generate all necessary accounting distributions. Before Receivables saves the adjustments, the distributions and/or sales credits resulting from the adjustment are displayed for your review. At this point, you have a final opportunity



to approve or cancel the adjustments. In the case of a revenue adjustment, you can also modify the account distributions before saving.

You can also review your early acceptance actions before saving. In certain cases, recording early acceptance can trigger automatic revenue recognition for the invoice line. See: *Evaluating Invoices for Event-Based Revenue Management*, page 3-34.

**Note:** When you create or import an invoice, you can defer all revenue to an unearned account by assigning a deferred accounting rule to the invoice. At the appropriate time, you can recognize revenue manually using the Revenue Accounting and Sales Credits window or automatically using the Revenue Adjustment API. See: *Deferred Accounting Rules*, page 2-24.

## Window Reference

When you query a transaction, the Revenue Accounting and Sales Credits window displays the following information:

- The Transaction tab displays transaction details, including a summary of the scheduled and unscheduled revenue on the transaction.

Revenue is scheduled when Receivables creates, for a transaction line, the revenue distribution records for all accounting periods as specified by the line's assigned accounting rule. Note that scheduled revenue does *not* mean that the revenue amounts are already earned; rather, Receivables has simply created the distribution records for those amounts.

- The Actions History tab displays details about actions already recorded against this transaction. This is a folder region, so you can select and order the columns according to your preference.
- Transaction line details appear in the middle of the window. For each transaction line, you can view additional details by choosing either Line Distributions or Line Sales Credits from the menu.

## Adjusting Sales Credits

If you transfer sales credit using the salesperson parameter All and the adjustable revenue parameter All Adjustable Revenue, Receivables transfers 100% of sales credit from all salespersons on the specified lines to the new salesperson.

If you select the salesperson parameter All and the parameter Percentage of Total Value of Selected Lines, Receivables transfers only the specified percent, prorated across the "From" salespersons based on their current sales credits.

For example:

Three salespersons are assigned to a transaction line with a revenue split of 20:30:50. If you transfer all adjustable revenue to a new salesperson, the new salesperson receives 100% (20 + 30 + 50). If you transfer 5%, however, the new salesperson receives 5% of the line total and prorates the transferred amount among the three salespersons. This table illustrates the transfer of sales credits in this example:

Salesperson	Revenue Split	Transfer Percentage	Prorated Transfer Percentage
Salesperson 1	20	5%	.05 * 20 = 1
Salesperson 2	30	5%	.05 * 30 = 1.5
Salesperson 3	50	5%	.05 * 50 = 2.5

When you specify a new salesperson, Receivables defaults the assigned sales group, if one is available. You can change the default.

**Warning:** Always use the Actions Wizard, *not* the Transactions workbench, to adjust sales credits on a transaction, if that transaction's revenue was previously adjusted via the Actions Wizard. See: *Entering Revenue Credits*, page 3-17.

## Using the Actions Wizard

### Prerequisites

- **Set System Options.** Enable the Require Salesperson system option because you must assign sales credit to all invoices that may be adjusted for either revenue or sales credits. If you wish to use the Revenue Accounting feature only for revenue adjustments and do not normally track sales credits, you can use the seeded salesperson value of No Sales Credit.

**Note:** Although you must assign sales credit to all transactions, you are not required to set up AutoAccounting to derive an Accounting Flexfield segment from the salespersons table. See: *AutoAccounting*, page 3-243.

You may optionally set the Sales Credit Percent Limit system option in the Miscellaneous tabbed region. The Sales Credit Percent Limit imposes a limit on the percentage of revenue plus non-revenue sales credit that a salesperson can have on any transaction line. You can change the value that is defined for the Sales Credit Percent Limit system option at any time. If you do not define a value for this system option, then no sales credit limit validation is performed when using Revenue Accounting. See: *Defining Receivables System Options*, page 2-129.

- **Create Revenue Adjustment Reason Lookup Codes.** Receivables provides three revenue adjustment reason codes, but each company has its own reasons for adjusting revenue. Before you make revenue adjustments, you can create company-specific reason code lookups using the REV\_ADJ\_REASON lookup type.
- **Recognize Revenue.** Before you can adjust transactions with rules, you must run the Revenue Recognition program.

### To make revenue or sales credit adjustments:

1. When you navigate to the Revenue Accounting and Sales Credits window, the Find Transactions for Revenue Accounting window opens. In this window, enter query criteria for the transaction that you want to adjust, and click Find.

The Revenue Accounting and Sales Credits window displays the transaction that you selected. If your query returned more than one transaction, then page down until you find the record that you want.

2. Choose the Actions button. The Actions Wizard displays.
3. In the Actions Step 1 window, select the type of adjustment that you want to make and click Next.

You can select:

- Unschedule Revenue
- Schedule Revenue
- Transfer Sales Credits
- Add Non Revenue Sales Credits
- Record Acceptance

If you want to record acceptance, see: Recording Early Acceptance, page 3-32.

4. In the Actions Step 2 window, you can specify the From and To Salespersons for this action.

For a sales credit adjustment, select the salesperson(s) and the sales credit type that you want to adjust.

Receivables defaults a sales group, if available, for each salesperson that you specify. You can change the default.

For revenue adjustments, optionally select a salesperson to restrict a revenue adjustment to the portion of revenue that is credited to that particular salesperson.

**Note:** Using the From Salesperson and To Salesperson fields affects sales credits only if you are adding non-revenue sales credits, or transferring revenue and non-revenue sales credits.

Click Next.

5. In the Actions Step 3 window, select a specific item, item category, or line number to limit the lines that are adjusted.

**Warning:** If you set AutoAccounting to derive any accounting segments from a standard line, the transaction line must be either an inventory item or standard memo line. Otherwise, AutoAccounting cannot create the valid GL account code combination.

Click Next.

6. In the Actions Step 4 window, for partial adjustments, select either an amount or percentage. To adjust the full amount, select All Adjustable Revenue. See: Adjusting Sales Credits, page 3-29.

Click Next.

7. In the Actions Step 5 window, in the Reason field, select the reason code for this adjustment from the list of values.
8. Optionally change the GL start date and add comments to this adjustment.

When you update the GL start date, Receivables ignores the original rule start date entered via the Transactions workbench and accepts the GL date that you enter as the start date for revenue recognition, provided that:

- no accounting rule exists on the transaction line, or
- the accounting rule is for a single period, or
- a deferred accounting rule exists on the transaction line

If a multi-period accounting rule exists and is not deferred, Receivables ignores the GL start date and uses the original revenue recognition schedule on the transaction, based on the rule start date entered via the Transaction workbench.

See: Deferred Accounting Rules, page 2-24.

9. Click Finish.
10. After you make the adjustment, review the adjustment in the Action Results window. You can modify the adjustment's GL distributions before you save the results.

**Note:** To ensure account reconciliation, any revenue adjustments that you make to an invoice should also be made to that invoice's related credit memos.

#### To record early acceptance:

1. When you navigate to the Revenue Accounting and Sales Credits window, the Find Transactions for Revenue Accounting window opens. In this window, enter query criteria for the transaction that you want to record early acceptance for, and click Find.

The Revenue Accounting and Sales Credits window displays the transaction that you selected. If your query returned more than one transaction, then page down until you find the record that you want.

2. Click Actions. The Actions Wizard displays.
3. In the Actions Step 1 window, select the Record Acceptance option and click Next.
4. In the Actions Step 2 window, select a specific item, item category, or line number to indicate the line or lines that you want to accept.

Click Next.

5. The Actions Step 3 window displays the lines that Receivables will record early acceptance for.

Click Next to accept the selected lines.

6. Review the results in the Action Results window.

#### Related Topics

Event-Based Revenue Management, page 3-32

## Event-Based Revenue Management

The Revenue Management Engine automates the timing of revenue recognition for the invoices imported via AutoInvoice. If you use event-based revenue management, then

Receivables evaluates invoices when they are imported into your system, and decides whether to immediately recognize revenue, or temporarily defer revenue to an unearned revenue account.

The automated process occurs as follows:

1. Receivables evaluates an invoice when it is first imported.

When first evaluating an invoice for revenue recognition or deferral, Receivables looks for violations to the enterprise revenue policy, defined in the System Options window, and also checks imported lines to determine if any revenue contingencies exist.

If revenue must be deferred, then Receivables does so and records the reason for the deferral.

See: Evaluating Invoices for Event-Based Revenue Management, page 3-34.

2. Receivables then waits for an event that can trigger revenue recognition. When such an event occurs, Receivables automatically recognizes the appropriate amount of unearned revenue on the invoice.

Events that can trigger revenue recognition fall into two categories:

- Receipt application

See: Payment-Based Revenue Management, page 3-36.

- Expiration of contingencies

See: Monitoring Contingencies with the Revenue Contingency Analyzer, page 3-39.

This automated revenue management process helps you to comply with the strict revenue recognition requirements mandated by US GAAP and International Accounting Standards.

**Note:** Automated revenue recognition is possible only for invoices imported by AutoInvoice or created by the Invoice API. This process is not available for transactions that you manually create via the Transactions workbench or Copy Transactions window.

Additionally, even if you enable this automated revenue recognition process, you can always use the Actions Wizard to manually adjust revenue. See: Revenue Accounting, page 3-28 and Modifying Invoices Under Collectibility Analysis, page 3-42.

### Prerequisites

- Select the Require Salesperson system option in the Miscellaneous tabbed region in the System Options window. See: Miscellaneous System Options, page 2-142.
- (Optional) In the Revenue Policy tabbed region in the System Options window, populate one of the following fields:
  - Payment Term Threshold
  - Standard Refund Policy
  - Credit Classifications region

See: Defining Receivables System Options, page 2-129.

- (Optional) Transfer contingency information to Receivables by assigning lookup codes of type AR\_REVENUE\_CONTINGENCIES to billing lines, before import by AutoInvoice or creation by the Invoice API.

**Note:** You cannot use this functionality with Oracle Projects invoices, because revenue from Projects is recorded directly in the general ledger, not in Receivables.

## Related Topics

Evaluating Invoices for Event-Based Revenue Management, page 3-34

## Evaluating Invoices for Event-Based Revenue Management

The Revenue Management Engine controls the process of automatically analyzing collectibility and then making revenue recognition decisions for your imported invoices.

This process is automatically enabled if:

- At least one revenue policy system option is populated, or
- Imported billing lines are associated with contingencies

The Revenue Management Engine decides whether to initially distribute revenue for your imported invoices to an earned or unearned revenue account.

Once this decision is made, AutoAccounting creates the actual accounting distributions, either by AutoInvoice (for invoices without rules) or by the Revenue Recognition program (for invoices with rules).

**Note:** Or, to pass accounting distributions to Receivables through the AutoInvoice interface tables, set the Override AutoAccounting flag and assign the Immediate accounting rule to each billing line. See: AutoInvoice Table and Column Descriptions, page F-39.

The Revenue Management Engine does not analyze collectibility for invoices that are assigned deferred accounting rules. To recognize revenue for an invoice with a deferred accounting rule, use the Actions Wizard. See: Revenue Accounting, page 3-28.

**Note:** The timing of revenue recognition does not impact the timing of recognition of taxes, freight, and finance charges. Recognition of taxes, freight, and finance charges occurs when the receivable is created.

**Tip:** You can query an invoice in the Transactions workbench at any time to review the invoice's accounting distributions.

## Revenue Contingencies for Event-Based Revenue Management

The Revenue Management Engine considers the following revenue contingencies when evaluating your imported invoices:

- Customer creditworthiness
- Extended payments terms
- Doubtful collectibility due to various conditions, such as:
  - Late charges

- Impaired loans
- Lease payments for evergreen lease agreements
- Miscellaneous leasing fees
- Other fees
- Nonstandard refund policy
- Fiscal funding, cancellation, forfeiture, and acceptance clauses

If an invoice has no such contingencies, then the Revenue Management Engine immediately recognizes revenue (for invoices without rules) or recognizes revenue according to the initially assigned accounting rules (for invoices with rules).

If an invoice is imported with one or more contingencies, then the Revenue Management Engine immediately defers revenue.

The extent of the revenue deferral, and subsequent timing of revenue recognition, depends on the contingency:

- Some contingencies require payment before revenue can be recognized.  
See: Payment-Based Revenue Management, page 3-36
- Time-based contingencies must expire before revenue can be recognized.  
See: Monitoring Contingencies with the Revenue Contingency Analyzer, page 3-39

The following table indicates the revenue recognition timing for each contingency:

Contingency	Revenue Recognition Event
Customer creditworthiness	Receipt application
Extended payment term	Receipt application
Doubtful collectibility	Receipt application
Nonstandard refund policy	Contingency expiration date or expiration period
Acceptance clause	Contingency expiration date or expiration period
Cancellation clause	Contingency expiration date or expiration period
Fiscal funding clause	Contingency expiration date or expiration period
Forfeiture clause	Contingency expiration date or expiration period

## Related Topics

Event-Based Revenue Management, page 3-32

Contingency-Based Deferred Revenue Report, page 11-50

## Payment-Based Revenue Management

Certain revenue contingencies place the likelihood of collectibility in doubt. For such transactions, you should not recognize revenue until you receive payment. Oracle Receivables automates this process with Payment-Based Revenue Management.

See: Contingencies for Payment-Based Revenue Management, page 3-36.

If certain revenue contingencies are found upon import, then:

- The Revenue Management Engine initially defers revenue on the sum of all line balances, excluding taxes, freight, and finance charges.  
**Note:** If collectibility of a particular invoice *line* is doubtful, then Receivables defers revenue only for the line, not the entire invoice. See: Doubtful Collectibility, page 3-37.
- When you apply a cash receipt to an invoice that is under collectibility analysis, Receivables analyzes the invoice to determine if deferred revenue exists.
- Under certain circumstances, full or partial receipt application on an imported invoice can trigger automatic recognition of previously deferred revenue. In such cases, Receivables initiates the distribution of revenue in the amount of the applied receipt from an unearned revenue account to the appropriate earned revenue account.

If Receivables bases revenue recognition on receipt application, then the total amount of revenue that is recognized can never exceed the original amount due on the invoice line, less any applicable credit memos.

If you later need to reverse a receipt after application, then Receivables automatically moves the amount of the reversed receipt back to an unearned revenue account. See: Modifying Invoices Under Collectibility Analysis, page 3-42.

**Note:** If you are applying a receipt to an invoice with rules, but you haven't yet run Revenue Recognition, then Receivables automatically runs Revenue Recognition for that invoice only.

See: Evaluating Invoices for Event-Based Revenue Management, page 3-34.

## Contingencies for Payment-Based Revenue Management

Payment-based revenue management occurs when deferred revenue exists on the invoice due to these revenue contingencies:

- **Creditworthiness**

You can select up to three credit classifications that indicate noncreditworthiness in the Revenue Policy tabbed region of the System Options window. See: Defining Receivables System Options, page 2-129.

Receivables uses information from Credit Management to determine a customer's creditworthiness.

If the Revenue Management Engine cannot associate the customer on the invoice with one of these three credit classifications, then the customer is presumed to be creditworthy.



However, if a customer *can* be associated with one of these three credit classifications, then the Revenue Management Engine defers the entire invoice amount.

- **Extended payment term**

You can define the payment term threshold in the Revenue Policy tabbed region of the System Options window. See: Defining Receivables System Options, page 2-129.

If an invoice payment term or installment schedule exceeds the stated threshold, then the Revenue Management Engine defers the entire invoice amount.

- **Doubtful collectibility**

Collectibility of the following line items is typically in doubt, and should not be considered earned revenue until payment is received:

- Late charges
- Impaired loans
- Lease payments for evergreen lease agreements
- Miscellaneous leasing fees
- Other fees

Decisions about doubtful collectibility are made in feeder systems, before AutoInvoice import occurs.

**Important:** If an invoice line is imported with this contingency, then the Revenue Management Engine defers revenue only on the imported line, *not* the entire invoice amount.

Deferred revenue can exist on an invoice due to a combination of the contingencies listed above, *as well as* time-based contingencies. In such a case, applied payments initiate revenue recognition only if time-based contingencies have expired.

See: Event-Based Revenue Management When Multiple Contingencies Exist, page 3-41.

### **Payments that do *not* initiate revenue recognition**

Receipt application has no impact on revenue recognition if:

- The receipt is a miscellaneous receipt. Only standard (cash) receipts have potential revenue recognition implications.
- You are applying a receipt against an invoice whose revenue was deferred by the Revenue Accounting feature.
- You are applying a receipt against an invoice whose revenue was deferred by the Revenue Management Engine due to unexpired time-based contingencies.

In this case, Receivables keeps the revenue amount for that invoice line in the unearned revenue account, but flags it as revenue that is pending recognition until after the contingency expires.

### **Related Topics**

Event-Based Revenue Management, page 3-32

Applying Receipts, page 6-8

### Calculating Revenue for Partial Receipt Application

When applying a partial receipt, Receivables uses a weighted average formula to calculate the revenue amounts to recognize for each line.

For example, you import a \$350 invoice with three lines.

When you imported this invoice, the Revenue Management Engine deferred all revenue on this invoice because the customer was not creditworthy.

Later, you apply a receipt for \$100 against this invoice. Because customer is not creditworthy, Receivables can recognize revenue only to the extent of the applied receipt. Because this is a partial receipt, Receivables must calculate how much revenue to attribute to each invoice line.

Receivables calculates the revenue for each line as follows:

- Line 1 = \$50  
$$(\$50/\$350) * \$100 = \$14.28571$$

Receivables rounds this amount down to \$14.28.
- Line 2 = \$100  
$$(((\$100+\$50)/\$350) * \$100) - \$14.28 = \$28.5771$$

Receivables rounds this amount down to \$28.57.
- Line 3 = \$200  
$$(((\$200+\$100+\$50)/\$350) * \$100) - (\$14.28 + \$28.57) = \$57.15$$

Receivables rounds the last amount up to account for the rounding of the previous lines.

For additional receipts against this invoice, Receivables calculates the revenue for each line using this same method.

### Overpayments

Revenue that is recognized based on receipt application can never exceed the original amount due on the invoice line, less any applicable credit memos. Therefore, in the event of an overpayment, Receivables will not recognize the overpayment as revenue, even if you selected the Allow Overapplication check box on the invoice's transaction type.

### Receipt Application Examples

These examples illustrate the impact of receipt applications on the event-based revenue management process.

#### Scenario 1

You apply a payment for \$200 against invoice 1001.

- After reviewing the original invoice 1001, Receivables determines that this transaction was never eligible for automatic revenue recognition. This could be due to several reasons:
  - The invoice was not imported via AutoInvoice or created by the Invoice API.
  - A deferred accounting rule is assigned to the invoice.

- Event-based revenue management was never activated for the invoice.

Either no revenue policy was entered in the System Options window, or contingencies did not exist on the invoice during import.

- In this case, Receivables does *not* proceed with further analysis of this receipt. Applying a payment to invoice 1001 will not trigger revenue recognition.

## Scenario 2

You apply a payment for \$600 against invoice 2002. The amount due on this invoice is \$600.

- Receivables reviews the original invoice 2002, and determines that the Revenue Management Engine deferred revenue on this invoice because the customer was not creditworthy.
- Since the payment has now been received and applied against the invoice, Receivables recognizes the revenue by debiting \$600 from the unearned revenue account and crediting \$600 to an earned revenue account, according to the initially assigned accounting rules.

## Scenario 3

You apply a payment for \$400 against invoice 3003. This invoice has 5 lines: Line 1 is \$200, Line 2 is \$450, Line 3 is \$100, Line 4 is \$700, and Line 5 is \$550.

- Receivables reviews the original invoice 3003, and determines that the Revenue Management Engine deferred revenue on this invoice because the invoice was assigned an extended payment term, Line 3 is associated with a non-standard refund policy, and Line 5 is associated with a cancellation provision.
- The \$400 receipt is a partial payment. Receivables prorates this payment across the invoice lines, based on a weighted average formula. However, for simplicity, assume that Receivables applies \$80 to each invoice line.
  - Receivables recognizes revenue for Lines 1, 2, and 4 in the amount of \$80 each.
  - Receivables cannot recognize revenue for Lines 3 and 5 due to the unexpired time-based contingencies. However, Receivables flags the \$80 payments for Lines 3 and 5 as amounts that are pending revenue recognition at a later date.
- When the contingencies later expire, Receivables recognizes revenue for Lines 3 and 5 in the amount of \$80 each. See: Monitoring Contingencies with the Revenue Contingency Analyzer, page 3-39.
- Future receipts that you apply against this invoice will be analyzed in this same manner.

## Monitoring Contingencies with the Revenue Contingency Analyzer

For imported invoices, the Revenue Management Engine immediately defers revenue on any invoice line that is associated with a time-based contingency. Receivables uses the Revenue Contingency Analyzer to monitor contingencies until they expire.

Once a contingency expires, the Revenue Contingency Analyzer automatically initiates revenue recognition for the related invoice line(s).

**Note:** After a contingency period expires, the Revenue Contingency Analyzer does *not* initiate revenue recognition if other contingencies still exist which place into doubt the collectibility of the entire invoice. In this

case, Receivables can recognize revenue only in the amount of applied receipts. See: Payment-Based Revenue Management, page 3-36.

The Revenue Contingency Analyzer is a concurrent program. You can define a submission schedule that controls how frequently the program will run. For example, you can define your schedule to run the program repeatedly at specific intervals, or on specific days of the week or month.

**Note:** Whenever you run the General Ledger Interface program, Receivables first runs the Revenue Contingency Analyzer.

## Time-Based Contingencies

Time-based contingencies include:

- **Nonstandard refund policies**

You define the standard refund period in the Revenue Policy tabbed region of the System Options window. See: Defining Receivables System Options, page 2-129.

An invoice line amount is also deferred if the Refund contingency is found on an invoice line during import.

- **Fiscal funding clauses**

An invoice line amount is also deferred if the Fiscal Funding Clause contingency is found on an invoice line during import.

- **Cancellation provisions**

An invoice line amount is also deferred if the Cancellation contingency is found on an invoice line during import.

- **Forfeiture allowances**

An invoice line amount is also deferred if the Forfeiture contingency is found on an invoice line during import.

- **Acceptance clauses**

An invoice line amount is also deferred if the Acceptance contingency is found on an invoice line during import.

If multiple contingencies exist on multiple invoice lines, then revenue recognition can occur at different times for different lines on the invoice. If multiple contingencies exist on a single invoice line, then revenue recognition for that line occurs only after the latest contingency expires.

Acceptance clauses can be an exception, however. Sometimes your customer might send written acceptance *before* the acceptance period expires. In such cases, use the Actions Wizard to record this early acceptance. Once recorded, Receivables determines if revenue recognition can be initiated for the invoice line:

- If no unexpired contingencies remain on the invoice line, then Receivables initiates revenue recognition according to the initially assigned accounting rules.
- If other unexpired contingencies remain on the invoice line, then Receivables does not initiate revenue recognition for the invoice line.

For example, you import an invoice for a creditworthy customer, and one of the invoice lines is associated with both a nonstandard refund policy (50 days) and an acceptance

clause (120 days). Receivables will not recognize revenue on this invoice line until the acceptance clause expires after 120 days.

If you obtain written acceptance from the customer after 80 days have elapsed, then use the Actions Wizard to record the early acceptance. Since no other contingencies exist, this early acceptance triggers revenue recognition. Note that the GL date when you enter this early acceptance becomes the revenue recognition date for this invoice line.

### **Event-Based Revenue Management When Multiple Contingencies Exist**

A single invoice may contain both time-based contingencies, as well as contingencies that require payment before revenue can be recognized. In this case, revenue recognition will occur at different times for different lines on the invoice.

Upon receipt application:

- Receivables recognizes revenue for lines that require only payment to initiate revenue recognition.
- For the lines that are associated with one or more unexpired contingencies, Receivables keeps the revenue amount for that invoice line in the unearned revenue account, but flags it as revenue that is pending recognition until after the contingency expires.

For example, you import an invoice for a customer who is not creditworthy. Additionally, Line 2 of the invoice is associated with a nonstandard refund policy (80 days).

- The Revenue Management Engine initially defers the entire invoice amount to an unearned revenue account.
- For all lines except Line 2, the Revenue Management Engine recognizes revenue in the amount of applied receipts only, according to the initially assigned accounting rules.
- For Line 2, the Revenue Management Engine flags the amount of any applied receipts as pending revenue recognition. After the contingency expires, receipts that were already applied to Line 2 can be fully recognized as earned revenue.
- Beginning on the 81st day, all future receipts applied to Line 2 will be immediately recognized as revenue.

### **Revenue Contingency Analyzer Examples**

In the examples below, the Revenue Contingency Analyzer runs every 30 days.

#### **Scenario 1**

You import a customer invoice with 6 lines. Lines 2 and 3 are associated with a fiscal funding clause (60 days) and Line 5 is associated with a cancellation provision (90 days).

- Revenue for Lines 1, 4, and 6 can be fully recognized, either immediately or according to the invoice's initially assigned accounting rules.
- After 60 days, the Revenue Contingency Analyzer runs and identifies that the fiscal funding clause on Lines 2 and 3 has expired. The Revenue Contingency Analyzer initiates revenue recognition in full for Lines 2 and 3.
- After another 30 days, the Revenue Contingency Analyzer runs and identifies that the cancellation provision on Line 5 has expired. The Revenue Contingency Analyzer initiates revenue recognition in full for Line 5.

## Scenario 2

You import a customer invoice with 2 lines. Line 1 is \$150 and Line 2 is \$1,000. Line 2 is associated with an acceptance clause (60 days) and a cancellation provision (150 days). Additionally, the customer has been granted extended payment terms on this invoice.

- Due to the existing contingencies, the Revenue Management Engine cannot recognize revenue for either line on this invoice.
- After the first 30 days, the Revenue Contingency Analyzer runs, but does not initiate revenue recognition for either line on this invoice.
- Another 15 days pass. You apply a \$500 receipt against this invoice.
- The \$500 receipt is a partial payment. Receivables prorates this payment across the invoice lines, based on a weighted average formula.
  - Receivables recognizes revenue for Line 1 in the amount of \$65.21.
  - Receivables cannot recognize revenue for Line 2 due to the acceptance clause and cancellation provision. Therefore, Receivables flags \$434.79 for Line 2 as an amount that is pending revenue recognition.
- Another 15 days pass. It has now been 60 days since the transaction date. The Revenue Contingency Analyzer runs on the 61st day, and identifies that the 60-day acceptance clause on Line 2 has expired. However, the \$434.79 that is still pending cannot yet be recognized due to the cancellation provision.
- 75 days after the transaction date, you apply a \$650 receipt against this invoice.
- Receivables recognizes the remaining \$84.79 in revenue for Line 1 and flags another \$565.21 for Line 2 as an amount that is pending revenue recognition. The total amount for Line 2 that is pending revenue recognition is now \$1,000.
- On the 151st day, the Revenue Contingency Analyzer runs again and recognizes the entire \$1,000 in revenue for Line 2.

## Related Topics

Event-Based Revenue Management, page 3-32

Evaluating Invoices for Event-Based Revenue Management, page 3-34

Contingency-Based Deferred Revenue Report, page 11-50

Submitting a Request, *Oracle Applications User Guide*

## Modifying Invoices Under Collectibility Analysis

You can modify invoices or invoice lines that are still under collectibility analysis. Modifications to invoices include:

- Manually adjusting revenue using the Actions Wizard
- Adjusting invoices
- Modifying distributions or sales credits in the Transactions workbench
- Crediting invoices
- Incompleting invoices
- Reversing receipts

When modifying invoices under collectibility analysis, however, you should be aware of the following:

### Using the Actions Wizard

You can use the Actions Wizard to manually adjust revenue on an invoice or invoice line that is under collectibility analysis.

When you move revenue on an invoice or invoice line from an unearned to earned revenue account, or vice versa, Receivables removes the invoice or invoice line from further collectibility analysis. The invoice is no longer subject to automatic revenue recognition.

**Note:** Adjustments of sales credits performed with the Actions Wizard do not impact future collectibility analysis, because you can use the Actions Wizard to adjust sales credits only for revenue that has already been scheduled.

### Adjusting Invoices

You can manually adjust an invoice that is under collectibility analysis. However, if the GL Account Source for the specified adjustment activity is Revenue on Invoice, then Receivables removes the invoice from further collectibility analysis after making the adjustment.

This is because Receivables calls the Revenue Adjustment API if revenue on the specified invoice is unearned. The Revenue Adjustment API uses AutoAccounting to derive the anticipated revenue accounting distribution accounts and amounts, thereby overriding the event-based revenue management process.

If you want Receivables to continue monitoring an invoice for automatic revenue recognition, then always use a credit memo to adjust an invoice under collectibility analysis.

### Using the Transactions Workbench to Modify Accounting Distributions or Sales Credits

You can manually change the accounting distributions and sales credits for an invoice that is under collectibility analysis. When making a change in either the Distributions window or Sales Credits window, Receivables removes the invoice from further collectibility analysis if:

- You change an existing accounting distribution to a revenue account or unknown account in the Distributions window
- You rerun AutoAccounting when you modify sales credits in the Sales Credits window

**Warning:** You should always use the Actions Wizard, *not* the Transactions workbench, to adjust sales credits on a transaction, if that transaction's revenue was previously adjusted via the Actions Wizard. See: Entering Revenue Credits, page 3-17.

### Crediting Invoices

If you issue a credit memo against an invoice whose revenue was automatically deferred upon import, then the impact of the credit memo differs depending on the original reason for the revenue deferral. This is applicable only if you set the Use Invoice Accounting for Credit Memos profile option to Yes.

For example, perhaps you apply a credit memo against an invoice whose revenue was initially deferred due to one or more contingencies, but was later partially recognized. A portion of this invoice's revenue, therefore, is still in an unearned revenue account.

- If revenue on this invoice was deferred due to unmet payment-based contingencies, then Receivables always debits the unearned revenue account for the full amount of the credit memo, according to the initially assigned accounting rules.

**Note:** This is a departure from standard functionality. When you credit a typical invoice that is *not* under evaluation for event-based revenue management, Receivables prorates the amount of the credit memo between the earned and unearned revenue invoice amounts.

If the amount of the credit memo exceeds the amount of the unearned revenue on the invoice, and you selected the Allow Overapplication check box on the credit memo's transaction type, then Receivables records the excess amount as a debit to the unearned revenue account. You can optionally use the Actions Wizard to clear the negative unearned revenue on this invoice.

- If revenue on this invoice was deferred due to unexpired time-based contingencies, then Receivables always prorates the credit memo amount between the earned and unearned revenue amounts on the invoice. If a multi-period accounting rule exists on a line, then Receivables further prorates the credit memo amount across future periods.

See: Credit Memos Against Invoices Under Collectibility Analysis, page 3-112.

### Crediting Manually Adjusted Invoices

If you apply a credit memo against an invoice whose revenue was already manually adjusted via the Actions Wizard, then Receivables follows standard credit memo functionality. Even if the invoice was initially analyzed for collectibility and acceptance, Receivables prorates the credit memo amount between the earned and unearned revenue amounts on the invoice.

In that case, you must confirm that the earned and unearned revenue on the invoice is stated appropriately for each period. If necessary, use the Actions Wizard to make any further adjustments.

### Incompleting Invoices

In the Transactions workbench, you cannot incomplete invoices that initially failed collectibility and acceptance analysis, and which are still under analysis for future event-based revenue management.

### Reversing Receipts

If you apply a receipt against an invoice whose revenue was automatically deferred upon import, and you later reverse that receipt, then the impact of the receipt reversal differs depending on the original reason for the revenue deferral:

- If revenue on an invoice was deferred due to payment-based contingencies, then Receivables initiates revenue recognition whenever you apply a receipt to the invoice. If you reverse a previously applied receipt, then Receivables automatically unearns the previously earned revenue.

In some cases, you might apply a receipt against an invoice line, but Receivables cannot recognize revenue for that line due to unexpired time-based



contingencies. Therefore, Receivables leaves the receipt amount as unearned revenue, but flags the amount as pending revenue recognition at a later date.

If you later reverse the receipt, then Receivables reflects the receipt reversal by simply removing that pending flag from the receipt amount.

- If revenue on an invoice was deferred due to unexpired time-based contingencies only, then the reversal of a receipt does not impact the amount and timing of revenue recognition.

#### Scenario 1

You import a customer invoice with 3 lines. All lines are associated with a nonstandard refund policy (90 days). In this case, Receivables recognizes revenue only upon the expiration of the 90-day period. Applying and later reversing a receipt against this invoice has no impact on the timing and amount of revenue recognition.

#### Scenario 2

You import a customer invoice with 2 lines. Line 1 is \$226 and Line 2 is \$350. Line 2 is associated with a cancellation provision (120 days). Additionally, the Revenue Management Engine finds that the customer is not creditworthy.

- You apply a receipt for \$126 against this invoice. For simplicity, assume that Receivables applies \$63 to each line.
  - Receivables recognizes revenue for Line 1 in the amount of \$63.
  - Receivables cannot recognize revenue for Line 2 due to the cancellation provision. Therefore, Receivables flags \$63 for Line 2 as an amount that is pending revenue recognition.
- Several days later, you reverse the receipt.
  - Receivables automatically unearns the previously earned \$63 in revenue for Line 1.
  - Receivables removes the pending flag that was assigned to \$63 for Line 2.
- After this receipt reversal, the entire amount of the invoice is in the unearned revenue account.

#### Related Topics

Event-Based Revenue Management, page 3-32

Revenue Exceptions Report, page 11-111

## Entering Invoices with Installments

You can let your customers make invoice payments in multiple installments by using a *split payment term*. When you assign a split payment term to an invoice, Receivables automatically creates the payment schedules based on the invoice date and the payment terms that you define. For example, your split payment term might specify that 40 percent of the invoice is due in 30 days after the invoice date with the remainder due in 60 days.

You define your split payment term in the Payment Terms window. You can enter due dates for each installment and specify discounts to assign to each line of your payment

terms. You can also apply the tax and freight for the invoice to the first installment or prorate tax and freight over all of the installments.

Receivables lets you review invoice installments if the status of the invoice is Complete. You can review invoice installments in the Installments window. You can update the transaction due date in the Installments window if the profile option AR: Update Due Date is set to Yes.

#### Prerequisites

- Define split payment terms, page 2-109

### To enter an invoice with split payment terms:

1. Navigate to the Transactions window.
2. Enter general information for this invoice. See: Entering Transactions, page 3-2.
3. Enter a split payment term in the Payment Term field, or select a payment term from the list of values.
4. Save your work. If you are ready to complete this invoice, see: Completing Transactions, page 3-49.

### Related Topics

Entering Invoices with Rules, page 3-20

Importing Invoices with Rules, page 3-209

## Entering Commitments

Receivables lets you create two types of commitments:

- **Deposits:** Create a deposit to record a customer's prepayment for goods or services that you will provide in the future.
- **Guarantees:** Create a guarantee to record a contractual agreement with your customer to conduct business over a specified period of time.

Use the Transaction window to enter or update your customer commitments. Receivables lets you update certain information depending on the commitment status. For a list of fields you can update, see: Maintaining Your Transactions, page 3-69.

You define a commitment and then specify the debit and credit accounts. When your customers invoice or credit against their commitments, Receivables automatically adjusts the commitment balance and generates reversing accounting entries.

**Note:** You can also add a deposit to an invoice that is already completed. See: Using Commitments, page 3-248.

You can assign sales revenue and non-revenue credit as a percentage of the commitment total. If you do assign sales revenue credit, Receivables ensures that you assign 100% of your commitment total. To assign additional or bonus credit for certain sales, use non-revenue sales credits.

**Note:** You can specify in the transaction type whether you want to include tax and freight when applying a deposit to a transaction. See: Transaction Types, page 2-171.

### Prerequisites

- Define payment terms, page 2-109
- Define transaction types, page 2-171
- Define transaction batch sources, page 2-165
- Define salespersons, page 2-122

### To enter a customer commitment:

1. To enter a commitment, follow the same procedure that you used when entering transactions. See: Entering Transactions, page 3-2.

The following steps are unique, however, to entering commitments.

2. Choose a transaction Class of Deposit or Guarantee.
3. Enter the payment Terms if this commitment is a deposit.  
You cannot enter installment payment terms if the commitment is a guarantee.
4. Open the Commitment tabbed region.
5. Enter a range of Effective Dates for this commitment (optional). If you do not assign an end date, Receivables lets you enter invoices and credit memos against this commitment indefinitely until the amount due becomes zero. If you enter an end date, Receivables verifies that all existing invoices against this commitment are included in this date range.

6. Enter the Amount of this commitment.

**Note:** You can never use more than the original deposit amount, or increase the deposit amount.

7. Enter either an Item or a Memo Line for this commitment, or select from the list of values.

If AutoAccounting depends on standard line items, Receivables uses the revenue account associated with this item or memo line along with your AutoAccounting setup to determine the default revenue, AutoInvoice Clearing, Unbilled Receivable, Unearned Revenue, and Receivable accounts for this commitment.

8. Enter a brief Description for this commitment.
9. To review or update accounting information, choose Distributions. See: Reviewing Accounting Information, page 3-16.

**Note:** Use the AR: Deposit Offset Account Source profile option to indicate how you want to derive the offset account for deposits. Receivables can use either AutoAccounting or the deposit's transaction type as the accounting source for the offset account.

### Related Topics

Using Commitments, page 3-248

Technical Perspective: Transactions, page 9-38

Commitment Balance Report, page 11-49

## Batching Transactions for Easy Entry and Retrieval

If you group your invoices and debit memos into batches, you can view the difference between your control and actual batch totals as you enter transactions. These differences alert you to data entry errors, missing or lost transactions, or duplicate entries. In addition, by grouping your related transactions in a batch, transactions can share default attributes such as transaction type, transaction source, and payment terms.

You can only delete a batch if it does not contain any transactions.

### Prerequisites

- Define transaction types, page 2-171
- Define transaction batch sources, page 2-165
- Set up document numbering, page 2-64

## Batch Statuses

A batch has a status that indicates whether it is complete. A batch can have one of the following statuses:

**New:** This is a new batch, and it has not yet been saved. After you save, you can change the status to Out of Balance, Open, or Closed.

**Out of Balance:** The actual count and amount of transactions in this batch do not equal the control count and amount.

**Open:** The actual count and amount equal your control count and amount.

**Closed:** The actual count and amount match the control count and amount.

**Important:** Receivables does not update the batch status automatically. After you enter transactions, navigate to the Status field in the Transaction Batches window and enter a status, or select one from the list of values.

## To create a batch of transactions:

1. Navigate to the Transaction Batches or the Transaction Batches Summary window.
2. Enter the transaction batch Source. Batch sources control invoice and invoice batch numbering and the default transaction types for transactions you add to this batch.
3. If Automatic Batch Numbering for this batch source is No, enter a unique batch Name. Otherwise, Receivables assigns a batch name when you save.
4. Enter the Batch and GL Date for this batch. The default batch date is the current date, but you can change it. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period. The batch and GL dates provide default dates for transactions that you add to this batch.
5. Enter the batch Currency. The default is your functional currency, but you can change it. If you change the batch currency and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions, page 3-22.
6. Enter the total number of transactions in this batch in the Control Count field, then enter the total dollar amount of transactions in this batch in the Control Amount field.

7. To add transactions to this batch, choose Transactions or Transaction Summary. See: Entering Transactions., page 3-2 Receivables saves your batch information.

## Related Topics

Transactions Field Reference, page 3-6

Batching Credit Memos, page 3-87

## Completing Transactions

Before you can complete a transaction in Receivables, you must ensure that all required information for that transaction type has been entered.

After you enter all required information, you can change a transaction's status to Complete in the Transaction or the Transactions Summary window. When you complete an invoice, Receivables creates payment schedules based on the payment terms and invoice date you specified and includes the invoice in the standard aging and collection process if the transaction type has Open Receivables set to Yes.

**Important:** If you change the transaction type of a completed invoice to a type in which Open Receivable is set to No, Receivables no longer includes this invoice in the standard aging and collection process. For more information, see: Viewing Past Due Transactions by Aging Bucket, page 8-12.

If you update a completed invoice by changing values on which AutoAccounting depends (for example, salesperson), and AutoAccounting fails, Receivables displays a warning message and changes the status of the invoice to Incomplete. This is also true if you modify values that Receivables uses to calculate tax (for example, ship-to address).

Use the Complete button in the Transactions or Transaction Summary window to complete transactions. Use the Complete check box when the form is in Query mode to indicate the status of transactions you want to view.

### Prerequisites

- Enter transactions, page 3-2

## Validation for completing a standard transaction

- The invoice must have at least one line.
- The GL date of the invoice must be in an Open or Future period.
- The invoice sign must agree with the creation sign of the transaction type.
- The sum of distributions for each line must equal the invoice line amount.
- If the Calculate Tax field for the transaction type is set to Yes, tax is required for each line (except lines of type Charges).
- If freight was entered for this transaction, you must specify a freight account.
- If the system option Require Salesreps is Yes, salespersons must be assigned to each line.

- If salespeople are assigned to each line, the total revenue sales credit percentage must equal 100%.
- All the activity date ranges for the setup values (for example, payment terms) must be valid for the invoice date.
- If this transaction uses an automatic payment method, you must enter Customer bank, branch, and account information.

### Validation for completing an invoice with rules

- Each line must have an accounting rule and a rule start date.
- Valid account sets must exist for each invoice line.
- Valid account sets must exist for tax that is calculated or entered.

### Validation for completing a standard credit memo

- You must enter at least one credit memo line and specify revenue account assignments for each memo line.
- You must specify a valid receivable account.
- If your credit memo is crediting tax, you must specify valid tax accounts.
- If your credit memo is crediting freight, you must specify valid freight accounts.

**Note:** You cannot change the status of a credit memo that you entered against an invoice, debit memo, or commitment from Complete to Incomplete if you entered another credit memo against this item after the initial memo.

Also, you cannot change the status of a credit memo that you entered against an invoice, debit memo, or commitment from Incomplete to Complete if you entered and completed another credit memo against this item after the initial memo.

### To complete a transaction:

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to complete.
3. Verify that all requirements for completing this type of transaction are met (see above).
4. If you are in the Transactions Summary window, select the transaction, then choose the Complete button.

If you are in the Transactions window, choose the Complete button.

**Note:** When you complete a transaction, the button name changes from Complete to Incomplete. If you click on the button again, Receivables changes the transaction status back to Incomplete (unless the transaction was posted to GL or now has activity, such as a receipt application, against it; in this case, you cannot change the status).

## Related Topics

Entering Invoices with Rules, page 3-20  
Entering Commitments, page 3-46  
Crediting Transactions, page 3-76  
Incomplete Invoices Report, page 11-77

## Voiding Transactions

Receivables lets you make a debit memo, credit memo, on-account credit, invoice, or chargeback invalid by updating the transaction type.

You can void a transaction only if the following are true:

- it does not have any activity against it
- it has not been processed by the Revenue Recognition program
- it has not been posted to your general ledger

### Prerequisites

- Define a transaction type of 'void' (set Open Receivables to No), page 2-171
- Enter transactions, page 3-2

### To void a transaction:

1. Navigate to the Transaction or the Transaction Summary window.
2. Query the transaction.
3. Change the transaction Type to your 'void' transaction type.

## Copying Invoices

The Copy Transactions window lets you automatically create invoices for goods or services that you regularly provide to your customers. For example, you need to bill your customers for services or products provided once a month for two years, but do not want to manually create a new invoice every month. By creating invoice copies, you can quickly create a group of invoices that share the same characteristics. All of the dates for the copied invoices (for example, invoice date, GL date, and due dates) are determined using the copy rule that you specify.

When you copy invoices, Receivables does not derive the exchange rates and tax rates from the copied invoice date. Instead, it derives the exchange rate and tax rate from the date of your first copied invoice. Consequently, if you are copying invoices in a foreign currency, or have tax rates that change over time, you may need to manually update the exchange rate and tax rate. (Receivables calls the tax engine to recalculate tax when you copy invoices.) You can use the Transactions window to update the tax rates for your copied invoices.

**Important:** If the invoice you are copying has lines that use inclusive tax codes and a tax rate has changed, the line amounts for your copied invoice(s) will also be different from the original transaction. This is because the line amount for a line assigned to a tax inclusive tax code includes tax. If the tax rate for any of the original invoice's lines has

changed, the line, tax, revenue, and sales credit amounts for the copied invoice(s) will be different from the original transaction.

During the copy process, Receivables ignores the value of the Tax Calculation box on the original invoice's transaction type, to preserve the tax calculation.

Receivables uses the invoice amount from your model invoice on your copied invoices. Therefore, even if the model invoice has been credited, adjusted, or paid, the amount for all copied invoices is equal to the original invoice amount.

Receivables also uses the accounting distributions from your model invoice on your copied invoices. If your model invoice failed collectibility analysis for automatic revenue recognition, then the copied invoices inherit the model invoice's unearned revenue distributions. Once the copied transactions are completed, you should review the accounting distributions and use the Actions Wizard to make changes as appropriate. See: Revenue Accounting, page 3-28 and Event-Based Revenue Management, page 3-32.

When copying an invoice, Receivables retains the original salesperson and sales group. You can optionally modify this sales information.

You can copy invoices as often as you want and create copies from any existing invoice, even if it is closed.

You create, review, and update copied invoices in the Transaction window.

## Copy Rules

You can use one of the following rules to copy an invoice:

**Annually:** This rule creates an invoice once a year on the same day and month of each year. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is January 1, 1992. All subsequent invoice dates are calculated at one-year intervals.

**Semiannually:** This rule creates an invoice every six months on the same day.

**Quarterly:** This rule creates an invoice every three months on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is April 1, 1991. All subsequent invoice dates are calculated at three-month intervals.

**Monthly:** This rule creates an invoice every month on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is February 1, 1991. All subsequent invoice dates are calculated at one-month intervals.

**Bimonthly:** This rule creates an invoice every other month on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is March 1, 1991. All subsequent invoice dates are calculated at two-month intervals.

**Weekly:** This rule creates an invoice every seven days. For example, if your model invoice has an invoice date of January 1, 1991, then your first copied invoice is January 8, 1991. All subsequent invoice dates are calculated at seven-day intervals.



**Single Copy:** This rule creates one copy of your model invoice for the day you enter in the First Invoice Date field.

**Days:** This rule creates an invoice based on the number of days you specify. For example, if your model invoice has an invoice date of January 1, 1991, and you enter 20 in the Number of Days field, the invoice date of your first copied invoice is January 21, 1991. All subsequent invoice dates are calculated at 20-day intervals.

## To copy an invoice:

### Prerequisites

- Enter transactions, page 3-2
  - Create an invoice to use as a model for the copied invoices (optional), page 3-2
1. Navigate to the Transactions Summary or the Copy Transactions window.
  2. Query the invoice to use as a model for your copied invoices.

**Note:** You must select a completed invoice.

3. If you are in the Transactions Summary window, select the invoice, then choose Copy.
4. Choose a copy Rule.
5. Enter the number of copies to create in the Number of Times field.
6. If your copy rule is Days, enter the Number of Days between your copied invoice dates.
7. If the Post to GL flag of the model invoice's transaction type is Yes, enter the First GL Date for the copied invoice. This date must be in an open, future, or never opened period.

**Note:** If you choose a date in a never opened period, Receivables will create these invoices as incomplete. To complete these invoices, open the period and query the invoice in the Transactions Summary window, then choose the Complete button. However, if you are using the Bill in Arrears invoicing rule, the invoice will be created as complete even if its GL date is in a never opened period.

8. Enter the First Transaction Date to create the copied invoice. The default is the invoice date of the first copied invoice (determined by the copy rule you entered), but you can change it.
9. If you are using manual sequence numbering, enter a unique document Number for each copied invoice. Otherwise, Receivables assigns document numbers when you save. See: Implementing Document Sequences, page 2-64.
10. Save your work. Receivables submits a concurrent process to create your copied invoices and generates a unique Request ID number. You can use this number to review the status of your request in the Concurrent Requests Summary window.

Receivables also creates the Recurring Invoice Program report when you save. Use this report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules. See: Recurring Invoice Program Report, page 3-54.

## Related Topics

Maintaining Transactions, page 3-68

## Recurring Invoice Program Report

This report contains information about your model invoice and the new, copied invoices that you created in the Copy Transactions window. Receivables automatically generates this report when you submit a request to create copied invoices.

**Important:** Your new, copied invoices will be created as not complete if the First GL Date was in a never opened period when they were created. To complete these invoices, you must open the never opened period, query each invoice in the Transactions window, and check the Complete check box. However, if you are using the Bill in Arrears invoicing rule, the invoice will be created as complete even if its GL date is in a never opened period.

## Related Topics

Copying Invoices, page 3-51

Completing Transactions, page 3-49

## Printing Transactions

The Print Invoices window lets you generate invoices, debit memos, commitments, chargebacks, credit memos, and adjustments to send to your customers.

You can preview the transactions that will print by selecting the Invoice Print Preview program.

**Note:** You can also use Consolidated Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Consolidated Billing, page 3-255

The system option Allow Change to Printed Transactions determines whether you can update a transaction after it has been printed. However, you cannot update a transaction if it has activity against it, regardless of how you set this option. Examples of activity include payments, credit memos, adjustments, and including the transaction on a consolidated billing invoice.

The Print Date field in the Transactions window shows you the last time a transaction was printed.

## Previewing Transactions Online

If you use Bill Presentment Architecture (BPA), then you can use the BPA icon to preview completed transactions online. See: Viewing Online Bills, page 4-30.

## To print your transactions:

### Prerequisites

- Enter transactions, page 3-2
- Enter adjustments (optional), page 3-230

1. Navigate to the Print Invoices window.
2. Enter the Name of the print program, or select from the list of values. Choose from the following:

**Invoice Print New Invoices:** Print all transactions that have not been printed previously and have a print status of 'Print'.

**Invoice Print Selected Invoices:** Print specific transactions, regardless of whether you have already printed them. You can limit your printout by entering a range of dates, transaction numbers, a specific transaction type, transaction class, customer class, installment number, and a specific customer. You can also select to print only open invoices. Receivables does not include any transactions with a print status of 'Do Not Print'.

**Invoice Print Batch of Invoices:** Print a single batch of transactions, regardless of whether you have already printed it. You specify the batch to print in the Parameters window. Receivables does not include transactions with a print status of 'Do Not Print'.

**Print Adjustments:** Print specific adjustments to transactions which have not been printed previously and have a print status of 'Print.' Receivables does not include transactions with a print status of 'Do Not Print'.

**Invoice Print Preview Report:** Preview transactions that would be printed if you chose to print a batch of invoices, new invoices, or specific invoices. This report will list the transactions that would be printed in each case.

3. Enter print Parameters. For example, choose to Order By transaction number, customer, or postal code, enter a Transaction Class or Type, choose to print only Open Invoices, or enter a range of Transaction Numbers to print only transactions matching that criteria. Leave a field blank if you do not want to limit your printout to transactions matching that criteria.

**Tip:** To print credit memos, set Open Invoices Only to No.

4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output check box.
7. To submit this print program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

## Related Topics

Understanding Your Printed Transactions, page 3-252

Print Invoice Reports, page 11-94

Transaction Detail Report, page 11-123

Receivables Invoice Print Reports, page 11-12

## XML Receivables Documents

You can use Oracle XML Gateway to send Receivables documents to your customers. Currently, XML receivables documents include invoices, debit memos, credit memos, chargebacks, and deposits. The largest proportion of XML documents transmitted to customers are customer invoices.

Oracle uses the Open Applications Group Process Invoice DTD called 171\_process\_invoice\_002.dtd (version 7.2.1). Your customers must comply with this standard to ensure that their payables departments can properly accept and process the XML invoice documents that you send.

Your customers can set up their systems to automatically send confirmation messages back to you. These Payables confirmation messages indicate the import status of your XML documents and the reason codes for rejected invoices. XML Gateway processes these confirmation messages and initiates the appropriate Receivables actions and notifications for documents rejected by your customers.

Use the Document Transfer request set to run the Document Transfer Scheduling program and the Document Transfer program to initially send XML documents to your customers. Or you can separately run these two programs in sequence to schedule and then process the document transfer. To review import statuses and, if necessary, retransmit XML documents, use the Document Transfer Summary page and the Document Transfer page.

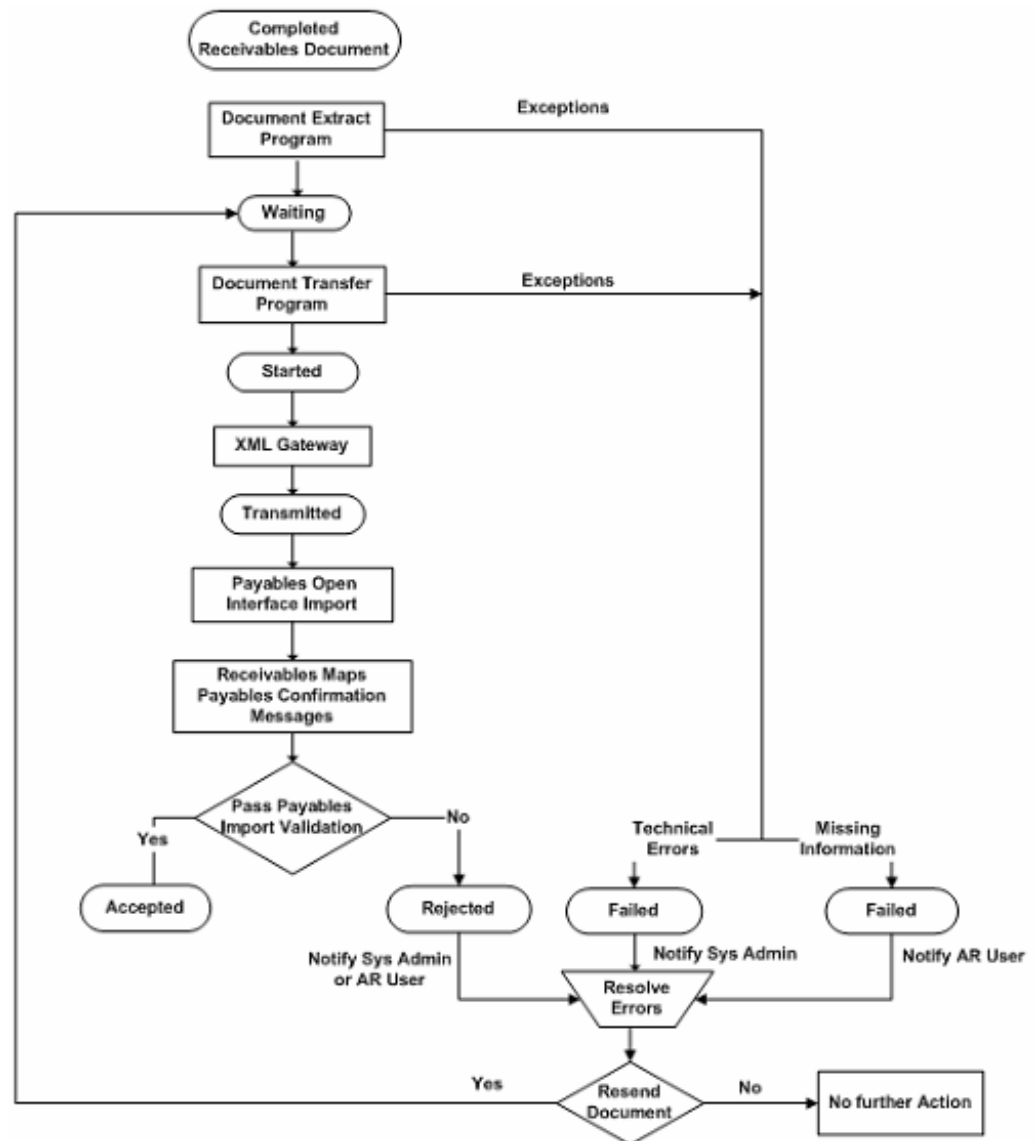
## Open Applications Group (OAG) Standards

This feature conforms to the Open Applications Group Integration Specification (OAGIS) Release 7.2.1 standards. Please refer to the OAG web site at [www.openapplications.org](http://www.openapplications.org) for more information on the OAGIS standard.

## XML Invoices Process Flow

The following diagram shows the complete XML invoices process flow, including the validation of invoice import by your customer's payables system and the resolution of errors.

### XML Invoices Process Flow



## XML Messages

XML invoice documents always use this XML message:

- **Process Invoice:** This XML message contains information for your customers' invoices, debit memos, credit memos, chargebacks, and deposits.

In addition, your customers can set up their systems to send this XML message back to you:

- **Confirm Business Object Document (Confirm BOD):** Your customer can send this XML message to tell you if your XML invoice document import was successful. This is the standard OAG Confirm BOD XML message.

## Related Topics

XML Transactions Mapping, page I-1

*Oracle XML Gateway User Guide*

*Oracle Workflow Developer's Guide*

OAG web site: [www.openapplications.org](http://www.openapplications.org)

## Implementation Considerations

You can set up your system to handle XML invoice documents to best meet the needs of your organization and your customers.

Before you can transfer and receive XML messages with a customer, you and your customer must agree to and implement the following:

- OAG standard and version 7.2.1 of the DTDs.
- Invoice information defined in the user area section of the XML DTDs.
- Invoice import status codes, other than those seeded in Oracle Payables, used in confirmation messages.
- Unique trading partner identifier, such as the Source Trading Partner Location code in XML Gateway.
- Oracle Transport Agent (OTA). Alternatively, your customer can implement a program that understands the OTA protocol.

For more information see the *Oracle XML Gateway User Guide*.

Before you set up this feature, consider the following questions:

- Will your customers send a Confirm BOD to you? If so, will they send one every time or only when they encounter import errors with your XML document?
- Do you want notifications to be sent by e-mail, Oracle Workflow worklist, or both?
- Do you want to adjust the timeout default values in the workflow? Set the timeout value for the Confirm BOD message only if you expect your customers to send you a confirmation every time you send an XML transaction message. The default value is 10 minutes.

Review the XML Invoices Process Flow, page 3-56 to see how these decisions affect how the workflow manages your XML invoice document process.

## Setting Up Your System for XML Invoice Documents

The following table lists the cross-product steps necessary to set up XML invoice documents.

Step	Performed by	Application	Task	Required / Optional
1	Receivables user	Receivables	Define customer bill-to sites	Required
2	Implementer	XML Gateway	Define system profile values	Required
3	Implementer	XML Gateway	Verify seeded transactions	Required
4	Implementer	XML Gateway	Define customer bill-to sites as trading partners	Required
5	Implementer	XML Gateway	Test the Oracle Transport Agent server to server connection	Required
6	Implementer	Workflow	Define Workflow roles for users	Required
7	Implementer	Workflow	Adjust any timeout values that you will use	Optional
8	Implementer	Workflow	Modify any of the standard messages	Optional
9	Implementer	Workflow	Start Workflow agent listener using the following parameters: ECX_INBOUND ECX_TRANSACTION WF_DEFERRED WF_ERROR	Required
10	Implementer	Oracle Transport Agent	Set any security options	Optional
11	Implementer	Your e-mail system	Set up e-mail server to receive e-mail workflow notifications	Optional

#### To set up XML invoice documents:

1. In Receivables, define bill-to sites for your customers. See: Assigning a Business Purpose to a Customer Address, page 7-35.
2. In XML Gateway, define system profile values:
  - ECX log file path for XML message and processing file
  - ECX XSLT file path for XSLT style sheets
  - Oracle XML Gateway system administrator e-mail address
  - ECX\_OAG\_LOGICALID to identify the sender's information system
3. In XML Gateway, verify transactions seeded for XML invoice documents.
  - Party type=Customer
  - Transaction type=AR
  - Transaction subtype:
    - Process invoice messages  
PROCESS\_INVOICE
    - Process debit memo  
PROCESS\_DEBIT\_MEMO
    - Process credit memo  
PROCESS\_CREDIT\_MEMO

PROCESS\_CHARGE\_BACK

PROCESS\_DEPOSIT

- Confirm BOD messages

CONFIRM\_BOD

4. In the XML Gateway Trading Partner Setup window, define customer bill-to sites as trading partners in XML Gateway.

**Important:** To *disable* the delivery of XML invoice documents for a customer, simply remove the customer's bill-to site from the Trading Partner Setup window in XML Gateway.

Enter the following:

- Trading Partner Type: Customer
- Trading Partner Name: customer name
- Trading Partner Site: customer bill-to site
- Company Admin E-mail: e-mail address for the message recipient

In XML Gateway, in the Trading Partner Details region of the Trading Partner Setup window, select transactions that will be used in the XML Gateway execution engine, and provide trading partner details. This setup identifies the queue from which to retrieve inbound messages or in which to place outbound messages.

1. (Required) Set up the Process Invoice message transaction details, including:

- Transaction Type: AR
- Transaction Subtype:
  - PROCESS\_INVOICE
  - PROCESS\_DEBIT\_MEMO
  - PROCESS\_CREDIT\_MEMO
  - PROCESS\_CHARGEBACK
  - PROCESS\_DEPOSIT

**Note:** When you select a Transaction Type and Transaction Subtype pair, values for the Standard Code, External Transaction Type, External Transaction Sub Type, and Direction fields are automatically populated.

- Map: 171\_process\_invoice\_002
- Protocol Type: HTTPS
- In the Connection/Hub field, enter the appropriate value. See: *XML Gateway Implementation User Guide*.
- In the Username, Password, and Protocol Address fields, enter the appropriate values. Obtain these values from your customer's system administrator.



- In the Source Trading Partner Location Code field, enter the unique value that you have agreed upon with your customer.
- (Optional) If your customer will send confirmation that they received your XML message, then enable the inbound Confirmation BOD message. In the Document Confirmation, enter:
  - 0: if your customer does not send the Confirm BOD to you
  - 1: if your customer sends the Confirm BOD to you only when there is an import error
  - 2: if your customer always sends the Confirm BOD to you

See: How to Implement the OAG Confirmation Business Object Document, *Oracle XML Gateway User Guide*.

2. (Optional) Set up the Confirm BOD message transaction details, including:
  - Transaction Type: AR
  - Transaction Sub Type: CONFIRM\_BOD
  - Map: 002\_confirm\_bod\_004
5. Test the HTTPS server-to-server connection.
6. In Oracle Workflow, define workflow roles for the users who process invoice documents at your organization so that they can receive notifications. See: Setting Up an Oracle Workflow Directory Service, *Oracle Workflow Administrator's Guide*.
7. (Optional) In Oracle Workflow, adjust any timeout values you will use.
8. (Optional) In Oracle Workflow, modify any of the standard messages.
9. Start Oracle Workflow agent listener.
10. (Optional) In Oracle Transport Agent, set any security options that you plan to use. For more information about Oracle Transport Agent, see the *Oracle XML Gateway User Guide*.
11. (Optional) Set up e-mail server to receive e-mail workflow notifications.
 

**Note:** You can run the XML Gateway engine in debug mode to generate a detail log file. To generate a detail log file, you must modify the event subscription that runs the XML Gateway engine process. In Oracle Workflow, navigate to the Find Event Subscription window and find the Receivables XML Invoice, Credit Memo, Debit Memo, Charge Back, Deposit event. In the Parameters field of that window, enter ECX\_DEBUG\_LEVEL=3 and save your work.

## Sending XML Invoice Documents

This overview provides general information about sending XML invoice documents to your customers.

Because the XML invoice document process varies depending on your setup, refer to Document Transfer Message Workflow, page 3-66 to see details about how the workflow manages your XML invoice documents.

### Prerequisites

- Set up your system for XML invoice documents. See: Setting Up Your System for XML Invoice Documents, page 3-58.
- Ensure that Receivables transactions exist that meet these conditions:
  - the transaction must have a status of Complete
  - the transaction must never have been transmitted
  - the bill-to customer and bill-to site for the transaction must exist as an XML Gateway trading partner setup

**Important:** You must process and transfer XML invoice documents before you run the concurrent programs to print invoices. The Document Transfer program does not select receivables transactions that the Print Invoice program already printed.

### To send XML invoice documents to your customers:

For an overview of this process: see XML Invoices Process Flow, page 3-63.

1. Initiate the transfer of Receivables invoice documents in XML format by submitting the Document Transfer Request Set, which runs the Document Transfer Scheduling and Document Transfer concurrent programs.

Alternatively, you can submit the two programs separately in sequential order; first the Document Transfer Scheduling program, and then the Document Transfer program.

**Note:** Use the Document Transfer request set only for the initial XML transfer of invoice documents. If you must resend an invoice document, then you must initiate the retransmission request from the Document Transfer page. You can then submit the Document Transfer program to complete the retransmission.

Receivables selects transactions for XML transfer according to the parameters that you specify upon program submission:

- Transaction class
  - Transaction type
  - Transaction number, low and high
  - Customer class
  - Customer
  - Transaction date, low and high
2. After the Document Transfer Scheduling program completes, Receivables changes the transmission status of the transaction to either *Waiting* or *Failed*. If the status is *Failed*, then the system administrator receives a notification via Workflow.
  3. The Document Transfer program validates the transactions that have a status of *Waiting*. During validation, the transmission status of a transaction can change to either:
    - *Started* - The document has passed all validations and is ready for transfer.
    - *Failed* - The validation process encountered errors. Workflow notifications are sent to the appropriate Receivables user or system administrator.

The Document Transfer program then calls XML Gateway to transmit the invoice documents that pass validation. XML Gateway creates the XML invoice documents and transmits them to your customers. During this process, the transmission status of a transaction can change to either:

- *Transmitted* - The invoice document was transmitted.
  - *Failed* - The transmission process encountered a technical error in XML Gateway. Workflow notifications are sent to the system administrator.
4. Your customers can now import the transmitted XML invoice documents into their payables systems. Your customers validate the incoming invoice documents and can optionally return confirmation messages back to you. For more information about confirmation messages, see: *Confirming the Import Status of XML Invoice Documents*, page 3-63.

## Confirming the Import Status of XML Invoice Documents

You and your customer can optionally implement any messages and activities that meet your needs.

If you have set up the Process Invoice XML message for automatic receipt confirmation in XML Gateway, then when your customer receives the invoice message, the customer sends a Confirm BOD message back to your system.

These messages confirm the import status of an invoice document and provide reason codes for import failures. The Oracle Payables import statuses and reason codes are mapped to confirmation actions in Receivables.

Upon receipt of a confirmation message, Receivables translates the import status and reason code into the appropriate confirmation action, and updates the transmission status accordingly.

For each XML invoice, the transmission status will change to either:

- *Accepted*- if you receive a confirmation message with an import status of *Success*.
- *Rejected* - if you receive a confirmation message with an import status of *Failed*, with an accompanying reason code.

For information about the seeded reason codes in Receivables, refer to *Troubleshooting XML Invoice Documents*, page 3-63.

## Troubleshooting XML Invoice Documents

If the Oracle Payables confirmation message indicates errors, then Workflow sends a notification to the appropriate person based on the reason code:

- When errors are related to failed import validations, such as a missing invoice amount, the appropriate Receivables user is notified.
- When errors are caused by technical or transmission issues, the system administrator is notified.

The following table lists the Oracle Payables import statuses and reason codes that are mapped to the confirmation actions seeded in Receivables. If your customers do not use Oracle Payables, then they need to implement these codes so that their confirmation messages map to Receivables confirmation actions.

Status	Reason Code	Description
00	NA	Invoice document import was successful.
10	DUPLICATE_INVOICE_NUMBER	Duplicate invoice document number.
10	DUPLICATE_LINE_NUMBER	Duplicate line number.
10	INCONSISTENT_CURR	Invoice document and customer's purchase order have different currencies.
10	INCONSISTENT_PO_SUPPLIER	The value you provided for supplier does not match the supplier on the purchase order.
10	INVALID_LINE_AMOUNT	Line amount not equal to Quantity x Unit Price.
10	INVALID_INVOICE_AMOUNT	You did not provide a value for Invoice Amount.
10	INVALID_PO_NUM	Invalid purchase order number.
10	INVALID_PRICE_QUANTITY	The values for Unit Price, Quantity Invoiced, and Line amount are inconsistent. (Quantity Invoiced x Unit Price = Amount)
10	INVALID_QUANTITY	The value for Quantity (QUANTITY_INVOICED) must be greater than zero for Standard type invoices.
10	INVALID_SUPPLIER	The supplier information is invalid. The Trading Partner Location code in the XML Gateway trading partner setup must match to your customer.
10	INVALID_SUPPLIER_SITE	The supplier site information is invalid. The Trading Partner Location code in the XML Gateway trading partner setup must match to your customer.
10	INVALID_UNIT_PRICE	The value for Unit Price (UNIT_PRICE) must be greater than zero. The Trading Partner Location code in the XML Gateway trading partner setup must match to your customer.
10	NO_SUPPLIER	No supplier information is provided.

### Mapping Reason Codes against Confirmation Actions

If your customer wants to use a reason code that is not listed in the table above, they can do so. However, they must communicate the reason code to you, so that you can map a Receivables confirmation action to it.

#### How to map a reason code to a confirmation action:

1. Navigate to the Confirmation Action page.
2. Click Add.
3. Enter the status 00 for successful processes and 10 for failed processes.
4. Enter a reason code that maps to a reason code that your customer uses.

5. Enter a start date, and optionally enter an end date.
6. Enter a handler type, usually PL/SQL, and the handler name, which is your PL/SQL program name.

If the import process fails and Receivables does not recognize the reason code, then the workflow notification indicates an unrecognizable reason code.

If the reason code indicates that a failed import was due to duplicate invoice numbers, then Receivables automatically initiates the Credit Memo Workflow to generate a credit memo for the duplicate invoice.

## Reviewing and Retransmitting XML Invoice Documents

Use the Document Transfer Summary page to review the transmission statuses of your XML invoice documents. From this page, you can drill down to the Document Transfer page to see transmission details and error messages. From the Document Transfer page, you can also initiate the retransmission of failed or rejected XML invoice documents.

### To review your XML transfers:

1. Navigate to the Document Transfer Summary page.

The page displays your most recently transmitted XML invoice documents. If you want to find a different invoice document transfer, then perform a query using:

- Customer name
- Customer number
- Low and high transaction numbers
- Low and high submission dates
- Document transfer number
- Status
- Exception Type

2. In the Results region, choose the Edit button for the invoice document transfer that you want to review.

The Document Transfer page appears. This page displays the following details:

- Document transfer number - generated after running the Document Transfer Scheduling program
- Transaction number
- Customer name and number
- Last submission date - refers to the last submission dates for either the Document Transfer Scheduling program or the Document Transfer program
- Status - indicates the transmission status of the invoice document, including Accepted, Failed, Rejected, Started, Transmitted, and Waiting
- Event name - refers to the business event subscribed to by XML Gateway to transmit Receivables invoice documents

- Gateway transaction name - refers to the transaction type and subtype that you defined in XML Gateway
  - Error message - includes any errors such as Setup, System, or import errors as indicated in the confirmation messages from your customer. Before submitting an XML transfer again, you must resolve the errors identified in this error message.
3. If this transmission has a status of *Failed* or *Rejected*, then make your corrections and save your changes.
  4. Click Retransmit. The transmission status changes to *Waiting*.
  5. Submit the Document Transfer program to complete the retransmission.

## Document Transfer Message Workflow

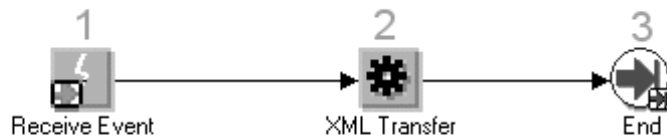
The Document Transfer Message workflow creates an XML invoice document and sends it to your customer. This workflow consists of two item types:

- AR Transfer Document item type
- AR Notification item type

### AR Transfer Document Item Type

The following diagram displays the workflow process in the AR Transfer Document item type:

#### *AR Transfer Document Item Type*



#### Retrieve Event (Node 1)

When you run the Document Transfer program, a business event is raised that starts the workflow. Workflow continues to Node 2.

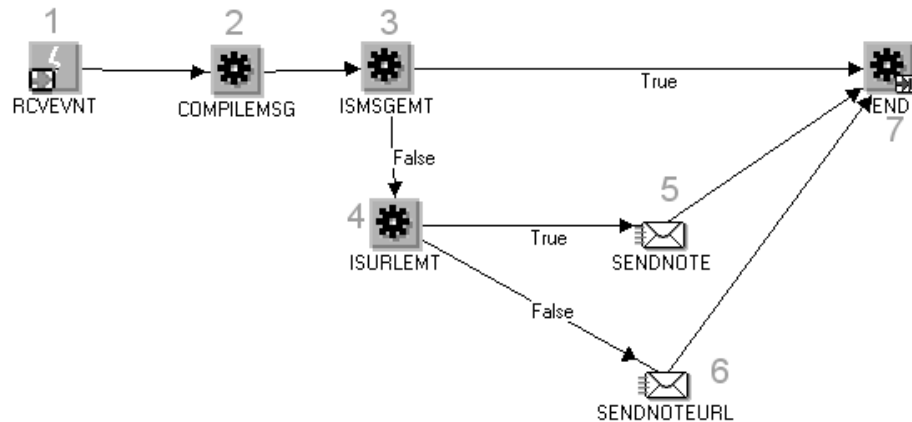
#### XML Document Transfer (Node 2)

This function triggers outbound message creation. Oracle Transport Agent then transmits the Process Invoice message to your customer. Workflow ends successfully at Node 3.

### AR Notification Item Type

The following diagram displays the workflow process in the AR Notification item type:

### AR Notification Item Type



#### Receive Event (Node 1)

If an error occurs during the XML transfer process, a business event is raised that starts the workflow. Workflow continues to Node 2.

#### Compile Message (Node 2)

This node is a PL/SQL activity. The associated procedure uses the event information to construct the text of the notification. It also identifies the person who should receive the notification. Workflow continues to Node 3.

#### Is Message Empty (Node 3)

This function checks the message content:

- If the message has no text, then the workflow successfully ends at Node 7.
- If the message does have text, then the workflow continues to Node 4.

#### Is URL Empty (Node 4)

This function checks the message content to determine if the notification includes a hypertext link to the Document Transfer Summary page:

- If a hypertext link exists, then the workflow continues to Node 5.
- If a hypertext link does not exist, then the workflow continues to Node 6.

#### Send Notification (Node 5)

This function sends an error notification to the appropriate Receivables user. Workflow successfully ends at Node 7.

#### Send Notification with URL (Node 6)

This function sends an error notification, including a hypertext link to the Document Transfer Summary page, to the appropriate Receivables user. Workflow successfully ends at Node 7.

## Workflow Troubleshooting

For Oracle Workflow or Oracle XML Gateway errors, review the log file for the details and use the Workflow Administrator functions to monitor and manage workflow processes. See: Monitor Workflow Processes, *Oracle XML Gateway User Guide*.

### Related Topics

XML Transactions Mapping, page I-1

*Oracle Exchange Implementation Guide* (if appropriate)

*Oracle XML Gateway User Guide*

*Oracle Workflow Developer's Guide*

*Oracle Workflow User's Guide*

Open Applications Group (OAG) web site at <http://www.openapplications.org>

## Maintaining Transactions

You can review and update invoice, debit memo, deposit, guarantee, credit memo, on-account credit memo, and chargeback information for transactions you enter manually or import into Receivables using AutoInvoice.

If the Allow Change to Printed Transactions system option is Yes, you can update most transaction information, even if it has been printed. However, once there is activity against it, Receivables does not let you update most transaction attributes. Activity includes actions such as payments, credit memos, adjustments, and including the transaction on a consolidated billing invoice.

You can update debit item information such as the due date, PO number, salesperson, and remit-to address. You can also place a debit item in dispute by specifying a dispute amount, exclude a debit item from finance charges, or update the bill-to information. Receivables also lets you enter or update the exchange rate of your debit item if your debit item does not have any activity against it.

You can also record other information by adding notes about your debit items in the Notes tabbed region of the Transaction window.

### Prerequisites

- Enter transactions, page 3-2

### To maintain your transactions:

1. Navigate to the Transaction window.
2. Query the transaction.
3. Update information for this transaction. For a list of fields you can update, see: Maintaining Your Transactions, page 3-69.

### Related Topics

Entering Transactions, page 3-2

Accounting for Transactions, page 9-30



## Maintaining Transactions Field Reference

This section tells you under which conditions you can and cannot update specific attributes of your Receivables transactions. Some cells contain *exception numbers*, which indicate that at least one exception exists for that attribute and condition. An explanation of each exception is provided at the end of this section.

For example, the table below indicates that you can update the Bill-To Contact field when the transaction is complete. However, the number 4 indicates that there is one exception: if the transaction is a chargeback, the Bill-To Contact cannot be updated.

After your transactions have posted to your general ledger, you can still update most information. Receivables maintains a complete audit trail of all the posted changes you make to your accounting entries. Receivables does not maintain an audit trail when you change a transaction that has not been posted.

You cannot update a transaction if it has activity against it, regardless of how you set the system option Allow Change to Printed Transactions. Examples of activity include payments, credit memos, adjustments, and including the transaction on a consolidated billing invoice.

### Delete Transactions

Depending on how your administrator has set up function security on your system, there are several ways you can delete transactions in Receivables. See: Function Security in Receivables., page C-1 Transactions with no activity against them can be removed by one of the following methods:

- Delete the invoice in the Transactions window by choosing Delete Record from the Edit menu. This will delete the invoice and any lines.
- Void the invoice by changing the invoice's type in the Transaction window to a type with Open Receivables and Post to GL options set to No. This will delete the payment schedule and cancel distributions by removing the GL date.
- Reverse the distributions by creating a Credit Memo against the invoice.
- Delete the payment schedule by choosing the Incomplete button in the Transaction window. This makes the invoice inaccessible for payment or crediting.

### Update Transactions

The following table lists changes you can make in the Transactions window to imported, manually entered, and copied transactions.

\* You cannot update a transaction's payment terms unless the Override Terms check box is checked in the Customer profile, at either the Customer or Customer Site level.

See Legend, page 3-75 for the legend that goes with this table.

HEADER LEVEL	Incomplete	Complete	Rules	Printed	Activity	Posted
Agreement	No	No	No	No	No	No
Bill To Address	Yes <sup>12</sup>	No	No	No	No	No
Bill To Contact	Yes <sup>12</sup>	Yes <sup>4,12</sup>	Yes <sup>4,12</sup>	Yes <sup>8,12</sup>	No	Yes <sup>12</sup>
Bill To Customer	Yes <sup>11,12</sup>	No	No	No	No	No
Class	No	No	No	No	No	No

HEADER LEVEL	Incomplete	Complete	Rules	Printed	Activity	Posted
Comments	Yes	Yes	Yes	Yes	Yes	Yes
Commitment	Yes	Yes <sup>15</sup>	Yes <sup>15</sup>	Yes <sup>15</sup>	Yes <sup>15</sup>	Yes <sup>15</sup>
Complete	Yes <sup>12</sup>	Yes <sup>4,5,12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	No	No
Credit Reason	Yes	Yes	Yes	Yes	Yes	Yes
Credit Reference	Yes	Yes	Yes	Yes	Yes	Yes
Credit Reference Date	Yes	Yes	Yes	Yes	Yes	Yes
Cross Reference	Yes <sup>2</sup>	Yes	Yes	Yes	Yes	Yes
Currency	Yes <sup>1</sup>	No	Yes <sup>2</sup>	Yes <sup>8</sup>	No	No
Customer Bank Fields	Yes	Yes	Yes	Yes	Yes	No
Default Tax	Yes	NA	NA	NA	NA	NA
Descriptive Flexfield [ ]	Yes	Yes	Yes	Yes	Yes	Yes
Dispute Amount	NA	Yes	Yes	Yes	No	Yes
Dispute Date	NA	Yes	Yes	Yes	No	Yes
Document Number	No <sup>13</sup>	No	No	No	No	No
Due Date	No	No	No	No	No	No
Finance Charges	Yes <sup>2</sup>	Yes	Yes	Yes	No	Yes
GL Date	Yes	Yes <sup>5</sup>	Yes <sup>4</sup>	Yes	No	No
Invoicing Rule	No	No	No	No	No	No
Notes	Yes	Yes	Yes	Yes	Yes	Yes
Original Transaction	(read only)	No	No	No	No	No
Paying Customer Name and Number	Yes	Yes	Yes	Yes	No	Yes
Paying Location	Yes	Yes	Yes	Yes	No	Yes
Payment Method	Yes	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes	Yes	Yes
PO Date	Yes	Yes	Yes	Yes	Yes	Yes
PO Number	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
PO Revision	Yes	Yes	Yes	Yes	Yes	Yes
Print Date	(read only)	No	No	No	No	No
Print Option	Yes	Yes	Yes	Yes	Yes	Yes

HEADER LEVEL	Incomplete	Complete	Rules	Printed	Activity	Posted
Rate	Yes <sup>1</sup>	Yes <sup>4,5</sup>	Yes <sup>4</sup>	Yes	No	No
Rate Date	Yes <sup>2</sup>	Yes <sup>4,5</sup>	Yes <sup>4</sup>	Yes	No	No
Rate Type	Yes <sup>1</sup>	Yes <sup>4,5</sup>	Yes <sup>4</sup>	Yes	No	No
Receivables Account	Yes	Yes	Yes	Yes	No	No
Reference	Yes	Yes <sup>7</sup>	Yes	Yes	No	Yes
Remit To Address	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes	Yes <sup>8</sup>	Yes	Yes
Sales Territory	Yes	Yes	Yes	Yes	Yes	Yes
Salesperson	Yes	Yes <sup>4</sup>	Yes <sup>14</sup>	Yes <sup>8</sup>	No	No
Ship To Address	Yes <sup>1,12</sup>	No	No	No	No	No
Ship To Contact	Yes <sup>1</sup>	Yes	Yes	Yes <sup>8</sup>	No	Yes
Ship To Customer	Yes <sup>1,11,12</sup>	No	No	No	No	No
Sold To Customer	Yes	Yes	Yes	Yes	Yes	Yes
Source	No	No	No	No	No	No
Special Instructions	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Status	Yes	Yes	Yes	Yes	No	Yes
Terms*	Yes <sup>2</sup>	Yes <sup>4,5</sup>	Yes	Yes <sup>8</sup>	No	No
Transaction Date	Yes	No	No	No	No	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Transaction Number	No	No	No	No	No	No
Transaction Type	Yes <sup>12</sup>	No	No	No	No	No

The following table lists changes you can make in the Lines window to imported, manually entered, and copied transactions.

See Legend, page 3-75 for the legend that goes with this table.

LINE LEVEL	Incomplete	Complete	Rules	Printed	Activity	Posted
Accounting Rule	Yes	Yes	No	Yes	No	No
Amount Includes Tax flag	Yes	No	No	No	No	No

<b>LINE LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Description	Yes <sup>12</sup>	No	No	No	No <sup>12</sup>	No
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
First GL Date	Yes	Yes	No	Yes	No	No
Item	Yes	No	No	No	No	No
Item Flexfield	Yes <sup>12</sup>	No	No	No	No	No
Line Number	Yes	Yes <sup>5</sup>	Yes	Yes <sup>8</sup>	No	Yes
Net Extended Price	Yes	No	No	No	No	No
Net Unit Selling Price	Yes	No	No	No	No	No
Num of Accounting Periods	Yes	Yes	No	Yes	No	No
Order Date	Yes	Yes	Yes	Yes	Yes	No
Order Line	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes	Yes	Yes	No
Order Number	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	No
Order Revision	Yes	Yes	Yes	Yes	Yes	Yes
Price	Yes <sup>12</sup>	No	No	No	No	No
Quantity	Yes <sup>12</sup>	No	No	No	No	No
Reason	Yes	Yes	Yes	Yes	Yes	Yes
Reference	Yes	Yes	Yes	Yes	No	Yes
Sales Channel	Yes	Yes	Yes	Yes	Yes	Yes
Standard Memo Line	Yes <sup>6</sup>	No	No	No	No	No
Tax Certificate	Yes	Yes <sup>5,6</sup>	No	No	No	No
Tax Code	Yes	No	No	No	No	No
Tax Handling	Yes	No	No	No	No	No
Tax Reason	Yes	Yes <sup>5,6</sup>	No	No	No	No
Transaction Code	Yes	Yes	Yes	Yes	No	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
UOM	Yes <sup>2</sup>	Yes <sup>2,4</sup>	Yes	Yes	Yes	Yes

<b>LINE LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Add Lines?	Yes <sup>12</sup>	No	No	No	No	No
Delete Lines?	Yes <sup>12</sup>	No	No	No	No	No

The following table lists changes you can make in the Tax window to imported, manually entered, and copied transactions.

See Legend, page 3-75 for the legend that goes with this table.

<b>TAX LINE</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Line Number	Yes	Yes	Yes	Yes	No	Yes
Precedence Number	No	No	No	No	No	No
Tax Code	No	No	No	No	No	No
Tax Rate	Yes <sup>1,12</sup>	No	No	No	No	No
Tax Amount	Yes <sup>12</sup>	No	No	No	No	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	No	No	No	No	No	No
Delete Line?	No <sup>3</sup>	No	No	No	No	No

The following table lists changes you can make in the Sales Credits window to imported, manually entered, and copied transactions.

See Legend, page 3-75 for the legend that goes with this table.

<b>SALES CREDIT LINE</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Non-Revenue %	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Non-Revenue Amount	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Revenue %	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Revenue Amount	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Salesperson	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Add Line?	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Delete Line?	Yes	Yes <sup>9</sup>	Yes <sup>9,14</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes

The following tables list changes you can make in the Distributions window to imported, manually entered, and copied transactions.

See Legend, page 3-75 for the legend that goes with this table.

This table shows details for account distributions:

<b>DISTRIBU- TIONS</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Percent/ Amount	Yes	Yes <sup>4</sup>	No <sup>4</sup>	Yes	Yes	No
Account*	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes	Yes	Yes
Delete Line?	Yes	No	No	No	No	No
Add Line?	Yes	Yes <sup>4</sup>	No <sup>4</sup>	Yes	No	No

This table shows details for account set distributions:

<b>DISTRIBU- TIONS</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Percent/ Amount	No	No	No	No	No	No
Account*	Yes	Yes	Yes	Yes	Yes	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	Yes	No	No	No	No	No
Delete Line?	Yes	No	No	No	No	No

\* You can update the revenue, tax, and freight accounts, but you cannot update the receivable account.

The following table lists changes you can make in the Freight window to imported, manually entered, and copied transactions.

See Legend, page 3-75 for the legend that goes with this table.

<b>FREIGHT</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Carrier	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Ship Date	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Shipping Reference	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
FOB	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Amount	Yes <sup>6</sup>	No	No	No	No	No
Account	Yes <sup>6</sup>	Yes	Yes	Yes	Yes	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	Yes <sup>6</sup>	No	No	No	No	No
Delete Line?	Yes <sup>6</sup>	No	No	No	No	No

## Legend

1. Unless the transaction is a regular credit memo (not an on-account credit memo).
  2. Unless the transaction is an on-account credit memo.
  3. If tax lines are added manually, they can be deleted.
  4. Unless the transaction is a chargeback.
  5. Unless the transaction was selected for automatic receipt but is not yet approved.
  6. Unless the transaction was created by AutoInvoice or the transaction line was manually added to an imported transaction. If you must enter descriptive flexfield information for such a line, use the Invoice Line Information flexfield.
  7. Unless the value was generated by a flexfield segment.
  8. Unless the system option Allow Change to Printed Transactions is set to No.
  9. Unless the profile option Allow Update of Existing Sales Credits is set to No.
  10. Unless your accounting method is Cash Basis.
  11. Unless the profile option AR: Change Customer on Transaction is set to No.
  12. Unless the transaction is an on-account credit memo that has tax lines that were calculated by AutoInvoice.
  13. Unless the sequence number is manual and the document number has not yet been generated.
  14. Unless you have already run Revenue Recognition. (Use the Actions Wizard instead. See: Revenue Accounting, page 3-28.)
  15. Use the Apply Deposit window. (See: Using Commitments, page 3-248.)
- NA** This column is not applicable for this attribute and status.

## Related Topics

Entering Transactions, page 3-2

## Crediting Transactions

Use the Credit Transactions window to enter, update, and review credit memos against specific invoices, debit memos, or commitments. You create credit memos to reduce the balance due for a transaction. When you credit a transaction, Receivables creates the appropriate accounting entries and reverses any sales credit assigned to your salespeople.

Receivables lets you credit an entire invoice or specific invoice lines. You can also credit freight for an entire invoice or only for specific invoice lines.

You can delete an incomplete credit memo if the system option Allow Invoice Deletion is set to Yes. See: Defining Receivables System Options, page 2-129.

A transaction must be complete before you can create a credit memo against it.

**Note:** The 'Line' fields show amounts *without* tax, even if the transaction you are crediting is tax inclusive. These include the Amount, Original, and Balance Due fields. See: Tax Inclusive, *Oracle Receivables Tax Manual*.

If the transaction that you want to credit has already been paid, then a refund might be in order. See: Unapplying Cash when Crediting a Transaction, page 3-86 and Automated Receipt Handling for Credits, page 6-161.

## To create a credit memo against a transaction:

### Prerequisites

- Define credit memo sources, page 2-165
  - Define credit memo transaction types, page 2-171
1. Navigate to the Transactions Summary or Credit Transactions window.
  2. If you are in the Transactions Summary window, query the transaction to credit, then choose Credit.

If you chose Credit Transactions from the Navigator, enter the number of the transaction to credit in the Find Transactions window. If you do not know the transaction number, enter selection criteria such as Class, Transaction Date, and Currency to limit your search.

3. To add this credit memo to a batch, see: Batching Credit Memos, page 3-87.
4. Enter the batch Source for this credit memo. The default, which you can change, is either:
  - The batch source of the transaction that you are crediting, or
  - The credit memo batch source that is entered on the batch source of the transaction that you are crediting.
5. Enter the Date of this credit memo. Receivables prints this date on your credit memo.

If this credit memo is part of a batch, the default is the batch date. If there is no batch information, or if the batch date is before the date of the credited transaction, the



default is the current date. If the date of the invoice you are crediting is later than the credit memo date, the default is the invoice date.

6. If your batch source does not use Automatic Transaction Numbering, enter a credit memo Number; otherwise, Receivables assigns a number when you save. See: *Implementing Document Sequences*, page 2-64.
7. Enter a transaction Type for this credit memo. The batch source provides the default type, but you can change it. If this is a credit memo against an invoice or commitment, the default is the transaction type assigned to the invoice or commitment. You can choose any transaction type with a class of Credit Memo.
8. Enter the GL Date for this credit memo. This date must be in an open or future enterable accounting period and must be equal to or later than the GL date of the credited transaction. If this credit memo is part of a batch, the default is the batch GL date.
9. If you are crediting a transaction that uses invoicing and accounting rules, choose one of the following Rules Methods:

**Last In First Out (LIFO):** Choose this option to back out revenue starting with the last general ledger period and reverse all prior periods until it has used up the credit memo.

**Prorate:** Choose this option to credit an equal percentage to all account assignments for this invoice.

**Unit:** Choose this option to reverse the revenue for the number of units you specify from an original line of the invoice.

10. Enter the Currency for this credit memo. If this credit memo is part of a batch, the default is the batch currency; otherwise, the default is your functional currency. If you are applying this credit memo to a transaction, the credit memo currency must be the same as the transaction currency. If you enter a currency other than your functional currency, enter exchange rate information. See: *Foreign Currency Transactions*, page 3-22.
11. If you are crediting a transaction that has multiple installments, choose one of the following Split Term Methods:
  - First in First Out (FIFO):** This method credits the first installment first.
  - Last In First Out (LIFO):** This method credits the last installment first.
  - Prorate:** This method credits the installments of the credited transaction and prorates them based on the amount remaining for each installment.
12. If you are not using Automatic Sequence Numbering, open the More tabbed region, then enter a unique Document Number for this credit memo. See: *Implementing Document Sequences*, page 2-64.
13. To credit only part of the balance due for this transaction, enter the percentage or Amount of Line, Tax, or Freight charges to credit. To credit a specific portion of the charges, enter a negative number in the Amount field (for example, enter -50 to decrease the balance due by 50 dollars). If you enter a percentage, Receivables calculates the amount, and vice versa.

Percentages are based on the original balance of the transaction you are crediting. Receivables updates the Balance Due for each type of charges that you credit and creates all of the accounting reversal entries for you. Receivables also

reverses this percentage of the sales revenue and non-revenue credit assigned to your salespersons.

**Note:** You cannot enter an amount that would overapply the transaction unless the Allow Overapplication flag of the credited transaction's transaction type is set to Yes. To overapply a transaction, choose Credit Lines, then specify which lines to credit in the Lines window.

14. To credit the entire balance due for this transaction, choose Credit Balance. Receivables reduces the Balance Due for this transaction to zero for each type of charges.

**Note:** For invoices against deposits, the Balance Due is the amount available to credit, this amount includes the deposit amount used by the invoice.

15. To credit specific transaction lines, see: Crediting Transaction Lines, page 3-78.
16. Save your work. Receivables creates all the accounting reversal entries and reverses the amount of sales revenue and non-revenue credit assigned to your salespersons.  
  
Receivables also copies the sales groups, if any, from the credited transaction to the new credit memo. You can change sales information, if desired, before you complete the credit memo.

If you are ready to complete this credit memo, see: Completing Transactions, page 3-49.

## Related Topics

Crediting Transaction Lines, page 3-78  
Unapplying Cash when Crediting a Transaction, page 3-86  
Updating Credit Memo Installments, page 3-87  
Batching Credit Memos, page 3-87  
Creating On-Account Credit Memos, page 3-89  
Importing Credit Memos, page 3-210  
Accounting for Credit Memos, page 3-93  
Credit Transactions Field Reference, page 3-80

## Crediting Transaction Lines

In addition to crediting either part or the entire balance due of a transaction, Receivables lets you credit individual transaction lines. For example, if a transaction has several line items, you can partially or fully credit the amount due for each line or only a single line item.

### To credit specific transaction lines:

#### Prerequisites

- Enter transactions, page 3-2

1. Navigate to the Transactions Summary or the Credit Transactions window.
2. Query the transaction to credit.
3. If you are in the Transactions Summary window, select the transaction, then choose Credit.
4. Enter general information for this credit memo. See: Entering a Standard Credit Memo., page 3-76
5. Choose Credit Lines.

**Note:** If you are viewing a credit memo in which you have already credited transaction lines, Receivables displays these credit memo lines in the Lines window. Use the list of values to select additional transaction lines to credit.

6. Select the transaction line to credit from the list of values.
7. Enter either the Quantity and Unit Price or the Amount to credit for this line. If you enter the quantity and unit price, Receivables calculates the amount. You can overapply a credit memo line if the transaction type of the transaction you are crediting has Allow Overapplication set to Yes.

You can only enter a positive amount if the Creation Sign of this credit memo's transaction type is Positive Sign. You can enter a negative amount if the Creation Sign of this credit memo's transaction type is either Negative or Any Sign. See: Transaction Types, page 2-171.

**Note:** If you enter a quantity, the unit price is the unit price of the original invoice or commitment line you are crediting. If this price is not available and you are crediting a standard credit memo line, the default is the unit price of the standard line adjusted for any currency differences. If you specify an amount and a quantity for a credit memo line and Receivables cannot default a value for your unit price, the default unit price is the Amount divided by the Quantity.

8. Repeat steps 6 and 7 for each transaction line to credit.
9. To enter or review the account assignments for a credit memo or tax line, choose Distributions. See: Reviewing Accounting Information, page 3-82.

To enter or update sales credit information for a credit memo line, choose Sales Credits. See: Reviewing Revenue Credits, page 3-83.

To associate freight information with your credit memo lines, choose Freight. See: Reviewing Freight Information, page 3-84.

To review or update tax information for this credit memo line, choose Tax. See: Reviewing Tax Information, page 3-85.

## Related Topics

Credit Transactions Field Reference, page 3-80

Updating Credit Memo Installments, page 3-87

Batching Credit Memos, page 3-87

## Credit Transactions Field Reference

This section provides a brief description of some of the fields and tabbed regions in the Credit Transactions and Lines windows. It also describes how the Tax, Freight, and Distributions windows appear when you open them from the Lines window.

### Credit Transactions Window

**Customer Reference:** A reference number for your customer. You can use this information to help keep track of your customer's credit requests.

**Comments:** Any comments about this credit memo that may be helpful to you or to others. This information does *not* appear on the printed transaction.

**Special Instructions:** Any specific instructions or information that may be helpful to you or to others. You can enter up to 240 characters in this field. The first 51 characters appear on the printed transaction.

### Distributions Window

**Amount:** The amount of the credit memo line or tax line to assign to this account. When you enter an amount, Receivables calculates the percent that this amount constitutes of this line. If this credit memo is an on-account credit, the default value for this field is the credit memo line amount, if the AutoAccounting that you have defined for your revenue does not rely upon salespersons. If your AutoAccounting for Revenue does rely on salespersons to determine the segment values, multiple account assignment lines are created with one line for each salesperson equal to the amount of the salesperson line.

If you are entering this credit memo against a specific transaction, and the profile option AR: Use Invoice Accounting Rules For Credit Memos is set to No, then the default value for this credit memo is the same as an on-account credit. If this profile option is set to Yes for a credit memo that you enter against a specific transaction, the default value is an amount from the corresponding invoice distribution line using the following formula:

**Amount = (Credit Memo Line Amount/Invoice Line Amount) \* Invoice Account Assignment Amount**

If you are reviewing the revenue account assignments for a credit memo against an invoice that uses rules, and if this transaction is a credit memo against a specific invoice or commitment, Receivables calculates this amount based on the method that you specified in the Rules Method field in the Credit Transactions window.

**GL Date:** The date to post this account to your general ledger. The default value for this field is the date you entered in the Credit Transactions window, unless you are crediting an invoice that uses rules. In this case, the GL date is automatically calculated using the GL dates of the invoice's account assignments and on the credit method for rules.

**Percent:** The percent of this credit memo line amount or tax amount to assign to this account. You can specify a negative percentage for an account assignment line. Either the sum of the percentages of your account assignment lines must be equal to 100, or the sum of the account assignment line amounts must be equal to the total line amount. However, if your credit memo uses rules, the sum of your account assignments must remain the same as when you entered this region.

- The Sets for This Line tabbed region only appears in the Distributions window for credit memos with accounting rules and when the Use Invoice Accounting profile option is set to No.
- The Accounts For This Line tabbed region only appears in the Distributions window for credit memos without rules. It also appears for credit memos with rules after Revenue Recognition Program has created Account Assignments for this line.

## Freight Window

Use this window to associate freight information with your credit memo lines. Receivables enters the default header-level freight information for the transaction you are crediting (if any).

The Freight for Current Line tabbed region only appears in the Freight window if this is an on-account credit memo and the memo line does not have the type of tax. It also appears if this is not an on-account credit memo and the transaction line you are crediting has freight. For more information, see: *Entering Freight Information.*, page 3-14

## Lines Window

For information about the Amount, Description, Reason, and Unit Price fields, refer to Lines Window Field Reference, page 3-10.

The Credited Transaction Line region displays information about the line you are crediting, such as unit price, original line amount and the remaining amount of this line available to credit (Uncredited field).

**Note:** Line amounts can either include or exclude tax for this line, depending on the tax code or tax group for this line. The Amount Includes Tax poplist indicates whether the line amount includes tax. For more information, see: Lines Window Field Reference, page 3-10 and Tax Inclusive, *Oracle Receivables Tax Manual*.

### Sales Order Tabbed Region

**Date:** The date you ordered this item. This field is for informational purposes only.

**Line:** The order line number to which this invoice line refers.

**Number:** The sales order line number for this invoice line.

**Rev:** The revision number for this order.

**Channel:** The method used to generate this sales order, such as Telemarketing or Direct Marketing. Oracle Order Management uses this information for reporting purposes.

### Tax Exemptions Tabbed Region

**Certificate:** If you enter 'Exempt' in the Tax Handling field (see below), enter a tax exemption Certificate Number. Use the list of values to select an existing tax exemption certificate number.

**Reason:** If you enter 'Exempt' in the Tax Handling field, enter a Reason for creating this exemption, or select from the list of values. You can define additional exemption reasons in the Receivables Lookups window.

**Tax Handling:** You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the default value of 'Standard' if you want tax to be calculated as per the normal procedures

set up in Receivables. Enter 'Exempt' if your system option Use Customer Exemptions is set to Yes and you want to force tax exemption on the invoice lines. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no affect on existing invoice lines; only new invoice lines will get the new value as a default.

You can create an unapproved exemption if the transaction type for this invoice has the Tax Calculation option set to Yes and your profile option Tax: Allow Override of Customer Exemptions is also set to Yes. After you enter 'Exempt' in the Tax field, do not select a certificate number; use the list of values to enter a Reason for this exemption. The unapproved exemption will be created at the level of your Sales Tax Location Flexfield structure to which you assigned the exempt level qualifier. If the exempt qualifier is not assigned to any of the segments of your Sales Tax Location Flexfield structure, then the unapproved exemption will be created for the whole customer. You can run the Tax Exempt Customer report to verify that the unapproved exemption was created or review your unapproved exemption in the Tax Exemptions window.

### **Sales Credits Window**

Use this window to enter and update sales credit information for a specific credit memo line. If this transaction is a credit memo against a specific invoice or commitment, the default sales credit is the sales credit for the original invoice or commitment sales credit line. For more information, see: *Entering Revenue Credits*, page 3-17.

Receivables also defaults the sales group or groups that were assigned to the original invoice, but you can change the default.

### **Tax Window**

The Tax for This Line tabbed region only appears in the Tax window if this credit memo is on-account and the memo line does not have the type of freight. It also appears if this credit memo is not on-account and the transaction line you are crediting has tax. For more information about the fields in this window, see: *Tax Window Field Reference*, page 3-14.

### **Related Topics**

Crediting Transactions, page 3-76

Crediting Transaction Lines, page 3-78

### **Reviewing Accounting Information**

Receivables lets you enter or review the account assignments for a credit memo or tax line in the Distributions window. Receivables uses AutoAccounting to create the default values for the revenue and tax accounts of your credit memo lines.

If this transaction is a credit memo against a specific invoice or commitment, and the profile option AR: Use Invoice Accounting For Credit Memo is set to Yes, Receivables does not use AutoAccounting to create the default values for these accounts. Instead, reversal entries are created using the accounts of the invoice or commitment that you are crediting.

### **To review or update the revenue account assignments for a credit memo:**

#### **Prerequisites**

- Enter credit memos, page 3-76

- Credit transaction lines, page 3-78

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the credit memo to view.  
If you are in the Transactions Summary window, choose Open.
3. Choose Distributions.
4. To update the revenue account assignments for this credit memo line, modify the GL Account information for that account.

If you are viewing a credit memo line against an invoice with accounting rules, and the profile option AR: Use Invoice Accounting For Credit Memos is set to No, use the Account Set For Single Line tabbed region to enter or update your account set. If you are viewing a Credit Memo with accounting rules, you must run the Revenue Recognition Program before you can navigate to this window. See: Recognizing Revenue, page 3-25.

**Note:** If you update an account assignment line that has already posted, Receivables does not change the original assignment. In this case, new account assignments are created to reflect the update when you save your changes. The first assignment offsets the original account assignment you have posted and the second assignment records the new amount percent or account that you have updated. If you update an account assignment that has not posted, Receivables directly updates the account assignment you specify and does not create an offsetting account assignment entry when saving your changes.

## Related Topics

Using AutoAccounting, page 3-243  
 Reviewing Revenue Credits, page 3-83  
 Reviewing Freight Information, page 3-84  
 Reviewing Tax Information, page 3-85  
 Distributions Window Field Reference, page 3-80

## Reviewing Revenue Credits

Receivables lets you enter and update sales credits for your credit memos. If you are reviewing a credit memo against a specific invoice or commitment, Receivables derives the default sales credits from the original invoice or commitment sales credit line.

Receivables also defaults the salesperson's assigned sales group, if one is available. You can change the default.

If you are viewing an on-account credit memo, all sales credits are assigned to the primary salesperson you entered in the Transactions window. See: Creating On-Account Credit Memos, page 3-89.

If AutoAccounting depends on sales credits and you change the Salesperson field, Receivables displays a decision window that asks if you want to rerun AutoAccounting for this credit memo line. If you choose Yes, Receivables reruns AutoAccounting and updates your revenue accounts for this credit memo line. If you

rerun AutoAccounting for this sales credit line, and you have already posted the credit memo account assignments, the original accounting entries and sales credit record are not updated. In this case, new accounting entries and sales credit records are created to offset the original sales credit entries and to note the new ones. If you choose No, Receivables does not run AutoAccounting, but does save the changes to the sales credit information.

If you define your AutoAccounting for Tax, Unbilled, Unearned, and AutoInvoice Clearing Accounts to use sales credits, and you enter Yes to rerun AutoAccounting, Receivables updates these classes which are associated with this credit memo line and are currently based on salesperson.

**Warning:** Always use the Actions Wizard, *not* the Transactions workbench, to adjust sales credits on a credit memo, if that credit memo's revenue was previously adjusted via the Actions Wizard. See: Entering Revenue Credits, page 3-17.

### To review or update the revenue credit information for your credit memo lines:

#### Prerequisites

- Enter credit memos, page 3-76
  - Credit transaction lines, page 3-78
1. Navigate to the Transactions Summary or the Transactions window.
  2. Query the credit memo to view.  
If you are in the Transactions Summary window, choose Open.
  3. Choose Sales Credits.
  4. To update sales credits, enter a new Revenue Credit or Other Credit percentage or Amount.  
To split sales credit with another salesperson, perform the following:
    - a. Update the sales credit Amount or percent for the primary salesperson, then choose New Record.
    - b. Enter the Name of the new salesperson and the percentage of sales credit they will receive.

### Related Topics

Reviewing Accounting Information, page 3-82  
Reviewing Freight Information, page 3-84  
Reviewing Tax Information, page 3-85

### Reviewing Freight Information

If the transaction you are crediting has associated freight charges, you can enter or update credit memo freight information in the Freight window. You can specify a freight amount and Accounting Flexfield for each of your credit memo lines. When you open the Freight window, Receivables defaults the header-level freight information for the credit memo you are viewing.



You cannot enter freight information for a credit memo if the credit memo's transaction type has Allow Freight set to No or if you have specified a standard memo line of type 'Tax'.

### **To enter or review freight information for your credit memo lines:**

#### **Prerequisites**

- Define freight carriers, page 2-79
  - Enter credit memos, page 3-76
  - Credit transaction lines, page 3-78
1. Navigate to the Transactions or the Transactions Summary window.
  2. Query the credit memo to view.  
If you are in the Transactions Summary window, choose Open.
  3. Choose Freight.
  4. Enter the Amount of freight charges for this credit memo or credit memo line (optional). If this is a credit memo against an invoice or commitment, the default is the original freight amount and the freight balance due for the invoice line that you are crediting. For freight only lines, the default Freight Amount is the list price of the standard line you have selected, adjusted for any currency differences
  5. Enter the freight GL Account for this credit memo or credit memo line (optional). If the profile option AR: Use Invoice Accounting for Credit Memos is set to No or this is an on-account credit, Receivables uses AutoAccounting to determine the default freight account for this credit memo or credit memo line. Otherwise, Receivables uses the freight account of the transaction you are crediting.

### **Related Topics**

Reviewing Accounting Information, page 3-82

Reviewing Tax Information, page 3-85

Reviewing Sales Credits, page 3-83

Freight Window Field Reference, page 3-15

### **Reviewing Tax Information**

Receivables lets you review and update tax information for your credit memo lines in the Tax window. You cannot enter or update information in this window if you have specified a freight memo line or if the invoice line you are crediting has no tax.

You cannot delete any lines or enter new lines in the Tax window unless you are reviewing an on-account credit memo with a tax type of 'Ad Hoc'.

### **To enter or review tax information for your credit memo lines:**

#### **Prerequisites**

- Enter credit memos, page 3-76
  - Credit transaction lines, page 3-78
1. Navigate to the Credit Transactions or the Transactions Summary window.

2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Open.  
If you are in the Credit Transactions window, choose Credit Lines.
4. Choose Tax.
5. If this is an on-account credit, you can update the Tax Code for your credit memo lines by entering a new, ad hoc tax code.  
  
If this is a credit memo against a specific invoice or commitment, Receivables calculates the Amount of your credit memo tax lines. You can accept this value or enter a new amount. For tax-only lines, the default Tax Amount is the list price of the standard line you selected, adjusted for any currency differences.

## Related Topics

Reviewing Accounting Information, page 3-82  
 Reviewing Sales Credits, page 3-83  
 Reviewing Freight Information, page 3-84  
 Tax Window Field Reference, page 3-14

## Unapplying Cash when Crediting a Transaction

Receivables lets you unapply cash that was previously applied to a transaction and create a credit memo for that amount.

For example, your customer returns a product for which they have already paid in full. You can unapply the cash for that transaction, then create a credit memo for the full amount against the invoice.

After you unapply the cash, you can either:

- Place the cash on account for later reallocation to a different transaction, or
- Send the cash back to your customer

For example, to create a manual credit card refund, you could simply unapply the cash from a transaction, create the credit card refund, and then credit the transaction. See: Credit Card Refunds, page 3-179.

To automate this process, see Automated Receipt Handling for Credits, page 6-161.

## To unapply cash and create a credit memo:

### Prerequisites

- Enter transactions, page 3-2
  - Apply receipts, page 6-8
1. Navigate to the Receipts window.
  2. Query the receipt to unapply, then choose Apply.
  3. Uncheck the Apply check box next to the transaction.
  4. Save your work.
  5. Navigate to the Credit Transactions window.

6. Query the transaction from step 3.
7. Create a credit memo for the full or partial amount.  
See: Crediting Transactions., page 3-76

## Related Topics

Creating On-Account Credit Memos, page 3-89

## Updating Credit Memo Installments

When you credit a transaction with multiple installments, you can use the Installments window to update the applications of your credit memo to the installments of the credited transaction. Receivables displays installment information for a transaction based on the due date of each installment. Receivables defaults line, tax, and freight information based on the Split Term Method you entered when you created this credit memo. You can accept these values or enter new ones.

You cannot update the amount of your credit memo or add tax or freight charges in the Installments window. You cannot open the Installments window if this credit memo is incomplete or if this transaction is an on-account credit.

### To update the installments of a credited transaction:

#### Prerequisites

- Enter transactions, page 3-2
  - Enter credit memos, page 3-76
1. Navigate to the Transactions Summary window.
  2. Query the credit memo to update.
  3. Choose Credit Installments from the Actions menu.
  4. To update the installments of this credit memo, modify the Line, Tax, or Freight Credit Amount for each installment. The sum of the line credits must equal the total line amount of this credit memo, the sum of the tax credits must equal the total tax amount of this credit memo, and the sum of the freight credits must equal the total freight amount of this credit memo.

## Related Topics

Updating Credit Memos and On-Account Credit Memos, page 3-92

Invoices with Rules, page 3-236

Accounting for Credit Memos, page 3-93

## Batching Credit Memos

If you group your credit memos into batches, you can view the difference between your control and actual batch totals as you enter credit memos. These differences alert you to data entry errors or duplicate entries. In addition, by grouping related credit memos together, they can share default attributes such as automatic or manual numbering and transaction type.

If the transaction you are crediting is part of a batch, you can add your credit memo to that batch.

### To add a credit memo to a batch:

#### Prerequisites

- Define credit memo sources, page 2-165
  - Define credit memo transaction types, page 2-171
  - Create a batch for your credit memos, page 3-48 (optional)
1. Navigate to the Transactions Summary or Credit Transactions window.
  2. If you are in the Transaction or Transactions Summary window, query the transaction to credit, then choose Credit.

If you chose Credit Transactions from the Navigator, enter the number of the transaction to credit in the Find Transactions window. If you do not know the transaction number, enter selection criteria such as Class, Transaction Date, and Currency to limit your search.

3. To add this credit memo to an existing batch, choose a Batch type of 'New,' then enter the Batch Name to which you want to add this credit memo, or select from the list of values.
4. To add this credit memo to the same batch to which the credited transaction belongs, choose a Batch type of 'Credited Transaction.' When you do this, Receivables displays a decision window.

To derive the default values for this credit memo from the batch, choose Yes. To derive the default values from the transaction you are crediting, choose No. Default values include the transaction source, credit memo date, transaction type, GL date, and currency.

**Note:** You can update your credit memo's default values, regardless of their source.

5. Enter the credit memo. See: Crediting Transactions, page 3-76.

### Related Topics

Creating On-Account Credit Memos, page 3-89

Batching Transactions for Easy Entry and Retrieval, page 3-48

### Querying Credit Memos and On-Account Credit Memos

You can review your credit memos and on-account credit memos in the Transactions or the Transactions Summary window.

**Note:** If you use the Transactions Summary window to query a credit memo that has been applied to an invoice, the Applications button is not available. The Applications button in the Transactions Summary window is only used to apply on-account credit memos. See: Applying On-Account Credit Memos, page 3-89

### To query a credit memo:

#### Prerequisites

- Enter credit memos, page 3-76
1. Navigate to the Transactions or the Transactions Summary window.
  2. Query the credit memo or on-account credit to view.
  3. If you are in the Transaction Summary window, select the transaction to view, then choose Open.

### Related Topics

Creating On-Account Credit Memos, page 3-89

Accounting for Credit Memos, page 3-93

## Creating On-Account Credit Memos

On-account credit memos are credits you assign to your customer's account that are not related to a specific invoice. For example, if a customer is disappointed with a product or service you sold, you can create an on-account credit memo. You can then apply this on-account credit memo to another transaction.

You can apply and reapply on-account credit memos to invoices, debit items, and chargebacks.

Or, you can electronically refund on-account credit memos directly to your customer. See: Applying On-Account Credit Memos, page 3-89.

You can also place amounts on account when manually applying receipts in the Applications window. This is on-account cash, which is different from on-account credit memos. See: Manually Applying Receipts, page 6-12.

### To create an on-account credit memo:

#### Prerequisites

- Enter transactions, page 3-2

Follow the same procedure that you used when entering transactions. See: Entering Transactions, page 3-2.

However, when you enter the transaction amount, enter the amount of this on-account credit memo as a *negative number*. For example, to enter a credit for \$25, enter -25.

### Related Topics

Applying On-Account Credit Memos, page 3-89

Updating Credit Memos and On-Account Credit Memos, page 3-92

## Applying On-Account Credit Memos

Receivables lets you apply on-account credit memos to your customer's open debit items. For example, your customer has a \$200 on-account credit memo. You can apply the on-account credit memo to one or more open debit items to either reduce or close the on-account credit memo and your customer's outstanding balance.

Or, electronically refund an on-account credit memo directly to your customer.

**Note:** If you use the Transactions Summary window to query a credit memo that has been applied to an invoice, the Applications button is not available.

The Applications button in the Transactions Summary window is used only to apply *completed* on-account credit memos.

### To apply an on-account credit memo to a transaction:

#### Prerequisites

- Enter transactions, page 3-2
- Create on-account credit memos, page 3-89
- 1. Navigate to the Transactions Summary window.
- 2. Query the on-account credit memo to apply.
- 3. Choose Applications.
- 4. Select the transaction to which you want to apply this on-account credit memo from the list of values.

Receivables enters the Amount Applied and updates the Unapplied Amount of the on-account credit memo and the Balance Due for this transaction.

The default Amount Applied is the balance due for this transaction, unless the balance due is greater than the amount of this on-account credit. In this case, the default Amount Applied is the unapplied amount of the on-account credit. You can accept this amount or enter a different amount (for example, if you want to apply this on-account credit to more than one transaction).

**Note:** Receivables uses the transaction type of the debit item to which you are applying credit to validate the application amount:

- If the transaction type forces natural application only, then you must enter an application amount which brings the debit item's balance closer to zero.
- If the transaction type does not allow overapplication, then you cannot enter an amount that would reverse the sign of the balance of the debit item.
- If the transaction type allows overapplication, then you can apply this on-account credit to a closed debit item. To access closed invoices from the Transactions workbench, you must check the Show Closed Invoices check box from the Tools menu.

**Note:** Receivables also uses the transaction type of the debit item to determine the application rule set for this application.

5. To apply this on-account credit memo to another transaction, repeat step 4.
6. When you are satisfied with the application of this on-account credit, save your work. Receivables updates your customer's account balances.

## To electronically refund an on-account credit memo:

### Prerequisites

- Create on-account credit memos, page 3-89.

**Note:** The on-account credit memo must contain customer bank information. See: Remitting Electronic Payments, page 6-129.

- Define a receivable activity using the Electronic Refund type. See: Receivables Activities, page 2-116.
  - Define credit memo approval limits, page 2-29.
1. Query the on-account credit memo that you want to refund, and:
    - select Applications (when in the Transactions Summary window).
    - select Applications from the Actions menu (when in the Transactions window).
  2. In the Apply To field, select Electronic Refund.
  3. Enter the refund amount in the Amount Applied field.

Receivables automatically creates a negative miscellaneous receipt for the refund amount.
  4. Run the Automatic Remittances program to remit the negative miscellaneous receipt and initiate the refund.

See: About Remittances, page 6-148.

## Applying a Receipt with an On-Account Credit Memo

Receivables lets you apply a receipt with an existing on-account credit memo to close one or more of your customer's open debit items. For example, your customer receives goods totaling \$500, but they are not satisfied with their purchase. You agree to credit their account \$100. When the customer remits payment of \$400, you can simultaneously apply this receipt with the on-account credit memo to close both the open invoice and their on-account credit memo.

You can also apply receipts and on-account credits to transactions in different currencies. For example, your functional currency is USD but your German customer has an open invoice in DEM. If the customer remits a partial payment for this invoice in USD, DEM, or EUR (euro), you can combine the receipt and the on-account credit and apply them to the open invoice. Receivables automatically records any gain, loss, or rounding amounts created by the application. See: Cross Currency Receipts, page 6-20.

## To apply an on-account credit memo with a receipt:

1. Navigate to the Receipts or Receipts Summary window.
2. Query or enter the receipt to apply. See: Entering Receipts, page 6-2.
3. Choose Apply.
4. Select the on-account credit memo and the open transaction(s) from the list of values.
5. Apply the receipt to the on-account credit memo and the open debit item(s). See: Manually Applying Receipts, page 6-12.

## Related Topics

Applying Receipts, page 6-8

Querying Credit Memos and On-Account Credit Memos, page 3-88

Updating Credit Memos and On-Account Credit Memos, page 3-92

## Updating Credit Memos and On-Account Credit Memos

Receivables lets you update most credit memo information, depending on its status. For example, you can change the transaction type, GL date, reference number, bill-to location, salesperson, and document number of an incomplete credit memo. If the credit memo's status is Complete, you can only update the salesperson, reason, and customer reference number. For a complete listing of the rules for updating transactions, see: Maintaining Your Transactions, page 3-69.

If you modify the salesperson and AutoAccounting depends on salesperson, Receivables displays a decision window that asks if you want to rerun AutoAccounting to recalculate your receivable and freight accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts. If you choose No, Receivables saves the changes to the sales credit information, but does not rerun AutoAccounting. If there has been activity against this transaction or it has been posted to your general ledger, Receivables does not ask if you want to recalculate the accounts.

**Warning:** You cannot use the Credit Transactions window to update any tax related fields for on-account credits that have been passed to Receivables from AutoInvoice with tax automatically calculated based on non-ad hoc tax codes. You can identify these transaction by their tax code and transaction source.

### Prerequisites

- Enter credit memos, page 3-76
- Create On-Account Credit Memos, page 3-89

### To update a credit memo:

1. Navigate to the Credit Transactions or the Transactions window.
2. Query the credit memo to update.
3. Update the on-account credit information as necessary.

### To update an on-account credit memo:

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the on-account credit to update.
3. If you are in the Transactions Summary window, select the on-account credit, then choose Open.
4. Update the on-account credit information as necessary.

## Related Topics

Accounting for Credit Memos, page 3-93



## Accounting for Credit Memos

Receivables lets you fully or partially credit your invoices while it automatically creates all the accounting reversal entries for you. You can use the Credit Transactions window or AutoInvoice to create your credit memos. The accounting is always the same whether the credit memo is imported through AutoInvoice or entered manually using the Credit Transactions window.

The next several sections provide examples of how Receivables accounts for full and partial credit memos against different types of invoices.

### Sample Invoice 102 - Bill in Advance

On 1/1/XX an invoice is created with these details:

- **Invoice Number = 102**
- **Invoice Date = 1/1/XX**
- **Invoice Amount = \$100**
- **Duration = 5 months**
- **Invoicing Rule = Bill In Advance**
- **Accounting Rule = Fixed Amount as follows:**
  - **Period 1 = \$20**
  - **Period 2 = \$20**
  - **Period 3 = \$10**
  - **Period 4 = \$30**
  - **Period 5 = \$20**

This table shows the accounting entries for invoice 102 over the five accounting periods:

ACCOUNT	Debit	Credit	GL Date	Period Status
Accounts Receivable	100.00		1/1/XX	Open
Unearned Revenue	20.00		1/1/XX	Open
Unearned Revenue		100.00	1/1/XX	Open
Revenue		20.00	1/1/XX	Open
Unearned Revenue	20.00		2/1/XX	Not Opened
Revenue		20.00	2/1/XX	Not Opened
Unearned Revenue	10.00		3/1/XX	Not Opened
Revenue		10.00	3/1/XX	Not Opened
Unearned Revenue	30.00		4/1/XX	Not Opened
Revenue		30.00	4/1/XX	Not Opened
Unearned Revenue	20.00		5/1/XX	Not Opened
Revenue		20.00	5/1/XX	Not Opened

This example describes four separate cases:

- Case 1 - A full credit memo entered against the invoice.
- Case 2 - A partial credit memo entered against the invoice, with credit method for rules set to Prorate.
- Case 3 - A partial credit memo entered against the invoice, with credit method for rules set to LIFO.
- Case 4 - A partial credit memo is entered against the invoice on 6/1/XX, with credit method for rules set to UNIT.

### Case 1

A full credit memo is entered on 2/15/XX against invoice 102 with these details:

- **Credit memo date = 2/15/XX**
- **Credit memo amount = \$100**

This table shows the reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
Unearned Revenue	100.00		2/15/XX	Open
Revenue	20.00		2/15/XX	Open
Revenue	20.00		2/15/XX	Open
Accounts Receivable		100.00	2/15/XX	Open
Unearned Revenue		20.00	2/15/XX	Open
Unearned Revenue		20.00	2/15/XX	Open
Revenue	10.00		3/1/XX	Not Opened
Unearned Revenue		10.00	3/1/XX	Not Opened
Revenue	30.00		4/1/XX	Not Opened
Unearned Revenue		30.00	4/1/XX	Not Opened
Revenue	20.00		5/1/XX	Not Opened
Unearned Revenue		20.00	5/1/XX	Not Opened

## Case 2

A partial credit memo for \$65 is entered on 2/15/XX against invoice 102, with credit method for rules set to Prorate. The credit memo details are:

- **Credit Memo Date = 2/15/XX**
- **Credit Memo Amount = \$65**

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:

ACCOUNT	Debit	Credit	GL Date	Period Status
Unearned Revenue (65/100) * (\$100)	65.00		2/15/XX	Open
Revenue (65/100) * (\$20)	13.00		2/15/XX	Open
Revenue (65/100) * (\$20)	13.00		2/15/XX	Open
Accounts Receivable		65.00	2/15/XX	Open
Unearned Revenue		13.00	2/15/XX	Open
Unearned Revenue		13.00	2/15/XX	Open
Revenue (65/100) * (\$10)	6.50		3/1/XX	Open
Unearned Revenue		6.50	3/1/XX	Open
Revenue (65/100) * (\$30)	19.50		4/1/XX	Not Opened
Unearned Revenue		19.50	4/1/XX	Not Opened
Revenue (65/100) * (\$20)	13.00		5/1/XX	Not Opened
Unearned Revenue		13.00	5/1/XX	Not Opened

### Case 3

A partial credit memo for \$65 is entered on 2/15/XX against invoice 102, with credit method for rules set to LIFO. The credit memo amount is fully applied by Period 2. The credit memo details are:

- **Credit Memo Date = 2/15/XX**
- **Credit Memo Amount = \$65**

This table shows the partial and full reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
Revenue	5.00		2/15/XX	Open
Unearned Revenue	65.00		2/15/XX	Open
Unearned Revenue		5.00	2/15/XX	Open
Accounts Receivable		65.00	2/15/XX	Open
Revenue	10.00		3/1/XX	Open
Unearned Revenue		10.00	3/1/XX	Open
Revenue	30.00		4/1/XX	Not Opened
Unearned Revenue		30.00	4/1/XX	Not Opened
Revenue	20.00		5/1/XX	Not Opened
Unearned Revenue		20.00	5/1/XX	Not Opened

**Note:** Receivables derives the partial reversal amount of \$5 in Period 2 by subtracting the Period 5, 4, and 3 Revenue amounts from the credit memo amount:  $(20 + 30 + 10 + 5 = 65)$ . There are no accounting entries for Period 1 because the credit memo was fully applied in Periods 5, 4, 3, and 2.

#### Case 4

A partial credit memo for \$65 is entered on 6/1/XX for 8 units against invoice 102, assuming that this invoice consists of 10 units with a value of \$10 each for a total of \$100. This credit memo is entered with credit method for rules set to UNIT. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$65**

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

**Net Unit Price = (Invoice Amount in this period - any previous credit memos in this period) / Original invoice quantity**

This table shows the Net Unit Price for each period:

Period	Calculation	Net Unit Price
Period 5	$(\$20 - \$0)/10\text{units}$	\$2
Period 4	$(\$30 - \$0)/10\text{units}$	\$3
Period 3	$(\$10 - \$0)/10\text{units}$	\$1
Period 2	$(\$20 - \$0)/10\text{units}$	\$2
Period 1	$(\$20 - \$0)/10\text{units}$	\$2

This table shows the Amount to Credit (Net Unit Price \* Units to Credit) in each period as a result of the above calculations:

Period	Amount to Credit	Amount Credited (actual)
Period 5	\$2 * 8units	\$16
Period 4	\$3 * 8units	\$24
Period 3	\$1 * 8units	\$8
Period 2	\$2 * 8units	\$16
Period 1	\$2 * 8units	\$1 (balance of credit memo)

This table shows the partial reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
Unearned Revenue	65.00		1/1/XX	Open
Revenue	1.00		1/1/XX	Open
Accounts Receivable		65.00	1/1/XX	Open
Unearned Revenue		1.00	1/1/XX	Open
Revenue	16.00		2/1/XX	Open
Unearned Revenue		16.00	2/1/XX	Open
Revenue	8.00		3/1/XX	Open
Unearned Revenue		8.00	3/1/XX	Open
Revenue	24.00		4/1/XX	Open
Unearned Receivable		24.00	4/1/XX	Open
Revenue	16.00		5/1/XX	Open
Unearned Receivable		16.00	5/1/XX	Open

### Sample Invoice 103 - Bill in Arrears

On 1/1/XX the following invoice is created.

- **Invoice Number = 103**
- **Invoice Date = 5/1/XX**
- **Invoice Amount = \$100**
- **Duration = 5 months**
- **Invoicing Rule = Bill In Arrears**
- **Accounting Rule = Fixed Amount as follows:**
  - **Period 1 = \$20**
  - **Period 2 = \$20**

- **Period 3 = \$10**
- **Period 4 = \$30**
- **Period 5 = \$20**

This table shows the accounting entries for invoice 103 over the five accounting periods:

<b>ACCOUNT</b>	<b>Debit</b>	<b>Credit</b>	<b>GL Date</b>	<b>Period Status</b>
Unbilled Receivable	20.00		1/1/XX	Open
Revenue		20.00	1/1/XX	Open
Unbilled Receivable	20.00		2/1/XX	Not Opened
Revenue		20.00	2/1/XX	Not Opened
Unbilled Receivable	10.00		3/1/XX	Not Opened
Revenue		10.00	3/1/XX	Not Opened
Unbilled Receivable	30.00		4/1/XX	Not Opened
Revenue		30.00	4/1/XX	Not Opened
Accounts Receivable	100.00		5/1/XX	Not Opened
Unbilled Receivable	20.00		5/1/XX	Not Opened
Unbilled Receivable		100.00	5/1/XX	Not Opened
Revenue		20.00	5/1/XX	Not Opened

This example describes four separate cases:

- Case 1 - A full credit memo entered against the invoice.
- Case 2 - A partial credit memo entered against the invoice on 6/1/XX, with credit method for rules set to Prorate.
- Case 3 - A partial credit memo entered against the invoice on 6/1/XX, with credit method for rules set to LIFO.
- Case 4 - A partial credit memo is entered against the invoice on 6/1/XX, with credit method for rules set to UNIT.

### **Case 1**

A full credit memo is entered on 6/1/XX against invoice 103 with these details:

- **Credit memo date = 6/1/XX**
- **Credit memo amount = \$100**

This table shows the reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue (reverse Period 1 entry)	20.00		4/1/XX	Open
Revenue (reverse Period 2 entry)	20.00		4/1/XX	Open
Revenue (reverse Period 3 entry)	10.00		4/1/XX	Open
Revenue (reverse Period 4 entry)	30.00		4/1/XX	Open
Unbilled Receivable		20.00	4/1/XX	Open
Unbilled Receivable		20.00	4/1/XX	Open
Unbilled Receivable		10.00	4/1/XX	Open
Unbilled Receivable		30.00	4/1/XX	Open
Revenue (reverse Period 5 entry)	20.00		5/1/XX	Open
Unbilled Receivable		20.00	5/1/XX	Open
Unbilled Receivable (reverse original receivable)	100.00		6/1/XX	Open
Accounts Receivable		100.00	6/1/XX	Open

## Case 2

A partial credit memo for \$65 is entered on 6/1/XX against invoice 103, with credit method for rules set to Prorate. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$65**

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:



ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue (65/ 100)*(\$20)	13.00		4/1/XX	Open
Revenue (65/ 100)*(\$20)	13.00		4/1/XX	Open
Revenue (65/ 100)*(\$10)	6.50		4/1/XX	Open
Revenue (65/ 100)*(\$30)	19.50		4/1/XX	Open
Unbilled Receivable		13.00	4/1/XX	Open
Unbilled Receivable		13.00	4/1/XX	Open
Unbilled Receivable		6.50	4/1/XX	Open
Unbilled Receivable		19.50	4/1/XX	Open
Revenue (65/ 100)*(\$20)	13.00		5/1/XX	Open
Unbilled Receivable		13.00	5/1/XX	Open
Unbilled Receivable	65.00		6/1/XX	Open
Accounts Receivable		65.00	6/1/XX	Open

### Case 3

A partial credit memo for \$65 is entered on 6/1/XX against invoice 103, with credit method for rules set to LIFO. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$65**

This table shows the partial and full reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue	5.00		4/1/XX	Open
Revenue	10.00		4/1/XX	Open
Revenue	30.00		4/1/XX	Open
Unbilled Receivable		5.00	4/1/XX	Open
Unbilled Receivable		10.00	4/1/XX	Open
Unbilled Receivable		30.00	4/1/XX	Open
Revenue	20.00		5/1/XX	Open
Unbilled Receivable		20.00	5/1/XX	Open
Unbilled Receivable	30.00		6/1/XX	Open
Accounts Receivable		30.00	6/1/XX	Open

**Note:** Receivables derives the partial reversal amount of \$5 in Period 4 by subtracting the Period 3, 4, and 5 Revenue amounts from the credit memo amount.

#### Case 4

A partial credit memo for \$40 is entered on 6/1/XX for 8 units against invoice 103, assuming that this invoice consists of 10 units with a value of \$10 each for a total of \$100. This credit memo is entered with credit method for rules set to UNIT and the Last Period to Credit set for the last period of the invoice. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$40**

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

**Net Unit Price = (Invoice Amount in this period - any previous credit memos in this period) / Original invoice quantity**

This table shows the Net Unit Price for each period:

Period	Calculation	Net Unit Price
Period 5	$(\$20 - \$0)/10\text{units}$	\$2
Period 4	$(\$30 - \$0)/10\text{units}$	\$3
Period 3	$(\$10 - \$0)/10\text{units}$	\$1
Period 2	$(\$20 - \$0)/10\text{units}$	\$2
Period 1	$(\$20 - \$0)/10\text{units}$	\$2

This table shows the Amount to Credit (Net Unit Price \* Units to Credit) in each period as a result of the above calculations:

Period	Amount to Credit	Amount Credited (actual)
Period 5	$\$2 * 8\text{units}$	\$16
Period 4	$\$3 * 8\text{units}$	\$24

This table shows the partial reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue	24.00		4/1/XX	Open
Unbilled Receivable		24.00	4/1/XX	Open
Revenue	16.00		5/1/XX	Open
Unbilled Receivable		16.00	5/1/XX	Open
Unbilled Receivable	40.00		6/1/XX	Open
Accounts Receivable		40.00	6/1/XX	Open

### Sample Invoice 104 - Three Payment Installments

On 1/1/XX an invoice is created with these details:

- **Invoice Number = 104**
- **Invoice Date = 1/1/XX**
- **Invoice Amount = \$100**
- **Payment Terms = 3 Installments as follows in this table:**

Due Date	Amount
2/1/XX	\$50
3/1/XX	\$25
4/1/XX	\$25

This table shows the payment schedules for these installments:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	\$50	\$50	\$0
3/1/XX	\$25	\$25	\$0
4/1/XX	\$25	\$25	\$0

This example describes three separate cases:

- Case 1 - A partial credit memo entered against the invoice with the credit method for split terms set to Prorate; a partial payment entered against the invoice; another partial credit memo entered against the invoice.
- Case 2 - A partial credit memo entered against the invoice with the credit method for split terms set to LIFO; a partial payment entered against the invoice; another partial credit memo entered against the invoice.
- Case 3 - A partial credit memo entered against the invoice with the credit method for split terms set to FIFO; a partial payment entered against the invoice; another partial credit memo entered against the invoice.

## Case 1

There are three transactions against invoice 104: A partial credit memo for \$45 with the credit method for split terms set to Prorate; a partial payment of \$20; another partial credit memo for \$20.

### Transaction 1

On 1/1/XX a credit memo for \$45 is entered against invoice 104. The credit method for split terms is set to Prorate. The credit memo details are:

- **Credit Memo Date = 1/1/XX**
- **Credit Memo Amount = \$45**

To calculate the amount credited per payment schedule, Receivables uses the following formula:

**Amount Credited = (Credit Memo Amount/Total Remaining Amount Due) \* Amount Due Remaining on this installment**

This table shows the calculations for the amount credited for each installment:

Due Date	Calculation	Amount Credited
2/1/XX	$\$45/100 * \$50$	\$22.50
3/1/XX	$\$45/100 * \$25$	\$11.25
4/1/XX	$\$45/100 * \$25$	\$11.25

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	\$50	\$27.50	\$22.50
3/1/XX	\$25	\$13.75	\$11.25
4/1/XX	\$25	\$13.75	\$11.25

#### Transaction 2

On 1/15/XX a payment is received for \$20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	\$50	\$7.50	\$22.50	\$20
3/1/XX	\$25	\$13.75	\$11.25	\$0
4/1/XX	\$25	\$13.75	\$11.25	\$0

#### Transaction 3

On 1/16/XX another credit memo for \$20 is entered against invoice 104. The credit memo details are:

- **Credit Memo Date = 1/16/XX**
- **Credit Memo Amount = \$20**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	\$50	\$3.22	\$26.78	\$20
3/1/XX	\$25	\$5.89	\$19.11	\$0
4/1/XX	\$25	\$5.89	\$19.11	\$0

**Note:** The amounts in the Total Amount Credited column are derived from this formula:

**Total Amount Credited per installment from Transaction 2 + (Credit Memo Amount/Total Remaining Amount Due from Transaction 2 \* Remaining Amount Due per installment from Transaction 2).**

The results are rounded to two decimal places.

## Case 2

There are three transactions against invoice 104: A partial credit memo for \$45 with the credit method for split terms set to LIFO; a partial payment of \$20; another partial credit memo for \$20.

### Transaction 1

On 1/1/XX a credit memo for \$45 is entered against invoice 104. The credit method for split terms is set to LIFO. The credit memo details are:

- **Credit Memo Date = 1/1/XX**
- **Credit Memo Amount = \$45**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>
2/1/XX	\$50	\$50	\$0
3/1/XX	\$25	\$5	\$20
4/1/XX	\$25	\$0	\$25

### Transaction 2

On 1/15/XX a payment is received for \$20. This payment affects the payment schedules of invoice 104, as shown in this table:

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>	<b>Payment Applied</b>
2/1/XX	\$50	\$30	\$0	\$20
3/1/XX	\$25	\$5	\$20	\$0
4/1/XX	\$25	\$0	\$25	\$0

### Transaction 3

On 1/16/XX another credit memo for \$20 is entered against invoice #104. The credit memo details are:

- **Credit Memo Date = 1/16/XX**
- **Credit Memo Amount = \$20**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	\$50	\$15	\$15	\$20
3/1/XX	\$25	\$0	\$25	\$0
4/1/XX	\$25	\$0	\$25	\$0

### Case 3

There are three transactions against invoice 104: a partial credit memo for \$45 with the credit method for split terms set to FIFO; a partial payment of \$20; another partial credit memo for \$20.

#### Transaction 1

On 1/1/XX a credit memo is entered against invoice 104. The credit method for split terms is set to FIFO. The credit memo details are:

- **Credit Memo Date = 1/1/XX**
- **Credit Memo Amount = \$45**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	\$50	\$5	\$45
3/1/XX	\$25	\$25	\$0
4/1/XX	\$25	\$25	\$0

#### Transaction 2

On 1/15/XX a payment is received for \$20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	\$50	\$0	\$45	\$5
3/1/XX	\$25	\$10	\$0	\$15
4/1/XX	\$25	\$25	\$0	\$0
Total	\$100	\$35	\$45	\$20

**Note:** When the payment applied on 1/15/XX fully covered the amount due for the first pay period, the remainder of the payment is applied to the amount due for the following period.

#### Transaction 3

On 1/16/XX another credit memo for \$20 is entered against invoice 104. The credit memo details are:

- **Credit Memo Date = 1/16/XX**
- **Credit Memo Amount = \$20**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>	<b>Payment Applied</b>
2/1/XX	\$50	\$0	\$45	\$5
3/1/XX	\$25	\$0	\$10	\$15
4/1/XX	\$25	\$15	\$10	\$0

## Credit Memos Against Invoices Against Commitments

Below are some examples that show the accounting entries that are created when you credit invoices against commitments.

### Example 1 - A Full Credit Memo Against an Invoice Against a Deposit

This example includes three transactions.

#### Transaction 1

A deposit is entered for \$1000. The accounting entry is described in this table:

<b>ACCOUNT</b>	<b>Debit</b>	<b>Credit</b>
Accounts Receivable (deposit)	1000.00	
Revenue		1000.00

#### Transaction 2

An invoice for \$400 is entered against this deposit. The accounting entries are described in this table:

<b>ACCOUNT</b>	<b>Debit</b>	<b>Credit</b>
Accounts Receivable (invoice)	400.00	
Revenue		400.00
Revenue	400.00	
Accounts Receivable (invoice)		400.00

Receivables automatically creates a receivables adjustment for the invoiced amount. This adjustment is created against the invoice resulting in an amount due in Accounts Receivable of \$0. (In this example, the \$400 does not include tax and freight). Therefore, there is no balance due for the \$400 invoice, as it has drawn against the \$1000 deposit in lieu of payment of the invoice.

#### Transaction 3

A credit memo for \$400 is applied to the \$400 invoice. The accounting entries are described in this table:



ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	400.00	
Revenue		400.00
Revenue	400.00	
Accounts Receivable (invoice)		400.00

The first accounting entry reverses the adjustment entered in the previous step. The second accounting entry reverses the invoice entered in the previous step, leaving a deposit balance of \$600.

### Example 2 - A Full Credit Memo Against an Invoice Against a Guarantee

This example includes three transactions.

#### Transaction 1

A guarantee is entered for \$1000. The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unbilled Receivables	1000.00	
Unearned Revenue		1000.00

#### Transaction 2

An invoice for \$400 is entered against this guarantee. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable	400.00	
Revenue		400.00
Unearned Revenue	400.00	
Unbilled Receivable		400.00

Receivables automatically creates a receivables adjustment for the invoiced amount. This adjustment is created against the guarantee. Therefore, an outstanding amount of \$400 exists for this invoice and the guarantee has an outstanding balance of \$600.

#### Transaction 3

A credit memo for \$400 is applied to the \$400 invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Unbilled Receivables	400.00	
Unearned Revenue		400.00
Revenue	400.00	
Accounts Receivable		400.00

The first accounting entry reverses the adjustment entered in the previous step. The second accounting entry reverses the invoice entered in the previous step.

### Example 3 - A Credit Memo Against an Invoice Against a Deposit

This case shows the accounting entries that are created when you apply an invoice to a deposit and the invoice amount is greater than the deposit. It also shows the entries that are created when you apply a partial credit memo to the invoice.

#### Transaction 1

A deposit is entered for \$100. The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (deposit)	100.00	
Revenue		100.00

#### Transaction 2

An invoice for \$220 is entered against this deposit. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	220.00	
Revenue		220.00
Revenue	100.00	
Accounts Receivable (invoice)		100.00

The current outstanding balance for the invoice is \$120.

#### Transaction 3

A credit memo for \$150 is applied to the invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	30.00	
Revenue		30.00
Revenue	150.00	
Accounts Receivable (invoice)		150.00

Receivables automatically creates a receivables adjustment for \$30 against the invoice to increase the outstanding balance to \$150. The second accounting entry is for the \$150 credit memo, leaving a deposit balance of \$30.

#### Example 4 - A Credit Memo Against an Invoice Against a Guarantee

This case shows the accounting entries that are created when you apply an invoice to a guarantee and the invoice amount is greater than the guarantee. It also shows the entries that are created when you apply a partial credit memo to the invoice.

##### Transaction 1

A guarantee is entered for \$100. The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unbilled Receivable	100.00	
Unearned Revenue		100.00

##### Transaction 2

An invoice for \$220 is entered against this guarantee. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable	220.00	
Revenue		220.00
Unearned Revenue	100.00	
Unbilled Receivable		100.00

The current outstanding balance for the invoice remains at \$220.

##### Transaction 3

A credit memo for \$150 is applied to the invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Revenue	150.00	
Accounts Receivable (invoice)		150.00
Unearned Revenue	30.00	
Unbilled Receivable		30.00

Receivables automatically creates a receivables adjustment for \$30 against the guarantee to increase the outstanding balance to \$30. The current outstanding balance for the invoice is \$70.

## Credit Memos Against Invoices Under Collectibility Analysis

Below is an example that shows the accounting entries that Receivables creates when you credit invoices under collectibility analysis.

For more information, see: Event-Based Revenue Management, page 3-32.

### Example 1 - Partial Credit Memos plus Payments

An invoice is imported for \$750.

The invoice has 3 lines: Line 1 is \$200, Line 2 is \$450, and Line 3 is \$100. Line 1 is associated with a nonstandard 90-day refund policy, and Line 3 is associated with a 120-day cancellation provision.

In addition, you have granted an extended payment term to the customer, and you have set the Use Invoice Accounting for Credit Memos profile option to Yes.

#### Transaction 1

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable	750.00	
Unearned Revenue		750.00

#### Transaction 2

You apply a \$300 receipt against the invoice, 45 days after the invoice date.

Based on the weighted average formula, Receivables applies \$80 to Line 1, \$180 to Line 2, and \$40 to Line 3.

- Receivables cannot recognize revenue for Line 1 or Line 3 due to the related contingencies. Receivables records payments to Line 1 and Line 3 as amounts that are pending revenue recognition at a later date.
- Receivables can recognize revenue only for Line 2.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Cash	300.00	
Accounts Receivable		300.00
Unearned Revenue	180.00	
Earned Revenue		180.00

The total amount due on this invoice is now \$450. The unearned revenue amount on this invoice is \$570.

### Transaction 3

Then, you apply a credit memo for \$200 against this invoice.

This invoice has a combination of payment-based and time-based contingencies. Therefore, the balance of the credit memo is not prorated between the Unearned Revenue and Revenue accounts. Instead, Receivables credits the Receivables account and debits the Unearned Revenue account for the full amount of the credit memo.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	200.00	
Accounts Receivable		200.00

The total amount due on this invoice is now \$250. The unearned revenue amount on this invoice is \$370.

### Transaction 4

After 90 days pass, the Revenue Contingency Analyzer runs and identifies that the refund policy has expired. The Revenue Contingency Analyzer initiates revenue recognition for the amount of the receipt that you previously applied to Line 1.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	80.00	
Earned Revenue		80.00

The total amount due on this invoice is still \$250. However, the unearned revenue amount on this invoice is \$290.

### Transaction 5

Later, you apply a credit memo for \$150 against this invoice.

This invoice still has a combination of payment-based and time-based contingencies. Therefore, Receivables credits the Receivables account and debits the Unearned Revenue account for the full amount of the credit memo.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	150.00	
Accounts Receivable		150.00

The total amount due on this invoice is now \$100. The unearned revenue amount on this invoice is \$140.

#### Transaction 6

After 120 days pass, the Revenue Contingency Analyzer runs and identifies that the cancellation policy has expired. The Revenue Contingency Analyzer initiates revenue recognition for the amount of the receipt that you previously applied to Line 3.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	40.00	
Earned Revenue		40.00

The total amount due on this invoice is still \$100. However, the unearned revenue amount on this invoice is \$100.

#### Transaction 7

Finally, you apply a \$100 receipt against the invoice.

Based on the weighted average formula, Receivables applies \$27 to Line 1, \$60 to Line 2, and \$13 to Line 3. At this point, all time-based contingencies have expired.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Cash	100.00	
Accounts Receivable		100.00
Unearned Revenue	100.00	
Earned Revenue		100.00

The invoice is now fully paid and no more unearned revenue exists on this invoice.

## Related Topics

Crediting Transactions, page 3-76

## AME Credit Memo Request Workflow

The AME Credit Memo Request workflow is a predefined workflow process that routes a credit memo request for approval.

This workflow uses Oracle Approvals Management (AME), which is a web-based, self-service application that employs business rules defined by your enterprise to govern the transaction approval process in Oracle Applications.

Use this workflow instead of the workflow without AME, because the AME rules that govern the approval process more easily support operations in multiple currencies and elaborate approval chains. See: *Why Use Oracle Approvals Management*, page 3-115.

**Important:** To use the AME workflow, set the AR: Use Oracle Approvals Management in Credit Memo Workflow profile option to Yes, and define your AME rules. See: *Setting Up the AME Credit Memo Request Workflow*, page 3-116.

You can initiate the AME Credit Memo Request workflow from *iReceivables* or Oracle Collections.

- *iReceivables* is a web-based, self-service application that enables registered users to access their Oracle Receivables account information using a standard web browser. When an *iReceivables* user chooses the Dispute a Bill function, Receivables places the specified amount in dispute and initiates the AME Credit Memo Request process to route the request for approval.
- Oracle Collections is a Forms-based application that enables call centers, as well as credit and collections departments, to collect from their delinquent customers. The collector can place an invoice in dispute by requesting credit on behalf of a customer.

## AME Credit Memo Request Workflow Process Flow

When a credit memo request is received, the AME Credit Memo Request workflow contacts the appropriate collector, who approves the request and indicates the request's approval path.

A credit memo request can follow one of two approval paths:

- **Limits Only path:** uses specific approval limit rules to find the next approver
- **HR Hierarchy Limits path:** uses an organization's internal management hierarchy to find the next approver

The approvers in each approval path are determined by the AME rules defined by your enterprise. Requests for approval occur via email or via notifications in the Workflow Notification Viewer window.

If the approver does not have sufficient approval authority, then the process forwards the request to the next approver based on your AME rules.

If the request is approved, then the workflow removes the amount from dispute and notifies the requestor, collector, and primary salesperson. If the request is rejected, then the workflow removes the amount from dispute and notifies only the requestor.

Use the Disputed Invoice report to view the notes that are automatically inserted on the disputed transaction as the workflow processes the credit request. See: *Disputed Invoice Report*, page 11-70.

## Why Use Oracle Approvals Management?

Use the AME Credit Memo Request workflow because AME provides you with expanded flexibility.

For example, your HR department records both the departure of employees and the arrival of newly hired employees. When these kinds of organizational changes occur, you do not have to manually adjust your approval rules in AME. Instead, AME automatically reflects any organizational changes that are recorded in your HR system.

Note that AME provides a variety of other benefits. As you learn more about AME, you will discover how best to use AME to your advantage.

AME's offerings include:

- Rules that ascend the HR supervisory hierarchy in a variety of ways
- Exceptions that you can apply to specific approvers or specific types of transactions
- Automatic currency conversion to your functional currency, so that you can use standardized rules with multiple business scenarios
- The ability to easily insert SQL statements to expand your rules to fit your unique ways of doing business

## Related Topics

Setting Up AME Credit Memo Request Workflow, page 3-116

Customizing the AME Credit Memo Request Process, page 3-129

## Setting Up the AME Credit Memo Request Workflow

This section provides an overview of the required as well as optional steps for implementing the AME Credit Memo Request workflow.

The setup steps that follow provide you with basic credit memo request functionality. To fully leverage the capabilities of Oracle Approvals Management (AME), refer to *Implementing Oracle Approvals Management*.

The following setup steps span the following Oracle applications:

- Oracle HRMS, page 3-116
- Oracle System Administrator, page 3-117
- Oracle Workflow, page 3-118
- Oracle Receivables, page 3-117
- Oracle Approvals Management, page 3-120

## Oracle HRMS Setup

In Oracle HRMS:

1. Confirm that your collectors, salespeople, approvers, and Receivables user are defined as employees in Oracle HRMS.

See: Finding a Person Using the Find Person Window, *Managing Your Workforce Using Oracle HRMS*.

The Receivables user is the employee whose approval initiates the creation of the credit memo.

See: Summary of the Receivables Approval Subprocess, page 3-159.



2. If you want the AME Credit Memo Request workflow to behave similarly to the Credit Memo workflow without AME, then you can:
  - Create jobs for the approvers in your HR Hierarchy Limits path using approval authority levels.  
See: *Defining a Job, Using Oracle HRMS - The Fundamentals*.
  - Assign a job to each employee who will be an approver in your HR Hierarchy Limits path.  
See: *Entering an Assignment, Managing Your Workforce Using Oracle HRMS*.
  - Use the approval authority levels as conditions when defining your AME rules.  
See: *Oracle Approvals Management Setup*, page 3-120.

## Oracle System Administrator Setup

In Oracle System Administrator:

1. Confirm that all collectors, salespeople, approvers, and the Receivables user are defined as users with the appropriate responsibilities.

**Important:** When defining users in the Users window, enter the employee name in the Person field. This indicates that the user is also an employee and can receive workflow notifications.

**Note:** Assign the Workflow User responsibility to all users who should receive workflow notifications.

See: *Defining a Responsibility, Oracle Applications System Administrator's Guide*.

2. Set the AR: Use Oracle Approvals Management in Credit Memo Workflow profile option to Yes.

The default value is No.

See: *Overview of Receivables User Profile Options*, page B-2.

## Oracle Receivables Setup

In Oracle Receivables:

1. Confirm that your collectors are set up.

See: *Collectors*, page 2-62.

2. (Optional) Create additional credit memo creation reason codes, using the CREDIT\_MEMO\_REASON lookup type.

Set the Tag field to Yes to publish each reason code to *iReceivables*. When submitting a credit memo request, the requestor can select any reason code that is defined in the system.

See: *Defining Receivables Lookups*, page 2-86.

3. (Optional) Define a credit memo batch source for use with this workflow.

**Note:** Define this batch source only if you want all credit memos generated by the AME workflow to use the same batch source. See: *Oracle Workflow Setup*, page 3-118.

If, however, you want credit memos generated by the AME workflow to obtain the credit memo batch source from the *credited transaction's* batch source, then skip this step.

See: Transaction Batch Sources, page 2-165.

## Oracle Workflow Setup

To set up Oracle Workflow:

1. **Map Oracle Workflow's directory service to the users and roles currently defined in your organization's directory repository by constructing views based on those database tables.** The Notification System uses these views to send notifications to the approvers specified in your activities. Oracle Workflow provides example directory services views that you can modify and reload.

Your roles can be either individual users or a group of users. Users or groups of users do not need to be mapped here if they are going to be derived in real time. Perform this step only for users or groups that are constants, known in advance. For example, you do not have to map collectors, who are derived in real time.

2. **In Oracle Workflow, load the following workflow roles:**

- **Oracle Workflow Administrator.** This role defines all workflow users and responsibilities and provides access to Oracle Workflow administration features. See: Identifying the Workflow Administration Role in the *Oracle Workflow Administrator's Guide*.
- **System Administrator.** Load the SYSADMIN role, if not already loaded.

By default, a seeded System Administrator responsibility exists for all notifications that inform a System Administrator about a system or setup problem.

If any of these notifications need go to a different user, then you can change it for each node having "Inform Sysadmin" in its title.

To do so, in Oracle Workflow, open the Node Properties and choose a different performer from the list (which would be available from users or groups you mapped in the previous step).

3. **(Optional) Evaluate the role of the Receivables user at your enterprise.** The Receivables user's approval of a credit request initiates the creation of the credit memo.

The AME rule that you define using the Receivables Credit Memo Receivables transaction type determines the Receivables user. If you want to change the Receivables user, then change the AME rule. See: Oracle Approvals Management Setup, page 3-120.

However, if you want different users to assume multiple Receivables user functions, then override the AME rule by updating the following roles:

- **Receivables Contact.** Define the user to contact when Receivables fails to create a credit memo for an approved request. The Credit Memo Request process notifies the person assigned to this role to make a correction and resubmit, or to request a manual credit memo entry.

This Receivables user is used in the AME Credit Memo Creation process, in the Credit Memo Creation Problem - Inform Receivable User node.

- **Receivables Manual Entry.** Define the user to contact when a request is made for a manual entry. This Receivables user is used in the AME Credit Memo Creation process, in the Request for Manual Entry - Inform Receivable User node.

To update the previous roles, open the properties for the node, update the performer type to Constant, assign the selected user, and apply your changes.

See: Roles, *Oracle Workflow Developer's Guide*.

4. **(Optional) Assign the credit memo batch source that you created in Receivables to the Batch Source Name item attribute.**

Using the Oracle Workflow Builder, load the AR Credit Memo Using AME item type. Open the Properties sheet for the Batch Source Name item attribute and, in the Default Value field, enter the name of the credit memo workflow batch source that you previously defined.

Do this only if you want all credit memos generated by this workflow to use this batch source. Otherwise, do not enter a value here.

For more information, see: Modifying Objects in Oracle Workflow Builder, *Oracle Workflow Developer's Guide*.

5. **Create a view called WF\_LANGUAGES that identifies the languages defined in your installation.** Oracle Workflow uses this view to create a row in its translation tables that maps to a row found in its non-translated base table for each installed language.
6. **Define the environment variable WF\_RESOURCES.** You only need to define this variable if you are not using the version of Oracle Workflow embedded in Oracle Applications.
7. **Identify the Web Agent to be used by the Credit Memo Request process.** This step identifies the Oracle Web Agent that Oracle Workflow uses to access its Web components.
8. **To use Oracle Workflow web pages and the Workflow Monitor at your site, install Oracle WebServer.** For more information, refer to the *Oracle Workflow Administrator's Guide* and your Oracle WebServer documentation.
9. **Secure your workflow database connection descriptor (DCD) using the Oracle WebServer authentication feature.** This step ensures that only authorized users can access workflow processes.
10. **If you want users to receive notifications via email, set up the Notification Mailer program.** You can modify the templates for your electronic mail notifications and customize the logo and explanatory text that appears on your Workflow Notifications Web page.
11. **Set up background Workflow Engines to control the load and throughput of the primary Workflow Engine on your system.** You can specify the cost threshold level of your primary and background engines to determine which activities an engine processes and which activities the engine defers.
12. **Modify the default workflow timeout periods for your activities.** The default timeout period is three days.

See: Activities, *Oracle Workflow Developer's Guide*.

## Oracle Approvals Management Setup

The AME Credit Memo Request workflow routes a credit memo request according to the business rules that you define in AME.

To define a rule in AME, you use attributes and conditions. Receivables provides you with a selection of predefined attributes, but you can define additional attributes. See: AME Attributes for the AME Credit Memo Request Workflow, page 3-124.

The AME workflow consists of three phases, known as transaction types in AME. To implement the AME workflow, you must set up these three transaction types:

- Receivables Credit Memo Collector, page 3-120
- Receivables Credit Memo Approval Chain, page 3-121
- Receivables Credit Memo Receivables, page 3-123

The following section describes the basic setup, including some example rules, that is required to implement this workflow. However, you can use AME to create as many rules as you need for each phase of this workflow.

### For the Receivables Credit Memo Collector transaction type:

For the first workflow phase, define an AME rule to identify the collector who must evaluate a request before the request can proceed through the approval chain.

1. Create an approval group with an Action List of dynamic. In the Query box, include the following SQL statement exactly as shown:

```
SELECT  
ar_ame_cm_attributes_api.get_collector_id  
(:transactionId) FROM DUAL
```

This statement locates the collector who is assigned to the customer account or bill-to site.

Both the Limits Only and HR Hierarchy Limits paths use this approval group, which you set up once. This provides the same Find Collector functionality as the original workflow without AME.

Customers who do *not* assign their collectors by customer account or bill-to site must create a new package to find the collector. To achieve this, modify the SELECT statement for the approval group.

Your new package should point to a function that confirms that the collector exists on the AR\_COLLECTORS table. If the collector exists, then the function should return the Employee ID to the AME workflow. Without this function, the new package will fail validation.

**Tip:** The descriptive flexfield on the AR\_COLLECTORS table can store other attributes that your new function can call, such as cost center or region.

2. Create a rule for collector assignment. For example, this table illustrates the settings for one rule that uses the approval group created in the previous step:

Rule Setting	Value
Rule type	pre-list approval-group rule
Approval type	group approvals before the chain of authority
Approval	require pre-approval from <i>&lt;Collector approval group that you previously defined&gt;</i>
Ordinary-Condition Attributes	ALWAYS_TRUE
Ordinary Conditions	ALWAYS_TRUE is TRUE

**For the Receivables Credit Memo Approval Chain transaction type:**

For the next workflow phase, define AME rules to identify the approvers in this credit memo request's approval chain.

After the collector approves a request, the workflow uses these rules to find the next approver in the approval chain.

An approval chain can follow either the Limits Only path, or the HR Hierarchy Limits path. Define a set of rules for each path that you intend to use.

**Important:** In AME, confirm that all existing rules apply to your business needs. If extraneous rules exist, then the transaction approval process might fail.

**Complete the following steps for the Limits Only path:**

1. Create approval groups, and assign members.

Then, add approvers to each group. When adding more than one approver to a group, assign a sequence to each approver.

For example:

- Create one approval group that includes John Smith, who can approve all requests less than or equal to \$1,000.
- For all requests greater than \$1,000, create another approval group that includes John Smith and Jane Doe. In this group, John is the first approver, and Jane is the second approver.

2. Create conditions. Use the seeded conditions if they meet your business needs; otherwise, create your own conditions.

Create ordinary conditions for limits for the TRANSACTION\_AMOUNT attribute.

Using the example from the previous step, you might create one condition for all transactions with amounts between \$0 and \$1,000, and one condition for all transactions with amounts between \$1,001 and \$100,000.

**Important:** When creating the condition with the highest upper limit, use an upper limit that is greater than what you will ever need. Otherwise, if the credit memo request is for \$200,000 but you set an upper limit of \$100,000, then AME will incorrectly assume that the \$200,000 request satisfies all conditions.

3. Create Limits Only rules that include the conditions you just defined.

The following table illustrates the settings for one rule that you might create. To cover all the conditions that your enterprise requires, you will need to create multiple rules.

Rule Setting	Value
Rule type	pre-list approval-group rule
Approval type	group approvals before the chain of authority
Approval	require pre-approval from <Limits Only approval group that you previously defined>
Ordinary-Condition Attributes	APPROVAL_PATH, AR_REASON_CODE, TRANSACTION_AMOUNT
Ordinary Conditions	APPROVAL_PATH in {LIMITS}, AR_REASON_CODE in {DAMAGED PRODUCT}, \$1,001 < TRANSACTION_AMOUNT <= \$100,000 USD

**Note:** When evaluating transactions for approval, AME automatically converts foreign currency transaction amounts into your functional currency, *unless you specify a currency in your rules.*

**Complete the following steps for the HR Hierarchy Limits path:**

1. Create conditions. Use the seeded conditions if they meet your business needs; otherwise, create your own conditions.
2. Create HR Hierarchy Limits rules that include the conditions you just defined.

**Important:** Receivables seeds an example rule, HR Hierarchy Limits. Delete this rule if you do not use it.

Your rules also include approval types. For example, you can define rules that look at:

- Supervisory or job levels  
Supervisory levels refer to the number of supervisors to ascend in a hierarchy. Job levels refer to the job level to ascend to in a hierarchy. See: Approvals (*Implementing Oracle Approvals Management*).
- Both supervisory or job levels, *and* approval limits  
To create the latter type of rule, you might create job levels in HRMS and assign them to your approvers. You can then define rules in AME that use both job levels as well as transaction amount limits.

For example, this table illustrates the settings for one such rule:

Rule Setting	Value
Rule type	list-creation rule
Approval type	chains of authority based on absolute job level
Approval	Require approvals up to at least level 2
Ordinary-Condition Attributes	APPROVAL_PATH, AR_REASON_CODE, TRANSACTION_AMOUNT
Ordinary Conditions	APPROVAL_PATH in {HR}, AR_REASON_CODE in {DAMAGED PRODUCT}, 0 < TRANSACTION_AMOUNT <= \$200 USD

The rule illustrated in the previous table states that for requests between \$0 and \$200, approval is required by an employee who has a job level of at least level 2.

**Complete the following optional steps for both paths:**

1. (Optional) Set the ALLOW\_REQUESTER\_APPROVAL attribute to False.  
Set this attribute to False only if you do not want requestors to approve their own credit memo requests.
2. (Optional) Create ordinary conditions for the AR\_REASON\_CODE attribute, using the lookup codes that you defined for the CREDIT\_MEMO\_REASON lookup type. See: Oracle Receivables Setup, page 3-117.

**Note:** Enter the lookup codes exactly as you defined them in the Code field.

Complete this step only if you plan to use reason codes as part of your AME rules.

**For the Receivables Credit Memo Receivables transaction type:**

For the final workflow phase, define an AME rule to identify the Receivables user whose approval initiates the creation of the credit memo.

1. Create an approval group for the Receivables user, and assign a single member.  
Both the Limits Only and HR Hierarchy Limits paths use this group. This group, which you set up once, must include only one member.
2. Create a rule for the Receivables user.

For example, if you want the Receivables user to be the final approver before credit memo creation, then use the setup that the following table illustrates:

Rule Setting	Value
Rule type	post-list approval-group rule
Approval type	group approvals after the chain of authority
Approval	require post-approval from <approval group that you previously defined>
Ordinary-Condition Attributes	ALWAYS_TRUE
Ordinary Conditions	ALWAYS_TRUE is TRUE

## Related Topics

Item Types, *Oracle Workflow Developer's Guide*

Setting Up Background Workflow Engines, *Oracle Workflow Administrator's Guide*

Conditions (*Implementing Oracle Approvals Management*)

Rules (*Implementing Oracle Approvals Management*)

## AME Attributes for the AME Credit Memo Request Workflow

You can optionally use nonmandatory attributes to create conditions and rules in AME.

The following table describes the nonmandatory attributes that are available for use with the Receivables Credit Memo Collector transaction type:

Attribute	Value	Requiring Approval Types
ALWAYS_TRUE	True Value	None
AR_COLLECTOR_ID	AR Collector ID	None

The following table describes the nonmandatory attributes that are available for use with the Receivables Credit Memo Approval Chain transaction type:



Attribute	Value	Requiring Approval Types
ALWAYS_TRUE	True Value	None
APPROVAL_PATH	Approval Path	None
APPROVER_ID	Approver ID	None
APPROVER_USER_NAME	Approver User Name	None
AR_BATCH_SOURCE_NAME	AR Batch Source Name	None
AR_BILL_TO_USE_ID	AR Bill To Use ID	None
AR_COLLECTOR_ID	AR Collector ID	None
AR_CUSTOMER_ID	Customer ID	None
AR_CUSTOMER_NAME	AR Customer Name	None
AR_CUSTOMER_TRX_ID	AR Customer Transaction ID	None
AR_ORIG_TRX_NUMBER	AR Original Transaction Number	None
AR_REASON_CODE	AR Reason Code	None
BILL_TO_CUSTOMER_NAME	Bill To Customer Name	None
BILL_TO_CUSTOMER_NUMBER	Bill To Customer Number	None
COLLECTOR_EMPLOYEE_ID	Collector Employee ID	None
COLLECTOR_NAME	Collector Name	None
COLLECTOR_USER_NAME	Collector User Name	None
CURRENCY_CODE	Currency Code	None
INCLUDE_ALL_JOB_LEVEL_APPROVERS	Whether to include all approvers at a given job level	Absolute job level, dual chains of authority, manager than final approver, relative job level
JOB_LEVEL_NON_DEFAULT_STARTING_POINT_PERSON_ID	Person ID of non-default first approver for job-level authority approval types	Absolute job level, final approver only, manager then final approver, relative job level
REQUESTOR_ID	Requestor ID	None
REQUESTOR_USER_NAME	Requestor User Name	None
SHIP_TO_CUSTOMER_NAME	Ship To Customer Name	None
SHIP_TO_CUSTOMER_NUMBER	Ship To Customer Number	None
TAX_EX_CERT_NUM	Tax Exempt Certification Number	None
TOP_SUPERVISOR_PERSON_ID	Person ID of the top person in the HR supervisory hierarchy	Supervisory level
TRANSACTION_AMOUNT	Total currency amount for the transaction	None

The following table describes the nonmandatory attributes that are available for use with the Receivables Credit Memo Receivables transaction type:

Attribute	Value	Requiring Approval Types
ALWAYS_TRUE	True Value	None

## The AME Credit Memo Request Workflow Item Type

The AME Credit Memo Request workflow consists of the AR Credit Memo Using AME item type. This item type contains all request approval workflow processes.

Currently, the AR Credit Memo Using AME item type includes six workflow processes: AR Credit Memo Request Approval; Collector Approval; Credit Memo Creation; Limits Only Approval; HR Hierarchy Approval; and Receivable Approval.

This table lists all of the attributes for the AR Credit Memo Using AME item type. Use this section if you plan to customize the workflow.

Display Name	Description	Type
Approval Path	The approval path.	Lookup
Approver Display Name	The approver display name.	Text
Approver ID	The approver ID number.	Number
Approver Notes	Approver notes.	Text
Approver User Name	The approver user name.	Text
Batch Source Name	The batch source name to assign to the credit memo.	Text
Bill To Customer Name	The name of the bill-to customer for this transaction.	Text
Bill To Customer Number	The number of the bill-to customer for this transaction.	Number
Bill To Site Use ID	Bill-to site use identifier	Number
Collector Display Name	The collector's display name.	Text
Collector Employee ID	Employee ID of the collector.	Number
Collector ID	Unique identifier of the collector.	Number
Collector Name	The collector name.	Text
Collector User Name	The collector user name.	Text
Comments	Any comments entered by the requestor.	Text
Credit Memo Creation Error	Error message to indicate that the credit memo could not be created.	Text
Credit Method for Accounting Rules	The credit method to use if the disputed transaction uses accounting rules (LIFO, Prorate, Unit).	Text

Display Name	Description	Type
Credit Method for Installments	The credit method to use if the disputed transaction has multiple installments (LIFO, FIFO, Prorate).	Text
Currency Code	The currency of the disputed transaction	Text
Current Hub	The current hub.	Text
Customer ID	The number of the customer for this transaction.	Number
Customer Name	The name of the customer for this transaction.	Text
Customer Trx ID	Unique identifier for disputed transaction.	Number
Entered Amount Display	Amount of the transaction that is in dispute.	Number
Escalation Count	Number of times the request has been escalated.	Number
Find Approver Count	Number of approvers in the process.	Number
Forward From Display Name	The display name of the person who forwarded the request.	Text
Forward From User Name	The user name of the person who forwarded the request.	Text
Forward To Display Name	The display name of the person to which the request is forwarded.	Text
Forward To User name	User name of the person to which the request is forwarded.	Text
Invalid Rule Message	Error message that appears when an invalid invoicing or accounting rule is entered.	Text
Invalid Rule Value	The invalid rule specified.	Text
Manager Display Name	The display name of the approver's manager as specified in the HR tables.	Text
Manager ID	The ID number of the approver's manager as specified in the HR tables.	Number
Manager User Name	The user name of the approver's manager as specified in the HR tables.	Text
Notes	Any information entered by the collector, a manager, or an approver that are recorded on the disputed transaction.	Text
Original Freight Amount	The original freight amount for the disputed transaction.	Number
Original Line Amount	The original line amount for the disputed transaction.	Number
Original Tax Amount	The original tax amount for the disputed transaction.	Number
Original Total	The total amount of the disputed transaction.	Number
Reason	The reason for this request.	Text

Display Name	Description	Type
Receivable User	User defined for the Receivable Approval subprocess.	Role
Request URL	The web address from which the request originated.	URL
Requestor Display Name	The requestor display name.	Text
Requestor ID	The requestor ID number.	Number
Requestor User Name	The requestor user name.	Text
Role	The role assigned to a performer in the workflow which allows access to a specific activity.	Role
Salesrep User Name	The salesperson user name.	Text
Ship To Customer Name	The name of the ship-to customer for this transaction	Text
Ship To Customer Number	The number of the ship-to customer for this transaction	Number
Starting Point for HR Hierarchy	The starting ascension point in the HR Hierarchy.	Number
Total Credit To Freight	The total amount of freight that is in dispute.	Number
Total Credit To Invoice	The total amount of the transaction that is in dispute.	Number
Total Credit To Lines	The amount of transaction lines that is in dispute.	Number
Total Credit To Tax	The amount of tax that is in dispute.	Number
Trx Number	The number of the credit memo (once approved and created in Receivables).	Number
Workflow Document ID	Unique identifier of the workflow document.	Number

## Related Topics

Item Types, *Oracle Workflow Developer's Guide*

## Notifications

The AME Credit Memo Workflow automatically sends notifications whenever a new request is created and each time an approver approves or rejects a request.

An internal approver can receive notifications in an email message or review them in the Workflow Notification Viewer window. External users can review their notifications in the Workflow Notifications Web page.

When you select a notification record in the Notifications Summary window, the Notifications window appears, listing the details of that notification. You can do the following in the Notifications window:

- Reassign the notification to another user

- Respond to the notification or, if it does not require a response, close the notification
- Drill down to another Oracle Applications window associated with the notification (if icons exist in the References region)

Notification Result types list the possible results returned by an activity. Your workflow diagram may branch depending on the value returned by your completed activity. The result type of <None> should be used for notifications that do not require a response.

**Note:** If the request is for a line-level credit, the tax amount is not calculated until Receivables creates the credit memo. As a result, the tax amount does not appear on the notification.

## Related Topics

Overview of Notification Handling, *Oracle Workflow User's Guide*

Setting Up an Oracle Workflow Directory Service, *Oracle Workflow Administrator's Guide*.

## Customizing the AME Credit Memo Request Process

You can view the predefined AR Credit Memo Using AME workflow processes in a Process window using Oracle Workflow Builder.

### To Display the Process in Oracle Workflow Builder

1. Choose Open from the File menu, and connect to the database.  
Alternatively, you can connect to the workflow definitions file *aramecm.wft*, located in the product directory tree of your Oracle Applications server.
2. Expand the data source and then the item type branch within that data source.
3. Expand the Processes branch within your item type, and then double-click on a process activity to display the diagram of the process in a Process window.

## Optional Customizations

Although you can use the AR Credit Memo Using AME processes as delivered, you might want to customize the processes to accommodate the specific needs of your enterprise.

For example, you can:

- Modify the templates for your electronic mail notifications. For more information, see: Modifying Your Message Templates, *Oracle Workflow Administrator's Guide* and Adding Custom Icons to Oracle Workflow, *Oracle Workflow Administrator's Guide*.
- Add icons to the standard Oracle Workflow icons to customize the appearance of your workflow process.
- Modify the timeout value for workflow notifications. The default value for the AME Credit Memo Request timeout notifications is three days, but to suit your business needs, you might want to modify the amount of time for each notification. To do this, display the properties window for a notification and enter a new timeout value in the Node tabbed region.

**Note:** To help you with your customizations, refer to the sections that describe the components of this process so that you know what attributes

have already been predefined and what activities are requirements in the process.

## Related Topics

The AME Credit Memo Request Workflow Item Type, page 3-126

Summary of the AR Credit Memo Request Approval Process, page 3-130

Summary of the Collector Approval Subprocess, page 3-138

Summary of the Limits Only Subprocess, page 3-145

Summary of the HR Hierarchy Approval Subprocess, page 3-151

Summary of the Receivables Approval Subprocess, page 3-159

Summary of the Credit Memo Creation Subprocess, page 3-165

## Summary of the AR Credit Memo Request Approval Process

To view the properties of the AR Credit Memo Request Approval process, select the process in the navigator tree, then choose Properties from the Edit menu. The AR Credit Memo Request Approval process has a result type of Boolean, which indicates that when the process completes, the result type is either True or False.

To initiate this process, request a credit memo by:

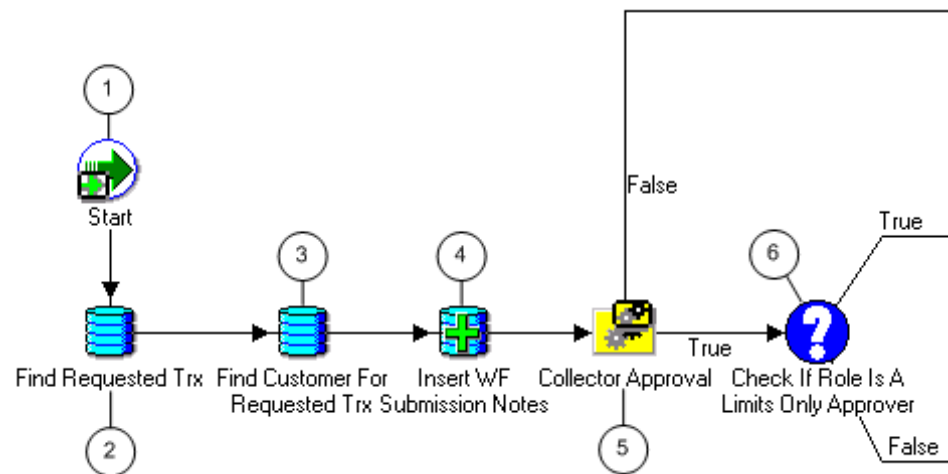
- Choosing the Dispute a Bill function in *iReceivables*
- Choosing the Dispute function in Oracle Collections
- Enabling the Credit Memo Approval and Creation API. See: *Credit Memo Approval and Creation API User Notes* on [OracleMetaLink](#).

The Details region of the process activity properties page indicates that the Request Approval process has an error process called `DEFAULT_ERROR`, which is initiated only when an error is encountered that is not handled by the standard process. Most errors in the process send a notification to the system administrator to resolve (for example, if an approver is not defined as an employee in Oracle HRMS).

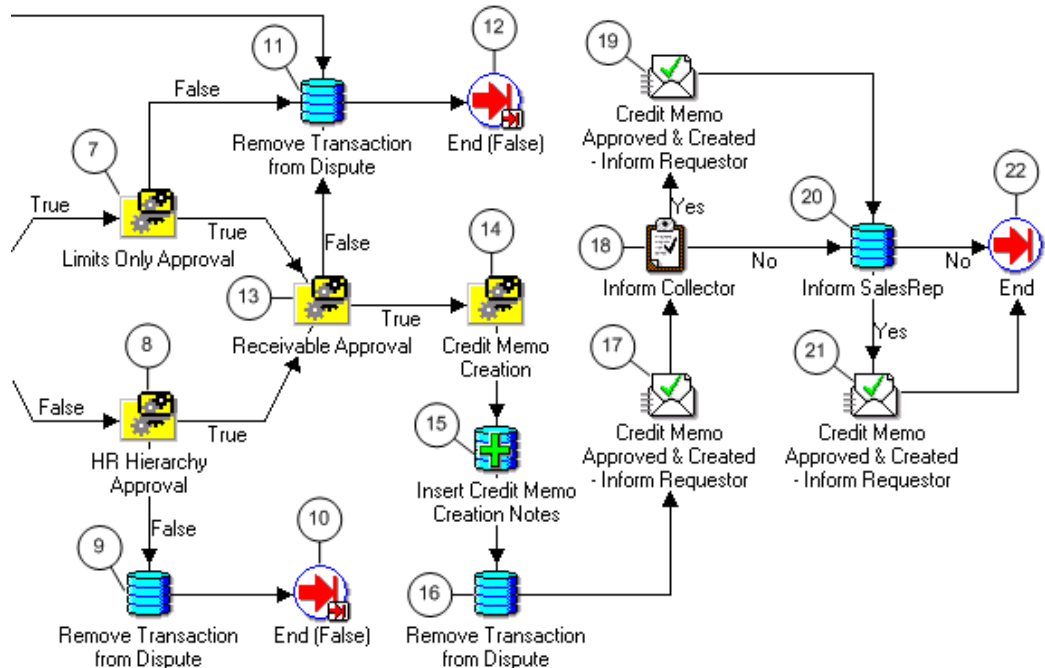
The `DEFAULT_ERROR` process simply executes the standard Default Error Notification activity to provide information associated with the error. You can customize the process further to suit your needs. For more information, see: *Default Error Process*, *Oracle Workflow Developer's Guide*.

The Process window for the AR Credit Memo Request Approval process is shown below. The process consists of 16 unique activities, several of which are reused to comprise the 22 activity nodes that appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

### AR Credit Memo Request Approval Process, Part 1



### AR Credit Memo Request Approval Process, Part 2



For a complete description of each activity in the AME Credit Memo Request process, see AR Credit Memo Request Approval Process Activities, page 3-132.

The workflow begins at Node 1 with the Start activity, which is initiated when a customer chooses the Dispute a Bill option from *iReceivables*, or a collector chooses the Dispute option from Oracle Collections.

At Nodes 2 and 3 the process retrieves transaction and customer information for the disputed transaction from Oracle Receivables.

At Node 4 the process places the requested amount "in dispute" and updates the notes on the disputed transaction. The process then forwards the request to the collector

assigned to the transaction's bill-to site. If no collector is assigned to the bill-to site and the seeded routine is used, then the process forwards the request to the collector assigned to the customer.

**Note:** Instead of using the seeded routine, you can create your own SQL and replace the seeded value. For example, you might want to forward the request to the collector assigned to the customer's cost center. See: *Setting Up the AME Credit Memo Request Workflow*, page 3-116.

At Node 5 the collector either rejects the request or forwards it for approval. If the request is rejected, then the process removes the amount from dispute, updates the transaction notes, and the process ends at Node 12.

When forwarding the request for approval, the collector can either accept the default path, or select the HR Hierarchy Limits path and enter the first approver:

- If the collector chooses the default approver, then the request follows the Limits Only Approval subprocess in Node 7.
- If the collector forwards the request to a different approver, then the request follows the HR Hierarchy Limits subprocess in Node 8.

After the request receives the required approvals from either the Limits Only Approval or the HR Hierarchy Limits subprocess, the request follows the Receivables Approval subprocess in Node 13.

If the request receives approval from the Receivables Approval subprocess, then the Credit Memo Creation subprocess creates the credit memo in Oracle Receivables at Node 14. The process then ends at Node 22.

## AR Credit Memo Request Approval Process Activities

This section provides a description of each activity in the AR Credit Memo Request Approval process, listed by the activity's display name.

The naming convention for the PL/SQL stored procedures used in the AME Credit Memo workflow is:

`AR_AME_CMWF_API.<PROCEDURE>`

`AR_AME_CMWF_API` is the name of the package that groups all of the procedures used by the AME Credit Memo Request process. `<PROCEDURE>` represents the name of the PL/SQL stored procedure.

**Note:** Oracle Workflow provides several generic activities you can use to control your process. Examples include the And/Or activities and the Start and End activities. For more information, see: *Standard Activities, Oracle Workflow Developer's Guide*.

### Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

#### Function

`WF_STANDARD.NOOP`

#### Result Type

None



**Prerequisite Activities**

None

**Find Requested Transaction (Node 2)**

This function activity retrieves information about the disputed transaction from the RA\_CM\_REQUESTS table in Oracle Receivables.

**Function**

*AR\_AME\_CMWF\_API.FindTrx*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

None

**Find Customer for Requested Transaction (Node 3)**

This function activity retrieves customer information for the disputed transaction from the RA\_CM\_REQUESTS table in Oracle Receivables.

**Function**

*AR\_AME\_CMWF\_API.FindCustomer*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Find Requested Transaction

**Insert Workflow Submission Notes (Node 4)**

This function activity inserts notes on the disputed transaction.

Information associated with the disputed transaction includes the request ID, requestor name, amount, and reason for the request.

Disputed amounts appear in Receivables aging reports and can affect how Receivables calculates the customer's open balance in statements and dunning letters.

**Note:** Receivables users can view transaction notes in the Transactions window.

**Function**

*AR\_AME\_CMWF\_API.InsertSubmissionNotes*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Find Requested Transaction

### Collector Approval (Node 5)

This activity is a subprocess that identifies the collector assigned to the bill-to site for the disputed transaction. If no collector is assigned to the bill-to site, the process uses the collector assigned to the customer.

If the collector rejects the request, this activity updates the transaction notes and notifies the requestor that it has been rejected. If the collector approves the request, then this activity checks for any credit method information (if the transaction uses invoicing or accounting rules) and updates the notes for the disputed transaction.

If the approver does not respond within a specified time, the process sends a reminder notification to the approver.

To view the subprocess, double-click on Collector Approval under the Processes branch in the navigator tree. See: Summary of the Collector Approval Sub-Process, page 3-139.

#### **Result Type**

Boolean

#### **Required**

Yes

#### **Prerequisite Activities**

Find Customer for Requested Transaction

### Check if Role is a Limits Only Approver (Node 6)

This function activity determines the next approver for this request by checking the collector's approval action. If the collector selects Limits Only, then the request follows the Limits Only Approval subprocess.

If the collector selects HR Hierarchy Limits and the first approver, then this activity forwards the request to that person and the request follows the HR Hierarchy Approval subprocess.

#### **Function**

*AR\_AME\_CMWF\_API.CheckPrimaryApprover*

#### **Result Type**

None

#### **Required**

Yes

#### **Prerequisite Activities**

Collector Approval

### Limits Only Approval (Node 7)

This activity is a subprocess that notifies an approver that an action must be taken to approve or reject the request. The subprocess sends notifications to approvers, as determined by AME rules using the Limits Only path. If an approver does not respond within a specified time, then the process sends a reminder notification to the approver.

To view the subprocess, double-click on Limits Only Approval under the Processes branch in the navigator tree. See: Summary of the Primary Approval Subprocess, page 3-145.

#### **Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Collector Approval

**HR Hierarchy Approval (Node 8)**

This activity is a subprocess that notifies an approver that an action must be taken to approve or reject the request. The subprocess notifies approvers defined in your organization's human resources department, as determined by AME rules using the HR Hierarchy Limits path. If an approver does not respond within a specified time, then the process sends a reminder notification to the approver.

To view the subprocess, double-click on HR Hierarchy Approval under the Processes branch in the navigator tree. See: Summary of the HR Hierarchy Approval Subprocess, page 3-151.

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Collector Approval

**Remove Transaction from Dispute (Nodes 9, 11, and 16)**

This function activity updates the status of the disputed transaction in Oracle Receivables by indicating that the amount is no longer "in dispute."

**Function**

*AR\_AME\_CMWF\_API.RemoveFromDispute*

**Result Type**

None

**Prerequisite Activities**

Limits Only Approval or HR Hierarchy Approval

**Receivable Approval (Node 13)**

This activity is a subprocess that notifies an Oracle Receivables user that an action must be taken to approve or reject the request. If the approver does not respond within a specified time, the process sends a reminder notification to the approver.

To view the subprocess, double-click on Receivable Approval under the Processes branch in the navigator tree. See: Summary of the Receivable Approval Subprocess, page 3-159.

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Limits Only Approval or HR Hierarchy Approval

### Credit Memo Creation (Node 14)

This activity is a subprocess that creates a credit memo in Oracle Receivables. If the API fails to create the credit memo, the process notifies a Receivables user of the problem. The Receivables user attempts to resolve the issue and resubmits the request. If the issue cannot be resolved, the process notifies the Receivables user that the credit memo must be created manually.

See: Summary of the Credit Memo Creation Subprocess, page 3-165.

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Receivable Approval

### Insert Credit Memo Creation Notes (Node 15)

This function activity inserts basic information on the disputed transaction which indicates that the credit memo received the required approvals and was forwarded for creation.

**Function**

*AR\_AME\_CMWF\_API.InsertSuccessfulApiNotes*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Receivable Approval

### Remove Transaction from Dispute (Node 16)

This function activity inserts basic information on the disputed transaction, indicating that the credit memo received the required approvals and was forwarded for creation.

**Function**

*AR\_AME\_CMWF\_API.RemoveFromDispute*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Insert Credit Memo Creation Notes

### Credit Memo Approved and Created - Inform Requestor (Nodes 17, 19, and 21)

This activity notifies the requestor, salesperson, and collector, that the request was approved and the credit memo was created. The message includes 'Send' attributes that display the bill-to and ship-to customer, transaction number, and the total amount of lines, tax, and freight credited.

**Message**

Credit Memo Approved & Created

**Result Type**

None

**Prerequisite Activities**

Credit Memo Creation

**Inform Collector (Node 18)**

This activity informs the collector that the credit memo was approved and created in Receivables, provided that the collector is not the requestor. If the collector *is* the requestor, then the collector does not receive a notification.

**Function**

AR\_AME\_CMWF\_API.*InformCollector*

**Result Type**

Yes/No

**Required**

Yes

**Prerequisite Activities**

Credit Memo Approved and Created - Inform Requestor

**Inform Salesrep (Node 20)**

This activity informs the salesperson that the credit memo was approved and created in Receivables, provided that the salesperson is not the requestor. If the salesperson *is* the requestor, then the collector does not receive a notification.

**Function**

AR\_AME\_CMWF\_API.*FindPrimarySalesrep*

**Result Type**

Yes/No

**Required**

Yes

**Prerequisite Activities**

Inform Collector

**End (Nodes 10, 12, and 22)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function**

WF\_STANDARD.NOOP

**Result Type**

None

**Prerequisite Activities**

Start

## Summary of the Collector Approval Subprocess

To view the properties of the Collector Approval subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu.

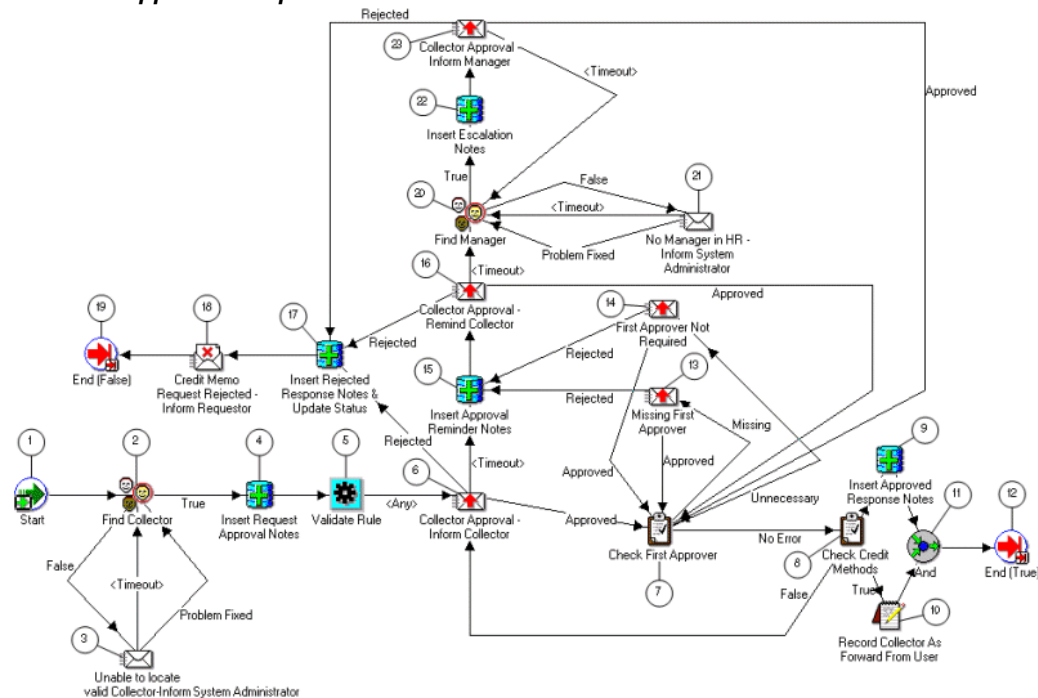
The Collector Approval subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

This subprocess cannot be initiated as a top level process to run; it can only be run as a subprocess when called by another, higher level process.

When you display the Process window for the Collector Approval subprocess, you see that it consists of 22 unique activities (one of which is reused) which comprise the 23 activity nodes in the workflow diagram below.

The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

### ***Collector Approval Subprocess***



For a complete description of each activity in the Collector Approval subprocess, see Collector Approval Subprocess Activities, page 3-139.

The subprocess begins at Node 1 with the Start activity. At Node 6 the process notifies the collector to approve the request within a specified period of time.

If the request receives the required approvals, then the subprocess ends at Node 12 and returns a result of True to the top level Request Approval process. If the request is rejected, then the subprocess ends at Node 19 and returns a result of False.

If the collector does not respond by the due date, then the subprocess takes the <Timeout> transition to Node 16 to send a reminder to the collector to approve the request. If the collector again does not respond in the specified time, then the subprocess takes the next <Timeout> transition to escalate the issue with the collector's manager at

Node 23. The collector's manager then approves or rejects the request and the workflow continues at Node 7 or 17, respectively.

### Collector Approval Subprocess Activities

Following is a list of each activity in the Collector Approval subprocess, listed by the activity's display name.

#### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

None

#### Find Collector (Node 2)

This activity determines who the collector is, based on customer and bill-to site information if the seeded routine is used.

**Note:** Instead of using the seeded routine, you can create your own SQL and replace the seeded value. For example, you might want to assign the collector based on cost center.

If the collector is found, then this procedure returns a value of 'T' for True; otherwise, it returns a value of 'F' for False.

**Function**

*AR\_AME\_CMWF\_API.FindCollector*

**Result Type**

Boolean

**Required**

Yes

**Prerequisite Activities**

Insert Submission Notes

#### Unable to Locate Valid Collector - Inform System Administrator (Node 3)

This activity notifies the system administrator that a collector could not be determined, either because no collector is assigned to the customer or customer bill-to site, or because your specific AME condition was not satisfied.

After a collector is assigned to the customer, the system administrator responds to the notification with a response of "problem fixed," and the workflow process continues.

**Message**

Unable to Locate Valid Collector

**Result Type**

AR Fix No Approver Problem

**Prerequisite Activities**

Find Collector

**Insert Request Approval Notes (Node 4)**

This function activity inserts basic request information on the disputed transaction, including the request ID and the collector's name.

**Function**

*AR\_AME\_CMWF\_API.InsertRequestApprovalNotes*

**Result Type**

None

**Prerequisite Activities**

Record Collector As Approver

**Validate Rule (Node 5)**

This function activity checks for invoicing rules and accounting rules on the disputed transaction.

**Function**

*AR\_AME\_CMWF\_API.AMECheckrule*

**Result Type**

None

**Prerequisite Activities**

Insert Request Approval Notes

**Collector Approval - Inform Collector (Node 6)**

This activity notifies the collector that an action needs to be taken to either approve or reject the request. This activity must be completed within the time period specified, otherwise it times out and sends a reminder notification.

The message includes 'Send' attributes that display the request number, description, amount, and the requestor name. The message also includes six 'Respond' attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, Revenue Rule, Path, and Send To (if Path = HR Hierarchy Limits).

The Action attribute provides the approver with the values 'APPROVE' or 'REJECT' from the Approval lookup type. Action has an internal name of Result, which indicates that the value the approver selects (approve or reject) becomes the result that determines which activity branch the Workflow Engine transitions to next. The Note attribute prompts the approver for any additional comments to include in the notification response for this request.

The Installment and Revenue rules apply to invoices with rules and invoices with installments. Valid methods for invoices with rules include LIFO, Prorate, or Unit. Valid methods for invoices with installments include LIFO, FIFO, or Prorate. The only valid method for invoices without rules, or without installments, is Null (no value).

The approver can update the credit method specified on a notification. By default, the credit method is null.

If you display the property page of this activity node you see that the activity is assigned to a performer whose name is stored in an item type attribute called Forward To Username.



**Message**

Request Collector Approval

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Validate Rule

**Check First Approver (Node 7)**

This activity checks the first approver that the collector entered in the Send To field of the workflow notification.

**Function**

*AR\_AME\_CMWF\_API.CheckFirstApprover*

**Result Type**

Collector Response Validation Error

**Required**

Yes

**Prerequisite Activities**

Collector Approval - Inform Collector

**Check Credit Methods (Node 8)**

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

**Function**

*AR\_AME\_CMWF\_API.CheckCreditMethods*

**Result Type**

Boolean

**Prerequisite Activities**

Check First Approver

**Insert Approved Response Notes (Node 9)**

This function activity inserts basic request information on the disputed transaction, including the request ID and the approver's name.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovedResponseNotes*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Check Credit Methods

**Record Collector as Forward From User (Node 10)**

This function activity records the name of the collector as the person who forwarded the request for additional approval.

**Function**

*AR\_AME\_CMWF\_API.RecordCollectorAsForwardFrom*

**Result Type**

None

**Required**

Yes

**Prerequisite Activities**

Check Credit Methods

**And (Node 11)**

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

**Function**

*WF\_STANDARD.ANDJOIN*

**Result Type**

None

**Prerequisite Activities**

Must have at least two separate activities that each transition into this activity.

**Missing First Approver (Node 13)**

This notification alerts the collector that he selected the HR Hierarchy Limits path, but did not enter a first approver.

**Message**

Missing First Approver

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Check First Approver

**First Approver Not Required (Node 14)**

This notification alerts the collector that he selected the Limits Only path and unnecessarily entered a first approver.

**Message**

First Approver Not Required

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Check First Approver

**Insert Approval Reminder Notes (Node 15)**

This function activity inserts basic information on the disputed transaction when a reminder notification is sent to the collector to respond to the original notification.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovalReminderNotes*

**Result Type**

None

**Prerequisite Activities**

Collector Approval-Inform Collector

**Collector Approval - Remind Collector (Node 16)**

This activity occurs only if the Request Collector Approval activity times out before being completed. This activity sends a reminder notice to the approver that the request needs to be approved or rejected.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**

Reminder - Approval Needed - Inform Approver Request

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Collector Approval-Inform Collector

**Insert Rejected Response Notes & Update Status (Node 17)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

**Function**

*AR\_AME\_CMWF\_API.InsertRejectedResponseNotes*

**Result Type**

None

**Prerequisite Activities**

Collector Approval-Inform Collector

**Credit Memo Request Rejected - Inform Requestor (Node 18)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.

**Message**

Credit Memo Request Rejected

**Result Type**

None

**Prerequisite Activities**

Collector Approval - Inform Collector

**Find Manager (Node 20)**

This activity identifies the collector's manager and occurs only if a time-out occurs before the collector responds to the reminder notification within the time specified.

**Function**

*AR\_AME\_CMWF\_API.FindManager*

**Result Type**

Boolean

**Prerequisite Activities**

Collector Approval - Remind Collector

**No Manager in HR - Inform System Administrator (Node 21)**

This activity notifies the system administrator when the Find Manager activity is unable to locate the collector's manager. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

No Manager in HR

**Result Type**

AR Fix No Approval Problem

**Prerequisite Activities**

Find Manager

**Insert Escalation Notes (Node 22)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the collector's manager for approval.

**Function**

*AR\_AME\_CMWF\_API.InsertEscalationNotes*

**Result Type**

None

**Prerequisite Activities**

Find Manager

**Collector Approval - Inform Manager (Node 23)**

This activity notifies the collector's manager indicating that the collector did not respond to the request. The collector's manager must then approve or reject the request for the process to continue.

**Message**

No Response Escalation

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Collector Approval - Remind Collector

**End (Nodes 12 and 19)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

Start

## Summary of the Limits Only Subprocess

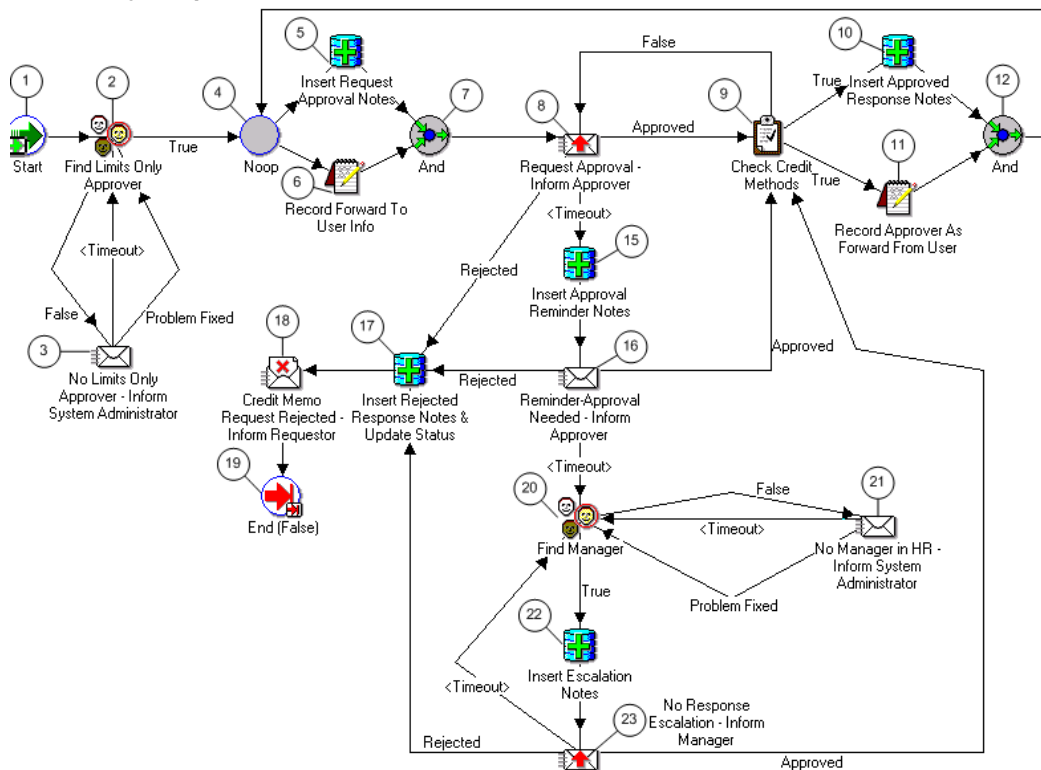
The Limits Only subprocess routes a credit memo request according to the rules you defined in AME for the Limits Only path.

The Limits Only subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

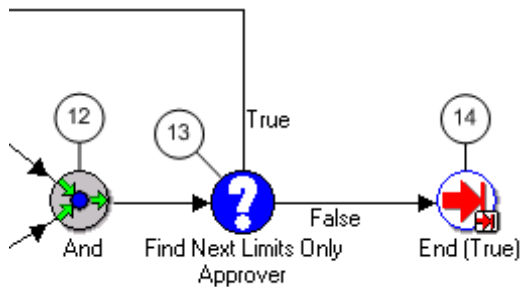
This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the Limits Only subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 21 unique activities, several of which are reused to comprise the 23 activity nodes in the workflow diagram below. The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

### Limits Only Subprocess, Part 1



### Limits Only Subprocess, Part 2



For a complete description of each activity in the Limits Only subprocess, see Limits Only Subprocess Activities, page 3-146.

The subprocess begins at Node 1 with the Start activity. At Node 8 the process notifies the approver to approve the request within a specified period of time.

If the approver approves the request, then the subprocess ends at Node 14 and returns a result of True to the top level Request Approval process. Similarly, if the approver rejects the request, the subprocess ends at Node 19 and returns a result of False.

If the approver does not respond to the notification, then the subprocess takes the <Timeout> transition to Node 16 to remind the approver to respond to the request. If the approver again does not respond in the specified time, then the subprocess takes the next <Timeout> transition to escalate the issue by contacting the approver's manager at Node 23.

The approver's manager then either approves or rejects the request at Node 9 or 17, respectively.

### Limits Only Subprocess Activities

Following is a list of each activity in the Limits Only subprocess, listed by the activity's display name.

#### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

##### Function

`WF_STANDARD.NOOP`

##### Result Type

None

##### Prerequisite Activities

None

#### Find Limits Only Approver (Node 2)

This function activity identifies the first Limits Only approver for the request by checking the AME rules that were created for this path. This activity also saves the name of the requestor as well as the amount and reason for the request.

If an approver is found, then this activity returns a value of 'T' for true; otherwise it returns a value of 'F' for false.

**Function**

*AR\_AME\_CMWF\_API.FindPrimaryApprover*

**Result Type**

Boolean

**Prerequisite Activities**

Start

**No Limits Only Approver - Inform System Administrator (Node 3)**

This activity notifies the system administrator that the first approver could not be found in Oracle Receivables. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

No Limits Only Approver

**Result Type**

AR Fix No Approver Problem

**Prerequisite Activities**

Find Limits Only Approver

**Noop (Node 4)**

This activity acts as a place holder and performs no action; it simply calls the PL/SQL procedure WF\_STANDARD.NOOP.

**Result Type**

None

**Prerequisite Activities**

None

**Insert Request Approval Notes (Node 5)**

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded for approval, as well as the user ID of the next approver.

**Function**

*AR\_AME\_CMWF\_API.InsertRequestApprovalNotes*

**Result Type**

None

**Prerequisite Activities**

Find Limits Only Approver

**Record Forward To User Info (Node 6)**

This function activity records the name of the Limits Only approver.

**Function**

*AR\_AME\_CMWF\_API.RecordForwardToUserInfo*

**Result Type**

None

**Prerequisite Activities**

Find Limits Only Approver

### And (Nodes 7 and 12)

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

**Function**

*WF\_STANDARD.ANDJOIN*

**Result Type**

None

**Prerequisite Activities**

Must have at least two separate activities that each transition into this activity.

### Request Approval - Inform Approver (Node 8)

This activity notifies the approver that the request needs to be approved or rejected.

For a description of what this message includes, see the Request Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**

Request Approval

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

And

### Check Credit Methods (Node 9)

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

**Function**

*AR\_AME\_CMWF\_API.CheckCreditMethods*

**Result Type**

Boolean

**Required**

Yes

**Prerequisite Activities**

Request Approval - Inform Approver

### Insert Approved Response Notes (Node 10)

This function activity inserts basic information on the disputed transaction indicating that the request was approved, as well as the user ID of the approver.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovedResponseNotes*

**Result Type**

None

**Prerequisite Activities**

Check Credit Methods



**Record Approver as Forward From User (Node 11)**

This function activity records the name of the approver for the request.

**Function**

*AR\_AME\_CMWF\_API.RecordApproverAsForwardFrom*

**Result Type**

None

**Prerequisite Activities**

Check Credit Methods

**Find Next Limits Only Approver (Node 13)**

This function activity determines whether this approver can provide final approval for this request.

If the request amount is within the approval limits for this approver, then the activity forwards the request to the Receivable Approval subprocess. Otherwise, it calls the Find Limits Only Approver activity again (Node 2) to identify the next approver according to the AME rules defined by your enterprise.

**Function**

*AR\_AME\_CMWF\_API.AMEFindPrimaryApprover*

**Result Type**

Yes/No

**Prerequisite Activities**

And

**Insert Approval Reminder Notes (Node 15)**

This function activity inserts basic information on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovalReminderNotes*

**Result Type**

None

**Prerequisite Activities**

Request Approval - Inform Approver

**Request Approval - Remind Approver (Node 16)**

This activity sends a reminder notice to the approver that the request needs to be approved or rejected. This activity occurs only if the Request Approval - Inform Approver activity times out before being completed.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**

Reminder-Approval Needed

**Result Type**

AR Collector Response to Credit Memo Request

**Prerequisite Activities**

Request Approval - Inform Approver

**Insert Rejected Response Notes & Update Status (Node 17)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

**Function**

*AR\_AME\_CMWF\_API.InsertRejectedResponseNotes*

**Result Type**

None

**Prerequisite Activities**

Request Approval - Inform Approver

**Credit Memo Request Rejected - Inform Requestor (Node 18)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.

**Message**

Credit Memo Request Rejected

**Result Type**

None

**Prerequisite Activities**

Request Approval - Inform Approver

**Find Manager (Node 20)**

This activity identifies the last approver's manager and occurs only if a time-out occurs before the last approver responds to the notification within the time specified.

**Function**

*AR\_AME\_CMWF\_API.FindManager*

**Result Type**

Boolean

**Prerequisite Activities**

Request Approval - Remind Approver

**No Manager in HR - Inform System Administrator (Node 21)**

This activity notifies the system administrator when the Find Manager activity is unable to locate the approver's manager. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

No Manager in HR

**Result Type**

AR Fix No Approval Problem

**Prerequisite Activities**

Find Manager

#### **Insert Escalation Notes (Node 22)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the approver's manager for approval.

**Function**

*AR\_AME\_CMWF\_API.InsertEscalationNotes*

**Result Type**

None

**Prerequisite Activities**

Find Manager

#### **Request Approval - Inform Manager (Node 23)**

This activity notifies the last approver's manager that the approver failed to respond to a reminder notification.

**Message**

No Response Escalation

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Find Manager

#### **End (Nodes 14 and 19)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

Start

### **Summary of the HR Hierarchy Approval Subprocess**

The HR Hierarchy Approval subprocess routes the request according to the management structure defined in your Human Resources tables and the AME rules that you created that use the HR Hierarchy Limits path.

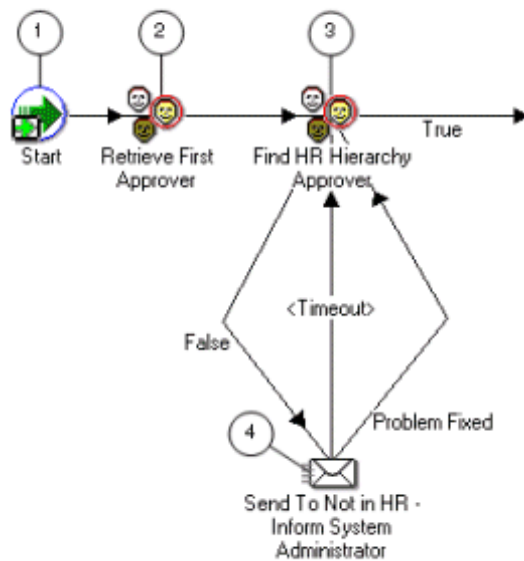
For example, a collector reports to a department manager who in turn reports to the division manager. In this example, the process forwards the request first to the collector, then to the collector's manager, and then to the division manager for final approval.

The HR Hierarchy Approval subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the HR Hierarchy Approval subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 22 unique activities, several of which are reused to comprise the 24 activity nodes in the workflow diagram below. The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

#### ***HR Hierarchy Approval Subprocess, Part 1***



The subprocess begins at Node 1 with the Start activity. At Node 9 the process notifies the approver to approve the request within a specified period of time.

If the approver approves the request, then the subprocess ends at Node 15 and returns a result of True to the top level Request Approval process. Similarly, if the approver rejects the request, then the subprocess ends at Node 24 and returns a result of False.

If the approver does not respond, then the subprocess takes the <Timeout> transition to Node 17 to send a reminder to the approver to approve the request. If the approver again does not respond in the specified time, then the subprocess takes the next <Timeout> transition to escalate the issue by contacting the approver's manager at Node 21.

This loop continues until the approvers approve or reject the request at Node 10 or 22, respectively.

Following is a list of each activity in the HR Hierarchy Approval subprocess, listed by the activity's display name.

**Start (Node 1)**

This is a Standard function activity that simply marks the start of the subprocess.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

None

**Retrieve First Approver (Node 2)**

This function activity identifies the first approver in the HR Hierarchy Approval path that the collector selected.

**Function**

*AR\_AME\_CMWF\_API.AMESetNonPrimaryApprover*

**Result Type**

None

**Prerequisite Activities**

Start

**Find HR Hierarchy Approver (Node 3)**

This function activity identifies the next approver for the request by checking the management hierarchy defined in your HR database. This activity also saves the name of the requestor as well as the amount and reason for the request. If an approver is found, this activity returns a value of 'T' for true; otherwise, it returns a value of 'F' for false.

**Function**

*AR\_AME\_CMWF\_API.AMEFindNonPrimary Approver*

**Result Type**

Boolean

**Prerequisite Activities**

Retrieve First Approver

**Send To Not in HR - Inform System Administrator (Node 4)**

This activity notifies the system administrator when the Find HR Hierarchy Approver activity is unable to identify the approver. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

Send To Not in HR

**Result Type**

AR Fix No Approver Problem

**Prerequisite Activities**

Find HR Hierarchy Approver

**Noop (Node 5)**

This activity acts as a place holder and performs no action; it simply calls the PL/SQL procedure WF\_STANDARD.NOOP.

**Result Type**

None

**Prerequisite Activities**

None

**Insert Request Approval Notes (Node 6)**

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded for approval.

**Function**

*AR\_AME\_CMWF\_API.InsertRequestApprovalNotes*

**Result Type**

None

**Prerequisite Activities**

Find HR Hierarchy Approver

**Record Forward To User Info (Node 7)**

This function activity records information about the approver.

**Function**

*AR\_AME\_CMWF\_API.RecordForwardToUserInfo*

**Result Type**

None

**Prerequisite Activities**

Find HR Hierarchy Approver

**And (Nodes 8 and 13)**

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

**Function**

*WF\_STANDARD.ANDJOIN*

**Result Type**

None

**Prerequisite Activities**

Must have at least two separate activities that each transition into this activity.

**Request Approval - Inform Approver (Node 9)**

This activity notifies the approver to respond to the request.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**

Request Approval

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

And

**Check Credit Methods (Node 10)**

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

**Function**

*AR\_AME\_CMWF\_API.CheckCreditMethods*

**Result Type**

Boolean

**Required**

Yes

**Prerequisite Activities**

Request Approval-Inform Approver

**Insert Approved Response Notes (Node 11)**

This function activity inserts basic information on the disputed transaction indicating that the request was approved.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovedResponseNotes*

**Result Type**

None

**Prerequisite Activities**

Check Credit Methods

**Record Approver as Forward From User (Node 12)**

This function activity records the name of the approver for the request.

**Function**

*AR\_AME\_CMWF\_API.RecordApproverAsForwardFrom*

**Result Type**

None

**Prerequisite Activities**

Check Credit Methods

**Find Next HR Hierarchy Approver (Node 14)**

This function activity identifies the next HR Hierarchy Limits approver for the request by checking the AME rules that use the HR Hierarchy Limits path. This activity also saves the name of the requestor and the amount and reason for the request.

If an approver is found, then this activity returns a value of 'T' for true; otherwise, it returns 'F' for false.

**Function**

*AR\_AME\_CMWF\_API.AMEFindNonPrimaryApprover*



**Result Type**

Yes/No

**Prerequisite Activities**

And

**Insert Approval Reminder Notes (Node 16)**

This function activity inserts basic information on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovalReminderNotes*

**Result Type**

None

**Prerequisite Activities**

Request Approval - Inform Approver

**Request Approval - Remind Approver (Node 17)**

This activity sends a reminder notice to the approver that the request needs to be approved or rejected. This activity occurs only if the Request Approval - Inform Approver activity times out before being completed.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**

Reminder-Approval Needed

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Request Approval - Inform Approver

**Find Manager (Node 18)**

This activity identifies the last approver's manager and occurs only if a time-out occurs before the last approver responds to the notification within the time specified.

**Function**

*AR\_AME\_CMWF\_API.FindManager*

**Result Type**

Boolean

**Prerequisite Activities**

Request Approval - Remind Approver

**No Manager in HR - Inform System Administrator (Nodes 19)**

This activity notifies the system administrator that there is no manager defined for the approver in the human resources database. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

No Manager in HR

**Result Type**

AR Fix No Approval Problem

**Prerequisite Activities**

Find Manager

**Insert Escalation Notes (Node 20)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the approver's manager for approval.

**Function**

*AR\_AME\_CMWF\_API.InsertEscalationNotes*

**Result Type**

None

**Prerequisite Activities**

Find Manager

**Request Approval - Inform Manager (Node 21)**

This activity notifies the approver's manager that the approver failed to respond to a reminder notification within the specified time period.

**Message**

No Response Escalation

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Find Manager

**Insert Rejected Response Notes & Update Status (Node 22)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

**Function**

*AR\_AME\_CMWF\_API.InsertRejectedResponseNotes*

**Result Type**

None

**Prerequisite Activities**

Request Approval - Inform Approver

**Credit Memo Request Rejected - Inform Requestor (Node 23)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.

**Message**

Credit Memo Request Rejected

**Result Type**

None

**Prerequisite Activities**

Insert Rejected Response Notes & Update Status

**End (Nodes 15 and 24)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

Start

**Summary of the Receivables Approval Subprocess**

The Receivables Approval subprocess routes the request for final approval to an Oracle Receivables user.

The Receivables Approval subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the Receivables Approval subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 19 unique activities (one of which is reused) which comprise the 20 activity nodes in the workflow diagram below.

The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

The subprocess begins at Node 1 with the Start activity. At Node 7 the process notifies the Receivables role to approve the request within a specified period of time.

If the approver does not respond in the time specified, the subprocess takes the <Timeout> transition to Node 13 to send a reminder to the Receivables role to approve the request. This loop continues until the approver approves or rejects the request at Node 8 or 18, respectively.

Following is a list of each activity in the Receivables Approval subprocess, listed by the activity's display name.

This is a Standard function activity that simply marks the start of the subprocess.

WF\_STANDARD.NOOP

## None

**Prerequisite Activities**

None

**Find Receivable Approver (Node 2)**

This function activity determines who the approver is for the request by checking the Receivables user, defined in AME rules for the Receivables Credit Memo Receivables transaction type.

This activity saves the name of the requestor as well as the amount and reason for the request.

If an approver is found, then this activity returns a value of 'T' for true; otherwise, it returns a value of 'F' for false.

**Function**

*AR\_AME\_CMWF\_API.FindReceivableApprover*

**Result Type**

Boolean

**Prerequisite Activities**

Start

**Unable to Locate Receivable User - Inform System Administrator (Node 3)**

This activity notifies the system administrator that a Receivable approver could not be found. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

Unable to Locate Receivable User

**Result Type**

AR Fix No Approver Problem

**Prerequisite Activities**

Find Receivable Approver

**Insert Request Approval Notes (Node 4)**

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded for approval.

**Function**

*AR\_AME\_CMWF\_API.InsertRequestApprovalNotes*

**Result Type**

None

**Prerequisite Activities**

Find Receivable Approver

**Record Forward To User Info (Node 5)**

This function activity records information about the approver.

**Function**

*AR\_AME\_CMWF\_API.RecordForwardToUserInfo*

**Result Type**

None

**Prerequisite Activities**

Find Receivable Approver

**And (Node 6)**

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

**Function**

*WF\_STANDARD.ANDJOIN*

**Result Type**

None

**Prerequisite Activities**

Must have at least two separate activities that each transition into this activity.

**Request Receivable Approval - Inform Receivable User (Node 7)**

This activity notifies the approver that the request needs to be approved or rejected.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**

Request Approval

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Find Receivable Approver

**Check Credit Methods (Node 8)**

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

**Function**

*AR\_AME\_CMWF\_API.CheckCreditMethods*

**Result Type**

Boolean

**Required**

Yes

**Prerequisite Activities**

Request Receivable Approval-Inform Receivable User

**Insert Approved Response Notes (Node 9)**

This function activity inserts basic information on the disputed transaction indicating that the request was approved.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovedResponseNotes*

**Result Type**

None

**Prerequisite Activities**  
Check Credit Methods

**Record Approver as Forward From User (Node 10)**

This function activity records the name of the approver for the request.

**Function**  
*AR\_AME\_CMWF\_API.RecordApproverAsForwardFrom*

**Result Type**  
None

**Prerequisite Activities**  
Check Credit Methods

**Insert Approval Reminder Notes (Node 12)**

This function activity inserts basic information on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

**Function**  
*AR\_AME\_CMWF\_API.InsertApprovalReminderNotes*

**Result Type**  
None

**Prerequisite Activities**  
Request Receivable Approval - Inform Receivable User

**Request Approval - Remind Approver (Node 13)**

This activity sends a reminder notice to the approver that the request needs to be approved or rejected. This activity occurs only if the Request Approval - Inform Approver activity times out before being completed.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 3-140 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

**Message**  
Reminder-Approval Needed

**Result Type**  
AR Response to Credit Memo Request

**Prerequisite Activities**  
Request Receivable Approval - Inform Receivable User

**Find Manager (Node 14)**

This activity identifies the last approver's manager and occurs only if a timeout occurs before the last approver responds to the notification within the time specified.

**Function**  
*AR\_AME\_CMWF\_API.AMEFindManager*

**Result Type**  
Boolean

**Prerequisite Activities**  
Request Approval - Remind Approver

**No Manager in HR - Inform System Administrator (Node 15)**

This activity notifies the system administrator when the Find Manager activity is unable to locate the approver's manager. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

No Manager in HR

**Result Type**

AR Fix No Approval Problem

**Prerequisite Activities**

Find Manager

**Insert Approval Reminder Notes (Node 16)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the approver's manager for approval.

**Function**

*AR\_AME\_CMWF\_API.InsertApprovalReminderNotes*

**Result Type**

None

**Prerequisite Activities**

Find Manager

**Request Approval - Inform Manager (Node 17)**

This activity notifies the last approver's manager that the approver failed to respond to a reminder notification.

**Message**

No Response Escalation

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Find Manager

**Insert Rejected Response Notes & Update Status (Node 18)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

**Function**

*AR\_AME\_CMWF\_API.InsertRejectedResponseNotes*

**Result Type**

None

**Prerequisite Activities**

Request Receivable Approval - Inform Receivable User

**Credit Memo Request Rejected - Inform Requestor (Node 19)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.



**Message**

Credit Memo Request Rejected

**Result Type**

None

**Prerequisite Activities**

Insert Rejected Response Notes & Update Status

**End (Nodes 11 and 20)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

Start

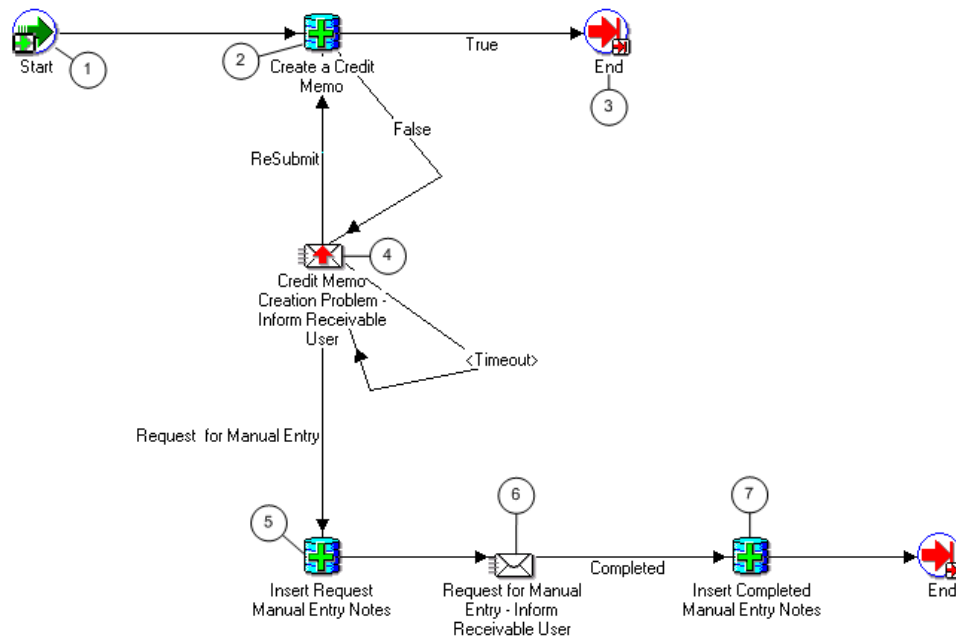
**Summary of the Credit Memo Creation Subprocess**

The Credit Memo Creation subprocess creates a credit memo in Oracle Receivables after the request has received all of the required approvals.

This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the Credit Memo Creation subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 7 unique activities (one of which is reused) which comprise the 8 activity nodes in the workflow diagram below. The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

### Credit Memo Creation Subprocess



For a complete description of the Credit Memo Creation subprocess, see Credit Memo Creation Subprocess Activities, page 3-166.

The subprocess begins at Node 1 with the Start activity. At Node 2 the process calls an internal API and attempts to create a credit memo for the disputed amount in Oracle Receivables.

If Receivables cannot create the credit memo, then the subprocess transitions to Node 4 and notifies the Receivables user that an error occurred and the credit memo could not be created. The Receivables user can manually create the credit memo and update the notification with the credit memo number. The process ends at Node 8.

### Credit Memo Creation Subprocess Activities

Following is a list of each activity in the Credit Memo Creation subprocess, listed by the activity's display name.

#### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

##### Function

*WF\_STANDARD.NOOP*

##### Result Type

None

##### Prerequisite Activities

None

#### Create a Credit Memo (Node 2)

This function activity creates a credit memo for the requested amount in Oracle Receivables.

**Function**

*AR\_AME\_CMWF\_API.CallTrxApi*

**Result Type**

Boolean

**Prerequisite Activities**

Start

**Credit Memo Creation Problem - Inform Receivable User (Node 4)**

This activity only occurs if Receivables fails to create the credit memo. The process notifies the Receivables user defined for this role with information about why the credit memo could not be created. Reasons why the API might fail include missing set up steps or the disputed transaction does not have enough balance due remaining.

**Message**

Inform Receivable User - Credit Memo Creation Problem

**Result Type**

AR Credit Memo Creation Problem

**Prerequisite Activities**

Create a Credit Memo

**Insert Request Manual Entry Notes (Node 5)**

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded to a Receivables user to create a manual credit memo.

**Function**

*AR\_AME\_CMWF\_API.InsertRequestManualNotes*

**Result Type**

None

**Prerequisite Activities**

Credit Memo Creation Problem - Inform Receivable User

**Request for Manual Entry - Inform Receivable User (Node 6)**

This activity notifies a Receivables user that the credit memo could not be created and must be entered manually.

After the user creates the credit memo, the user can enter the credit memo number into the notification and click Submit.

**Message**

Inform Receivable User - Request for Manual Entry

**Function**

*AR\_AME\_CMWF\_API.FindResponder*

**Result Type**

AR Request for Manual Entry

**Prerequisite Activities**

Credit Memo Creation Problem - Inform Receivable User

**Insert Completed Manual Entry Notes (Node 7)**

This function activity inserts basic information on the disputed transaction indicating that the credit memo was created successfully.

**Function**

*AR\_AME\_CMWF\_API.InsertCompletedManualNotes*

**Result Type**

AR Request for Manual Entry

**Prerequisite Activities**

Request for Manual Entry - Inform Receivable User

**End (Nodes 3 and 8)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function**

*WF\_STANDARD.NOOP*

**Result Type**

None

**Prerequisite Activities**

Start

## Credit Cards

Receivables lets your customers use a credit card to remit payments for open debit items. The procedure for processing credit card payments in Receivables is similar to the procedure for creating automatic receipts.

By providing a credit card number as payment, your customer expects that the credit card issuer will transfer funds to your bank account as payment for their open debit items. The Automatic Receipts program lets you collect payments according to a predefined agreement with your customer. The Automatic Remittances program transfers funds from the customer's bank account to yours on the receipt maturity date.

You must complete these steps to process credit card payments in Receivables:

- Assign a credit card payment method and credit card bank account to the transactions that you want to pay by credit card. This assignment "flags" transactions for credit card payment. See: *Setting Up Receivables for Credit Card Transactions and Payments*, page 3-172.
- Run the Automatic Receipts program to select the transactions that are flagged for credit card payment. The Automatic Receipts program creates a batch of receipts (payments) for the selected transactions. See: *Creating and Approving Automatic Receipt Batches*, page 3-176.
- Approve the batch of automatic receipts to reserve the payment amount from your cardholder's account and close the selected transactions. The Approve Automatic Receipts program sends the receipt batch to Oracle iPayment for credit card authorization. iPayment integrates with third party payment processors to authorize your customer's credit card account number and assign an approval code to the transaction. See: *Authorizing Credit Card Payments*, page 3-170.

If authorization is successful, then iPayment assigns the approval code and the receipt is approved. If authorization is not successful, then the receipt is rejected from the batch.

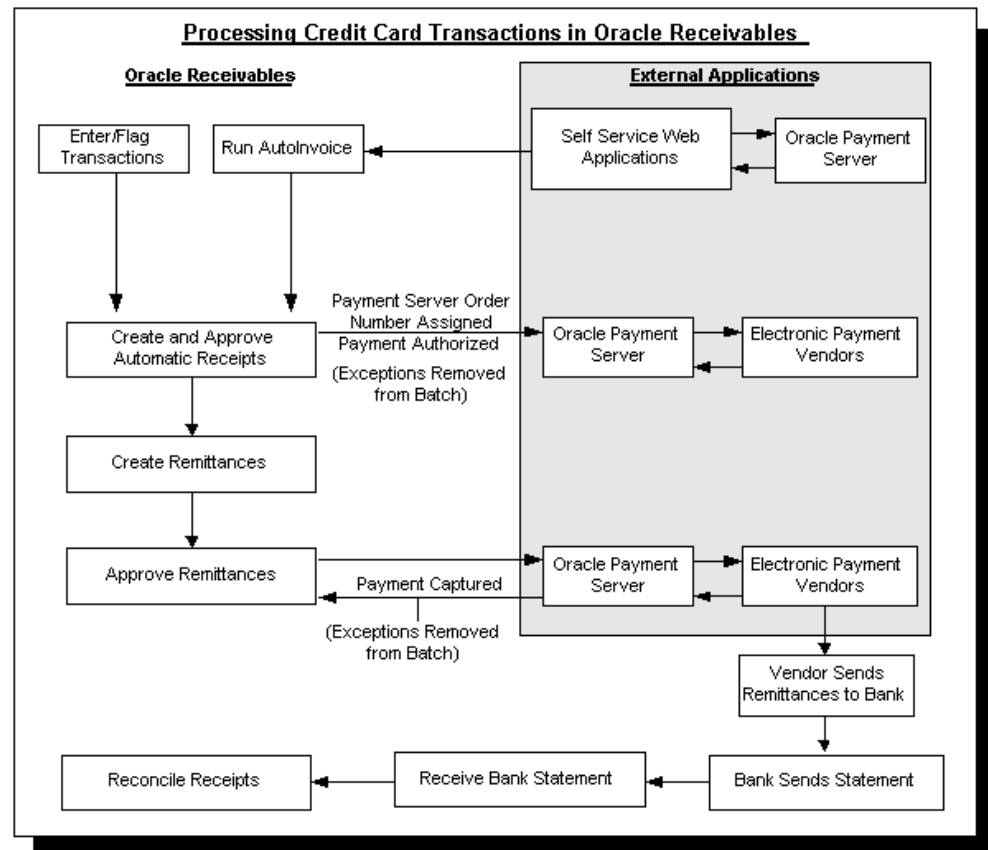
To decrease processing time, you can create and approve your automatic receipts in one step. See: *Creating and Approving Automatic Receipt Batches*, page 3-176.

**Note:** iPayment can authorize your customer's credit card account number at different times during the payment processing flow. For example, credit card authorization can take place at the time of the order (in Oracle Order Management) or at the time of billing (in Receivables). This chapter primarily addresses credit card authorization in Receivables only. See: *iPayment's Integration with Other Oracle Applications, Oracle iPayment Concepts and Procedures*.

- Create and approve a remittance batch to request transfer of funds from the credit card issuer to your bank. See: *Capturing Credit Card Payments*, page 3-171 and *Creating and Approving Remittance Batches*, page 3-177.

The following figure shows how Receivables uses Oracle iPayment and external payment processors to process transactions (invoices) and credit card receipts (payments).

#### ***Processing Credit Card Transactions and Payments***



## Processing Credit Card Refunds

Receivables also lets you process refunds to your customers' credit card accounts. Receivables passes refund information via iPayment to the third party payment processor, which in turn credits your customer's credit card account. For more information, see: Credit Card Refunds, page 3-179.

## Correcting Credit Card Errors

Receivables provides you with a credit card error handling feature that lets you quickly and efficiently correct credit card errors that occur during payment authorization and capture. See: Correcting Credit Card Errors, page 3-185.

## Related Topics

Credit Card Validation and Integration, page 3-170

Setting Up Receivables for Credit Card Transactions and Payments, page 3-172

Automatic Receipts, page 6-131

## Credit Card Validation and Integration

This section describes the internal procedures that Receivables follows to validate credit card payments. This section also provides information about the external software modules that Receivables integrates with when requesting and receiving credit card payment authorization.

## Oracle iPayment

Oracle iPayment is an electronic payment software solution that application developers, system integrators, and others can use to "payment-enable" Web or client-server applications. This application acts as a bridge between Oracle applications and many currently available third party payment processors. iPayment accepts payment instructions from nearly any electronic commerce application and routes payment data to and from an organization's third party payment processor or internally developed payment system.

For more information, refer to *Oracle iPayment Concepts and Procedures* and the *Oracle iPayment Implementation Guide*.

## Authorizing Credit Card Payments

When you approve an Automatic Receipts batch of credit card payments, Receivables creates a Payment Server ID (PSID) to uniquely identify the receipts that will close the selected transactions.

The approval process of an Automatic Receipts batch also initiates credit card authorization by a third party payment processor, such as CyberCash or Verifone. The third party payment processor verifies that the credit card is valid, ensures that the customer has not exceeded their credit limit, and reserves the payment amount from the cardholder's account. For each receipt that receives authorization, the credit card issuer generates an approval code and passes it to iPayment via the third party payment processor.

After authorization is successfully obtained, the PSID and approval code are recorded as attributes of the approved receipt (if authorization takes place within Receivables).

**Note:** If authorization takes place at the time of the order (outside Receivables), then the authorizing Oracle application creates the PSID to uniquely identify the transactions to which you will later apply your credit card payments.

In this case, the PSID and approval code are recorded as attributes of the *transaction* and are passed to the related automatic receipt during the Automatic Receipts process. The Automatic Receipts program detects the existing PSID and does not try to reauthorize the receipt.

## Capturing Credit Card Payments

To "capture" the credit card payment, you must initiate the transfer of funds as payment for the selected transactions by creating and approving remittances for each receipt in Receivables.

If a PSID exists on a receipt in a remittance batch, then authorization has already occurred and Receivables will not call iPayment to try to reauthorize a receipt. Instead, Receivables calls iPayment to interact with the third party payment processor to capture the credit card payment. The third party payment processor determines whether an approval code is still valid. If an approval code has expired, then iPayment captures the error message from the third party payment processor and returns it to Receivables, which includes the error in the exception reports.

See: Correcting Credit Card Errors, page 3-185.

If a PSID does not exist on a receipt in a remittance batch, then Receivables assigns a PSID and calls iPayment to perform both authorization and capture for the receipt.

For each receipt that is approved, the credit card issuer initiates the transfer of funds from their bank to yours. Payment information is returned to Receivables and to your bank so that you can reconcile your receipts.

For more information about this process, refer to the Processing Credit Card Transactions and Payments, page 3-169 illustration.

## Split Payment Terms (Installments)

When you have a transaction with split payment terms (invoice payments with multiple installments), the Automatic Receipts program creates multiple receipts with the *same* PSID and approval code. Because the PSID exists for this invoice, the Automatic Receipts program will not try to reauthorize any of the installment receipts.

For security purposes, you cannot submit a PSID and approval code more than once for capture. When you submit the approval process of the Remittances program, iPayment detects the duplicate PSID on the subsequent installment receipts for your credit card payments. After detecting the duplicate authorization information, iPayment automatically reauthorizes your customer's credit card account, asks Receivables to assign a new PSID to the receipt, and captures the payment in one step.

See: Entering Invoices with Installments, page 3-45.

## Integration with External Applications

Other Oracle applications that are integrated with iPayment store information such as the payment method, PSID, credit card payment type, credit card information, and approval code for each order. The applications may then pass this information to Oracle Order Management (OM) to create the orders.

If authorization takes place at the time of the order, then Order Management creates the PSID.

In either case, the PSID and approval code are recorded as attributes of the *order* and are passed to Receivables during the import process.

## Split Shipments

Frequently, you may have multiple shipments that are based on the same order (split shipments), but the entire order does not interface into Receivables at the same time. This can cause the generation of multiple invoices that reference the same order number.

If credit card authorization occurred in Order Management, then each invoice that was generated by each shipment will be created with the same PSID and approval code. When generating receipts, the Automatic Receipts program may then create multiple receipts that also have the *same* PSID and approval code.

When you submit the approval process of the Remittances program, iPayment detects the duplicate PSID on the multiple receipts. iPayment automatically reauthorizes your customer's credit card account and asks Receivables to assign a new PSID to the duplicate receipt. Even though a new PSID and approval code are assigned to the receipt, the imported transactions retain the original PSID and approval code.

## Related Topics

Setting Up Receivables for Credit Card Transactions and Payments, page 3-172

Processing Credit Card Transactions, page 3-174

Credit Cards, page 3-168

## Setting Up Receivables for Credit Card Transactions and Payments

This section describes the steps that you must complete to process credit card transactions and payments in Receivables.

### Prerequisites

- Obtain your Merchant ID number, which is required to process credit card payments. The third party payment processor typically provides you with your Merchant ID, which uniquely identifies your business to iPayment, to the credit card issuer, and to your remittance bank.

**Note:** If you need to process foreign currency transactions, then you should confirm whether you require multiple Merchant ID numbers.

- Confirm that iPayment is set up in the same database instance as Receivables.

### To set up Receivables to process credit card transactions and payments:

1. Define remittance banks.

If an existing remittance bank allows credit card processing, then you may only need to update an existing bank record. See: Defining Banks, page 2-47.

2. Define a receipt class and associated payment method to determine the processing steps for your credit card transactions.



**Note:** To use credit card refund functionality, use a receipt class with a remittance method of *Standard* for credit card transactions.

A transaction can be paid via the Automatic Receipts program, if its assigned payment method is associated with a receipt class that has an Automatic creation method. See: Receipt Classes, page 2-113.

Alternatively, you can assign an automatic payment method directly to a manual receipt, manually apply transactions to the receipt, and submit the Automatic Remittances program to authorize and capture the credit card payment. See: Creating Manual Receipts, page 3-178.

When defining your credit card payment method, select a payment type of Credit Card and enter a Merchant ID number. The Merchant ID that you provide here is the same as the Payee Identifier that you defined in the iPayment Administration user interface. See: Payment Methods, page 2-100 and Creating a New Payee, *Oracle iPayment Concepts and Procedures*.

3. Define a document sequence for your credit card transactions, then assign this sequence to your credit card document category. The credit card document category is automatically created when you create the credit card payment method.

When defining a document sequence for credit cards, be sure to choose a sequence type of Automatic. See: Setting Up Document Sequences, page 2-67.

4. Define the following profile options.
  - **AR: Mask Bank Account Numbers:** This profile option controls how a customer's credit card number appears in the Bank Account field and in the lists of values in the Transactions and Receipts workbenches. You can mask the first four digits, the last four digits, or choose *No Masking*. You can set this option at the site, application, responsibility, or user level.

**Note:** This profile option does not control the bank account number appearance in the Banks window.
  - **ICX: Oracle Payment Server URL:** You must set this profile option to enable the call from Receivables to iPayment. Set this profile option to the Oracle Payment Server URL, which you can obtain from your system administrator.
  - **Sequential Numbering:** You must set this profile option to enable document sequencing. Document sequencing is required by the Automatic Receipts program to assign numbers to the credit card receipts. Set this profile option to *Always Used* or *Partially Used*.

See: Overview of Receivables User Profile Options, page B-2.

5. Define customers who use a credit card as payment for open debit items (if these customers do not already exist in Receivables). See: Entering Customers, page 7-16.

**Tip:** For customers who always use a credit card as payment for open debit items, you should:

- mark the credit card payment method as primary, and
- mark the credit card bank account as their primary bank account.

This lets Receivables use credit card bank information as the default when you enter transactions for these customers.

6. Add customer credit card accounts to the predefined Credit Card Bank (optional).

The Credit Card Bank stores each customer's credit card and expiration date as a separate account. You can create new accounts in the Credit Card Bank either manually or automatically.

- To manually create new accounts, navigate to the Bank Accounts window, query *Credit Card Bank*, then choose the Bank Accounts button. Select an Account Use of Customer, enter the credit card number in the Bank Account Number field and the card's expiration date in the Inactive Date field, then save your work. See: *Defining Bank Accounts*, page 2-48.
- To automatically create new accounts, enter the credit card information during transaction creation. See: *Creating Credit Card Transactions*, page 3-174.

#### **To set up Receivables to process credit card refunds:**

1. Create one active receivables activity using the Credit Card Refund activity type. You must include information about the Refund Clearing GL account when you define this receivables activity. See: *Receivables Activities*, page 2-116.
2. Define Credit Card Refund reversal reason lookups (optional). See: *Defining Receivables Lookups*, page 2-86.
3. Use a receipt class with a remittance method of *Standard* on the original credit card transactions.

If you later refund these payments, the credit card refund (negative miscellaneous receipt) inherits the remittance method from the original receipt.

#### **Related Topics**

Processing Credit Card Transactions, page 3-174

Processing Credit Card Refunds, page 3-181

### **Processing Credit Card Transactions**

You can create credit card transactions in Receivables by:

- manually creating them in the Transactions window
- importing them using AutoInvoice

This section provides an overview of how to create, import, and process transactions in Receivables to be paid by credit card.

This section does not describe the setup procedures that you must complete before Receivables can process credit card transactions. For information about setup, see: *Setting Up Receivables for Credit Card Transactions and Payments*, page 3-172.

#### **Creating Credit Card Transactions**

You can mark manually entered transactions for credit card payment by specifying:

- paying customer information

- the payment method that you defined for your credit card transactions
- the bank name of Credit Card Bank
- credit card number and expiration date

### **Prerequisites**

Setting Up Receivables for Credit Card Transactions and Payments, page 3-172

#### **To flag manually entered transactions for credit card payment:**

1. Navigate to the Transactions window.
2. For existing transactions, query the transaction.
3. For new transactions, enter general information. For example, enter a transaction number, transaction type, payment terms, and customer and bill-to site information.
4. In the Paying Customer region, enter the paying customer name or number and the paying location.

**Note:** When you first create a transaction, the default paying customer is the bill-to customer. You can change this information.

5. Enter a payment method that you defined for your credit card transactions.

**Tip:** If your customer always pays by credit card, then set up Receivables to use the payment method and bank information as the default for your customer's manually entered and imported transactions. Assign the Credit Card Bank and your credit card payment method to the customer's bill-to site and mark them both Primary.

**Note:** If you enter a credit card payment method, then the predefined Credit Card Bank defaults into the Customer Bank field.

6. In the Account Number field, enter the credit card number. Do not include any spaces or dashes.

**Note:** If this is the first time that your customer uses this credit card as payment for an open item, then Receivables updates the Credit Card Bank and the customer's bill-to site with this information when you save. If your customer has previously used this credit card, then you can select the account from the list of values.

However, if you enabled the AR: Mask Bank Account Numbers profile option, then you will not see the complete account number in the list of values. You may prefer, therefore, to simply enter the complete account number in the Account Number field.

7. In the Expiration Date field, enter the last day of the month that the card expires.  
If you previously entered this credit card number but the expiration date is now different, then Receivables automatically updates this information in the Credit Card Bank.

**Note:** Many credit card companies provide only a month and year. When using the format MMDDYY, use the last day of the month for DD, because credit card companies typically use the last day of the month as the expiration date.

## Importing Credit Card Transactions

To import credit card transactions into Receivables, either from an Oracle or non-Oracle source, you must provide the credit card number, expiration date, and credit card payment method. This information will be automatically imported when you submit AutoInvoice. See your product-specific user documentation for additional information about how to export credit card transactions to Receivables.

If an Oracle product is the external source, then credit card authorization may already have been obtained and will be automatically passed to Receivables during the import process.

## Related Topics

Credit Card Integration and Validation, page 3-170

Importing Invoice Information Using AutoInvoice, page 3-192

## Creating and Approving Automatic Receipt Batches

This section describes how to create and approve a batch of automatic receipts to close your customers' credit card transactions.

**Note:** To decrease your processing time, thereby increasing your cash flow, you should create and approve a batch of automatic receipts in one step. You would create and approve a batch of automatic receipts in two separate steps if you want to review or need to confirm your receipts before approval.

## Creating Automatic Receipt Batches

The procedure for creating a batch of automatic receipts for credit card payment is similar to the procedure for creating automatic receipts for other Receivables transactions. First, you must specify selection criteria in the Create Automatic Receipts Batch window. Next, Receivables creates an automatic receipt for each transaction that matches your selection criteria.

When you approve automatic receipts, Receivables removes receipts from the batch where the approval code has expired. These receipts appear as exceptions on the Automatic Receipts and Remittances Execution report. See: Approving Automatic Receipt Batches, page 3-177.

**Tip:** For easier reconciliation, create a separate batch of automatic receipts for each type of credit card that you accept.

## Creating Vendor-Specific Automatic Receipt Batches

To create a batch of automatic receipts for a specific credit card issuer, enter a range of bank accounts (credit card numbers) in the Create Automatic Receipts Batch window.

For example, to create a batch of automatic receipts for American Express transactions, enter a bank account range from 300,000,000,000,000 to 399,999,999,999,999 (do not include commas).

**Tip:** Contact your depositing bank or credit card processor for the range of numbers for other credit card issuers.

See: Creating Automatic Receipts, page 6-136.

### Approving Automatic Receipt Batches

When you approve a batch of automatic receipts, Receivables checks the Payment Server ID (PSID) field for each receipt in the batch. If the Approve Automatic Receipts program encounters a null value, then it generates a PSID and calls iPayment to obtain authorization for the receipt. If the PSID exists, then Receivables will not attempt to authorize, but will create and approve the receipts. See: Authorizing Credit Card Payments, page 3-170.

For each authorized transaction, the Approve Automatic Receipts program approves the receipt and records the approval code and PSID on the receipt header. Transactions that do not receive authorization are removed from the batch and appear as exceptions on the Automatic Receipts and Remittances Execution report. Receivables automatically creates this report whenever you create or approve a batch of automatic receipts.

**Note:** A receipt can fail authorization if, for example, the credit card number is invalid, the payment amount exceeds the cardholder's credit limit, or the card has been reported lost.

When the approval process is complete, automatic receipts that do not require confirmation close the invoices that they are paying. Receipts that require confirmation close invoices when you manually confirm the receipts in the Receipts window.

### Creating and Approving Remittance Batches

This section describes how to create and approve a remittance batch. The remittance process initiates the transfer of funds from the credit card issuer to your bank for each receipt. You create remittance batches to remit both manually entered and automatic receipts.

#### Creating Remittance Batches

To create a remittance batch for credit card transactions, you must specify the receipt class and payment method that you used to flag your transactions for credit card payment. See: Creating Credit Card Transactions, page 3-174.

If you do not specify a credit card payment method when you submit the Automatic Remittances program, then Receivables will not create a remittance batch for your credit card transactions.

#### Approving Remittance Batches

When you approve a remittance batch, the program checks the Payment Server ID (PSID) field for each receipt in the batch.

If a PSID exists on a receipt in a remittance batch, then authorization has already occurred and Receivables will not call iPayment to try to reauthorize a receipt.

If the program does not find a PSID on a receipt in a remittance batch, then Receivables assigns a PSID and calls iPayment to perform both authorization and capture for the receipt in one step. For each receipt that receives authorization, Receivables records the

approval code and PSID on the receipt (you can view this information in the Customer Bank region on the Receipts window).

The PSID and Approval Code fields could be null if you created a manual receipt with an automatic payment method, because manual receipts are not authorized until they are remitted. See: *Creating Manual Receipts*, page 3-178.

### Capturing the Payment

The Approve Remittances program then calls iPayment to request capture for the authorized receipts from the credit card issuer via the third party payment processor. *Capture* indicates that the credit card issuer has reserved the receipt amount and agrees to remit the payment to your bank. Receivables provides the PSID and approval code to iPayment for each receipt in the batch. The credit card processor returns either a success or failure status to iPayment, which then transfers the status of each request to Receivables.

Receivables marks successfully captured receipts as *Remitted*. Receipts that fail authorization or capture are removed from the batch and appear as exceptions on the Automatic Receipts and Remittances Execution report. Receivables automatically creates this report whenever you create or approve a remittance batch.

**Tip:** Approve your remittance batches promptly because credit card approval codes expire shortly after they are issued (the actual number of days varies by credit card issuer).

See: *Creating Remittance Batches*, page 6-151.

### Expired Credit Card Authorization

If the approval code has expired, then you must manually delete both the PSID and the approval code from the receipt before you resubmit the Automatic Remittances process. Otherwise, the Remittances program will continue to reject the receipt, rather than try to reauthorize it.

### Related Topics

Credit Cards, page 3-168

Correcting Credit Card Errors, page 3-185

Setting Up Receivables for Credit Card Transactions and Payments, page 3-172

Processing Credit Card Transactions, page 3-174

### Creating Manual Receipts

This section describes how to create manual receipts to close your customers' credit card transactions.

To create credit card payments to close your customers' open debit items, you can assign an automatic payment method directly to a *manual* receipt. With a manual receipt, you can manually apply transactions to the receipt, and then submit the Automatic Remittances program to authorize and capture the credit card payment in one step.

**Note:** Receivables does not require that you first apply the manual receipt before you remit it.

**Tip:** You can create a manual receipt to enter a credit card prepayment. Later, you can apply the receipt after Receivables generates the related invoices.

### Prerequisites

Complete these prerequisites only if your customer has never used this credit card:

- Add your customer's credit card account to the predefined Credit Card Bank in the Banks window and enter the credit card expiration date in the Inactive Date field.
- Assign the credit card account to your customer's bill-to address.

If you previously entered an invoice using this credit card information, then Receivables automatically created this account during invoice creation. In such cases, you would not have to set up the account when creating a manual receipt.

#### To manually enter receipts for credit card transactions:

1. Navigate to the Receipts window.
2. Enter general receipt information. For example, enter the receipt number, currency, amount, and customer information.
3. Enter a payment method that you defined for your credit card transactions.
4. In the Customer Bank region, enter *Credit Card Bank* as the bank name.

**Note:** This will always be the predefined Credit Card Bank.

5. Enter the credit card number in the Bank Account field.

**Important:** You cannot manually authorize receipts by entering a Payment Server ID and Approval Code in the Receipts window. These codes are automatically generated during the remittance process.

## Credit Card Refunds

Receivables lets you process refunds to your customers' credit card accounts. You can refund all or part of a previously remitted credit card receipt.

To create a credit card refund, you apply a special credit card refund application to the receipt, which generates a negative miscellaneous receipt. The Automatic Remittances program processes this negative receipt, thereby transferring funds from your account back to your customer's credit card.

**Important:** You can automate the credit card refund process for all imported credit memos against paid invoices. See: Automatic Receipt Handling for Credits, page 6-161.

To manually process credit card refunds, complete these steps:

- Query the credit card receipt that you want to refund.
- Create an unapplied balance in the amount of the refund against the receipt. You can create this unapplied amount in one of two ways:
  - Unapply the amount of the refund from one or more application lines on the original credit card receipt, or

- Apply an on-account credit memo in the amount of the refund to the original credit card receipt.
- Apply the refund to the receipt using the Credit Card Refund application type. Receivables automatically creates a negative miscellaneous receipt for the amount of the refund.

You can apply as many credit card refund lines to a receipt as you would like. You cannot, however, refund more than the unapplied amount of a receipt. The total amount of the refund lines that you create, therefore, cannot exceed the lesser of the unapplied amount or the total amount of the receipt.

You can also apply credit card refund lines to different dates on a receipt. For example, a customer may request three different refunds for transactions on three different invoices, all of which were paid with a single credit card receipt. You can unapply each refund amount from the three different invoice application lines on the receipt, and reapply the refund using three separate credit card refund application lines. Creating multiple refund lines on a receipt lets your customer see multiple refund transactions on their credit card statement.

**Tip:** Each credit card refund line that you apply to a receipt generates a separate refund transaction. If the credit card issuer charges a separate transaction fee for each refund against a receipt, then you should consider the potential costs before applying multiple credit card refund lines to a receipt, if one refund line will suffice.

See: Processing Credit Card Refunds, page 3-181.

- Run the Automatic Remittances program to remit the negative miscellaneous receipt and initiate the refund.

When you run the Automatic Remittances program, Receivables passes the negative miscellaneous receipt information to Oracle iPayment. The Automatic Remittances program uses iPayment to transfer funds back and forth between your customer's credit card issuer and your bank.

See: iPayment's Integration with Other Oracle Applications, *Oracle iPayment Concepts and Procedures*.

**Note:** Unlike the credit card payment process, the refund process does not require authorization before funds can be transferred back to your customer's credit card. You must build refund approvals into your business process, therefore, if you wish to approve credit card refunds before processing.

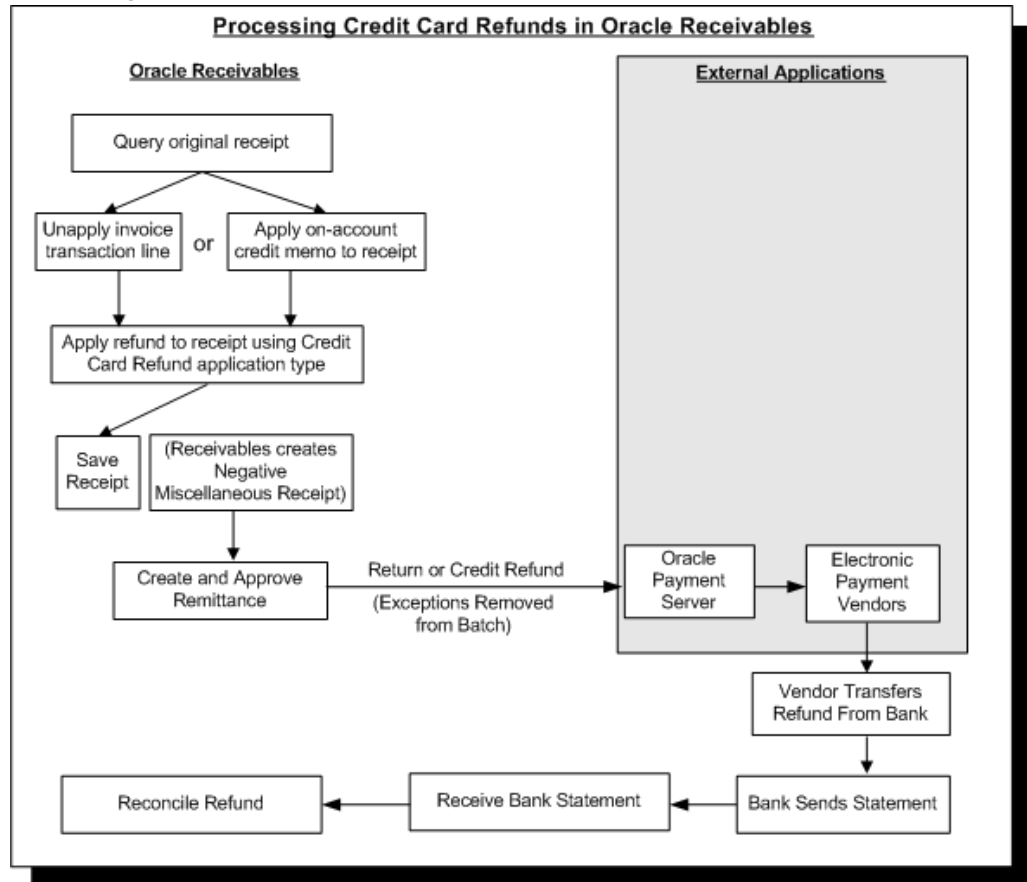
For more information about iPayment and the internal processes that Receivables uses to validate credit card payments and refunds, see: Credit Card Validation and Integration, page 3-170.

For more detailed information about the steps that are required to process credit card refunds, see: Processing Credit Card Refunds, page 3-181.

This illustration shows the manual and automatic steps involved in processing credit card refunds in Receivables.



## Processing Credit Card Refunds



## Processing Credit Card Refunds

This section provides an overview of how to create and process full or partial manual credit card refunds in Receivables.

To automate this process, see: Automated Receipt Handling for Credits, page 6-161.

Before you can apply a credit card refund line to a receipt, an unapplied balance must exist on the receipt. You must either:

- unapply the amount of the refund from one or more of the transaction lines on the receipt, or

**Tip:** After you process the credit card refund, you might want to create credit memos to remove the remaining amount due on the original transaction. See: Crediting Transactions, page 3-76.

- apply an on-account credit memo in the amount of the refund to the receipt.

### Prerequisites

- Confirm that iPayment is set up in the same database instance as Receivables.
- Set up Receivables to process credit card refunds, page 3-174
- Ensure that the credit card receipt was remitted, page 6-148

**To process a full credit card refund:**

1. Navigate to the Receipt Summary window.
2. Query the receipt that you want to refund.
3. Choose Apply.
4. Uncheck the Apply check box next to all the transactions. See: Reapplying Receipts, page 6-49.

Alternatively, you can apply an on-account credit memo in the full amount of the receipt.

5. On a new application line, select *Credit Card Refund* from the list of values in the Apply To field.

Receivables automatically populates the Amount Applied field with the total unapplied amount on the receipt. See: Applying Receipts, page 6-8.

**To process a partial credit card refund or multiple refunds to a receipt:**

1. Navigate to the Receipt Summary window.
2. Query the receipt that you want to refund.
3. Choose Apply.
4. Enter the appropriate amount in the Amount Applied field of the transaction line that you want to refund.

For example, if you want to refund \$40 of a \$100 credit card transaction, then you should enter \$60 in the Amount Applied field.

Alternatively, you can apply an on-account credit memo in the amount of the refund.

5. On a new application line, select *Credit Card Refund* from the list of values in the Apply To field.

Receivables automatically populates the Amount Applied field with the total unapplied amount on the receipt. You can modify the Amount Applied if necessary. For more information, see: Applying Receipts, page 6-8.

**Viewing Credit Card Refund Activity on the Customer Account**

After you process a credit card refund, you can view the refund activity on the customer account by querying the receipt from the Account Details window. See: Viewing Transactions, page 8-7

**To view refund activity on the customer account:**

1. Navigate to the Account Details window.
2. Query the receipt that you refunded.
3. Select the receipt and choose the Activities button.
4. In the Activities window, select the credit card refund and choose the Details button.
5. Receivables open the original receipt and you can view the applications to the receipt. In the Applications window, Receivables populates the Reference Number field with the receipt number of the negative miscellaneous receipt.

## Correcting Credit Card Refund Errors

If you make a mistake while initiating a credit card refund, then you can correct your error in one of two ways, depending on whether or not the refund's negative miscellaneous receipt refund has been remitted.

- **If the Automatic Remittances program has not yet approved and remitted the negative miscellaneous receipt:**

You may unapply the credit card refund application line on the receipt. Receivables automatically reverses the negative miscellaneous receipt and creates all necessary journal entries.

You can also change the amount applied to the credit card refund application. Receivables automatically reverses the original negative miscellaneous receipt and creates a new one for the correct amount.

- **If the Automatic Remittances program has already approved and remitted the negative miscellaneous receipt for a credit card refund:**

You must bill your customer to recover the refund.

**Note:** If you discover during reconciliation that the transfer of funds to the customer did not occur even though the remittance was approved, then you should reverse the negative miscellaneous receipt.

### To change the credit card refund application amount before the associated negative miscellaneous receipt is remitted:

1. Navigate to the Receipt Summary window.
2. Query the receipt containing the credit card refund application that you need to change.
3. Choose Apply.
4. Navigate to the application line that you want to change.
5. If you want to change only the amount, then you can change the value directly in the Applied Amount field. If the entire application line is incorrect, however, then you can unapply the line and re-enter the application line.

### To change the credit card refund application amount after the associated negative miscellaneous receipt was remitted:

To recover the refund, create a debit memo to bill to your customer. See: Entering Transactions, page 3-2.

**Note:** If the associated negative miscellaneous receipt was already remitted, but funds were not transferred to the customer's account, then you can correct the credit card refund application line only by reversing the negative miscellaneous receipt. This action unapplies the refund from the original payment. You could then apply a new refund application to the original payment, if necessary.

For more information on reversing negative miscellaneous receipts, see: Reversing Receipts with Credit Card Refunds, page 3-184. For more information on reversing receipts, see: Reversing Receipts, page 6-46.

## Correcting Payments Applied to an Incorrect Credit Card

You can use the credit card refund feature in cases where charges were mistakenly applied to an incorrect credit card.

For example, a customer may use multiple credit cards, and may request that you charge a different credit card than the one that was originally charged for a transaction. To correct this type of mistake, you first refund the incorrect credit card, and then create a new charge to the correct credit card.

### Prerequisites

- Set up Receivables to process credit card refunds, page 3-174
- Ensure that the credit card receipt that you want to refund was remitted, page 6-148

### To refund an incorrect credit card and recharge a new credit card:

1. Refund the original receipt. See: Processing Credit Card Refunds, page 3-181.
2. In the Transactions Summary window, query the original transaction.
3. Under the Paying Customer region, enter credit card information for the new, correct credit card. See: Creating Credit Card Transactions, page 3-174.
4. Run the Automatic Receipts program to create a receipt (payment) for this transaction. The Automatic Receipts program uses the corrected credit card information for the credit card payment. See: Creating and Approving Automatic Receipt Batches, page 3-176.

## Reversing Receipts with Credit Card Refunds

You can reverse a receipt with a credit card refund application either before or after the associated negative miscellaneous receipt has been remitted.

If you reverse a receipt with a credit card refund application and:

- **The associated negative miscellaneous receipt has not been remitted:**

Receivables automatically unapplies the credit card refund lines on the receipt and automatically reverses the associated negative miscellaneous receipt.

- **The associated negative miscellaneous receipt has been remitted:**

Receivables does not automatically unapply the credit card refund application because it assumes that the receipt was already refunded. In this case, when you reverse the original receipt, you must create a debit memo reversal. See: Reversing Receipts, page 6-46.

**Tip:** If you discover during reconciliation that neither the original payment nor the refund settled, then you must reverse both. By reversing the miscellaneous receipt first, you will not be required to create a debit memo reversal when you reverse the original payment.

## Reversing Credit Card Refunds

If neither the original payment nor the refund settled, then you can reverse the actual credit card refund (the negative miscellaneous receipt) and the payment in order to reconcile with your bank.

Reversing a negative miscellaneous receipt automatically unapplies the refund from the original receipt. You can then reverse the original receipt, which reopens the invoice.

## Accounting for Exchange Rate Gains and Losses When Applying Credit Card Refunds

If you apply a credit card refund to a receipt that is not in the functional currency, then you must account for the exchange rate gain or loss between the time of the original transaction and the time of the refund.

When you enter a foreign currency credit card refund, Receivables creates a negative miscellaneous receipt in the foreign currency using the same rate as the original receipt. During reconciliation, when you know the exchange rate that the bank used at the time of the refund, you can adjust the exchange rate on the negative miscellaneous receipt to reflect the information on the bank statement.

Receivables automatically creates the necessary journal entries to account for the exchange rate gain or loss. You can view the exchange gain or loss accounting entries on the original credit card payment.

### Related Topics

Adjusting an Exchange Rate, page 3-24

Accounting for Receivables, page 9-30

## Correcting Credit Card Errors

During the credit card authorization and payment capture stages, errors might occur. For example, during authorization, a credit card number might be invalid. Or, during payment capture, an approval code might have expired.

When errors occur, your third party credit card processor returns specific error codes based on the particular issue. Oracle Receivables can automatically correct those errors, provided that you mapped these error codes to appropriate actions. See: Enabling Automatic Credit Card Error Corrections, page 2-103.

If the automatic correction feature is not successful or not enabled for specific error codes, then failed transactions display on the Credit Card Errors page for manual correction. Use this page to view and quickly correct credit card errors, instead of querying individual transactions to update credit card information. Prompt handling of credit card errors accelerates the payment process.

To view credit card errors that require manual correction, navigate to this page after submitting an Automatic Receipts or Remittances batch. The Credit Card Errors page displays errors incurred during both processes, grouped by error code and category.

**Note:** The same error code can appear multiple times for different categories.

### To correct credit card errors:

1. Indicate which transactions to correct for each error code:
  - Select the error code itself to correct all nested transactions at once, or
  - Select one or more transactions within the error code
2. Optionally expand each error code and use the updatable fields to update credit card information for individual transactions.

**Note:** Credit card changes automatically update the original transaction that recorded the credit card error.

3. Optionally enter notes for automatic inclusion on the transaction that recorded the credit card error.
4. Select an action. You can:
  - Retry
  - Reauthorize Receipts
  - Reverse Receipts
  - Clear Payment Information

For a description of these actions, see: *Enabling Automatic Credit Card Error Corrections*, page 2-103.

All errors appear on the Automatic Receipts and Remittances Execution report, page 6-141.

## Running AutoInvoice

Run the AutoInvoice Import or Master program to transfer transactions from other systems into Receivables. You can import invoices, credit memos, debit memos, and on-account credits using AutoInvoice. Receivables ensures that the data you import is accurate and valid.

See: *Importing Transaction Information Using AutoInvoice*, page 3-192.

**Note:** You cannot use AutoInvoice to update existing invoices in Receivables. You can, however, create credit memos and apply them to existing invoices if the invoices are still open (or if the Allow Overapplication check box is checked for that transaction type).

You can submit the AutoInvoice Import, Master, and Purge programs from the Submit Request window. However, you can only submit the AutoInvoice Master and Purge programs from the Run AutoInvoice window. The Master program lets you run several instances of AutoInvoice to improve system performance and import transactions more quickly.

**Tip:** To cancel a submission of the AutoInvoice Master program, you should cancel each child program individually. Do not cancel the Master program itself.

Run the AutoInvoice Purge program to delete the interface lines that were processed and successfully transferred into Receivables by the AutoInvoice Import program. You do not have to run this program if the Purge Interface Tables option in the System Options window is set to Yes; in this case, Receivables deletes the interface lines automatically after you run AutoInvoice. See: *Defining Receivables System Options*, page 2-129.

**Note:** You can also *export* invoices using the Oracle e-Commerce Gateway. The e-Commerce Gateway lets you exchange information electronically with your business partners using an agreed upon, standard format. For more information, please refer to the *Oracle e-Commerce Gateway User Guide*.

### Prerequisites

- Define set up data, page 2-2
- Import data from your feeder system, page 3-198
- (Optional) Set the AR: AutoInvoice Gather Statistics profile option, page 3-194

## To import transactions into Receivables using AutoInvoice:

1. Navigate to the Run AutoInvoice window.
2. Enter a request Name of AutoInvoice Master Program.
3. Enter the Number of Instances to submit.

An *instance* refers to how AutoInvoice groups and processes your transactions. Submitting a greater number of instances lets you import transactions into Receivables more quickly. You can submit a maximum of 15 instances.

**Tip:** Enter a number of instances based on how many CPUs are available. Use the following formula to determine the number of instances to enter:

(Number of Available CPUs) - 1 = Number of Instances

For example, if you have five CPUs, submit four instances of the AutoInvoice Master program.

4. Enter a Transaction Source and Default Date for this submission. These parameters are required. The Default Date must be in an open or future enterable period.  
  
Depending on how you defined your transaction batch source and if the invoice uses rules, AutoInvoice uses the Default Date if the GL date is not provided or if the date provided is in a closed period. See: Determining Dates, page 3-222.
5. To limit the transactions AutoInvoice imports, enter selection criteria. For example, enter a Transaction Type, range of Bill to Customer Names, GL Dates, Ship Dates, or Transaction Numbers to import only those transactions. Leave a field blank if you do not want to limit this submission to transactions matching that criteria. Use the Transaction Flexfield parameter to specify which lines you want to import.
6. Choose whether to Base the Due Date on Transaction Date.
  - If you enter Yes, then AutoInvoice derives the due date for each transaction based on the transaction date.
  - If you enter No, then AutoInvoice looks at the setting of the Derive Date option for the transaction's batch source to derive the due date:
    - If Derive Date is No, then AutoInvoice uses either the rule start date, the transaction date, or the Default Date that you specified for this submission.
    - If Derive Date is Yes, then AutoInvoice uses the same derivation logic that it uses to determine the GL date. See: Determining Dates, page 3-222.
7. Enter a number of Due Date Adjustment Days (optional).

If Base Due Date on Transaction Date is Yes, then AutoInvoice ignores this parameter.

If Base Due Date on Transaction Date is No, then AutoInvoice compares the due date that was derived in the previous step against the transaction date plus the

number of days that you enter here. AutoInvoice uses whichever date is later as the final due date.

If you do not enter any adjustment days, then AutoInvoice uses the due date that was derived in the previous step.

8. Choose OK.
9. To print the results of this submission, enter Print Options. Enter the number of Copies to print, a printing Style, and the Printer to use.
10. To save the output to a file, check the Save Output check box.
11. Choose Submit. Receivables displays a concurrent Request ID for this submission and creates the AutoInvoice Execution report. If you have lines that fail validation, AutoInvoice also creates the AutoInvoice Validation report. Use these reports to review the results of your AutoInvoice submission. See: AutoInvoice Reports, page 3-188.

You can view the status of your request in the Requests window.

### **To run the AutoInvoice purge program:**

1. Navigate to the Run AutoInvoice window.
2. Enter a request Name of AutoInvoice Purge Program.
3. To print the results of this submission, enter Print Options. Enter the number of Copies to print, a printing Style, and the Printer to use.
4. To save the output to a file, check the Save Output check box.
5. To run this report more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
6. Choose Submit. Receivables displays a concurrent Request ID for this submission. You can use this number to review the status of your request in the Concurrent Requests Summary window.

### **Related Topics**

Importing Transaction Information Using AutoInvoice, page 3-192

Using AutoInvoice, page 3-201

Importing Invoices with Rules, page 3-209

Invoices with Rules, page 3-236

Importing Credit Memos, page 3-210

Common Report Parameters, page 11-4

Monitoring Requests, *Oracle Applications User Guide*

### **AutoInvoice Reports**

Use the AutoInvoice Execution report to review the results of your AutoInvoice request. This report lists summary information telling you how many revenue and credit transactions are selected, accepted, and rejected for each currency. The AutoInvoice



Execution report also shows the total invoice amount for each transaction type for all transactions processed.

This report also includes receipts that were processed according to policy, as well as receipts that were put on account because a refund was not possible. See: Automated Receipt Handling for Credits, page 6-161.

AutoInvoice automatically produces this report each time you run AutoInvoice.

Use this report to match Receivables revenue and credit transaction counts to those from your other financial systems. You can also use the AutoInvoice Execution report to reconcile with other Receivables reports, such as the Transaction Register. See: Transaction Register., page 11-127

**Note:** If AutoInvoice calculates tax, the invoice totals on the AutoInvoice Execution report and Transaction Register will not be equal. This is because the AutoInvoice Execution report only shows tax imported from RA\_INTERFACE\_LINES. See: Importing Tax Lines, page 3-206.

Use the AutoInvoice Validation report to review lines that have failed different phases of validation and the error messages associated with these lines. Receivables only generates this report when you run AutoInvoice and have lines that fail validation. To review records that were successfully imported, refer to the AutoInvoice Execution report.

**Important:** You can use the Interface Lines window to modify records that fail AutoInvoice validation. See: Correcting AutoInvoice Exceptions., page 3-190

AutoInvoice can be divided into three major phases, pre-grouping, grouping and transfer.

- **Pre-grouping:** In this phase, AutoInvoice validates all of the line-level data and any other data that is not dependent upon successful grouping. Some examples include validating that a transaction type is valid, and validating that only one freight account exist for each freight line passed.
- **Grouping:** In this phase, AutoInvoice groups lines based on the grouping rules and validates header-level data that is dependent on how your lines are grouped. Some examples include validating the over application rules specified for your batch source and validating that the general ledger date of an invoice against a commitment is not before the general ledger date of the commitment. If AutoInvoice groups transactions incorrectly, check the grouping rule that you are using and confirm that your transactions properly conform to the grouping rule. For more information, see Using Grouping Rules to Create Transactions, page 3-219
- **Transfer:** In this phase, AutoInvoice validates information that exists in Receivables tables such as tax defaulting and AutoAccounting data.

For each line, AutoInvoice can only display error messages for the phase the line is in when it fails. For example, if a line fails validation in the pre-grouping phase, AutoInvoice will display all error messages encountered in the pre-grouping phase. Additionally, if a line is already in the transfer phase when it fails, AutoInvoice will display all error messages encountered in the transfer phase. If you encounter sales credit or distribution errors, AutoInvoice prints them in a separate section below each line. AutoInvoice also prints a Summary of Transactions Rejected section at the end of the report.

You can view the AutoInvoice Execution and Validation reports online by navigating to the Requests window, selecting the report to view, and then choosing View Output.

## Related Topics

Correcting AutoInvoice Exceptions, page 3-190

Running AutoInvoice, page 3-186

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Correcting AutoInvoice Exceptions

Use the Interface Exceptions window to view all records that failed AutoInvoice validation. Use the Interface Lines window to update these failed records.

Records that pass validation are transferred into Receivables tables. Records that fail validation are called *exceptions*; these records remain in the AutoInvoice interface tables. Before AutoInvoice can validate these records and create transactions in Receivables, you need to correct any invalid data, and then resubmit AutoInvoice.

Each time you run AutoInvoice, the program prints information about records that fail validation in the AutoInvoice Validation report. Use this report with the Interface Exceptions window to see which transactions failed validation and why. Then, use the Interface Exceptions window's associated drilldown windows to modify records that have errors. You can also use the Interface Lines window and its associated drilldown windows to modify records. After correcting the invalid data, resubmit AutoInvoice to import the data into Receivables tables.

## Correcting AutoInvoice Exceptions

The **Interface Exceptions window** displays the interface ID, exception type, error message, and the invalid value associated with each error. You cannot edit data in this window, but you can edit data in the drilldown windows by selecting a record and choosing the Details button.

**Note:** The interface ID is the interface\_line\_id, interface\_distribution\_id, or the interface\_salescredit\_id for this line.

The **Interface Lines window** displays records of type Line or Charges that exist in the interface tables, indicates which records contain errors, and provides general information about each record. You can edit data in this window as well as drill down to view more detailed information about each record.

**Note:** The transaction batch source determines whether AutoInvoice will reject or partially create transactions when an error occurs in one or more of the invoice lines.

## Exception Types

Records that fail validation have an associated exception type to help you identify and fix invalid data. The Interface Exceptions window displays the exception type for each record.

Valid exception types include: Charges; Freight; Freight Distribution; Line; Line Distribution; Revenue Contingency; Sales Credit; Tax; Tax Distribution.

### To correct AutoInvoice exceptions:

1. Navigate to the Interface Lines window.
2. To display all of the records in the interface tables, choose Run from the Query menu. The Errors Exist check box indicates whether a record contains one or more exceptions.

To view *only* records in the interface tables that have errors, check the Errors Exist check box, then choose Run from the Query menu.

3. Select the record to view, then choose the Errors button.

The Line Errors window appears. In the Line Errors window, Receivables displays all of the errors associated with this record.

4. Review the error(s) for this record, then decide which error you want to fix. Note the error type, message text, and the invalid value (if any).

**Note:** There might be only one but there could be many errors with various error types for a single record.

5. Return to the Interface Lines window. If the error type of the error you want to fix is either Line or Charges, enter or update the appropriate information in this window, then go to step 8, page 3-191.

**Tip:** You can use the list of values to enter data for most of the fields in the Interface Lines window. You can also view additional information by placing the cursor in any folder region field, choosing Show Field from the Folder menu, and then selecting the field to view.

6. If the error type is *not* Line or Charges, choose the button that corresponds to the error type. For example, if the error type is Sales Credit, choose the Sales Credits button. If the error type is Line Distributions, Freight Distributions, or Tax Distributions, choose the Accounting button.
7. Update the incorrect values in the Accounting Distributions window, or choose the Errors button to view all of the errors for this distribution line.

**Note:** You cannot edit data in the Distribution Errors windows. You need to return to the Accounting Distributions window to modify the error for a distribution line.

8. Save your work.
9. Repeat step 3-8 for each error. After you fix all of the errors in the AutoInvoice interface tables, resubmit AutoInvoice.

**Note:** You might have to modify data and submit AutoInvoice several times before all of the records in the interface tables will pass validation.

### To view all exceptions in the AutoInvoice interface tables:

1. Navigate to the Interface Exceptions window.

2. Choose Run from the Query menu. Receivables displays all records and their error types.
3. Select the record to edit, then choose Details.

**Note:** The Line Type of the record that you select determines which window appears. For example, if the Line Type is Tax, Receivables displays the Interface Tax Lines window; if the Line Type is Sales Credit, Receivables displays the Sales Credits window; if the Line Type is Line, Receivables displays the Interface Lines window, and so on.

4. Enter any missing information or update the invalid data for this record. To view all of the errors associated with this record, press the Errors button.
5. Review the error(s) for this record and return to the previous window to make your changes.

For example, if the Line Type of the record is Sales Credit, then return to the Sales Credits window to update the record.

6. Save your work.
7. To fix another error, return to the Interface Exceptions window, then repeat steps 3-5.

## Related Topics

AutoInvoice Validation, page 3-199

## Importing Transaction Information Using AutoInvoice

AutoInvoice is a powerful, flexible tool you can use to import and validate transaction data from other financial systems and create invoices, debit memos, credit memos, and on-account credits in Oracle Receivables. You use a custom feeder program to transfer transaction data from an external system into the AutoInvoice interface tables. AutoInvoice then selects data from the interface tables and creates transactions in Receivables. Receivables rejects transactions with invalid information to ensure the integrity of your data.

AutoInvoice can also initiate receipt handling when importing credits against paid invoices.

You can run AutoInvoice together with Customer Interface or separately.

**Note:** The Invoicing workflow activity transfers transaction information from Oracle Order Management into the Receivables AutoInvoice tables. For more information, see: Invoice Processing, *Oracle Order Management User Guide*.

## Related Topics

Running AutoInvoice, page 3-186

Overview of AutoInvoice, page 3-193

Importing Data From Your Feeder System, page 3-198

AutoInvoice Validation, page 3-199

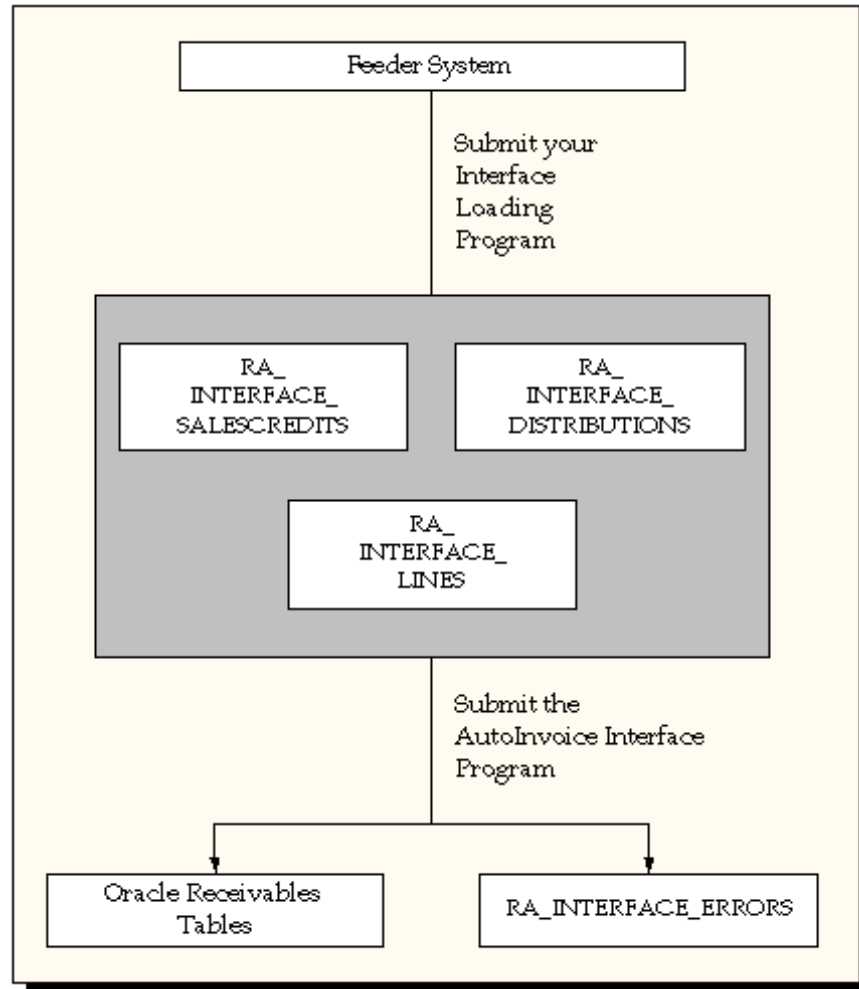
Using AutoInvoice, page 3-201

Automated Receipt Handling for Credits, page 6-161

## Overview of AutoInvoice

The following diagram shows how transaction information is imported into your Receivables tables.

### *Importing transaction information using AutoInvoice*



For a text description of this graphic, see: Text Description of AutoInvoice Overview Graphic, page K-5.

## Related Topics

Preparing Receivables for AutoInvoice, page 3-194

Importing Data From Your Feeder System, page 3-198

Running AutoInvoice, page 3-186

AutoInvoice Table and Column Descriptions, page F-39

## Preparing Receivables for AutoInvoice

To ensure that the AutoInvoice program works properly, you should prepare Receivables for any new data that you want to import. If your original system uses any setup data which is not yet defined in Receivables, you must define this data within Receivables before using AutoInvoice. Pay particular attention to the following setup data:

- Add or import customers, if your original system contains data for customers that are not yet defined in Receivables.
- Add currencies to Receivables if your original system uses currencies not yet defined in Receivables.
- Add or update tax rates assigned to tax codes that are not defined in Receivables.
- Add or update tax rates associated with products shipped to specific addresses.
- Add or update full or partial customer and item tax exemptions.
- Add Freight on Board (FOB) codes to Receivables if your original system uses FOB point codes not yet defined in Receivables. Define FOB point codes in the Receivables Lookups window with a lookup type of FOB.
- Add freight carrier codes to Receivables if your original system uses freight carriers not yet defined in Receivables.
- Add payment terms to Receivables if your original system uses payment terms not yet defined in Receivables.
- Add transaction types to Receivables if your original system uses transaction types not yet defined in Receivables.
- Add batch sources to Receivables if your original system uses batch sources not yet defined in Receivables.
- Add salespersons to Receivables if your original system uses salespersons not yet defined in Receivables.
- Add accounting rules to Receivables if your original system uses accounting rules that are not yet defined in Receivables.
- Add units of measure to Receivables if your original system uses units of measure not yet defined in Receivables.

## Accounting Flex Tuning Segment

If you want to increase the performance of AutoInvoice and indices already exist for the `GL_CODE_COMBINATIONS` table, use the value that you specified for your index as your Accounting Flexfield tuning segment. If you defined a concatenated index use the first column of your concatenated index.

If no indices exist for the `GL_CODE_COMBINATIONS` table, enter the segment with the most distinct values for your Accounting Flexfield tuning segment. Use the System Options window to define your Accounting Flexfield tuning segment.

## System Items Tuning Segment

If you want to increase the performance of AutoInvoice and indices already exist for the `MTL_SYSTEM_ITEMS` table, use the value that you specified for your index as your System Items Flexfield tuning segment. If you defined a concatenated index, use the first column of your concatenated index.

If no indices exist for the MTL\_SYSTEM\_ITEMS table, enter the segment with the most distinct values for your System Items Flexfield tuning segment. Use the System Options window to define your System Items Flexfield tuning segment.

### **Territory Tuning Segment**

If you want to increase the performance of AutoInvoice and indices already exist for the RA\_TERRITORIES table, use the value that you specified for your index as your Territory Flexfield tuning segment. If you defined a concatenated index use the first column of your concatenated index.

If no indices exist for the RA\_TERRITORIES table, enter the segment with the most distinct values for your Territory Flexfield tuning segment. Use the System Options window to define your Territory Flexfield tuning segment.

### **SQL Trace**

In the System Options window, specify whether you want to activate SQL trace for AutoInvoice. You might want to use SQL trace for troubleshooting if AutoInvoice is running slowly.

### **Purge Interface Tables**

In the System Options window, specify whether you want Receivables to automatically run the AutoInvoice Purge program after AutoInvoice has completed. The purge program only deletes records from the temporary interface tables that were successfully transferred into Receivables tables. If the Purge Interface Tables system option is set to No, you need to submit the AutoInvoice Purge program from the Run AutoInvoice window to delete the records.

### **Max Memory (in bytes)**

In the System Options window, you can enter the maximum amount of memory that you want to allocate AutoInvoice for validation. The default is 65535 bytes. Enter a lower number if AutoInvoice displays the message 'Failed to allocate memory for scratch\_memory.' Enter a higher number if AutoInvoice displays the message 'The given piece of memory is not large enough to hold a single row.'

### **Log File Message Level**

In the System Options window, enter a number from 0 to 3 that represents the amount of detail that you want displayed in the AutoInvoice log file. For day-to-day business needs and to improve performance, set the level to 0. If you experience errors while running AutoInvoice, set the message level to 3 to see detailed information in the log about the error. Enter a number of 10 to display information specific to AutoAccounting.

Message Level 0 gives the following entries in the log file:

- Product Version
- Program Name
- AutoInvoice Start Time
- AutoInvoice Concurrent Request Arguments
- Error and Warning Messages
- AutoInvoice End Time

- AutoInvoice Logical Steps

Message Level 1 gives you all of the above entries plus:

- Time-Stamped function labels

Message Level 2 gives you all of the above entries plus:

- Sizes of Allocated Arrays
- Dynamic SQL Statements
- Number of Rows Updated, Inserted and Deleted

Message Level 3 gives you all of the above entries plus:

- Method IV SQL Array Values

Message Level 10 gives you all of the above entries plus:

- AutoAccounting debugging information

### **Accounting Flexfield Segment Values**

Add Accounting Flexfield segment values to Receivables if your original system uses values not yet defined in Receivables. Enter the name of the Accounting Flexfield segment for which you want to add a value, and the segment value itself. Be sure to enable the segment value.

### **Transaction Flexfield**

Receivables uses the Transaction Flexfield to uniquely identify each transaction and transaction line you import through AutoInvoice. Transaction Flexfields are also used to refer to and link transaction lines.

To define the line-level Transaction Flexfield, query 'Line Transaction Flexfield' in the Title field of the Descriptive Flexfield Segments window and enter the context and segments associated with this Transaction Flexfield. To define the Transaction Flexfield at the header-level, query 'Invoice Transaction Flexfield' and enter the context and segments associated with this Transaction Flexfield. All segments in the line level transaction flexfield that refer to header information must also exist in the header level transaction flexfield. For example if you define a line-level Transaction Flexfield with 4 segments and only the last 2 segments refer to line-level information, define the header Transaction Flexfield using the first two segments. You must define both the line-level and header-level Transaction Flexfield.

If you do not create Reference and Link-to transaction flexfields, then Receivables will use your Line Transaction Flexfield structure to link and reference different lines. You do not have to define separate Reference and Link-to transactions in this case.

However, if you are planning to create a customized form to enter interface data which will display the Reference and Link-to Transaction Flexfields, then you must define Transaction Flexfields in the Descriptive Flexfield Segments window. These flexfields must have the same flexfield structures as the line-level Transaction Flexfield. See: Transaction Flexfields, page 3-214.

### **Territory Flexfield**

If you use territories, you should create your territory flexfield structure before using AutoInvoice. See: Territory Flexfield, page 2-163.



## Line Ordering Rules

Define ordering rules used by AutoInvoice to determine how to order your transaction lines. AutoInvoice randomly orders lines on your transaction if you do not define line ordering rules. See: AutoInvoice Line Ordering Rules, page 2-44.

## Grouping Rules

Define additional grouping rules or update the default grouping rule provided by Receivables. AutoInvoice uses grouping rules to determine how to create your transactions. Grouping rules are required if you use AutoInvoice.

AutoInvoice uses the following hierarchy when determining the grouping rule to use:

- Transaction batch source
- Customer site level
- Customer profile level
- System Options window

See: Grouping Rules, page 2-80 and Using Grouping Rules to Create Transactions, page 3-219

**Important:** To be able to use the information that you pass in your header Transaction Flexfield, you must group by the segments that make up your header Transaction Flexfield.

## Sales Tax Location Flexfield Structure

Define your Sales Tax Location Flexfield structure if you are going to charge your customers location based tax and you do not want to use one of the seeded Location Flexfield structures provided by Receivables. See: Defining a Sales Tax Location Flexfield Structure, *Oracle Receivables Tax Manual*.

## Locations and Tax Rates

Add or update locations and their associated tax rates if your tax method is Sales Tax and your original system uses locations not defined in Receivables. You can either use the Tax Locations and Rates window to manually add new locations or use the Sales Tax Rate Interface program to import locations and tax rates provided by a tax service. See: Tax Codes and Rates, page 2-147 and Integrating Receivables Applications Tax Information Using Sales Tax Rate Interface, *Oracle Receivables Tax Manual*.

If your tax method is VAT (Value Added Tax) and you are validating your customers' addresses, add or update locations if your original system uses locations not defined in Receivables.

## AutoAccounting

You must set up Receivables' AutoAccounting feature before you run AutoInvoice. AutoAccounting determines default revenue, receivable, freight, tax, unbilled, unearned, and suspense accounts for your invoices. See: AutoAccounting, page 2-38.

## Salesperson

Add salespersons to Receivables if your original system uses salespersons that are not yet defined in Receivables. See: Salespersons, page 2-122.

## AR: AutoInvoice Gather Statistics Profile Option

When you submit the AutoInvoice Master program, AutoInvoice can first analyze the interface tables (RA\_INTERFACE\_LINES\_ALL, RA\_INTERFACE\_DISTRIBUTIONS\_ALL, and RA\_INTERFACE\_SALESCREDITS\_ALL) and automatically gather statistics to determine how best to execute the transaction import.

If you want AutoInvoice to automatically gather statistics, then set this profile option to Yes.

**Note:** If the number of records to be imported and the number of worker processes are approximately the same as the previous submission of AutoInvoice, then you may set the profile option to No and skip this analysis.

## Automatic Receipt Handling Batch Source Setting

If you want AutoInvoice to automatically evaluate imported credits for receipt handling, then set the Receipt Handling for Credits option on the AutoInvoice transaction batch source according to your enterprise's credit policies.

See: Transaction Batch Sources, page 2-165.

## Related Topics

Importing Data From Your Feeder System, page 3-198

Transaction Flexfields, page 3-214

Using Grouping Rules to Create Transactions, page 3-219

Customer Interface, page 7-97

## Importing Data From Your Feeder System

Your on-site MIS personnel or Oracle consultant must first write a custom feeder program that transfers transaction data from your original system into Receivables AutoInvoice Interface tables. Your feeder program must convert data from your original system into a standard data format that AutoInvoice can read. AutoInvoice can then convert your imported data into Receivables invoices, credit memos, on-account credits, and debit memos.

## Writing a Feeder Program

The type of environment from which you want to transfer your data determines the type of feeder program you need to write. For example, you can use SQL\*Loader, SQL\*Report, PL/SQL, or Pro\*C to write a feeder program to transfer transaction data from a non-Oracle system. Or, you can write a conversion program to transfer historical data from your previous accounting system.

## Selecting an Import Utility

SQL\*Loader and SQL\*Report are powerful and easy-to-use tools that should be able to accommodate all of your import needs. However, depending on the complexity of your import program, you may also want to use Oracle's Pro\* language products such as Pro\*C, Pro\*Cobol, and Pro\*Fortran to write the program.

## Understanding the Interface Tables

Receivables uses the following tables to temporarily store the data you transfer from other systems:

- AR\_INTERFACE\_CONTS\_ALL
- RA\_INTERFACE\_LINES\_ALL
- RA\_INTERFACE\_SALESCREDITS\_ALL
- RA\_INTERFACE\_DISTRIBUTIONS\_ALL

AutoInvoice uses a fifth table, RA\_INTERFACE\_ERRORS\_ALL, to store information about interface data that failed validation. For a detailed description of these tables, see: AutoInvoice Table and Column Descriptions, page F-39.

## Related Topics

AutoInvoice Validation, page 3-199

Passing Payment Methods and Customer Bank Accounts, page 3-204

Importing Tax Lines, page 3-206

Importing Invoices with Rules, page 3-209

Importing Credit Memos, page 3-210

Finance Charges, page 3-212

Integrating Oracle Order Management with Oracle Receivables (*Oracle Financials Open Interfaces Manual*)

## AutoInvoice Validation

AutoInvoice validates your data for compatibility with Receivables. It ensures that the columns in Receivables' Interface tables reference the appropriate values and columns in Receivables. To learn more about the validation AutoInvoice performs for each column in the AutoInvoice tables, see: AutoInvoice Table and Column Descriptions, page F-39.

## Existence

For some columns, AutoInvoice ensures that the values are already defined in Receivables or in other Oracle applications.

## Batch Sources

You use transaction batch sources that have a type of 'Imported' when importing transactions into Receivables. See: Transaction Batch Sources, page 2-165.

You do not have to pass values for all of the fields that are referenced in the Transaction Sources window into Receivables. If you do not want AutoInvoice to pass certain data into Receivables for a specific batch source, then you can set the related field to 'None' in the Transaction Sources window.

**Note:** Even if you set a field on a batch source to 'None' because you do not want to import this information into Receivables tables, AutoInvoice might still validate the data and could reject the containing line(s) if that data is invalid.

## Uniqueness

AutoInvoice ensures that the invoice number you supply is unique within a given batch source and the document number you supply is unique within the associated sequence type.

AutoInvoice also ensures that the Transaction Flexfield you supply is unique. For more information, refer to Transaction Flexfields, page 3-214.

## Precision

Precision is the number of digits to the right of the decimal point that are used in regular currency transactions. AutoInvoice ensures that the amount and the accounted amount you supply have the correct precision for a given currency.

## Cross Validation

AutoInvoice ensures that certain column values agree with each other. These values can be within an interface table or multiple interface tables.

For example, if you specify in your batch source that you do not want to use accounting rules, AutoInvoice ignores any values you supply for invoicing rule, accounting rule, and accounting rule duration. However, if you do import transactions that use accounting rules, AutoInvoice requires that these transactions also include an invoicing rule.

## Validation for Lines With Rules

Besides validating dates, AutoInvoice also validates and rejects lines if:

- The accounting rule has overlapping periods
- All of the accounting periods do not exist for the duration of your accounting rule

For more information, see: Importing Invoices with Rules, page 3-209.

## Create Transactions with Invalid or Incorrect Data

You can specify whether AutoInvoice will reject or partially create transactions that have an invalid line, invalid tax rate, or a GL date in a closed period. For example, you import an invoice with three invoice lines and one of the lines is invalid. If the value of the Invalid Line option for this batch source is set to 'Create Invoice,' AutoInvoice will create the invoice with only the two valid lines. You can then use the Transaction window to add the line that was rejected. If Invalid Line is set to 'Reject Invoice,' AutoInvoice will not import this transaction or any of its lines into the interface tables. Transactions that fail validation appear in the AutoInvoice Validation report.

The values you enter in the AutoInvoice Processing Options tabbed region of the Transaction Sources window determine how AutoInvoice will process transactions with invalid data. See: Transaction Batch Sources, page 2-165.

## Credit Memos Against Paid Invoices

AutoInvoice validates credit memos by reviewing the automatic receipt handling setting on the submission's transaction batch source.

If you enabled automatic receipt handling, then AutoInvoice automatically reviews each credit memo and associated invoice to determine its eligibility for receipt handling. See: Automatic Receipt Handling for Credits, page 6-161.

If you did not enable automatic receipt handling, then AutoInvoice evaluates credit memos using standard invoice validation:

- If the invoice's transaction type allows *natural application only*, then AutoInvoice rejects the credit memo.

You must unapply the receipt from the credited invoice and rerun AutoInvoice to successfully import the credit memo.

See: Correcting AutoInvoice Exceptions, page 3-190.

- If the invoice's transaction type allows *overapplication*, then AutoInvoice imports the credit memo and the invoice is overapplied until you unapply the receipt from the credited invoice.

See: Unapplying Cash when Crediting a Transaction, page 3-86.

See: Transaction Types, page 2-171.

## Related Topics

Importing Credit Memos, page 3-210

Using AutoInvoice, page 3-201

Determining Dates, page 3-222

Validating Dates, page 3-226

AutoInvoice Reports, page 3-188

## Using AutoInvoice

### AutoInvoice Purge Program

You can choose whether to delete data from the AutoInvoice Interface tables once it has been validated and transferred into Receivables. If you want AutoInvoice to automatically delete the data, check the Purge Interface Tables box in the System Options window. If you want to delete data from the AutoInvoice Interface tables later, do not check this box. You can choose to run the AutoInvoice Purge program at any time from the Run AutoInvoice window.

The AutoInvoice Purge program and the Purge Interface Tables system option only delete data from the interface tables that has been validated and successfully transferred into Receivables.

### Calculating Tax

AutoInvoice provides the functionality you need to meet your sales tax and other taxing requirements, such as Value Added Tax (VAT). You can either pass tax code lines, tax exempt lines or have AutoInvoice automatically determine your tax rates using the hierarchy determined by the tax calculation flow charts. See: Overview of Calculating Tax, *Oracle Receivables Tax Manual*. If AutoInvoice determines your tax rates, it will take into account any customer or item tax exemptions or item tax exceptions.

### Transactions in Closed Accounting Periods

Use AutoInvoice to pass transactions in closed accounting periods. Receivables automatically uses the first day of the next open accounting period as your default

date to determine your accounting distributions. See: Adjusting General Ledger Dates, page 3-227.

## Creating Transactions

AutoInvoice creates invoices, debit memos, credit memos and on-account credits using the grouping and invoice line ordering rules you specify. AutoInvoice verifies that your data is valid before it creates transactions in Receivables.

## Deriving Invoice and Accounting Dates

AutoInvoice lets you choose how you want to determine invoice and accounting dates for your transactions. Your feeder program can either load these dates directly into the interface tables or, if you leave the date fields empty, Receivables will determine your invoice and accounting dates using a straightforward algorithm. See: Determining Dates, page 3-222.

## Invoices Against Commitments

AutoInvoice lets you create invoices against commitments in the same way you would with a manually entered invoice.

## Running AutoInvoice

You submit AutoInvoice using the Run AutoInvoice window. If AutoInvoice converts your transaction data into the required data format, and all of the data passes validation in Receivables, then you can run AutoInvoice in one step.

However, if your feeder program loads the interface tables with invalid data, AutoInvoice informs you of the validation errors in both the AutoInvoice Execution and AutoInvoice Validation reports. In this case, you must correct any errors by modifying data in the interface tables and then rerun AutoInvoice on the corrected data.

See: Running AutoInvoice, page 3-186.

## Execution Phases

AutoInvoice can be divided into three major phases: pre-grouping, grouping, and transfer.

In the **pre-grouping** phase, AutoInvoice validates all of the line-level data as well as any other data that is not dependent upon successful grouping. Some examples include validating that a transaction type is valid and validating that only one freight account exists for each freight line passed.

In the **grouping** phase, AutoInvoice groups lines based on the grouping rules and validates header-level data that is dependent on how your lines are grouped. Some examples include validating the overapplication rules specified for your batch source and validating that the general ledger date of an invoice against a commitment is not before the general ledger date of the commitment. If AutoInvoice incorrectly groups transactions, check the grouping rule that you are using, paying particular attention to the mandatory and optional attributes that are included in this rule. For more information, see Using Grouping Rules to Create Transactions, page 3-219

In the **transfer** phase, AutoInvoice validates information that exists in Receivables tables, such as tax defaulting and AutoAccounting data.

## Reviewing the AutoInvoice Execution and Validation Reports

Use the AutoInvoice Execution Report to review summary information about your transactions. AutoInvoice automatically creates this report each time you run AutoInvoice. The AutoInvoice Execution report lists the total number of transaction, sales credit, and distribution lines that were successfully imported, as well as those that failed. See: AutoInvoice Validation, page 3-199.

The AutoInvoice Execution report also includes a detailed list of the receipts that were automatically processed. This list includes receipts that were processed according to policy, as well as receipts that were put on account because a refund was not possible. See: Automated Receipt Handling for Credits, page 6-161.

**Note:** It is possible to have the number of Successfully Processed lines be less than the number Selected and have no lines that Failed Validation. This will occur when a credit memo for an invoice and the invoice itself are submitted in the same batch and the credit memo is selected first. Since the invoice has not been processed yet, the credit memo will go unprocessed during this import, but will not fail. The unprocessed credit memo remains in the interface table and will be processed the next time you submit AutoInvoice. In this example, the Interface Lines section of the execution report would appear as follows:

- Selected: 9
- Successfully Processed: 8
- Failed Validation: 0

AutoInvoice also automatically generates the AutoInvoice Validation Report if you have records that failed validation. This report displays all error messages associated with each transaction, sales credit, and distribution line that failed validation. The report also includes the invoices that Receivables could not select for receipt handling, and why.

You can use this information to identify which records need to be modified. Refer to the next section, Correcting Errors, page 3-203.

For each line, AutoInvoice can only display error messages for the phase the line is in when it fails. For example, if a line fails validation in the pre-grouping phase, AutoInvoice will display all error messages encountered in the pre-grouping phase. Likewise, if a line is already in the transfer phase when it fails, AutoInvoice will display all error messages encountered in the transfer phase.

If you encounter sales credit or distribution errors, AutoInvoice prints a separate section for these errors. These sections will display below each line.

Note that transaction lines that fail with invalid sales group IDs are also reported in this section.

Lastly, a Summary of Transactions Rejected section is printed at the end of the report. See: AutoInvoice Reports, page 3-188.

## Correcting Errors

Use the AutoInvoice Validation Report and the Interface Exceptions window to review records that failed AutoInvoice validation. Depending on the error, you may need to make changes in Receivables, your feeder program, or the imported records in the interface tables. For example, if you receive an error message stating that the salesperson specified for an invoice does not exist in Receivables, you can either add the salesperson

to Receivables or modify your feeder program to only transfer salespersons that Receivables recognizes. Use the Interface Lines window to modify invalid records in the interface tables. See: Correcting AutoInvoice Exceptions, page 3-190.

## **Transaction Flexfields**

AutoInvoice provides you with a way to uniquely identify each transaction you import into Receivables. Use Transaction Flexfields to capture information that will help you trace transactions from Receivables back to the systems from which they originated.

AutoInvoice ensures that each Transaction Flexfield is unique so you can refer to previously processed transactions. For example, if you are importing a credit memo, you would use the Transaction Flexfield of the credit memo to refer to the transaction being credited. You can also use Transaction Flexfields to link transaction lines to other transaction lines and to tax and freight lines. See: Transaction Flexfields, page 3-214.

## **Related Topics**

Passing Payment Methods and Customer Bank Accounts, page 3-204

Running AutoInvoice, page 3-186

Importing Transaction Information Using AutoInvoice, page 3-192

Importing Freight Lines, page 3-205

Importing Tax, page 3-206

## **Passing Payment Methods and Customer Bank Accounts**

All references to parent customer information in this section are only applicable if the bill-to customer has only one parent and the relationship is not reciprocal. For example, if the bill-to customer for the line has more than one parent, lines 1 & 2 below will not apply.

## **Payment Methods**

Regardless if you are passing manual or automatic payment methods, AutoInvoice validates that the payment method belongs to the bill-to customer/site or the parent of the bill-to customer/site, if it has one. Additionally, the payment method must have at least one bank account in the currency of the transaction or its Receipts Multi-Currency flag must be set to Yes.

If you do not pass a payment method, AutoInvoice defaults one using the following hierarchy:

1. Primary payment method assigned to the primary site for the parent
2. Primary payment method assigned to the parent customer
3. Primary payment method assigned to the bill-to site for the line
4. Primary payment method assigned to the bill-to customer for the line

## **Customer Bank Accounts**

If you are passing a customer bank account and the payment method associated with the transaction is automatic, AutoInvoice validates that the customer bank account belongs to one of the following, otherwise the line is rejected:



1. Bank account assigned to the primary site for the parent
2. Bank account assigned to the parent customer
3. Bank account assigned to the bill-to site for the line
4. Bank account assigned to the bill-to customer for the line

If you do not pass a customer bank account and the payment method associated with the transaction is automatic, AutoInvoice defaults one using the following hierarchy:

1. Primary bank account assigned to the primary site for the parent
2. Primary bank account assigned to the parent customer
3. Primary bank account assigned to the bill-to site for the line
4. Primary bank account assigned to the bill-to customer for the line

If AutoInvoice is unable to default a customer bank account, the line is rejected.

AutoInvoice uses the customer bank account to determine whether the paying customer is the parent or the bill-to customer. If the paying customer is the bill-to customer, the paying site is the bill-to site. If the paying customer is the parent, the paying site is the primary bill-to site of the parent. Customer bank accounts are not used for manual payment methods.

## Related Topics

Importing Freight Lines, page 3-205

Importing Tax, page 3-206

Payment Methods, page 2-100

Defining Banks, page 2-47

## Importing Freight Lines

AutoInvoice lets you pass freight lines as individual transactions or as references to other transactions. The columns LINK\_TO\_LINE\_ATTRIBUTE1-15 and LINK\_TO\_LINE\_CONTEXT in RA\_INTERFACE\_LINES\_ALL determine whether a freight line will become an individual freight-only transaction or part of another transaction.

To pass a freight line that refers to another transaction line, enter the Line Transaction Flexfield of the transaction to which you want this freight line to refer. To pass freight lines, RA\_INTERFACE\_LINES.LINE\_TYPE must be set to 'FREIGHT'.

To pass a freight-only line, enter a Line Transaction Flexfield that refers to a 'dummy' line. This 'dummy' line must have a value in RA\_INTERFACE\_LINES.MEMO\_LINE\_ID or RA\_INTERFACE\_LINES.MEMO\_LINE\_NAME, and the memo line must have AR\_MEMO\_LINES.LINE\_TYPE = 'FREIGHT'. In addition, the Quantity, Unit Price, and Amount fields for this line must be null or zero.

## Using AutoAccounting for Freight

If AutoAccounting for Freight is based on Standard Lines, you will not be able to import invoices with header level freight. All freight lines in this case must be associated with a standard line for AutoAccounting to determine the account. If the transaction has a line

type of "LINE" with an inventory item of freight ("FRT"), AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

### Importing Multiple Header Freight Lines

AutoInvoice ensures that there is at most one freight line for an imported invoice, or at most one freight line per transaction line, but not both. If multiple header freight lines applied to one invoice have been imported, AutoInvoice will validate that all of the freight lines apply to the same freight account and consolidate them to one line. This consolidated freight line will be the only freight line for this invoice that is passed to the core receivables tables. If all of the freight lines do not apply to the same freight account, AutoInvoice will reject the invoice.

### Audit Trail for Consolidated Freight Lines

The log file generated by AutoInvoice will list the following freight attributes for auditing purposes:

- customer\_trx\_id
- interface\_line\_id of the freight line chosen for consolidation
- sum of the freight amounts

### Calculating Tax on Freight

If you want to calculate tax on freight for orders created in Oracle Order Management, set the profile option Tax: Inventory Item for Freight to Yes. If you do this, Order Management creates a line item of type 'Line' on the invoice for the freight amount (in the Ship Confirm window) so that it can be taxed. When you print the invoice from Receivables, the tax amount appears as the last invoice line with the description 'Freight.'

If Tax: Inventory Item for Freight is set to Yes, also set the profile option Tax: Invoice Freight as Revenue to Yes. This profile option enables you to control the rate of tax applied to freight. To do this, define an inventory item of User Type "Freight" and set this option to your new inventory item. When Oracle Order Management identifies this inventory item, it uses the tax code assigned to it or any item exceptions to control the applicable tax rates and accounting for the freight service. On the printed invoice, Receivables derives the description of the freight line from the inventory item that you defined, rather than the default description 'Freight'.

### Related Topics

Entering Freight Information, page 3-14

Importing Tax Lines, page 3-206

AutoAccounting, page 2-38

Freight Carriers, page 2-79

### Importing Tax Lines

AutoInvoice gives you flexibility to handle all of your taxing needs. If your tax method is VAT, you can either pass tax lines through the AutoInvoice interface tables or have Receivables automatically calculate your tax lines for you. If your tax method is Sales Tax, Receivables will always calculate tax for you. However, you can choose to pass additional tax lines with tax codes of type VAT or Sales Tax.

## Passing Tax Lines Through AutoInvoice

AutoInvoice lets you pass tax lines as individual transactions or as references to other transactions. If you are passing tax lines, you can only pass tax lines associated with tax codes of type VAT or Sales Tax. The RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_ATTRIBUT1-15 and RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_CONTEXT columns will determine whether a tax line will become an individual tax only transaction or part of another transaction.

To pass a tax line that refers to another transaction line, enter the Line Transaction Flexfield of the transaction to which you want this tax line to refer. To pass tax lines, RA\_INTERFACE\_LINES.LINE\_TYPE must be set to 'TAX.'

If you want to pass a tax-only line, enter a Line Transaction Flexfield that refers to a 'dummy' line. This 'dummy' line must have a value in RA\_INTERFACE\_LINES.MEMO\_LINE\_ID or RA\_INTERFACE\_LINES.MEMO\_LINE\_NAME and the memo line must have AR\_MEMO\_LINES.LINE\_TYPE = 'TAX'. In addition, the Quantity, Unit Price, and Amount fields for this line must be null or zero.

Tax lines with precedence numbers can be passed through AutoInvoice by providing a value for the TAX\_PRECEDENCE column. The table below shows 5 tax lines associated with one invoice line. The first line is non-precedent, the next 2 lines have precedence 1, and the remaining 2 lines have precedence 2. The interface table values for the line type, tax code, and tax precedence columns look like this:

LINE_TYPE	TAX_CODE	TAX_PRECEDENCE
TAX	CODE1	null
TAX	CODE2	1
TAX	CODE3	1
TAX	CODE4	2
TAX	CODE5	2

## Calculating Tax

Certain criteria must be met before AutoInvoice will calculate tax. See: Calculating Tax, *Oracle Receivables Tax Manual*.

The table below shows, for each desired result, what tax information needs to be passed to the interface tables.

Desired Result	Line Type	Tax Code	Tax Rate/ Tax Amount	Tax Exempt Flag	Tax Exempt Number	Tax Exempt Reason Code or Meaning	Comments
Receivables should calculate the tax based on the standard tax logic.	Line - No Tax line associated with this line	NULL	NULL	NULL or 'S'	NULL	NULL or 'S'	If you have not passed any tax lines with the invoice lines, and the tax exempt flag is NULL or 'S', Receivables will calculate tax for you.
You want Receivables to calculate Sales tax, but want to pass additional tax codes.	Tax	Of type VAT or Sales Tax and must be adhoc	Must pass either the tax rate or amount	NULL or 'S'	NULL	NULL	The invoice line will have 2 tax lines. The first will be a location-based tax calculated by Receivables. The second will be the tax line passed through AutoInvoice.
You want to exempt the invoice line from any taxes and your system option 'Use Customer Exemptions' is set to Yes.	Line	NULL	NULL	'E'	Pass tax exemption number	Pass reason for exemption	If the tax exemption number does not exist on file, Receivables will create an unapproved exemption. There will be no tax calculated on this invoice line.
You want to enforce tax on an invoice line, even if any exemptions exist on the file.	Line	NULL	NULL	'R'	NULL	NULL	Receivables calculates tax as per its standard logic, ignoring any exemptions.

## Sales Tax

Sales tax is calculated by AutoInvoice using the tax rates associated with your shipping address. Sales tax will only be calculated for shipping addresses which are in the country defined in the Default Country field of the System Options window. Receivables lets you pass exception rates and exemptions for customers or items. Sales Tax lines cannot be passed into AutoInvoice tables.

AutoInvoice uses the following hierarchy when deriving the tax rate:

- Tax code assigned to ship-to/bill-to address
- Tax code defined at the customer level

- Tax code defined at the item level
- Tax code defined in the System Options window (if your tax method is 'VAT')

## Other Tax Codes

If you do not want AutoInvoice to calculate tax based on location, you can pass tax codes through lines with line\_type = 'Tax'. Tax codes can be of type 'VAT' or 'Sales Tax' only and must be ad hoc. If the tax code is not ad hoc, you must set the Invalid Tax Rate field in the AutoInvoice Options tabbed region of the Transaction Sources window to *Correct*. You must also pass either a tax rate or amount with the code. Any exemptions must be calculated into the rate or amount. For more information on tax codes and tax exemptions, see: *Calculating Tax, Oracle Receivables Tax Manual*.

## Related Topics

Entering Tax Information, page 3-12

Importing Transaction Information Using AutoInvoice, page 3-192

Using AutoInvoice, page 3-201

Importing Invoices with Rules, page 3-209

Tax Inclusive, *Oracle Receivables Tax Manual*

## Importing Invoices with Rules

Use AutoInvoice to import invoices with accounting and invoicing rules if your accounting method is 'Accrual'. AutoInvoice rejects all invoices with rules if your accounting method is 'Cash Basis' because with Cash Basis Accounting, you only recognize revenue when payment is received. Invoices with rules are therefore not applicable for the Cash Basis method, as they are designed to distribute revenue over several periods before receipt of payment.

Accounting rules determine the accounting period(s) in which the revenue distributions for an invoice line are recorded. Invoicing rules determine the accounting period in which the receivable amount is recorded.

Receivables provides two invoicing rules: Bill in Advance and Bill in Arrears. You supply AutoInvoice with the model account which contains the accounting distributions and the percent allocated to each account. You must run the Revenue Recognition Program before Receivables can create your accounting entries. See the example below for the effects of using accounting and invoicing rules through AutoInvoice. Assume that you have already run the Revenue Recognition Program for each accounting period.

## Example

**Invoice #101**

**Transaction Amount: \$300**

(RA\_INTERFACE\_LINES.QUANTITY (3)\*

RA\_INTERFACE\_LINES.UNIT\_SELLING\_PRICE (\$100))

**Accounting Rule: Monthly**

(RA\_INTERFACE\_LINES.ACCOUNTING\_RULE\_ID)

**Invoicing Rule: Bill in Advance**

(RA\_INTERFACE\_LINES.INVOICING\_RULE\_ID)

**Duration (Number of Periods): 3**

(RA\_INTERFACE\_LINES.ACCOUNTING\_RULE\_DURATION)

**Rule Start Date: 1/1/XX**

(RA\_INTERFACE\_LINES.RULE\_START\_DATE)

**Payment Term: Net 30**

(RA\_INTERFACE\_LINES.TERM\_ID)

Receivables creates the following accounting entries as illustrated in this table:

Period	Account	Debit	Credit
1/1/XX	Accounts Receivable	300	
1/1/XX	Unearned Revenue		200
1/1/XX	Revenue		100
2/1/XX	Unearned Revenue	100	
2/1/XX	Revenue		100
3/1/XX	Unearned Revenue	100	
3/1/XX	Revenue		100

In the above example, the transaction date for this invoice is 1/1/XX, with a payment due date of 1/31/XX. If we had chosen an invoicing rule of 'Bill in Arrears', the transaction date in the above example would have been 3/1/XX with a payment due date of 3/31/XX.

For a description of how Receivables determines GL dates when importing invoices with rules, see *Determining Dates*, page 3-222.

## Validation for Lines With Rules

Besides validating dates, AutoInvoice also validates and rejects lines if:

- The accounting rule has overlapping periods
- All of the accounting periods do not exist for the duration of your accounting rule

## Related Topics

Invoices with Rules, page 3-236

Importing Credit Memos, page 3-210

## Importing Credit Memos

You can use AutoInvoice to import and validate transaction data from a legacy system to create credit memos in Receivables. Receivables lets you import:

- On-account credit memos (credit memos that are not linked to an invoice)
- Credit memos against invoices with rules
- Credit memos against invoices without rules

**Note:** You cannot apply a credit memo to a chargeback using AutoInvoice.

You can import credit memos against invoices that were already paid. When importing credit memos against paid transactions, AutoInvoice can evaluate these credits for automatic receipt handling. See: Automated Receipt Handling for Credits, page 6-161.

However, if an invoice's transaction type does not allow overapplication and the Receipt Handling for Credits feature is not enabled, then AutoInvoice will leave the related credit memo in the interface tables until you unapply the invoice from the receipt. See: Transaction Types, page 2-171 and AutoInvoice Validation, page 3-199.

Use the AutoInvoice table and column descriptions to determine the fields that are mandatory or optional when importing transaction data into Receivables. Pay particular attention to those columns in the interface tables that require values. See: AutoInvoice Table and Column Descriptions, page F-39.

For more information, see: Transaction Flexfields, page 3-214.

### On-Account Credit Memos

To create an on-account credit memo (i.e. not linked to an invoice), do *not* populate the REFERENCE\_LINE\_ATTRIBUTE1-15, REFERENCE\_LINE\_CONTEXT, or REFERENCE\_LINE\_ID columns on the RA\_INTERFACE\_LINES\_ALL table.

### Credit Memos against Transactions

You can link a credit memo to an invoice in one of two ways:

1. Populate the REFERENCE\_LINE\_ID column on the RA\_INTERFACE\_LINES\_ALL table with the CUSTOMER\_TRX\_LINE\_ID of the invoice, or
2. On the RA\_INTERFACE\_LINES\_ALL table, populate the REFERENCE\_LINE\_ATTRIBUTE1-15 columns with the INTERFACE\_LINE\_ATTRIBUTE1-15 columns of the invoice. The INTERFACE\_LINE\_ATTRIBUTE1-15 columns are stored on the RA\_CUSTOMER\_TRX\_LINES\_ALL table.

In addition, you must populate the REFERENCE\_LINE\_CONTEXT column with the INTERFACE\_LINE\_CONTEXT column of the invoice. The INTERFACE\_LINE\_CONTEXT column is stored on the RA\_CUSTOMER\_TRX\_LINES\_ALL table.

When you import credit memos against transactions, AutoInvoice ensures that the Open Receivables flag of the credit memo being imported matches the Open Receivables flag of the transaction it is crediting.

### Credit Memos Against Invoices With Rules

When you import credit memos against invoices with rules, AutoInvoice uses the method you entered in RA\_INTERFACE\_LINES\_ALL.CREDIT\_METHOD\_FOR\_ACCT\_RULE to determine how to reverse the accounting entries created for the original invoice. You can either enter 'LIFO', 'PRORATE', or 'UNIT'. If you choose 'LIFO', AutoInvoice reverses the accounting entries beginning with the last period. If you choose 'PRORATE', AutoInvoice prorates the credit amount across all accounting periods. If you choose 'UNIT', AutoInvoice lets you credit specific quantities, starting with the period specified in the column RA\_INTERFACE\_LINES\_ALL.LAST\_PERIOD\_TO\_CREDIT and working backwards.

### **Credit Memos Against Invoices Without Rules**

When you import credit memos against invoices without rules, AutoInvoice first uses the general ledger date in the interface table as the general ledger date of the credit memo. If you do not pass a general ledger date, AutoInvoice uses the default date you specified in the Run AutoInvoice window. The credit memo lines must always have the same general ledger date as the credit memo.

The credit memo general ledger date must be equal to or greater than the general ledger date of the invoice you are crediting. Also, the credit memo general ledger date must be in an 'Open' or 'Future' period.

Credit memos against invoices without rules that are imported through AutoInvoice behave the same as those entered manually through the Credit Memos window. For example, you pass the amount you want to credit and Receivables automatically creates all the accounting reversal entries. Receivables also automatically reverses the sales and non-revenue credit assigned to your salespeople.

### **Credit Memos Against Tax and Freight Lines**

When you import credit memos, AutoInvoice ensures that you do not overapply your tax and freight lines.

### **Calculating Tax on Credit Memos**

The Calculate Tax on Credit Memo during AutoInvoice system option check box controls how Receivables calculates tax on credit memos that you import using AutoInvoice.

By default, this check box is selected. If this system option is selected, then the tax engine calculates tax for each credit memo without considering the outstanding balances.

If you deselect the check box, then Receivables uses prior credit memo and adjustment applications to determine the remaining amounts for lines, tax, and freight to calculate tax.

For more information, see: Tax System Options, page 2-132.

### **Related Topics**

Invoices with Rules, page 3-236

Finance Charges, page 3-212

Determining Dates, page 3-222

### **Finance Charges**

AutoInvoice processes debit memos with finance charge lines and credit memos that are against debit memos with finance charge lines.

If `LINE_TYPE = 'CHARGES'`, AutoInvoice does not calculate tax, freight, or sales credits on this line. Also, if you are passing your finance charges distribution in `RA_INTERFACE_DISTRIBUTIONS_ALL`, `ACCOUNT_CLASS` must be 'CHARGES.'

In order for AutoInvoice to pass a finance charge line, do not enter a value for the following columns in `RA_INTERFACE_LINES_ALL`:

- `INVOICING_RULE_ID`
- `INVOICING_RULE_NAME`
- `ACCOUNTING_RULE_ID`



- ACCOUNTING\_RULE\_NAME
- ACCOUNTING\_RULE\_DURATION
- RULE\_START\_DATE
- UOM\_CODE
- UOM\_NAME
- AMOUNT

If you are passing a debit memo finance charges line RA\_INTERFACE\_LINES.QUANTITY must = 1. If you are passing a credit memo against a debit memo with a finance charges line RA\_INTERFACE\_LINES.QUANTITY must = -1 or 1.

## Related Topics

Account Assignments, page 3-213

Calculating Finance Charges, page 8-37

## Account Assignments

AutoInvoice lets you determine how to assign general ledger accounts to transactions you import through AutoInvoice. You can either pass your accounts through the AutoInvoice Interface tables or have AutoAccounting determine them. You can even pass some of your accounts and have AutoAccounting determine the rest.

## Passing Account Information

If you choose to pass your accounts, AutoInvoice looks at the batch source to determine whether to expect Accounting Flexfield segment values or IDs. (You specify this information in the Transaction Sources window, Accounting Information tabbed region.)

If you pass segment values, you must assign values to RA\_INTERFACE\_DISTRIBUTIONS.SEGMENT1-30. Only assign values to enabled segments. For example, if you enable six Accounting Flexfield segments, you must assign values in SEGMENT1-6.

If you pass IDs, you must enter the code combination ID of the Accounting Flexfield in RA\_INTERFACE\_DISTRIBUTIONS\_ALL.CODE\_COMBINATION\_ID.

**Important:** If you want the option of AutoInvoice dynamically inserting code combinations, you must pass *segments*.

If using Event-Based Revenue Management to automatically defer or recognize revenue for imported transactions, and you want to pass IDs to Receivables for those transaction lines, then ensure the RA\_INTERFACE\_LINES\_ALL.OVERRIDE\_AUTO\_ACCOUNTING\_FLAG is Y.

## Using AutoAccounting

If you want AutoAccounting to determine your general ledger accounts you must not enter values in RA\_INTERFACE\_DISTRIBUTIONS\_ALL. AutoInvoice will determine all of your accounts using information you pass for each line. Use the Automatic Accounting window to define your revenue, receivables, tax, freight, clearing, unbilled receivable, and unearned revenue accounts.

**Note:** If AutoAccounting for Freight is based on Standard Lines, you will not be able to import invoices with header level freight. If the transaction has a line type of "LINE" with an inventory item of freight "FRT," AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

**Note:** If AutoAccounting is set up to derive its segments from Salesreps, then you must pass rows in RA\_INTERFACE\_SALESCREDITS\_ALL for each invoice line in RA\_INTERFACE\_LINES\_ALL. This is true even if your system option Require Salesreps is set to No.

## Related Topics

AutoAccounting, page 2-38

Using AutoAccounting, page 3-243

## Transaction Flexfields

Transaction flexfields are descriptive flexfields that AutoInvoice uses to identify transactions and transaction lines. Receivables lets you determine how you want to build your transaction flexfield structure and what information you want to capture.

There are four types of transaction flexfields:

- Line Transaction Flexfield
- Reference Transaction Flexfield
- Link-To Transaction Flexfield
- Invoice Transaction Flexfield

You must define the Line Transaction Flexfield if you use AutoInvoice. You can use the Line Transaction Flexfield to reference and link to other lines because the Line Transaction Flexfield is unique for each transaction line. AutoInvoice always uses the Line Transaction Flexfield structure for both the Link-to and Reference information when importing invoices. You must explicitly define the Link-to, Reference, and Invoice Transaction Flexfield structures only if this information is to be displayed on a custom window.

Receivables gives you the option of displaying Invoice Transaction Flexfield information in the Reference column of invoice lists of values. Use the Reference Field Default Value field in the Transaction Sources window to select the Invoice Transaction Flexfield segment that you want to display. For example, if you want to be able to reference the order number for imported invoices when using an invoice list of values, you must assign the transaction flexfield segment that holds the order number in the Reference Field Default Value field in the Transaction Sources window. The order number will now display in the Reference column of invoice lists of values.

## Line Transaction Flexfield

Use columns INTERFACE\_LINE\_ATTRIBUTE1-15 and INTERFACE\_LINE\_CONTEXT to define the Line Transaction Flexfield. Line Transaction Flexfields are unique for each record in the interface table and therefore can be used as record identifiers.

The context that you specify in the INTERFACE\_LINE\_CONTEXT column of the RA\_INTERFACE\_LINES\_ALL table determines what information AutoInvoice places

in the INTERFACE\_LINE\_ATTRIBUTE1-15 columns. Oracle Receivables provides contexts for other Oracle applications that you use with AutoInvoice, for example Order Management. If you import transactions with AutoInvoice from a legacy system, you can define a new context for the Line Transaction Flexfield to distinguish these transactions from transactions that originated in Oracle applications.

### **Reference Transaction Flexfield**

Reference Transaction Flexfields have the same structure as the Line Transaction Flexfields.

Reference Transaction Flexfields are used to apply a credit memo to an invoice or associate an invoice to a specific commitment. For example, to refer a credit memo to a specific invoice, use the REFERENCE\_LINE\_ATTRIBUTE1-15 and REFERENCE\_LINE\_CONTEXT columns of the credit memo to enter the Line Transaction Flexfield of the invoice. To refer an invoice to a specific commitment, use the REFERENCE\_LINE\_ATTRIBUTE1-15 and REFERENCE\_LINE\_CONTEXT columns of the invoice to enter the Line Transaction Flexfield of the commitment.

### **Link-To Transaction Flexfield**

Link-To Transaction Flexfields also have the same structure as the Line Transaction Flexfield.

Use Link-To Transaction Flexfields to link transaction lines together in the interface table. For example, you might want to import tax and freight charges that are associated with specific transaction lines. If you want to associate a specific tax line with a specific transaction line, use the LINK\_TO\_LINE\_ATTRIBUTE1-15 and LINK\_TO\_LINE\_CONTEXT columns of the tax line to enter the Line Transaction Flexfield of the invoice.

### **Invoice Transaction Flexfields**

Create a new flexfield with a similar structure as the Line Transaction Flexfield, but only include header level segments. For example, if the Line Transaction Flexfield structure has four segments and the last two segments contain line level information, define your Invoice Transaction Flexfield using the first two segments only. Segments included in the Invoice Transaction Flexfield should be included in the AutoInvoice grouping rules.

### **Transaction Flexfields: An example**

This example illustrates how records described in the Line Transaction Flexfield are linked in the interface table using the Link-To or the Reference Transaction Flexfield columns.

Consider an invoice against a commitment with four records: two Line records, one header Freight record, and one Tax record. The transaction type for records of an invoice is INV.

The table below shows how the four invoice records are represented in the interface table. There are two segments enabled for the Line Transaction Flexfield OM (Order Management) context. The combination of context plus the two segments is unique for each record. Because the invoice is against an existing commitment, the Reference\_line\_id (Reference ID) column of the two Line records is populated with the unique identifier (customer\_trx\_line\_id) of the commitment:

In this table, Line TF means Line Transaction Flexfield, Link-To TF means Link-To Transaction Flexfield, and Ref TF means Reference Transaction Flexfield. Also, Cont. means Context, Seg. means Segment, and Ref means Reference.

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Line	OM	A	1							C1
Line	OM	A	2							C1
Freight	OM	A	T1							
Tax	OM	A	3	OM	A	1				

**Note:** You can also link the invoice to the commitment using the Reference Transaction Flexfield.

**Note:** Records with different contexts can be grouped together into one invoice. See Using Grouping Rules to Create Transactions, page 3-219.

The Tax record is linked to the first line record by the Link-To Transaction Flexfield. Since the Freight record is at the header level, it is not linked to any line record.

Now consider a credit memo that credits the Freight and the first Line of the previous invoice. The transaction type for credit memos is CM. The table below shows how the Reference Transaction Flexfield is used to link the credit memo to the invoice.

In this table, Line TF means Line Transaction Flexfield, Link-To TF means Link-To Transaction Flexfield, and Ref TF means Reference Transaction Flexfield. Also, Cont. means Context, Seg. means Segment, and Ref means Reference.

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Freight	OM	A	T2				OM	A	T1	
Line	OM	A	T3				OM	A	1	

**Note:** You can also link the credit memo to the invoice using the reference\_line\_id (Reference ID column).

AutoInvoice assumes that all records with the transaction type CM are on-account credits, as long as there are no values in the Reference Transaction Flexfield or the reference\_line\_id (Reference ID column). The table below shows how an on-account credit is represented in the Line Transaction Flexfield:

In this table, Line TF means Line Transaction Flexfield, Link-To TF means Link-To Transaction Flexfield, and Ref TF means Reference Transaction Flexfield. Also, Cont. means Context, Seg. means Segment, and Ref means Reference.

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Line	OM	B	1							

## Indexing Transaction Flexfields

We suggest that you create indexes on your Transaction Flexfield columns if you want to query transaction flexfield information in your invoice headers and lines. Additionally, without the indexes the validation portions of the AutoInvoice program could be slow. You should define non-unique, concatenated indexes on the tables and columns that you use for your Transaction Flexfield header and line information. The tables and columns are described in this table:

Table	Columns
RA_CUSTOMER_TRX_LINES_ALL	interface_line_attribute1-15
RA_CUSTOMER_TRX_ALL	interface_header_attribute1-15
RA_INTERFACE_LINES_ALL	interface_line_attribute1-15
RA_INTERFACE_DISTRIBUTIONS_ALL	interface_line_attribute1-15
RA_INTERFACE_SALESCREDITS_ALL	interface_line_attribute1-15

To determine which indexes you might need to create, navigate to the Descriptive Flexfield Segments window, then query your Line Transaction Flexfield. Note each context of this Flexfield and, for each context, note which segments are enabled using interface line attribute columns from the RA\_INTERFACE\_LINES\_ALL table.

You should then create non-unique, concatenated indexes for the same interface line attribute columns in the RA\_CUSTOMER\_TRX\_LINES\_ALL and RA\_INTERFACE\_LINES\_ALL tables and for the same interface header attribute columns in the RA\_CUSTOMER\_TRX\_ALL table.

Next, if you are importing sales credit and accounting information, then create indexes for the same interface line attribute columns in the the RA\_INTERFACE\_SALESCREDITS\_ALL and RA\_INTERFACE\_DISTRIBUTIONS\_ALL tables. Create these indexes only if you are using these tables to import sales credit and accounting information.

### Indexing Transaction Flexfields: An example

For example, you have set up a Transaction Flexfield context that uses INTERFACE\_LINE\_ATTRIBUTE1-3. In addition, you are populating sales credits in the RA\_INTERFACE\_SALESCREDITS\_ALL table.

For best performance, you should create indexes for these tables:

- RA\_CUSTOMER\_TRX\_ALL
- RA\_CUSTOMER\_TRX\_LINES\_ALL
- RA\_INTERFACE\_LINES\_ALL
- RA\_INTERFACE\_SALESCREDITS\_ALL

The indexes that you create should reference the three enabled segments. For example, an index that you create for the RA\_CUSTOMER\_TRX\_LINES\_ALL table might look like this:

```
CREATE UNIQUE INDEX index_name ON RA_CUSTOMER_TRX_LINES_ALL
 (INTERFACE_LINE_CONTEXT, INTERFACE_LINE_ATTRIBUTE1,
 INTERFACE_LINE_ATTRIBUTE2,
 INTERFACE_LINE_ATTRIBUTE3);
```

**Tip:** Including the context column in your indexes is optional. However, if you use multiple active contexts (three or more), then you *should* include the context column as the first column in your indexes to improve performance.

**Sharing Indexes**

If you just have one context defined, then you only need to create one index for each table mentioned above. However, if you have multiple contexts defined, you may want to create multiple indexes per table. Use the example below to help you decide how to set up your indexes.

The table below shows a Line Transaction Flexfield with three contexts. Context1 has two attribute columns, Context2 has three attribute columns, and Context3 has two attribute columns. Context1 and Context2 share two attribute columns:

Flexfield Context	Attribute Columns assigned to Enabled Segments
Context1	Interface_line_attribute1
Context1	Interface_line_attribute2
Context2	Interface_line_attribute1
Context2	Interface_line_attribute2
Context2	Interface_line_attribute3
Context3	Interface_line_attribute3
Context3	Interface_line_attribute9

Define the combination of indexes that best meets your needs. In the example above, you can create three indexes per table, one for each context, or create just two indexes: one for Context3 and another for Context1. In the latter case, Context2 would use the same index as Context1, because Context1 and Context2 have the same first two attribute columns.

In other words, if you are using the same, or similar, attribute columns for two or more contexts, then you can optionally create a single index instead of creating an index for each context.

Use the following syntax for your Create Index Statement:

```

$ sqlplus <AR username>/<AR password>
SQL> CREATE [UNIQUE] INDEX index ON
      {Table (column1, column2, ...)}
      |CLUSTER cluster}
      |INITRANS n] [MAXTRANS n]
      [TABLESPACE tablespace]
      [STORAGE storage]
      [PCTFREE n]
      [NOSORT];

```

## Related Topics

Using AutoAccounting, page 3-243

Using Grouping Rules to Create Transactions, page 3-219

## Using Grouping Rules to Create Transactions

AutoInvoice uses grouping rules to determine what items to include on invoices, debit memos and credit memos. Grouping rules contain transaction attributes that must be identical for all items on the same transaction. For example, transaction number (TRX\_NUMBER) is a mandatory attribute of all grouping rules. If you have two records in the interface tables with different transaction numbers, AutoInvoice will create separate transactions for each record.

Receivables provides two different types of transaction attributes: mandatory and optional. You cannot delete a mandatory attribute from any grouping rule, but you can add optional attributes to the mandatory attributes to create a new grouping rule.

Following is a list of mandatory and optional attributes from the table RA\_INTERFACE\_LINES\_ALL.

### Mandatory Attributes

AGREEMENT\_ID  
 COMMENTS  
 CONS\_BILLING\_NUMBER  
 CONVERSION\_DATE  
 CONVERSION\_RATE  
 CONVERSION\_TYPE  
 CREDIT\_METHOD\_FOR\_ACCT\_RULE  
 CREDIT\_METHOD\_FOR\_INSTALLMENTS  
 CURRENCY\_CODE  
 CUSTOMER\_BANK\_ACCOUNT\_ID  
 CUST\_TRX\_TYPE\_ID  
 DOCUMENT\_NUMBER  
 DOCUMENT\_NUMBER\_SEQUENCE\_ID  
 GL\_DATE  
 HEADER\_ATTRIBUTE1-15

HEADER\_ATTRIBUTE\_CATEGORY  
 HEADER\_GDF\_ATTRIBUTE1-15  
 INITIAL\_CUSTOMER\_TRX\_ID  
 INTERNAL\_NOTES  
 INVOICING\_RULE\_ID  
 ORIG\_SYSTEM\_BILL\_ADDRESS\_ID  
 ORIG\_SYSTEM\_BILL\_CONTACT\_ID  
 ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID  
 ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID  
 ORIG\_SYSTEM\_SHIP\_CONTACT\_ID  
 ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID  
 ORIG\_SYSTEM\_SOLD\_CUSTOMER\_ID  
 ORIG\_SYSTEM\_BATCH\_NAME  
 PAYMENT\_SERVER\_ORDER\_ID  
 PAYMENT\_SET\_ID  
 PREVIOUS\_CUSTOMER\_TRX\_ID  
 PRIMARY\_SALESREP\_ID  
 PRINTING\_OPTION  
 PURCHASE\_ORDER  
 PURCHASE\_ORDER\_DATE  
 PURCHASE\_ORDER\_REVISION  
 REASON\_CODE  
 RECEIPT\_METHOD\_ID  
 RELATED\_CUSTOMER\_TRX\_ID  
 SET\_OF\_BOOKS\_ID  
 TERM\_ID  
 TERRITORY\_ID  
 TRX\_DATE  
 TRX\_NUMBER  
**Optional Attributes**  
 ACCOUNTING\_RULE\_DURATION  
 ACCOUNTING\_RULE\_ID  
 ATTRIBUTE1-15  
 ATTRIBUTE\_CATEGORY  
 INTERFACE\_LINE\_ATTRIBUTE1-15



INTERFACE\_LINE\_CONTEXT  
INVENTORY\_ITEM\_ID  
REFERENCE\_LINE\_ID  
RULE\_START\_DATE  
SALES\_ORDER  
SALES\_ORDER\_DATE  
SALES\_ORDER\_LINE  
SALES\_ORDER\_REVISION  
SALES\_ORDER\_SOURCE  
TAX\_CODE  
TAX\_RATE

If you have transactions that fail validation, Receivables looks at the value you entered in the Invalid Line field for your transaction batch source to determine the grouping of your transactions. (This field is located in the Transaction Sources window, AutoInvoice Processing Options tabbed region.) If you entered 'Reject Invoice', AutoInvoice rejects all of the transactions that make up one invoice if any of the transactions are invalid. For example, if your grouping rule specifies that three transactions should be created as one invoice and one of the transactions has an error, AutoInvoice rejects all three transactions and does not create an invoice.

However, if you entered 'Create Invoice', AutoInvoice rejects the one invalid transaction and creates an invoice from the two remaining valid transactions.

### **Transaction Number Validation**

Receivables validates that transaction and document numbers are unique within a batch after grouping has completed. In certain cases, AutoInvoice will create multiple invoices in the same group with the same transaction or document number. Once grouping is completed, AutoInvoice checks for duplicate transaction and document numbers and reports any lines that fail validation.

For example, two lines are imported with the same transaction number, but they have different currency codes. These lines will be split into two separate invoices during grouping due to the different currency codes. Once grouping has completed, both of the invoices will fail validation due to identical transaction numbers.

### **Related Topics**

Grouping Rules, page 2-80

Using Line Ordering Rules, page 3-221

### **Using Line Ordering Rules**

AutoInvoice uses line ordering rules to determine how to order and number each line after your transactions have been grouped into invoices, debit memos and credit memos. You can specify a line ordering rule for each grouping rule. You might want to use line ordering rules to ensure that the highest invoice line amounts are listed first. In this case, define a line ordering rule where amount is your transaction attribute and descending is your order by type.

Receivables provides the following transaction attributes that you can use in your line ordering rules (from the table RA\_INTERFACE\_LINES\_ALL):

ACCOUNTING\_RULE\_DURATION  
ACCOUNTING\_RULE\_ID  
ACCOUNTING\_RULE\_NAME  
AMOUNT  
ATTRIBUTE\_CATEGORY  
ATTRIBUTE1-15  
FOB\_POINT  
INTERFACE\_LINE\_ATTRIBUTE1-15  
INTERFACE\_LINE\_CONTEXT  
QUANTITY  
QUANTITY\_ORDERED  
REASON\_CODE  
REASON\_CODE\_MEANING  
REFERENCE\_LINE\_ATTRIBUTE1-15  
REFERENCE\_LINE\_CONTEXT  
REFERENCE\_LINE\_ID  
SALES\_ORDER  
SALES\_ORDER\_DATE  
SALES\_ORDER\_LINE  
SALES\_ORDER\_SOURCE  
SHIP\_DATE\_ACTUAL  
SHIP\_VIA  
TAX\_CODE  
UNIT\_SELLING\_PRICE  
UNIT\_STANDARD\_PRICE  
UOM\_CODE  
UOM\_NAME  
WAYBILL\_NUMBER

### **Related Topics**

AutoInvoice Line Ordering Rules, page 2-44

Using Grouping Rules to Create Transactions, page 3-219

### **Determining Dates**

AutoInvoice determines the General Ledger date for invoices using the following criteria:

- Does a GL date exist for this invoice in the interface table?
- Does the invoice use rules?
- What is the setting of the Derive Date option for this Transaction Batch Source (Yes or No)?
- What is the setting of the GL Date in a Closed Period option for this Transaction Batch Source (Adjust or Reject)? See: Adjusting General Ledger Dates, page 3-227.

### **Determining General Ledger Dates for Invoices Without Rules**

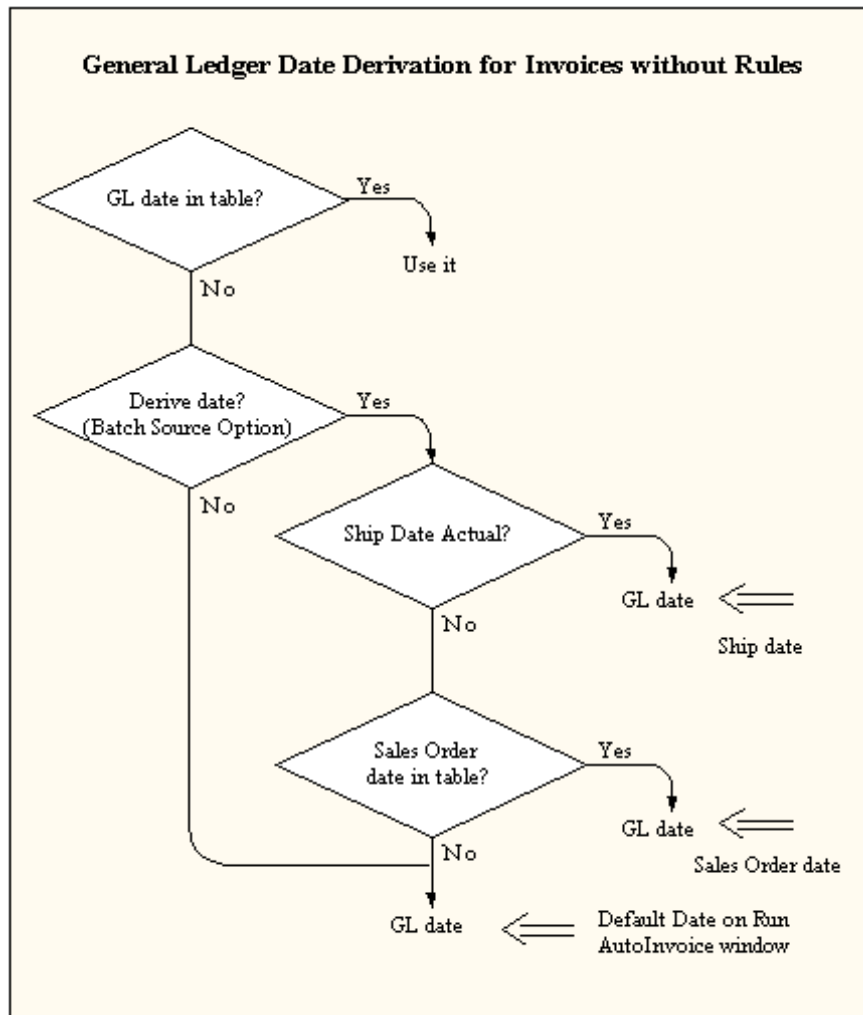
If your invoice does not use rules, AutoInvoice uses the following process to determine the general ledger date:

1. AutoInvoice uses the general ledger date in the interface table, if one exists and it is in an open or future enterable period.
2. If you did not pass a general ledger date and Derive Date is set to No, AutoInvoice uses the value of the Default Date parameter for this AutoInvoice submission.

If you did not pass a general ledger date and Derive Date is set to Yes, then AutoInvoice uses the ship date in the interface table. If the ship date does not exist, then AutoInvoice uses the sales order date. If the sales order date does not exist, then AutoInvoice uses the value of the Default Date parameter for this AutoInvoice submission.

The following diagram illustrates this process.

### General Ledger Date Derivation for Invoices without Rules



### Determining General Ledger Dates for Invoices With Rules

If your invoice uses Bill in Advance as the invoicing rule, then AutoInvoice uses the GL date provided in the interface table as the invoice GL date. If no GL date is provided in the interface table, then AutoInvoice uses the earliest accounting rule start date as the invoice GL date.

If your invoice uses Bill in Arrears as the invoicing rule, the invoice line has an accounting rule of type 'Accounting, Fixed Duration,' and a period of 'Specific Date,' AutoInvoice computes an ending date using the latest accounting rule date.

For all other accounting rules, AutoInvoice computes an ending date for each invoice line based on the accounting rule, accounting rule start date, and duration. Once AutoInvoice computes the ending date for each line of your transaction, it takes the latest date and uses it as the invoice GL date.

## Rule Start Date

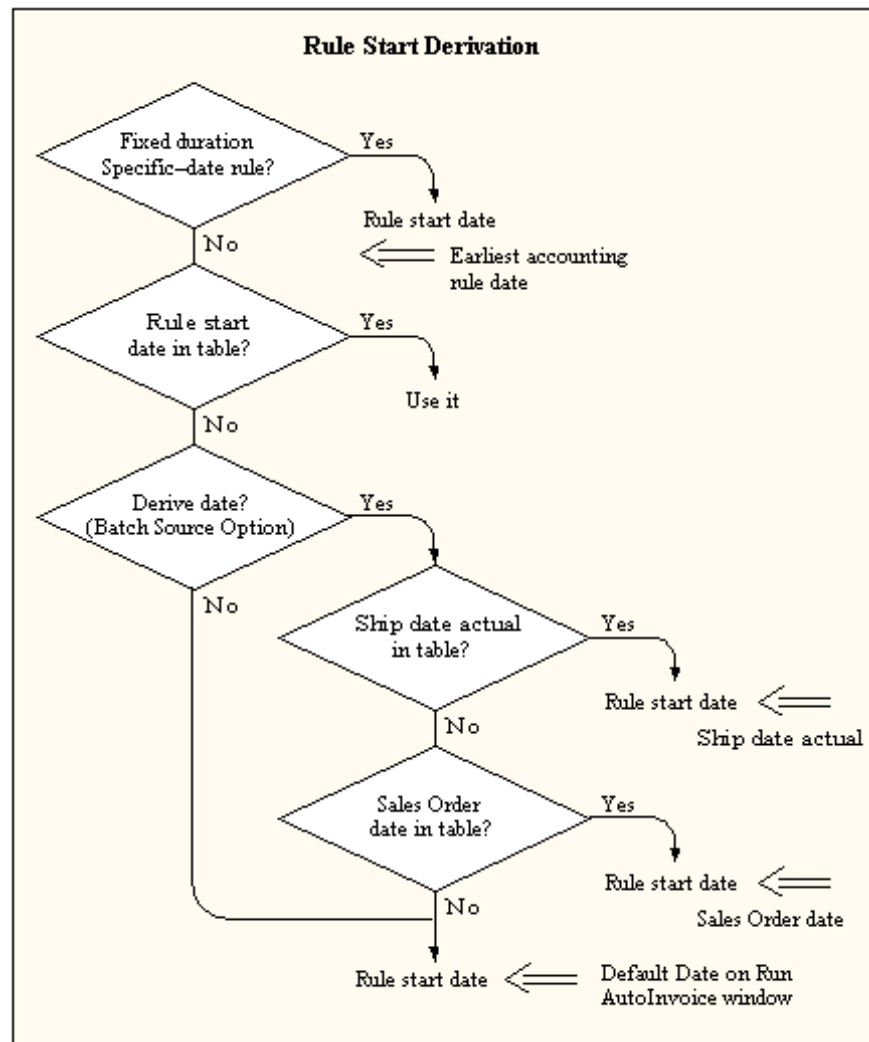
If your invoice does not use an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' or if you have not elected to derive the rule start date, Receivables uses the date specified in the Run AutoInvoice window.

If your invoice has an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice uses the earliest accounting rule date as your rule start date. For example, if your accounting rule dates are 10-JUN-93, 10-JUL-93 and 10-AUG-93, AutoInvoice uses 10-JUN-93 as your rule start date.

If you elected to derive the rule start date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Run AutoInvoice window.

The following diagram illustrates this process.

### Rule Start Derivation



## Determining Credit Memo Dates

If a transaction date is passed for your credit memo, AutoInvoice uses the following hierarchy to determine the credit memo date:

1. The credit memo general ledger date.
2. The general ledger date for the invoice's receivable distribution, or the Default Date in the Run AutoInvoice window, whichever is later.

If a general ledger date is *not* passed, AutoInvoice uses the general ledger date for the invoice's receivable distribution or the Default Date in the Run AutoInvoice window, whichever is later.

## Determining the Transaction Dates

If a transaction date is not passed for your invoice or debit memo, AutoInvoice uses the general ledger date.

**Tip:** If you use Oracle Inventory and Oracle Order Management for sales order shipments, you should elect to derive your dates and use the shipment date for your invoice general ledger date. In this way you can ensure that you have booked your revenue and cost to the same accounting period.

If you do not match revenue and cost in the same period, you violate basic GAAP principles, and may distort your profit. In addition, you cannot run a meaningful Margin Analysis report. This report summarizes your revenue and cost of goods sold transactions by item and customer order, and specifies a transaction date range. If your transactions are booked in the wrong period, the Margin Analysis report reflects those incorrect transactions.

## Related Topics

Validating Dates, page 3-226

Adjusting General Ledger Dates, page 3-227

Determining Exchange Rates, page 3-228

## Validating Dates

AutoInvoice uses the following logic when validating general ledger and rule start dates that you either pass or are determined by AutoInvoice. If you use time stamps when you enter dates (e.g. 31-Jul-92 23:59:00), AutoInvoice will remove the time stamp prior to validation.

## General Ledger Dates

AutoInvoice rejects lines if:

- The accounting period for the general ledger date is not defined.
- The general ledger date is in a 'Closed,' 'Closed Pending,' or 'Not Opened' period and the GL Date in a Closed Period field for your batch source is set to 'Reject.' (For invoices that use Bill in Arrears rules, AutoInvoice only rejects lines that have a general ledger date in a Closed period.)

- The general ledger date of the credit memo is before the invoice general ledger date and/or the credit memo date is before the invoice date.

## Rule Start Dates

AutoInvoice rejects lines if:

- The rule start date for lines that used Bill in Advance rules are in 'Closed' or 'Not Opened' periods and the GL Date in a Closed Period field for your batch source is set to Reject, or if the accounting period for the rule start date is not defined.
- The rule start date for lines that used Bill in Arrears rules results in a general ledger date in a Closed period and the GL Date in a Closed Period field for your batch source is set to Reject, or if the accounting period for the general ledger date is not defined.
- The rule start date is not the earliest date specified for your accounting rule and you are passing an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date.'

## Related Topics

Adjusting General Ledger Dates, page 3-227

AutoInvoice Validation, page 3-199

Determining Dates, page 3-222

Determining Exchange Rates, page 3-228

## Adjusting General Ledger Dates

If the GL Date in a Closed Period field for your batch source is set to 'Reject' and you pass a general ledger date that is in a Closed or Not Opened period, AutoInvoice will reject the line.

If the GL Date in a Closed Period field for your batch source is set to 'Adjust' and you pass a general ledger date that is in a Closed or Not Opened period, AutoInvoice will change the date to an open or future enterable period. If the invoice does not use rules, AutoInvoice enters a GL date using the logic described in Determining Dates, page 3-222.

If the invoice uses either the Bill in Advance or Bill in Arrears rule, AutoInvoice adjusts the GL date using the following rules in the order listed:

1. AutoInvoice uses the last day of the prior period, if this period has a status of Open.
2. If a prior period with a status of Open does not exist, AutoInvoice uses the first day of the subsequent period that has a status of Open. However, if there is more than one subsequent period with a status of Open, AutoInvoice cannot adjust the general ledger date, and the line is rejected.
3. If an Open period does not exist, AutoInvoice uses the first day of the first subsequent period that has a status of Future. If there is more than one subsequent period with a status of Future, or if it cannot find a future period, AutoInvoice cannot adjust the general ledger date, and the line is rejected.

## Related Topics

Determining Dates, page 3-222

Validating Dates, page 3-226

Determining Exchange Rates, page 3-228

## Determining Exchange Rates

### Exchange Rates

If your transaction uses exchange rates, AutoInvoice uses the exchange rate on the conversion date, if one is provided. Otherwise, AutoInvoice determines the exchange rate using the transaction date. If the conversion type is 'User,' AutoInvoice will use the rate that you specified (you must provide a rate in this case).

### Receivables Tables

AutoInvoice transfers transaction data from the interface tables AR\_INTERFACE\_CONTS\_ALL, RA\_INTERFACE\_DISTRIBUTIONS\_ALL, RA\_INTERFACE\_LINES\_ALL, and RA\_INTERFACE\_SALESCREDITS\_ALL into the following Receivables tables:

- RA\_BATCHES\_ALL
- RA\_CUSTOMER\_TRX\_ALL
- RA\_CUSTOMER\_TRX\_LINES\_ALL
- RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL
- RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL
- AR\_PAYMENT\_SCHEDULES\_ALL
- AR\_RECEIVABLE\_APPLICATIONS\_ALL
- AR\_ADJUSTMENTS\_ALL

### Related Topics

AutoInvoice Table and Column Descriptions, page F-39

## Oracle Exchange Invoice Import Request Set

Use the Oracle Exchange Invoice Import request set to import Exchange fee data from Oracle Exchange into Receivables as new invoices and credit memos.

The Oracle Exchange Invoice Import request set populates the Receivables interface tables with information about the fees that the Exchange operator charged to the registered parties. Once the import data is loaded into the interface tables, the request set automatically submits AutoInvoice to create invoices and credit memos in Receivables.

The Oracle Exchange Invoice Import request set includes these programs:

1. Oracle Exchange Invoice Data Feeder program (AREXINVP) - The feeder program that extracts data from Oracle Exchange and stores it in the interface tables in Receivables
2. Oracle Receivables AutoInvoice program

### Prerequisites



Prior to running this request set, submit the Oracle Exchange Customer Import request set to ensure that all customers in Exchange have been imported into Receivables. See: Oracle Exchange Customer Import Request Set, page 7-85.

Please refer to the *Oracle Exchange and Oracle Sourcing System Operator Implementation Guide*, Release 6.2.2 and above, for complete information on the Oracle Exchange Billing integration with Receivables.

## About Adjustments

Receivables lets you make either positive or negative adjustments to your invoices, debit memos, chargebacks, on-account credits, deposits, and guarantees. You can approve adjustments that are within your approval limits and give pending statuses to adjustments that are outside your approval limits. You can automatically write off debit items that meet your selection criteria.

## Adjustment Status

An adjustment has a status that indicates whether it is complete. Receivables provides the following adjustment statuses:

**Approved:** This adjustment has been approved. Receivables updates the debit or credit item amount and status to reflect the adjustment.

**Research Required:** This adjustment is on hold because you are either researching the debit or credit item, or are requesting additional information about the adjustment.

**Rejected:** You have rejected this adjustment. Adjustments with this status do not update the balance of the credit or debit item.

**Pending Approval:** The adjustment amount is outside the approval limits of the user who entered the adjustment. Adjustments with this status can only be approved by a user with the appropriate user approval limits.

You can define other adjustment statuses by updating the Receivables lookup 'Approval Type'. See: Reviewing and Updating Receivables Lookups, page 2-87.

## Adjustment Activities

You use receivables activities to default accounting information for your miscellaneous receipt, finance charge, and adjustment transactions. You can define as many receivables activities as you need. Define adjustment activities in the Receivables Activities window. See: Receivables Activity, page 2-116.

## Adjustment Types

You can create an adjustment at the invoice header level, but cannot adjust specific elements of an invoice, debit memo, credit memo, or chargeback. See: Creating an Adjustment, page 6-42.

## Validation

When you create an adjustment, Receivables verifies that it is within your adjustment approval limits before approving the adjustment. If you enter an adjustment that is within your assigned approval limit for the currency of that item, Receivables updates your customer's balance to reflect the adjustment. If you enter an adjustment that is

outside your approval limits, Receivables creates a pending adjustment with a status of Pending Approval. See: Approval Limits, page 2-29.

If the transaction type does not allow over-application, you cannot enter an amount that would reverse the sign of the balance of the debit item.

If you specify Invoice Adjustments as your type of adjustment, Receivables requires that your adjustment amount be the exact amount to close the item you are adjusting, and enters this amount in the Amount field.

## Approving Adjustments

A pending adjustment must be approved before it affects the remaining balance of a transaction. You control adjustment approvals by creating individual approval limits. You define adjustment approval limits in the Approval Limits window by specifying a minimum and maximum approval amount for each user and currency. See: Approval Limits, page 2-29.

You can overapply an adjustment if the transaction type of the item you are adjusting has Allow Overapplication set to Yes. See: Transaction Types, page 2-171.

Use the Adjustments or the Approve Adjustments window to review and approve your pending adjustments. To review your adjustments and their statuses, see: Adjustment Approval Report, page 11-17. To review only adjustments with a status of 'Approved,' see the: Adjustment Register, page 11-18.

## Adjustment Numbering

Receivables automatically generates and assigns a unique adjustment number when you create adjustments.

## Related Topics

Entering Manual Adjustments, page 3-230

Creating Automatic Adjustments, page 3-232

Entering Sales Credits, page 3-17

Printing Adjustments, page 3-54

Approving Adjustments, page 3-235

## Entering Manual Adjustments

Use the Adjustments window to create your adjustments. When you assign an activity to your adjustment, Receivables automatically uses the accounts assigned to that activity for the adjustment.

A transaction must have a status of Complete before you can adjust it.

### Prerequisites

- Define your user approval limits, page 2-29
- Enter transactions, page 3-2

### To create a manual adjustment:

1. Navigate to the Transactions Summary window.

2. Query the transaction to adjust.
3. Select the transaction, then choose Adjust.
4. If this transaction has multiple installments, select the installment to adjust, then choose Adjust.
5. Enter the adjustment.
6. Enter an Activity Name and choose the Type of adjustment you are creating. Valid adjustment types include Invoice, Charges, Freight, and Tax.
7. Enter the Amount of this adjustment. If you specify 'Invoice' as your adjustment type, Receivables requires that the amount of your adjustment be at least enough to close the item you are adjusting, and displays this value in the Amount field. If the amount of this adjustment is outside your approval limits, Receivables sets the status of the adjustment to Pending Approval when you save (unapproved adjustments do not update the balance due for an item).

**Important:** You can enter an amount greater than the balance due only if the transaction type's Allow Overapplication option is set to Yes. For more information, see: Transaction Types, page 2-171.

8. Enter the GL Date for this adjustment (optional). The default is the later of either the transaction GL date or the current date. However, if this date is not in an open period, the default GL Date is the last date of the most recent open period. The GL date must be later than or equal to the GL date of the debit item you are adjusting and must be in an open or future-enterable period.
9. Enter the Adjustment Date (optional). The default is the current date, but you can change it.
10. Open the Account IDs tabbed region, then enter the GL Account for this adjustment (optional). The activity name provides the default GL account, but you can change it.
11. If you are using manual document numbering, enter a unique Document Number for this adjustment. If you are using automatic document numbering, Receivables assigns a document number when you save. See: Implementing Document Sequences, page 2-64.
12. Open the Comments tabbed region, then enter a Reason for creating this adjustment. Receivables prints your reasons on the Adjustment Register.

**Note:** An adjustment reason is optional unless you set the AR: Require Adjustment Reason profile option to Yes. See: Overview of Receivables User Profile Options, page B-2.

13. Update the Status of this adjustment (optional). If this adjustment is within your user approval limits, you can choose any status. If you are reviewing a previously approved adjustment, Receivables skips this field.
14. Save your work. Receivables generates a unique number for this adjustment.

## Related Topics

Creating Automatic Adjustments, page 3-232

Printing Adjustments, page 3-54

Approving Adjustments, page 3-235  
About Adjustments, page 3-229  
Entering Sales Credits, page 3-17  
Adjustments Field Reference, page 3-232

## Adjustments Field Reference

This section provides a brief description of some of the fields in the Adjustments window.

**Adjustment Date:** The date to apply your adjustment to the item you have selected. The default value for this field is the later of either the GL date of the transaction or the current date. The application date for an adjustment must be later than or equal to the transaction date of the item you are adjusting.

**Balance:** The balance due of the installment for this invoice, debit memo, or chargeback in the entered currency. The balance due for the debit item is the original amount less any activity, such as payments, credit memos, or adjustments.

**Pending Adjustments:** The total amount of adjustments that are pending for this item. Pending adjustments are adjustments that you have neither approved nor rejected, and have a status of either Pending Approval or More Research.

**Status:** (Comments tabbed region) The status of this adjustment. Receivables assigns a status when you save this adjustment.

## Related Topics

Creating Automatic Adjustments, page 3-232  
Entering Manual Adjustments, page 3-230

## Creating Automatic Adjustments

Run AutoAdjustment to automatically adjust the remaining balances of all open invoices, debit memos, credit memos, and chargebacks. You can adjust specific transactions by entering selection criteria such as remaining amount, due date, transaction type, customer name, or customer number.

When you run AutoAdjustment, Receivables automatically creates your pending or approved adjustments based on your approval limits, and prints preview and audit reports for your AutoAdjustment processes.

If you enter a Remaining Amount range that exceeds your adjustment approval limits, Receivables displays a warning message and your approval limits when you submit. If you choose to continue, Receivables creates adjustments with a status of Pending Approval.

If the Remaining Amount range you specify is within your adjustment approval limits, Receivables automatically approves your adjustment.

### Prerequisites

- Enter transactions, page 3-2

## To automatically adjust the remaining balances of your open debit items:

1. Navigate to the Create Autoadjustments window.

2. Enter the Invoice Currency of transactions to adjust. The default is your functional currency, but you can change it.
3. Specify the transactions to adjust by entering selection criteria. Enter the Low and High range of Remaining Amounts or Percentages, Due Dates, Transaction Types, or Customer Names to adjust only transactions matching that criteria. Leave a field blank if you do not want to limit adjustments to transactions matching that criteria.
4. Enter an adjustment Activity, or select from the list of values. The adjustment activity determines which account your adjustment debits.
5. Enter the Type of adjustments to create. You can create adjustments of type Lines, Freight, Charges, Tax, or Invoice.
6. Enter the date to post your adjustments to your general ledger in the GL Date field. The default is the current date, but you can change it. If the current date is not in an open period, the default is the last date of the most recent open period. The GL date must be later than or equal to the GL date of the debit item you are adjusting and must be in an open or future-enterable period.
7. Enter a Reason for creating this adjustment, or select from the list of values.
8. Choose one of the following Autoadjustment Options:
  - Generate Report Only:** This option prints the AutoAdjustment Preview Report and lets you see the effects of your adjustments without actually updating your items. This option lets you analyze the adjustments that would be created and decide if you want to modify your selection criteria before actually performing the adjustment.
  - Create Adjustments:** This option creates the approved and pending adjustments, closes the appropriate items, and prints the AutoAdjustment Audit Report.
9. If you do not want to adjust the items of related customers, uncheck the Adjust Related Invoices check box.
10. Choose Submit. Receivables displays a Request ID number for your concurrent process and creates the AutoAdjustment Execution report. See: AutoAdjustment Reports, page 3-233. You can use the request ID number to check the status of your request in the Concurrent Requests Summary window.

## Related Topics

About Adjustments, page 3-229  
Entering Manual Adjustments, page 3-230  
Entering Sales Credits, page 3-17  
Approving Adjustments, page 3-235  
Monitoring Requests, *Oracle Applications User Guide*

## AutoAdjustment Reports

Use the AutoAdjustment Preview or AutoAdjustment Execution report to review the total value of automatic adjustments, the number of debit items adjusted, supporting detail on pending and approved adjustments, and final debit item balances.

You can run the AutoAdjustment Preview report prior to creating AutoAdjustments to preview the effect of your adjustments. Receivables generates this report when you choose the Generate Report Only option in the Create Autoadjustments window.

Receivables automatically generates the AutoAdjustment Execution report when you choose the Create Adjustments option in the Create Autoadjustments window.

## Report Headings

**Adjustment Type:** The adjustment type you specify.

**Approval Limits:** The adjustment approval limits for the person who submits your AutoAdjustment process.

**Create Adjustments/Generate Report Only:** The appropriate report subtitle based on the AutoAdjustment option you specify. This allows you to differentiate between a preview of possible adjustments and the actual results of an AutoAdjustment process.

**Currency:** The currency code for the debit items you select to adjust. You can run the AutoAdjustments Report for one currency at a time.

## Column Headings

**Adjust Amount in Foreign Currency:** The adjustment amount for each invoice, debit memo, and chargeback in the currency that the debit item was entered. The adjustment amount is determined by the remaining amount range or remaining percent range you specify.

**Adjust Amount in Functional Currency:** The adjustment amount for each invoice, debit memo, and chargeback in your functional currency. The adjustment amount is determined by the remaining amount range or remaining percent range you specify.

**Adjustment Status:** The adjustment status for each invoice, debit memo, and chargeback in your AutoAdjustment process. Valid adjustment statuses are: Approved and Pending Approval.

**Balance Due Amount in Foreign Currency:** The balance due for each invoice, debit memo, and chargeback in the currency that the debit item was entered.

**Balance Due Amount in Functional Currency:** The balance due for each invoice, debit memo, and chargeback in your functional currency.

**Invoice Type:** The transaction type for each invoice, debit memo, and chargeback. Receivables lets you review reports for a specific transaction type or for all types.

## Row Headings

**Approved Adjustments Count:** The number of approved adjustments in your AutoAdjustment process.

**Approved Adjustments Total:** The total adjustments and balance due in both foreign and functional currencies for all approved adjustments in your AutoAdjustment process.

**Pending Adjustments Count:** The number of pending adjustments in your AutoAdjustment process.

**Pending Adjustments Total:** The total adjustments and balance due in both foreign and functional currencies for all pending adjustments in your AutoAdjustment process.

**Total Approved Adjustments Count:** The grand total count for all approved adjustments.

**Total Approved Adjustments in Functional Currency:** The grand total amount and balance due in your functional currency for all approved adjustments.

**Total Pending Adjustments Count:** The grand total count for all pending adjustments.

**Total Pending Adjustments in Functional Currency:** The grand total amount and balance due in your functional currency for all pending adjustments.

## Related Topics

About Adjustments, page 3-229

Creating Automatic Adjustments, page 3-232

## Approving Adjustments

When you create an adjustment that is outside of your approval limits, Receivables creates a pending adjustment with a status of Pending Approval. Pending adjustments must be approved before Receivables will update the balance of the transaction.

**Note:** An adjustment that is pending approval does not reserve the transaction from updates by other types of activity, such as cash or credit memo applications.

You can approve a pending adjustment only if the adjustment amount is within your approval limits. However, you can review adjustment histories, record your comments, and create all other actions (such as assign a status of More Research or Rejected), even if the adjustment is outside your approval limits. See: Approval Limits, page 2-29.

You can approve an adjustment that has been selected and approved for automatic receipt generation only if the user profile option AR: Invoices with Unconfirmed Receipts is set to Adjustment or Adjustment and Credit.

When you approve an adjustment that is within your approval limits, Receivables automatically updates the balance of the transaction.

### Prerequisites

- Enter transactions, page 3-2
- Enter adjustments, page 3-230

### To approve a pending adjustment:

1. Navigate to the Approve Adjustments window.
2. To limit your display to only certain adjustments, enter selection criteria. For example, enter a Creator, Adjustment Number, Currency, range of Amounts, or adjustment Status. Open the More tabbed region to enter selection criteria for a specific transaction, customer, or adjustment. Leave a field blank if you do not want to limit your query to adjustments matching that criteria.

You can control how Receivables displays your adjustments by choosing the Order By Amount or Status option.

3. Choose Find.

**Note:** You can view the detail accounting lines for an adjustment in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-22.

4. To approve an adjustment, enter a Status of Approved.

To review information about this adjustment, including the date this adjustment was created, who created this adjustment, and any related comments, choose Action History.

## Related Topics

About Adjustments, page 3-229

Entering Manual Adjustments, page 3-230

Printing Adjustments, page 3-54

Creating Automatic Adjustments, page 3-232

Adjustment Register, page 11-18

## Invoices with Rules

Invoicing and accounting rules let you create invoices that span several accounting periods. *Accounting rules* determine the accounting period or periods in which the revenue distributions for an invoice line are recorded. *Invoicing rules* determine the accounting period in which the receivable amount is recorded.

You can assign invoicing and accounting rules to transactions that you import into Receivables using AutoInvoice and to invoices that you create manually in the Transactions window.

## Accounting Rules

Use accounting rules to determine revenue recognition schedules for your invoice lines. You can assign a different accounting rule to each invoice line. Accounting rules let you specify the number of periods and the percentage of the total revenue to recognize in each period.

You can also specify whether the accounting rules are of Fixed or Variable Duration. Accounting rules of *Fixed Duration* span a predefined number of periods. Accounting rules of *Variable Duration* let you define the number of periods during invoice entry.

You can also create rules that will defer revenue to an unearned revenue account. This lets you delay specifying the revenue recognition schedule until the exact details are known. When these details are known, you use the Actions wizard to recognize the revenue. See: Deferred Accounting Rules, page 2-24 and Revenue Accounting, page 3-28.

## Invoicing Rules

Use invoicing rules to determine when to recognize your receivable for invoices that span more than one accounting period. You can only assign one invoicing rule to an invoice.

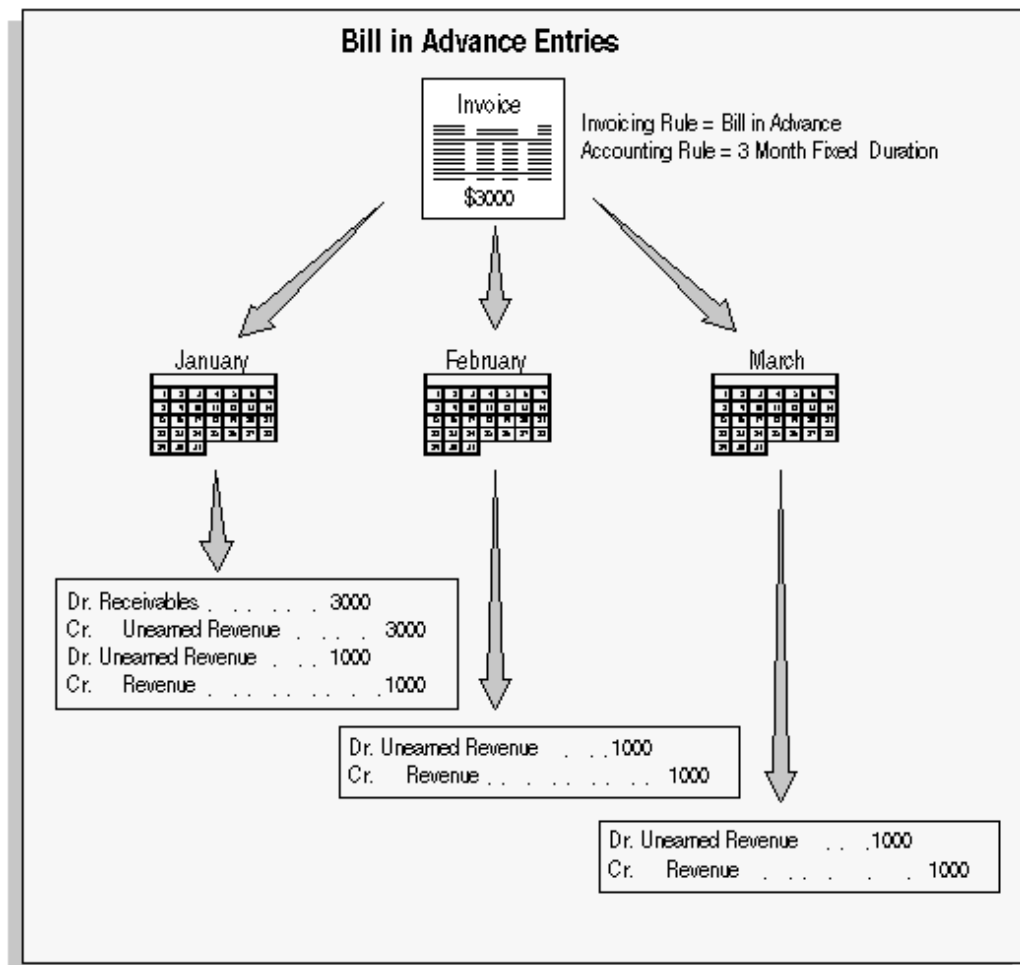


Receivables provides the following invoicing rules:

- **Bill In Advance:** Use this rule to recognize your receivable immediately.
- **Bill In Arrears:** Use this rule if you want to record the receivable at the end of the revenue recognition schedule.

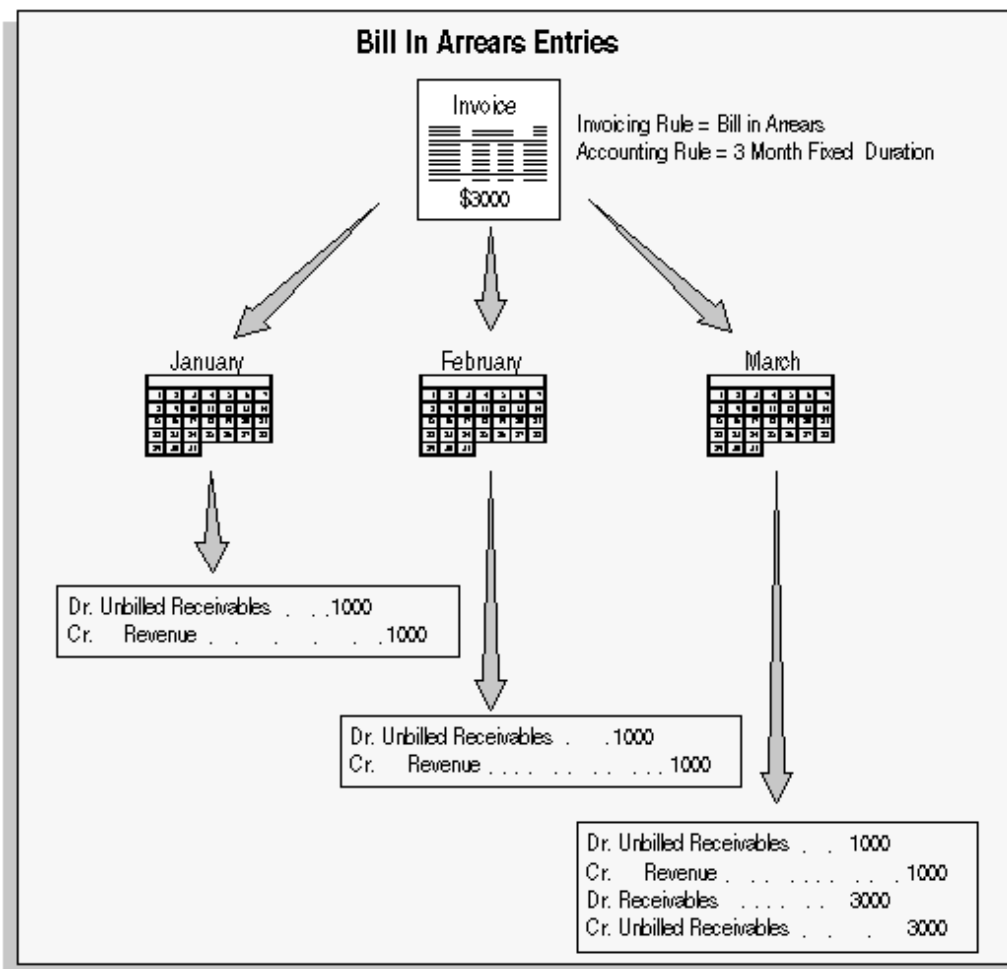
**Important:** With Cash Basis Accounting, you only recognize revenue when payment is received. Invoices with rules are therefore not applicable for this method of accounting, as they are designed to distribute revenue over several periods before receipt of payment. If you import invoices into a cash basis accounting system, lines with associated invoicing and accounting rules will be rejected by AutoInvoice.

#### **Bill in Advance Accounting Entries**



For a text description of this graphic, see Text Description of the Bill in Advance Accounting Entries Graphic, page K-5

### Bill in Arrears Entries



For a text description of this graphic, see Text Description of the Bill in Arrears Accounting Entries Graphic, page K-6

## Account Sets

Account sets are templates used to create revenue and offset accounting distributions for individual invoice lines with accounting rules. These account sets enable you to split revenue for a line over one or more revenue or offset accounts. To meet your business requirements, you can change account sets before the Revenue Recognition program is run. After the Revenue Recognition program is run, you can change the individual GL distribution lines and Receivables automatically creates reversing GL entries. AutoAccounting creates the initial revenue and offset account sets for your invoice.

## Revenue Recognition

The Revenue Recognition program identifies all new transactions and creates the revenue distributions for those transactions. The distributions are created for all periods, even in periods whose status is Not Open, using the rules associated with the transactions. See: Recognizing Revenue., page 3-25

## Related Topics

Accounting Rules, page 2-22  
Entering Invoices with Rules, page 3-20  
Using Rules, page 3-239  
Using AutoAccounting, page 3-243  
Importing Invoices with Rules, page 3-209

## Using Rules

### Define Invoicing and Accounting Rules

Use the Invoicing and Accounting Rules window to view invoicing rules and create accounting rules. Accounting rules can be defined as either Fixed Duration or Variable Duration. You can define an unlimited number of accounting rules. See: Accounting Rules, page 2-22.

Receivables provides two invoicing rules: Bill in Advance and Bill in Arrears. See: Invoices with Rules, page 3-236.

For accounting rules with a fixed duration, you specify the period (such as weekly or monthly) and the number of periods over which the revenue is recognized. The revenue is then evenly divided across the periods. The percentage can be updated if necessary, but must always total 100. For example, if you define an accounting rule with a period type of monthly, spanning 4 periods, and you accept the default, prorated revenue distribution, Receivables will recognize 25 percent of the transactions revenue for each of 4 months.

Fixed duration rules also allow you to set specific GL dates on which to recognize revenue, when you select Specific Date as your period type. When you specify a date for a period, then all other periods for this accounting rule must also be assigned a date.

When defining accounting rules with a variable duration, you must enter a period type, but not the number of periods. The number of periods is defined when you manually enter an invoice in the Transaction window. If the invoice is imported, the number of periods is passed through AutoInvoice. When defining a variable duration accounting rule you can optionally specify what percentage of revenue you want to recognize in the first period. The remaining revenue will be prorated over the number of periods you specify during invoice creation.

### Assign Invoicing and Accounting Rules

For invoices that you enter manually, you can assign an invoicing rule in the Transactions window. You can assign a default invoicing and accounting rule to your items in the Master Item window (Invoicing tabbed region) and to your Standard Lines in the Standard Memo Lines window.

This table shows where you can assign a default invoicing rule:

Assigned To	Window	Tabbed Region
Invoice	Transaction	More

This table shows where you can assign an accounting rule:

Assigned To	Window	Tabbed Region
Invoice Line	Transaction	Additional Line Information
Items	Define Items	Item (Invoicing Attributes)
Standard Lines	Standard Memo Lines	Not Applicable

If you are entering an invoice manually, you must enter an invoicing rule on the invoice header or you will not be able to associate accounting rules with the invoice lines. If you enter an invoicing rule and include items or standard memo lines that have associated accounting rules, the accounting rules default for the invoice line. You can change or manually enter the accounting rules for these invoice lines if there has been no activity against the invoice.

**Note:** You can also assign invoicing rules to items and standard lines, but these will not be used during manual invoice entry. This is because the invoicing rule assigned at the invoice header will override the invoicing rules defined for the item or standard line.

If you import invoice data from an external system, you must populate the correct columns in the AutoInvoice tables if you want AutoInvoice to generate invoices with rules.

This table shows which column to populate if you want AutoInvoice to generate invoicing rules:

Column	Populate if:
INVOICING_RULE_ID	Your batch source validates rules by ID.
INVOICING_RULE_NAME	Your batch source validates rules by value.

This table shows which column to populate if you want AutoInvoice to generate accounting rules:

Column	Populate if:
ACCOUNTING_RULE_DURATION	You are passing a variable duration rule.
ACCOUNTING_RULE_ID	Your batch source validates rules by ID.
ACCOUNTING_RULE_NAME	Your batch source validates rules by value.

**Note:** If no rules are passed with the invoice lines in the interface tables, AutoInvoice will not try to derive the invoice and accounting rules from the associated items or standard lines.

AutoInvoice uses the invoicing rules assigned to the invoice lines to group lines into invoices. An invoice can only have one invoicing rule, hence lines imported with an invoicing rule of Bill in Arrears will not be grouped with lines with a Bill In Advance invoicing rule when creating an invoice.

Accounting rules, however, require no special grouping, as an invoice may contain a different accounting rule for each invoice line.

### Determine the Invoice and GL Dates

When importing invoices, AutoInvoice determines the invoice GL date and the transaction date as follows:

- If you use Bill in Advance as the invoicing rule, AutoInvoice uses the earliest start date of the accounting rules associated with your invoice lines as the GL date of the invoice.
- If you use Bill in Arrears as the invoicing rule and the invoice line has an accounting rule of type 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice sets the GL date and transaction dates equal to the latest Specific Date of the accounting rule.

For all other accounting rules using the Bill in Arrears invoicing rule, AutoInvoice first computes an ending date for each invoice line based on the accounting rule, accounting rule start date, and duration. AutoInvoice then uses the latest specific date for both the invoice GL date and the transaction date.

When creating invoices with rules manually, the GL date of the invoice is entered during invoice entry. If you use Bill in Advance as the invoicing rule, this date will remain equal to the GL date of the invoice.

However, Receivables overrides this date for an invoicing rule of Bill in Arrears when you save the invoice after completing invoice lines. Receivables uses the same method to derive the new GL date as it does for imported invoices. This method is explained in detail above. Receivables will warn you that it is updating the GL date of the invoice when you save the record. You can then change this date if it does not meet your requirements.

**Note:** Receivables updates the GL date, even if the date falls in a period whose status is Not Open.

### Determine Accounting Rule Start Dates

The first GL date (or accounting rule start date) for an accounting rule can be different from the GL date of the invoice. When the Revenue Recognition program is run, then if the accounting rule start date is different from the invoice start date, the accounting rule will modify the invoice start date and the period in which you recognize your receivable based on whether the invoicing rule is Advanced or Arrears. For example, the GL date of the invoice is January 10, and the First GL Date of the accounting rule for the line is February 15. When the Revenue Recognition program is run in January, the GL date of the invoice is changed to February 15 and the entire schedule moved accordingly. Depending on whether the invoicing rule is Advanced or Arrears, the receivable is recognized either in February or in the last month of the schedule.

When entering invoices manually, you must set the date that you want to start recognizing revenue for an invoice line. Use the First Date field in the Lines window to enter the start date.

When importing invoices, AutoInvoice determines the accounting rule start dates as follows:

- If your invoice has an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice uses the earliest accounting rule

date as your rule start date. For example, if your accounting rule dates are 10-JUN-93, 10-JUL-93, and 10-AUG-93, AutoInvoice uses 10-JUN-93 as your rule start date.

- If you elected to derive the rule start date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Run AutoInvoice window.
- If your invoice does not use a fixed duration accounting rule with a specific date period, or you have not elected to derive the rule start date, then AutoInvoice uses the default date you specified in the Run AutoInvoice window.

If you are using a deferred accounting rule, you can use a different GL start date than the one that you entered on the transaction line in the Revenue Accounting and Sales Credits window. See: *Deferred Accounting Rules*, page 2-24.

## **View and Update Account Sets**

Account sets for invoices with rules are created by AutoAccounting. You can manually update the account sets for both imported and manually created invoices in the Distributions window off the Transactions Workbench.

For each account set, Receivables specifies the account and percent of the line total assigned to each account. In the Sets for this Line and Sets for All Lines regions of the Distributions window, you can update account sets to split revenue or offset amounts over multiple accounts any time before running the Revenue Recognition program. This lets you ensure that revenue is distributed to the correct accounts, regardless of how account structures may change. Receivables always ensures that the entered percents total 100.

In the Sets for All Lines region, you can view account sets for all lines. You can also use this region to update the account assignment for a given line, but you must use the Sets for this Line region to update the percent assigned to the account.

To update an account set, specify the account set class that contains the account sets. Valid Account Set Classes include:

### **Offset**

This account set type includes the suspense accounts to be used during your revenue recognition cycle. If your invoicing rule is Bill in Arrears, the offset account set is Unbilled Receivables. If your invoicing rule is Bill in Advance, the offset account set is Unearned Revenue.

### **Revenue**

This account set type includes your revenue accounts.

### **Tax**

This type of account set is used for tax lines.

After the Revenue Recognition program is run, the names of the regions of the Distributions window change to the Accounts for This Line and the Accounts for All Lines regions. Use these regions to review and update the actual distributions that were generated using the account set that you specified.

## **Recognize Revenue**

Invoicing and Accounting rules are used to schedule how and when you want to recognize revenue and receivable amounts for selected invoices. However, the distributions are not

created until you run the Revenue Recognition program. See: Recognizing Revenue, page 3-25.

The Revenue Recognition program is run automatically whenever you transfer records to your General Ledger using the Run General Ledger Interface program. This ensures that the revenue for invoices with rules is recognized before you post and close the period. Alternatively, you can submit the Revenue Recognition program manually at any time from the Run Revenue Recognition window. This will reduce the processing time for the GL transfer since Receivables only creates distributions for transactions that were completed since the last run of the Revenue Recognition program. The Revenue Recognition program will not create duplicate distribution records even if the program is run several times within the same period.

### **Credit Invoices with Rules**

You can adjust the account assignments of invoices that you wish to credit in three ways: LIFO, Prorate, and Unit. The Last In First Out (LIFO) method backs out revenue starting with the last GL period of the invoice revenue. This method reverses revenue recognition from prior periods until it has backed out an amount of revenue that is equal to the amount of your credit memo line. The Prorate method credits an equal percentage of all of your invoice's account assignments. The Unit method lets you reverse the revenue for the number of units you specify from an original line of the invoice. For example, if an invoice line has a quantity of 10 units, and you credited 2 units, then Receivables would reverse 20% of the revenue starting with the period you specify in the additional line information tabbed region, and continuing until the entire amount of the credit is given. You can specify any of these credit memo methods when you create credit memos through either the Transaction window or by running AutoInvoice.

### **Related Topics**

Entering Transactions, page 3-2

Entering Credit Memos, page 3-76

Entering Invoices with Rules, page 3-20

Understanding Credit Memos, page 3-93

## **Using AutoAccounting**

AutoAccounting is a powerful, flexible, and time saving feature that automatically creates your general ledger Accounting Flexfields. You can set up AutoAccounting to create Accounting Flexfields that meet your business needs.

When you run AutoAccounting, Receivables:

- Assigns valid Accounting Flexfields to your invoices and credit memos.
- Automatically generates valid Accounting Flexfields for your Freight, Receivable, Revenue, AutoInvoice Clearing, Tax, Unbilled Receivable, and Unearned Revenue Accounts.
- Controls how your Accounting Flexfields are created and defined.

### **Automatic Accounting Flexfield Creation**

Receivables automatically creates default Accounting Flexfields for your revenue, freight, receivable, and tax accounts for each invoice and credit

memo. AutoAccounting also creates the proper unearned revenue or unbilled receivable accounting entries you need when you use invoicing and accounting rules. You can quickly enter your invoices and credit memos without worrying about entering the correct account.

## User Definable Structure

AutoAccounting lets you determine how to create your Accounting Flexfields. For each Accounting Flexfield segment, you can choose to use a constant value or have Receivables derive it from a specific table. For example, you may have a four-segment Accounting Flexfield like this: 01-100-2025-345. With AutoAccounting, you can specify that the first segment is a constant, the second segment is determined by the salesperson, the third segment is determined by the transaction type, and the fourth segment is determined by the product.

## User Changeable Defaults

AutoAccounting always lets you override the default Accounting Flexfields.

## Related Topics

AutoAccounting Structure, page 3-244

How to Use AutoAccounting, page 3-246

AutoAccounting, page 2-38

## Defining AutoAccounting - Overview

To implement AutoAccounting, define your AutoAccounting structure using the Automatic Accounting window. Then, define information for each salesperson, transaction type, product, and tax code for AutoAccounting to properly create your default accounts. If AutoAccounting cannot determine all of the Accounting Flexfield segments, it will create what it can and display an incomplete Accounting Flexfield. You must provide any missing Accounting Flexfield information before you can complete your transaction. See: AutoAccounting, page 2-38.

## Related Topics

Using AutoAccounting, page 3-243

AutoAccounting Structure, page 3-244

## AutoAccounting Structure

Receivables automatically creates default Accounting Flexfields for your Freight, Receivable, Revenue, AutoInvoice Clearing, Tax, Unbilled Receivable, and Unearned Revenue Accounts. You must define your AutoAccounting structure before you can enter invoices and credit memos and you can only define one structure for each account type.

### **AutoInvoice Clearing Account**

AutoInvoice uses the AutoInvoice Clearing account for your imported transactions. Receivables uses the AutoInvoice clearing account to store any differences between the specified revenue amount and the price times the quantity for imported



invoice lines. Receivables only uses the AutoInvoice clearing account if you enabled the Create Clearing option for the batch source of your imported invoices; however, you must define a clearing account in either case. You can select constant, customer bill-to site, salesperson, transaction type, and standard item values for your AutoInvoice clearing account. If you select salesperson or standard item, the Revenue Flexfield that you specified in the setup window is used.

#### **Freight**

The freight account controls the account in your general ledger to which you post your freight amounts. You can use constant, customer bill-to site, salesperson, transaction type, and standard item values to specify your freight account. If you choose standard item, the Revenue Flexfield that you specified in the setup window is used. In addition, if you choose standard item you will not be able to import invoices with header level freight through AutoInvoice. If the transaction has a line type of "LINE" with an inventory item of freight, "FRT", AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

#### **Receivable**

The receivable account controls the account in your general ledger to which you post your receivable amounts. You can use transaction types, customer bill-to sites, salespeople, and constant values to specify your receivable account.

#### **Revenue**

The revenue account controls the account in your general ledger to which you post your revenue amounts. You can use transaction types, customer bill-to sites, standard items, salespeople, and constant values to specify your revenue account.

#### **Tax**

The tax account controls the account in your general ledger to which you post your tax amounts. You can use information from your tax codes, customer bill-to site, salesperson, transaction type, standard item, and constant values to specify your tax account. If you select salesperson or standard item, Receivables uses the Revenue Flexfield that you specified in the setup window.

#### **Unbilled Receivable**

Receivables uses the unbilled receivable account for transactions that have invoicing and accounting rules. If your accounting rule recognizes revenue before your invoicing rule bills it, Receivables posts this amount to your unbilled receivable account. You can select constant, customer bill-to site, salesperson, transaction type, and standard item values for your unbilled receivable account. If you select standard item, Receivables uses the Revenue Flexfield that you specified in the setup window. If you select salesperson, Receivables uses the salesperson's Receivable Flexfield.

#### **Unearned Revenue**

Receivables uses the unearned revenue account for transactions that have invoicing and accounting rules. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables posts this amount to your unearned revenue account. You can select constant, customer bill-to site, salesperson, transaction type, and standard item values for your unearned revenue account. If you select salesperson or standard item, the Revenue Flexfield that you specified in the setup window is used.

Below is a table showing what types of information you can use to create each type of account. (Rec) and (Rev) indicate whether the account information will be taken from the corresponding Receivables or Revenue Accounting Flexfield.

Information Source / AutoAccounting Type	Constant	Customer Bill-to Site	Salesperson	Transaction Type	Standard Item	Tax Code
AutoInvoice Clearing Account	Yes	Yes	Yes (Rev)	Yes	Yes (Rev)	No
Freight	Yes	Yes	Yes	Yes	Yes (Rev)	No
Receivable	Yes	Yes	Yes	Yes	No	No
Revenue	Yes	Yes	Yes	Yes	Yes	No
Tax	Yes	Yes	Yes (Rev)	Yes	Yes (Rev)	Yes
Unbilled Receivable	Yes	Yes	Yes (Rec)	Yes	Yes (Rev)	No
Unearned Revenue	Yes	Yes	Yes (Rev)	Yes	Yes (Rev)	No

If you set up AutoAccounting for AutoInvoice Clearing, Tax, or Unearned Revenue to be based on salesperson, Receivables uses the account segment from the Salesperson's Revenue Flexfield. If AutoAccounting for Unbilled Receivable is based on salesperson, Receivables uses the segment from the salesperson's Receivable Flexfield. If AutoAccounting for AutoInvoice Clearing, Tax, Unbilled Receivable, or Unearned Revenue is based on the standard item, Receivables uses the segment from the standard item's Revenue Accounting Flexfield.

**Note:** If AutoInvoice Clearing, Revenue, Tax, Unbilled Receivable, or Unearned Revenue are based on Salesperson, and there are multiple salespersons, then multiple distributions will be created. For example, you have \$100 of Unearned Revenue based on Salesreps, and you have two salesreps. One salesrep gets 60% revenue credit and the other gets 40%. Then, two distributions will be created for Unearned Revenue - one for \$60 and the other for \$40.

## Related Topics

How to Use AutoAccounting, page 3-246

AutoAccounting, page 2-38

## How to Use AutoAccounting

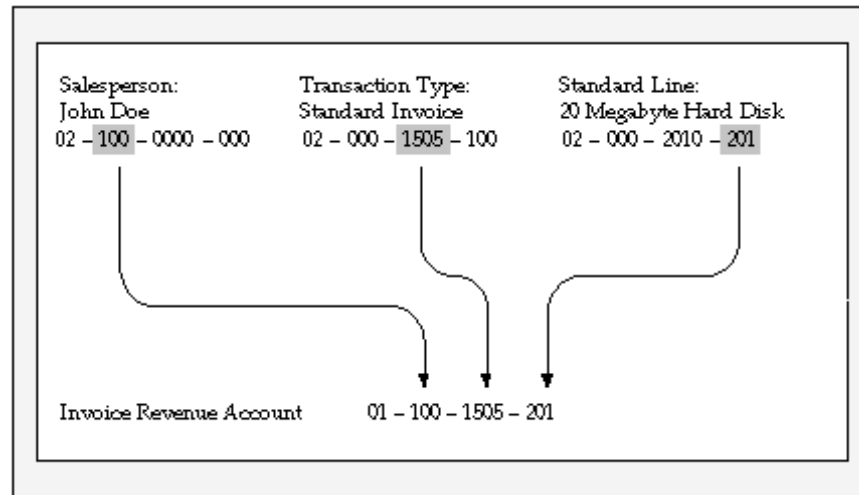
Define how you want Receivables to create your default Accounting Flexfields in the Automatic Accounting window. You can use this window to define the information source for each segment of your freight, receivable, revenue, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts. Below are two examples of how Receivables uses the AutoAccounting structure you define to determine your Accounting Flexfield defaults:

### Example 1

If you want to define a four segment Revenue Flexfield, 00-000-0000-000 (Company-Cost Center-Account-Product), you can define AutoAccounting to create defaults for each

segment. The first segment can be a constant 01, the second segment can come from the salesperson (John Doe), the third segment can come from the transaction type (Standard Invoice), and the fourth segment can come from the standard line (20 Megabyte Hard Disk). Salesperson John Doe enters a one line Standard Type invoice for a 20 Megabyte Hard Drive.

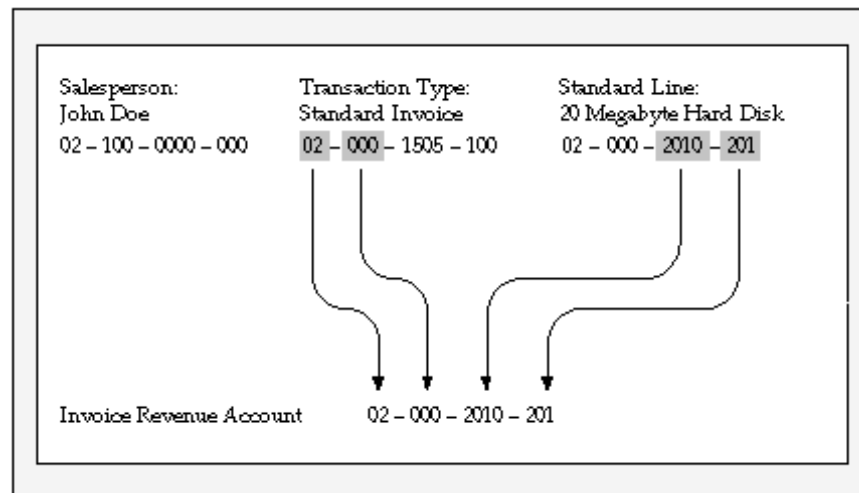
#### Using AutoAccounting to Create Flexfield Segments



#### Example 2

If you want AutoAccounting to only use information from the transaction type (Standard Invoice) for segments 1 and 2, and standard line (consulting services) for segments 3 and 4, you can define your AutoAccounting structure to create the revenue Accounting Flexfield.

#### Using AutoAccounting to Create Flexfield Segments



## Using Commitments

You can enter invoices against your deposits and guarantees by using the Transaction window or by importing your invoices using AutoInvoice. You can enter an invoice against an existing or related customer deposit or guarantee by navigating to the Commitment field in the Transactions window. Enter the commitment number that you want to reference and Receivables automatically creates the adjusting accounting entries for you. You can review commitment activity for your customers using the Commitment Balance Report.

See: Entering Transactions, page 3-2.

You can choose to enter orders or invoices for more than your customer's remaining commitment balance. For example, if your customer has a deposit with a remaining balance of \$500 and has placed an order with you for \$600, you can still reference that deposit. Receivables automatically creates a receivables adjustment in Receivables for \$500, bringing the commitment balance to \$0, leaving an amount due on the invoice of \$100.

Note that you can never use more than the original deposit amount. Additionally, you can never increase the deposit amount.

You can also add a deposit to an invoice that is already completed, and partially paid or credited. From the Transactions workbench, choose Apply Deposit from the Actions menu.

**Important:** If you set the Sequential Numbering profile option to Always Used, then you must assign a document sequence to the Commitment Adjustment document category in order to successfully enter an invoice against a commitment. See Setting Up Document Sequences, page 2-67.

Review the following sections to learn more about:

- Calculating the commitment balance, page 3-248
- Reserving commitment balances, page 3-249

Additionally, see: Setup and Accounting for Commitments, page 3-249.

## Calculate Your Commitment Balance

Your customer's commitment balance is available to you in several places within Receivables and is also available if you are using Oracle Order Management. You can see the balance for a particular commitment when entering an order (if you are using Order Management), a manual invoice, or a credit memo against a commitment, or by running the Commitment Balance Report. All transactions that reference a commitment or reference an invoice that references a commitment affect the balance of that commitment. The general formula for calculating the balance of a commitment at any given time is as follows:

- **Original Amount of Commitment:** \$10,000
- **minus:** Invoices against commitment: \$500
- **minus:** credit memos that reference invoices that reference commitments: <\$250>
- **plus:** credit memos against the commitment itself: <\$100>
- **Resulting Commitment Balance:** \$9,650

**Note:** The commitment balance also reflects reservations created in Order Management, if the OM: Commitment Sequencing profile option is set to Yes. See: Profile Options in Oracle Order Management, page B-23.

## Reserve Commitment Balances

At the time of order entry, a customer can reserve some portion of an existing deposit towards payment for the order. In Order Management, you can also enter a promised amount for the freight on the order.

When the order is invoiced via AutoInvoice, Order Management or another feeder system passes the promised amount to Receivables. For a description of the AutoInvoice column that holds the promised amount, see: AutoInvoice Table and Column Descriptions, page F-39.

Receivables then adjusts the invoice and reduces the commitment balance by the lesser of the promised amount, the commitment balance, or the remaining amount due on the invoice. Depending on the deposit's transaction type, you can choose to include tax and freight when applying a deposit to a transaction. See: Transaction Types, page 2-171.

## Setup and Accounting for Commitments

### Commitment Transaction Types

Receivables creates adjusting accounting entries to reflect invoicing activity against your customer commitments based on transaction type. Receivables provides the following commitment transaction types:

#### Deposits

The accounting reversal is made by creating a receivables adjustment in Accounts Receivable to the invoice for the total of the invoice lines. This adjustment has the effect of reducing the invoice's payment schedule by the amount of the invoiced items (tax and freight amounts may be deducted from the deposit balance) and creating the reversing accounting entries. If, however, the amount of the invoice exceeds the remaining commitment balance, Receivables only creates a receivables adjustment for the remaining commitment balance.

#### Guarantees

The accounting reversal is made by creating a receivables adjustment in Accounts Receivable to the guarantee for the total of the invoice lines. This adjustment has the effect of reducing the guarantee's payment schedule by the amount of the invoiced items (tax and freight are not deducted from the commitment balance) and creating the reversing accounting entries. If however, the amount of the invoice exceeds the remaining commitment balance, Receivables only creates a receivables adjustment for the remaining commitment balance.

### Define Your Commitment Transaction Types

You can define multiple transaction types with a class of either Deposit or Guarantee to classify or group your commitments for reporting purposes. Transaction types for commitments also provide additional control features, such as accounting controls, printing controls, and other defaults. You can define transaction types in the Transaction Types window. See: Transaction Types, page 2-171.

When you define transaction types for commitments, you can define them for both deposits and guarantees. The transaction type class determines whether it is of type deposit or guarantee.

**Class**

The class is used to distinguish transaction types. When defining commitment types, use a class of either Deposit or Guarantee.

**Open Receivable and Post to GL**

These fields control posting to your general ledger and the updating of customer balances. Receivables sets these fields to Yes when you define transaction types for commitments.

**Allow Freight**

This field is used to control freight charges. Receivables sets this field to No when you define transaction types for commitments.

**Tax Calculation**

This field controls tax charges. Receivables sets this field to No when you define transaction types for commitments.

**Creation Sign**

This field is used to specify the creation sign of your transaction. This field is set to Positive Sign when you define transaction types for commitments.

**Natural Application Only**

Use this field to determine whether you want to restrict the direction of your transaction balances when applying payments. For example, if you invoke Natural Application and have an invoice with an amount due remaining of \$300, you can only make applications that will reduce this amount towards zero. This field is set to Yes when you define transaction types for commitments.

**Allow Overapplication**

This field determines whether you want to allow over applications against items with this transaction type. This field is set to No when you define transaction types for commitments.

**Receivable Account and Revenue Account**

These are default accounts used by the Transactions window. You can accept these defaults or enter other accounts when you enter your commitments. For guarantees, enter the Unbilled Receivable account in the Receivable Account field, and the Unearned Revenue account in the Revenue Account field. For deposits, use the Offset Account field in the Deposits tabbed region to record the offset account for this deposit.

**Invoice Type**

This is the transaction type used for invoices that reference a commitment. If you create a deposit, then all invoices that reference this deposit would be assigned to this invoice type. You should choose an invoice type that has Post to GL and Open Receivable set to Yes. Receivables displays a warning message if the invoice type you choose has Post to GL or Open Receivable set to No.

**Credit Memo Type**

This is the transaction type used for credit memos that reference a commitment. If you create a deposit, then all credit memos that reference this deposit must be assigned to this credit memo type. You should choose a credit memo type that has Post to GL and

Open Receivable set to Yes. Receivables displays a warning message if the credit memo type you choose has Post to GL or Open Receivable set to No.

### Deposit Accounting

Below is an example of the accounting transactions that Receivables creates when you record a deposit and an invoice against this deposit.

Enter a deposit for ABC Company of \$10,000. When you record this deposit you can enter AR Trade as the debit account and Unearned Revenue (or Offset Account) as the credit account. Receivables automatically creates the following accounting entry as described in the table below:

Account	Debit	Credit
AR Trade (Deposit)	\$10,000	
Unearned Revenue (or Offset Account)		\$10,000

You can print the deposit invoice and mail it to your customer for payment. ABC Company receives the invoice and pays you the amount of the deposit.

ABC Company places an order for \$500 and would like to draw against their commitment for this order. You enter an invoice for ABC Company for \$500 and reference their \$10,000 deposit. Receivables automatically creates the following accounting entry as described in the table below:

Account	Debit	Credit
AR Trade (Invoice)	\$500	
Revenue		\$500

Receivables then automatically creates a receivables adjustment for the invoiced amount against the invoice. The result is an amount due in Accounts Receivable of \$0 (Note: In our example the \$500 invoice does not include tax and freight.) You can print and send this invoice to your customer to provide them with a record of the activity against their commitment. Receivables creates the following accounting entry, as described in the table below, to reflect this adjustment:

Account	Debit	Credit
Unearned Revenue	\$500	
AR Trade (Invoice)		\$500

Therefore, ABC Company has no balance due for this \$500 invoice, and an available commitment balance of \$9,500.

### Guarantee Accounting

Below is an example of the accounting transactions that Receivables creates when you record a guarantee and invoice against this guarantee.

Enter a guarantee for ABC Company. ABC Company agrees to purchase a specified amount of product from you, and you would like to track progress against this guarantee, and record it in your general ledger. The amount of this guarantee is \$10,000. When you record this guarantee you can enter Unbilled Receivable as the debit account, and Unearned Revenue as the credit account. Receivables creates the following accounting entry as described in the table below:

Account	Debit	Credit
Unbilled Receivable	\$10,000	
Unearned Revenue		\$10,000

You can print this guarantee in the form of an invoice if you wish.

ABC Company places an order for \$500 and would like to draw against their commitment for this order. You enter an invoice for ABC Company for \$500 and reference their \$10,000 guarantee. Receivables automatically creates the following accounting entry as described in the table below:

Account	Debit	Credit
AR Trade	\$500	
Revenue		\$500

Receivables then automatically creates a receivables adjustment for the invoiced amount against the guarantee. Therefore, ABC Company owes \$500 for this invoice, and has an outstanding commitment balance of \$9500. Receivables creates the following accounting entry, as described in the table below, to reflect this adjustment.

Account	Debit	Credit
Unearned Revenue	\$500	
Unbilled Receivable		\$500

## Related Topics

Commitment Balance Report, page 11-49

Entering Commitments, page 3-46

Accounting for Transactions, page 9-30

Commitments, page 9-47

## Understanding Your Printed Transactions

The Receivables Print Invoices program lets you generate invoices, debit memos, commitments, chargebacks, credit memos and adjustments to send to your customers. By specifying values for your report parameters you can control the type of transactions you want Receivables to generate. For example, if you only want to generate transactions for a specific customer, you can specify the customer's name as one of your report parameters.



When printing invoices, format pages are printed for each new group of documents. These pages are provided to help with printer alignment. To prevent the invoice print programs from printing format pages you must reset the Default Value field for each program. The Invoice print programs have a parameter 'Number of alignment pages' that determines how many header pages to print out. To change the default, use the Application Developer responsibility, navigate to the Define Concurrent Program window, then query the following programs:

- RAXINV\_SEL
- RAXINV\_NEW
- RAXINV\_BATCH
- RAXINV\_ADJ

For each program, choose Parameters. Change the Default Value to '0,' then save the change. You must change the Default Value for each program.

## Printing Invoices

Consider the following when determining the range of invoice dates to print:

If the invoice you are printing has a payment term where Print Lead Days is 0, Receivables uses the transaction date to determine if this transaction falls into the Start and End Date range you specify.

If the invoice you are printing has a payment term where Print Lead Days is greater than 0, Receivables uses the formula Due Date - Print Lead Days to determine if this transaction falls into the Start and End Date range you specify.

## Invoices & Debit Memos

For each invoice Receivables displays the quantity ordered, shipped, unit price, and extended amount.

Receivables prints the entire description for each invoice line. Text wraps to the next line.

Receivables displays the total amount of the lines, tax, and shipping in the body of the printed invoice.

For installments, Receivables displays the total amount due for each installment as well as the line, tax, and freight amount in the subtotal fields.

## Credit Memos

For each credit memo, Receivables displays a row for every invoice line, tax, or freight amount you are crediting.

Credit memo amounts display as negative numbers.

Receivables displays the percent of the credit memo applied to the transaction you are crediting.

## Deposits

For each deposit, Receivables prints unit price, extended amount, and '1' in the quantity ordered and quantity shipped columns. Unit price and extended amount will always be the same.

Receivables prints 'N' in the Tax column and does not print tax and shipping amounts since these amounts are not part of the deposit.

Receivables prints the effective start date and the effective end date if you enter one.

## Guarantees

For each guarantee, Receivables prints unit price, extended amount, and '1' in the quantity ordered and quantity shipped columns. Unit price and extended amount will always be the same.

Receivables prints 'N' in the Tax column and does not print tax and shipping amounts since these amounts are not part of the guarantee.

Receivables prints the effective start date and the effective end date if you enter one.

Receivables prints a message in the body of the guarantee explaining that this is not a request for payment.

## Invoices Against Deposits

Receivables prints a row for each invoice line. If your line includes tax charges, Receivables displays 'Y' in the tax column. Receivables also prints the amount deducted from the deposit. This amount displays as a negative number.

Receivables displays the original balance of your deposit, less any activity. Activity includes any previous transactions as well as the current invoice. Receivables calculates and displays the current deposit balance. The deposit balance does not include any tax or shipping charges. Tax and shipping charges are printed at the bottom of the invoice in their respective columns and must be collected.

## Invoices Against Guarantees

Receivables prints a row for each invoice line. If your line includes tax charges, Receivables displays 'Y' in the tax column.

Receivables displays the original balance of your guarantee, less any activity. Activity includes any previous transactions as well as the current invoice. Receivables calculates and displays the current guarantee balance. The guarantee balance does not include any tax or shipping charges. Tax and shipping charges are printed at the bottom of the invoice in their respective columns and must be collected in addition to the line amount(s).

## Printing Tax

Receivables prints tax on your invoices and debit memos depending upon the value you entered for the Tax Printing option assigned to your customer's profile class. See: Defining Customer Profile Classes, page 7-53. If you do not enter a Tax Printing option in your customer's profile class, Receivables uses the value you entered in the System Options window.

For a description of the tax printing options in Receivables, see: Tax System Options, page 2-132.

## Related Topics

Entering Transactions, page 3-2

Printing Transactions, page 3-54

Receivables Invoice Print Reports, page 11-12

## Consolidated Billing

Use the Consolidated Billing Invoice program to print a single, monthly bill that includes all of a customer's transactions for the period. This lets you send one consolidated bill to a customer, instead of a separate invoice for each transaction.

**Important:** You cannot use the Consolidated Billing feature with the Imported Billing Number feature. Use the Imported Billing Number when you want to group invoices other than on a monthly basis. See Imported Billing Number, page 3-259 for more information.

When you create a consolidated billing invoice, Receivables includes all invoices, credit memos, adjustments, receipts, and cross-site applications that are assigned to a customer bill-to site and have not been included on a previous consolidated billing invoice.

**Important:** If a transaction has been included on a consolidated billing invoice, you cannot update it, regardless of how you set the system option Allow Change to Printed Transactions. This is because Receivables considers inclusion on a consolidated billing invoice to be an activity and you cannot update a transaction once it has activity against it. (Other examples of activity include payments, credit memos, and adjustments.)

Statements and consolidated billing invoices are similar, but they have different purposes. The table below lists the differences between a statement and a consolidated billing invoice.

Statements	Consolidated Billing Invoice
Generated at customer level.	Generated at bill-to location level.
Customer uses for informational purposes.	Customer pays from the invoice.
Itemizes adjustments, credit memos, debit memos, chargebacks, deposits, invoices, receipts, and on-account credits.	Itemizes only invoices, credit memos, and adjustments. Receipts are summed.
Includes aging.	Does not include aging.
Customers selected by statement cycle.	Customers selected by cutoff date and payment terms.

A consolidated billing invoice includes:

- All transactions that were created before the cutoff date that you specify and have not yet been included on a consolidated billing invoice

**Note:** When creating a consolidated billing invoice, you can specify a cutoff date and currency combination only once for a given customer. See: Printing Consolidated Billing Invoices, page 3-262.

- A beginning balance
- An itemized list of new charges (invoices, credit memos, and adjustments) in either summary or detail format
- Separate reporting of consumption tax
- The total amount of any payments received since the previous consolidated billing invoice
- The total balance due for this customer or bill-to site

**Important:** The Consolidated Billing Invoice program does not select transactions from related customers.

## Billing Invoice Number

When you print a draft or final consolidated billing invoice, Receivables generates a unique billing invoice number, which is assigned to each transaction on the bill.

**Note:** The billing invoice number is automatically generated by a database sequence; you cannot create one manually.

Use the billing invoice number to:

- Query transactions that were included in a consolidated billing invoice
- Accept a final consolidated billing invoice
- Reprint a draft consolidated billing invoice
- Apply payment against a consolidated billing invoice

In the Search and Apply window, you can enter a billing invoice number and Receivables will find all the transactions that are associated with this consolidated bill. You can then apply payment to the individual invoices within the billing number. The total balance of the consolidated bill is thus reduced by the amount of the payment. See: Applying Receipts, page 6-8.

**Important:** When you select the Show Billing Number system option, the transaction number and consolidated billing invoice number fields appear next to each other in the windows listed above. However, these fields are not labeled separately. The consolidated billing invoice number field always appears to the left of the transaction number field and is the first field in which you can enter a value when performing a Query or Find operation.

The billing invoice number is displayed in these Receivables reports and windows:

### Windows

- Account Details
- Applications and Search and Apply Receipts windows
- Credit Transactions
- Customer Calls
- Receipts

- Transactions
- Transaction Overview

### **Reports**

- Account Status
- Aging Reports
- Billing and Receipt History
- Disputed Invoice
- Dunning Letter Generate
- Past Due Invoice
- Sales Journal by GL Account
- Transaction Detail

## **Related Topics**

Setting Up Consolidated Billing, page 3-257

How Receivables Selects Transactions for Consolidated Billing, page 3-260

Printing Consolidated Billing Invoices, page 3-262

Overview of Receivables Profile Options, page B-2

## **Setting Up Consolidated Billing**

Perform the following to set up Receivables to create consolidated billing invoices.

### **Step 1 Set Up System Option**

Select the Show Billing Number system option check box to display the consolidated billing invoice number in Receivables windows and reports.

For a list of the windows and reports that can display the consolidated billing invoice number, see: Billing Invoice Number, page 3-256. For more information about system options, see: Transactions and Customers System Options, page 2-137.

### **Step 2 Define Payment Terms**

Create one or more proxima payment terms for use with consolidated billing invoices. The Consolidated Billing Invoice program uses the cutoff date and payment terms that you specify in the submission parameters to select the transactions to include on a consolidated billing invoice.

When defining proxima payment terms for consolidated billing, perform the following:

- Enter a Cutoff Day - The program uses this day to select transactions for a consolidated billing invoice. For more information, see: How Receivables Selects Transactions for Consolidated Billing, page 3-260.
- Enter a single due date in the Day of Month field - You cannot use multiple due dates (i.e. split payment terms) with consolidated billing invoices. Additionally, when defining the due date, enter a value for the Months Ahead field. Do *not* enter a

value in the Days or Date fields; the Consolidated Billing Invoice program does not use either field.

**Tip:** If you create consolidated billing invoices at the end of each month (to include all transactions created during the month), check the Last Day of Month box.

You can define more than one payment term for use with consolidated billing invoices. These payment terms can use the same or a different cutoff day. When printing consolidated billing invoices, you can specify which payment term to use. See: Printing Consolidated Billing Invoices, page 3-262.

### Step 3 Define New or Update Existing Customer Profiles

A customer's profile class indicates whether a customer should receive consolidated billing invoices and whether the invoice format is Detail or Summary. The profile class also determines the payment term on the consolidated billing invoice.

Consolidated billing invoices are generated at the bill-to site only. Customers with multiple bill-to sites *cannot* receive a single invoice that consolidates transactions across customer sites.

If a customer has multiple bill-to sites, the level at which you define a consolidated billing profile class determines the number of consolidated bills that are printed for that customer. When you define a consolidated billing profile class at the customer level only, Receivables will print many consolidated billing invoices, one for each bill-to site. When you define a consolidated billing profile class at a bill-to site only, Receivables will print a single consolidated billing invoice specific to that bill-to site.

Update the profile class at the customer and/or the customer site level to enable consolidated billing:

- Check the Enable (X) check box.
- Choose a consolidated billing format.

Choose a Format of Summary, Detail, or Imported. Choose the Detail format to list the item description, quantity, and unit price for each item on each invoice; choose the Summary format to list only the total amount of each transaction. See: Printing Consolidated Billing Invoices, page 3-262.

**Important:** The Imported format is for use with the Imported Billing Number feature. The Imported format will not be printed through the Consolidated Billing Print program. Use custom invoices instead. See Imported Billing Number, page 3-259.

- Assign a proxima payment term and uncheck the Override Terms box.

You must assign a proxima payment term at either the customer site or the business purpose level for any bill-to site that you want to send a consolidated bill to.

Do *not* check the Override Terms box on the customer profile. The Consolidated Billing Invoice program ignores the payment terms assigned to individual invoices when selecting transactions. Receivables, however, uses the payment terms on individual invoices to calculate aging and finance charges. If you check this box, then individual invoices may have payment terms that are different from the consolidated

bill's payment terms. Consequently, a customer could receive a consolidated bill that includes invoices that are already past due and incurring finance charges.

By not checking the Override Terms box, Receivables automatically defaults payment terms for invoices from the customer profile. All invoices for a given bill-to site, therefore, will have the same payment term as the consolidated billing invoice.

For more information, see: How Receivables Selects Transactions for Consolidated Billing, page 3-260.

**Tip:** If you want to print a consolidated billing invoice for all of a customer's bill-to sites, enable consolidated billing at the customer level and enter the proxima payment term at the business purpose level for all the bill-to sites.

**Important:** You cannot set a minimum dunning amount for consolidated billing invoices using the Min Dunning Invoice Amount field. The Consolidated Billing Invoice program does not use the minimum amounts function.

See: Defining Customer Profile Classes, page 7-53.

## Related Topics

Consolidated Billing, page 3-255

How Receivables Selects Transactions for Consolidated Billing, page 3-260

Printing Consolidated Billing Invoices, page 3-262

Imported Billing Number, page 3-259

## Imported Billing Number

The Imported Billing Number feature provides you with an alternative way to group your imported invoices for consolidated presentation of billing. You supply the value for the consolidated billing number and then create your own custom consolidated bill formats.

AutoInvoice has been enhanced to accept the consolidated bill number when you use this alternative method. You can use existing receipt application functionality which allows you to match your customer to their payments using this billing number.

When the Imported Billing Number feature is activated, AutoInvoice validates all of the invoices imported under a single bill. For all invoices grouped under one consolidated bill, AutoInvoice checks each invoice to ensure that:

- all invoices have the same customer bill-to address. (If any single invoice from the group fails the validation, then all of the invoices belonging to this bill will be rejected.)
- the Imported Billing Number is unique for the given operating unit.

### To use the Imported Billing Number feature:

1. Set up the customer profile to enable Consolidated Billing. Select Imported as the format.

**Important:** Once you select the Imported format for a customer, you cannot change it back.

2. Run AutoInvoice to populate the CONS\_BILLING\_NUMBER column in the RA\_INTERFACE\_LINES table.

**Note:** This lets you group invoices under one bill even if the invoices have different payment terms, payment methods, bank accounts, credit card numbers, PO numbers, or invoicing rules as long as they are all addressed to the same customer bill-to address.

3. Generate custom invoices.

## Related Topics

Transaction Printing Views, page G-1

## How Receivables Selects Transactions for Consolidated Billing

The cutoff date and the payment terms assigned to a bill-to site, address, or customer determine which transactions are included on a consolidated billing invoice. When submitting the Print Consolidated Billing Invoices program, you must enter a Cutoff Date; Receivables searches for proxima payment terms that have a matching cutoff day.

The Consolidated Billing Invoice program uses the following hierarchy when searching for payment terms, stopping when one is found:

- business purpose
- site
- customer

**Warning:** If the payment terms at the site or customer level do not match the terms that you entered in the submission parameters when printing this consolidated billing invoice, then no transactions will be selected. See: Printing Consolidated Billing Invoices, page 3-262.

For example, you define proxima payment terms called 'Due 20,' which specify a cutoff day of 20, and assign them to one of your customer's bill-to sites. When you submit the Print Consolidated Billing Invoices program, you enter a Cutoff Date of 20-FEB-05. The program verifies that your customer is set up to receive a consolidated billing invoice and then, based on the cutoff day you entered, selects the bill-to site assigned to the Due 20 payment terms.

Finally, the program selects and prints all transactions for this customer's bill-to site that were created before 20-FEB-05 and have not previously been selected for consolidated billing.

### Notes:

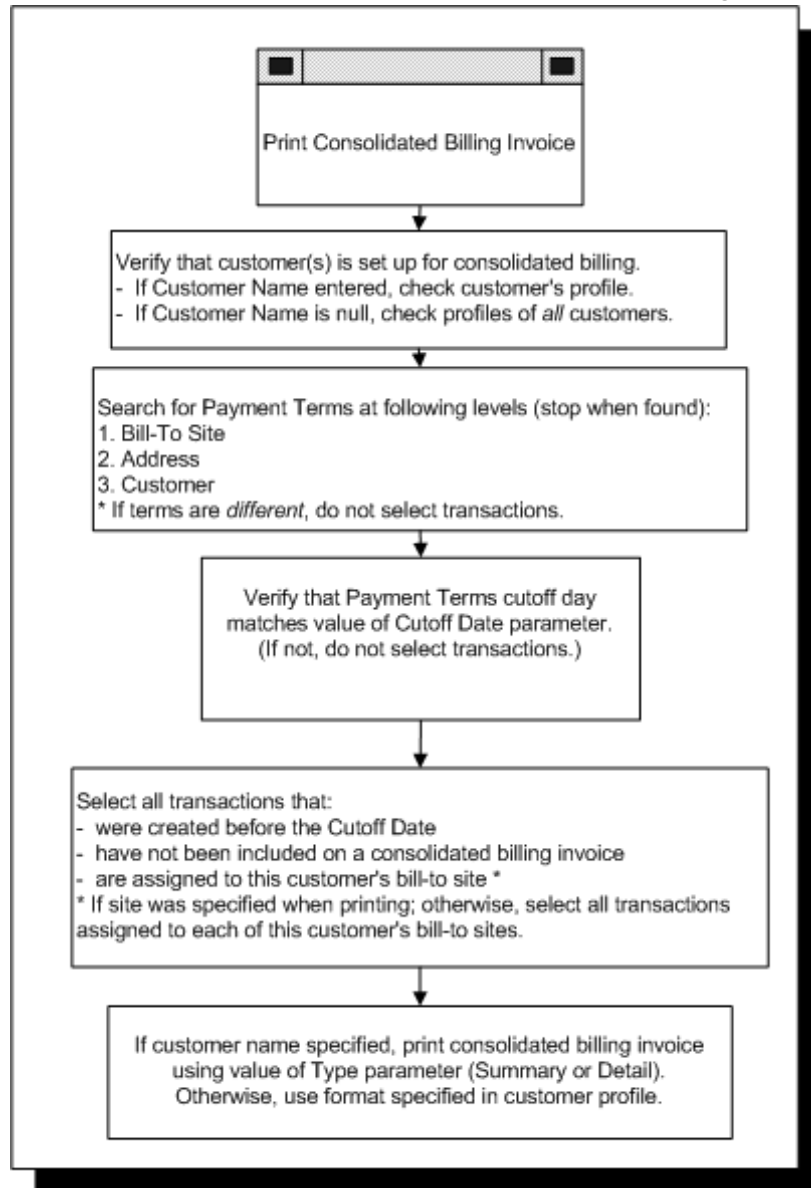
- If you do not enter a customer name when printing consolidated billing invoices, the program selects *all* customers who are set up to receive one. The program then selects all bill-to sites assigned to payment terms with a cutoff day matching the Cutoff Date that you entered.



- If no payment terms are assigned at the bill-to site, but one is found at the address or customer level, the program selects transactions assigned to each of this customer's bill-to sites.
- If a customer has multiple bill-to sites with different payment terms, the program selects only bill-to sites with the same payment terms as the Terms Code that you specified in the submission parameters. If you did not specify a Terms Code, the program selects each bill-to site assigned to payment terms with a cutoff day matching the Cutoff Date that you entered.

The following illustration shows how Receivables selects transactions to include on a consolidated billing invoice.

#### ***How Receivables Selects Transactions for Consolidated Billing***



## Related Topics

Printing Consolidated Billing Invoices, page 3-262

Consolidated Billing, page 3-255

Setting Up Consolidated Billing, page 3-257

## Printing Consolidated Billing Invoices

Use the Print Consolidated Billing Invoices window to:

- Print draft consolidated billing invoices
- Accept or Reject draft consolidated billing invoices
- Reprint draft or final consolidated billing invoices
- Print new (final) consolidated billing invoices

**Note:** Only one consolidated billing invoice (with a status other than Rejected) can exist in an accounting period for a given customer and cutoff date.

You can create a batch of consolidated billing invoices by not specifying a customer name or bill-to site when you submit the program. By omitting these parameters, Receivables creates a consolidated billing invoice for each customer and bill-to site that matches the other submission parameters that you specify.

**Note:** If you print consolidated billing invoices in batches, Receivables prints an invoice for all customer sites that meet your submission parameters, even for customers with no activity in their account during the billing period.

When printing a new consolidated billing invoice, the program includes only transactions that were created before the cutoff date *and* have not yet been included on a consolidated billing invoice.

You can accept or reject all consolidated billing invoices in a batch by specifying the concurrent request ID for this submission.

**Important:** If you are using the Imported Billing Number from this program, use custom invoices instead. Imported Billing Number will not print this way.

### To print a draft or a new consolidated billing invoice:

1. Navigate to the Consolidated Billing Invoices window.
2. Choose one of the following options:

**Print Draft Consolidated Billing Invoices:** Choose this option to print a draft of your consolidated billing invoices. You can then review your consolidated billing invoices for accuracy and completeness, then either accept or reject them. If you choose this option, the invoice will have a status of Draft. To change the status to Accepted, see: To accept or reject a consolidated billing invoice, page 3-264.

**Print New Consolidated Billing Invoices:** Choose this option to print a new consolidated billing invoice. If you choose this option, the invoice will have a status of final, and you will not be able to review the invoice for accuracy and completeness.

3. Enter report parameters:

**Customer:** To print consolidated billing invoices for a specific customer, enter the customer name or number, or select from the list of values. Only customers who are set up to receive consolidated billing invoices in their *customer level* profile appear in the list of values. Leave these fields blank to print consolidated billing invoices for all customers who are set up to receive them.

**Bill-to Site:** To print an invoice that includes all transactions for a specific bill-to site, enter a bill-to site, or select from the list of values. Leave this field blank to print invoices for all of this customer's bill-to sites.

**Cut-off Date:** Enter the cutoff date for including invoices on this consolidated billing invoice. Receivables includes all transactions created before this date that have not been included on a previous consolidated billing invoice.

You can use a cutoff date and currency combination only once for a customer. If you want to include newly created transactions on a bill that you previously created for a customer, then you must first reject the original bill before you can create a new bill using the same cutoff date and currency. Alternatively, you can create a new bill using a different cutoff date and currency combination.

**Important:** The cutoff date also determines the payment terms, which determine the bill-to sites selected. When setting up proxima payment terms, you must specify a cutoff day and a single due date. To find the payment term that will be used for the consolidated billing invoices, the program matches the cutoff date you enter here with the cutoff day in the payment terms. If you have more than one payment term with the same cutoff day, enter a Terms Code (see below).

**Last Day of Month?:** Enter *Yes* if the cutoff date that you entered is the last day of the month and you want to include all transactions created during the month. Receivables selects all transactions created during the month for customers who are assigned to payment terms with the Last Day of Month option set to Yes.

Enter *No* to select only transactions and customers assigned to payment terms with the same cutoff date that you entered for the Cut-off Date parameter.

**Terms Code:** If you defined more than one payment term with the same cutoff day, enter the payment terms to use or select from the list of values. Leave this field blank to select all bill-to sites assigned to payment terms with the cutoff day you entered. If you entered Yes for the Last Day of Month parameter, specify the payment terms you defined for end of the month consolidated billing.

**Currency Code:** The default is your functional currency. For customers that use multiple currencies, you must run a separate report for each currency.

**Type:** Choose the print format for this billing invoice (optional). The Summary format lists only the total amount for each transaction. The Detail format includes item detail such as description, quantity, and unit price.

If you entered a customer name, the program ignores the value in this field and uses the print format specified in the customer's profile. If you did *not* enter a customer

name, Receivables prints this consolidated billing invoice using the format you enter here.

**Note:** Receivables always creates the data for detail-level consolidated billing invoices even if it prints only the summary level. Receivables stores the detail-level data so that when you reprint consolidated billing invoices, you can choose to print either summary or detail, regardless of how the customer is set up.

**Pre-Printed Stationery:** Indicate whether you are using pre-printed stationery for your consolidated billing invoices. If you choose No, Receivables prints column headings with your customer and transaction information; otherwise, Receivables does not print column headings.

**Note:** Using pre-printed stationery with the Print Consolidated Billing Invoices program is a customization. Contact Oracle Support Services for more information.

4. Choose OK, then choose Submit. Receivables assigns a unique Request ID to your submission.
5. To review the status of your request, navigate to the View Concurrent Requests window, then query your submission by its request ID number.

#### **To accept or reject a consolidated billing invoice:**

1. Navigate to the Consolidated Billing Invoices window.
2. Choose one of the following Request Names from the list of values:

**Accept Consolidated Billing Invoices:** If you are satisfied with the draft invoices, choose this option to accept them. When you do this, Receivables changes the status from Draft to Accepted. This option *does not* automatically reprint the consolidated billing invoices; to print Accepted (final) consolidated billing invoices, or to reprint spoiled drafts, use the Reprint Consolidated Billing Invoices option.

**Reject Consolidated Billing Invoices:** If you are not satisfied with the draft invoices, choose this option to reject them. Receivables changes the invoice print status from 'Printed' to 'Pending.' You can print these invoices again using either the Print Draft or Print New Consolidated Billing Invoices option.

3. Enter the following report parameters:

**Billing Invoice Number:** To accept or reject a single consolidated billing invoice, enter the billing invoice number. To accept or reject an entire batch, leave this field blank and specify a Concurrent Request ID.

**Note:** Receivables does not reuse consolidated billing invoice numbers assigned to rejected drafts.

**Concurrent Request ID:** To accept or reject an entire batch of consolidated billing invoices, enter the concurrent request ID for the invoices; otherwise, leave this field blank.

**Note:** To accept most, but not all, of a batch of billing invoices, reject individual consolidated bills separately by entering the Billing

Invoice Number. Then, accept the rest as a batch by specifying the concurrent request ID.

4. Choose OK, then choose Submit. Receivables assigns a unique Request ID to your submission.
5. To review the status of your request, navigate to the View Concurrent Requests window, then query your submission by its request ID number.

**To reprint draft or accepted consolidated billing invoices:**

1. Navigate to the Consolidated Billing Invoices window.
2. Enter Reprint Consolidated Billing Invoices, or select this option from the list of values.
3. Enter the following report parameters:

**Billing Invoice Number:** To reprint a single consolidated billing invoice, enter the billing invoice number. To reprint an entire batch, leave this field blank and specify a Concurrent Request ID.

**Concurrent Request ID:** To reprint an entire batch of consolidated billing invoices, enter the concurrent request ID for the invoices; otherwise, leave this field blank.

**Type:** Choose Summary or Detail (optional). When reprinting consolidated billing invoices, you can print them in either Summary or Detail format, regardless of how the customer or site is set up. However, all consolidated billing invoices for a concurrent request must be the same type. Leave this field blank to print invoices in their original format.

4. Choose OK, then choose Submit. Receivables assigns a unique Request ID to your submission.

**Related Topics**

Consolidated Billing, page 3-255

Setting Up Consolidated Billing, page 3-257

How Receivables Selects Transactions for Consolidated Billing, page 3-260



---

# Bill Presentment Architecture

This chapter covers the following topics:

- Bill Presentment Architecture
- Implementing Bill Presentment Architecture
- Template Management
- Assigning Templates
- Print Management
- Bill Presentment Architecture Page References

## Bill Presentment Architecture

Use Bill Presentment Architecture (BPA) to customize the content and format of billing data that your customers view online or print.

BPA provides the architecture to retrieve billing data from multiple sources, including transaction flexfields and other data not interfaced and stored in Oracle Receivables. Because bill presentment is not limited to transaction accounting information, you can present bills that are more comprehensive and meaningful to your customers.

With BPA, you first indicate the data sources that you want to collect billing data from. BPA provides a framework for collecting billing data stored in:

- Oracle Receivables
- Oracle applications seeded in BPA, such as Oracle Order Management and Oracle Service Contracts
- Other Oracle applications
- Legacy systems and other non-Oracle applications

You then design billing templates for each transaction class, choosing the layout and content to determine how you want billing data to appear in an online or printed bill, and assign the templates to customers or customer categories. You can print bills individually or in batches from your billing templates created within BPA or uploaded from external sources.

Customizing the bills that your customers see helps them to reconcile bills with purchase requests, thus facilitating timely bill payment.

Your customers can view summarized billing information and drill down using hyperlinks to detailed billing information and other related details necessary to understand and pay the bill.

## Related Topics

Bill Presentment Architecture Process Flow, page 4-2

Implementing Bill Presentment Architecture, page 4-4

Template Management, page 4-16

Assigning Templates, page 4-25

Print Management, page 4-30

## Bill Presentment Architecture Process Flow

With Bill Presentment Architecture (BPA), you can customize the content and format of bills to be viewed online or printed by your customers and your internal users.

You can:

- Design layout and select content for a bill
- Display on bills information that is not stored in Oracle Receivables
- Create hyperlinks that enable access to related billing information
- Display summary and child lines
- Provide online drilldown to transaction line details
- Upload external templates
- Incorporate attachments on online bills
- Assign bill formats to specific customers or user-defined customer categories
- Print transactions
- Preview billing templates using real-time data

You accomplish this by first configuring the BPA architecture, and then defining templates and assignment rules.

## Configuring Bill Presentment Architecture

Your system administrator sets up the data sources, views, content items, and hyperlinks to be used in template design.

To enable access from an online bill to supporting information from Receivables, supplementary data source, or web page, add hyperlinks to content items in the templates that you define.

## Defining Templates

BPA collects, formats, and presents billing data online and in printed bills, according to templates that you define.

A template defines the content areas and content items of a bill. Each data attribute on a bill is a *content item*. You specify the content items that appear in each content area of a template. For example, you can specify that the bill-to address appears in the



upper left corner of the bill. A template also determines the placement and format of the content items.

You can design new templates, use the default templates provided with BPA, upload external templates, or modify templates to suit your company or customer business needs. Using the desktop icons, you can easily create or modify templates graphically. Content areas can be split into as many areas as needed to create the desired layout. Content areas can be moved, duplicated, formatted, updated, or deleted.

When you create or customize templates, you design the layout and contents of a primary bill page and, if needed, a details page. The primary bill page has three content areas:

**Header:** This area includes information typically seen at the top of an invoice, such as the company's logo, transaction number, date, customer name, bill-to address, ship-to address, and terms.

**Lines and Tax:** This area contains the billing items, and can optionally include tax, for all transactions included in the bill. This section typically includes the item number, item description, quantities, and cost amounts.

**Footer:** This area includes information typically available at the bottom of an invoice, such as the total for the bill, aging, additional notes to the customer, and other messages.

You can create a details page for a template if your supplementary data source has a registered details page view. The details page contains supporting billing information from your supplementary data source such as Oracle Service Contracts. See: Details Page Design, page 4-21.

**Note:** After creating your billing template, you can preview and print it using actual customer data.

See: Template Management, page 4-16.

## Defining Assignment Rules

BPA assigns completed billing templates to customers based on the assignment rules that you define. Each rule uses predefined criteria with user-defined conditional values to match templates with customers.

When a user selects a bill to view or print, BPA applies the online or printed rules, in the order you specify, to determine which template to use.

For example, you can define a rule to use a template to display bills that are more than \$10,000. Then, define a second rule to use a different template to display bills that are \$10,000 or less.

You can assign different templates to be used for online bills and printed bills. You can also specify different rule order for online and printed bills.

See: Assigning Templates, page 4-25.

## Related Topics

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

## Implementing Bill Presentment Architecture

Before you begin working with Bill Presentment Architecture (BPA), gather the requirements for your templates and determine if you need to set up any additional data sources.

- How many templates do you require to satisfy your customers' needs?
- Do you need different templates for online bills and printed bills?
- Do you need different templates for each transaction classes you use?
- Can you modify seeded templates to meet your requirements, or will you need to design new templates?
- Do you want to upload external templates to format printed bills?
- What content items do you need for each template? Organize the layout for the primary page, and details page if used, and determine the content items for each of the following content areas: Header, Lines and Tax, Footer, and Details.
- Will any bill information come from an application other than Oracle Receivables and the seeded applications in BPA? If yes, then you must register the applications as data sources, synchronize flexfield content items, register data source views, and enable these new data sources.
- Do you need to set up hyperlinks?
- Will you allow online access to attachments? Do you want to enable your customers to update attachments?
- What assignment rules do you need to filter and match a template with appropriate customers or transactions?

After you respond to these questions, you can begin implementing BPA. Refer to the steps in the table below to help guide your implementation.

Step	Performed by	Where	Task	Required?
Step 1	System Administrator	Receivables	Create internal and external users and assign BPA responsibilities. See: <i>Oracle Applications System Administrator's Guide</i> .	Yes
Step 2	System Administrator	Receivables	Add Invoice Print Master Program to Oracle Receivables responsibilities. See: Bill Presentment All Request Group, page 4-31.	Required if printing BPA transactions from Oracle Receivables
Step 3	System Administrator	Data Quality Management	Set DQM Match Rule for Search profile option. See: Setting System Profile Options, page 4-6.	Required for Interactive Preview

Step	Performed by	Where	Task	Required?
Step 4	System Administrator	Receivables	Set OIR: Bill Presentment Architecture Enabled profile option to Yes. See: Setting System Profile Options, page 4-6.	Yes
Step 5	System Administrator	Receivables	Set AR: BPA Detail Access Enabled profile option to Yes to enable access to details page of an online bill. See: Setting System Profile Options, page 4-6.	Optional. Default is Yes.
Step 6	System Administrator	Applications Object Library	Register Attachment Categories, page 4-15	Optional.
Step 7	System Administrator	Receivables	Set AR: BPA Attachment Update Enabled profile option to enable users to update attachments on an online bill.	Optional. Default is No.
Step 8	System Administrator	Receivables	Set grouping attribute in Receivables, page 4-7.	Required if you use Oracle Service Contracts
Step 9	System Administrator	Receivables	Run Generate Stylesheet for BPA Templates concurrent program. See: Generating Stylesheets, page 4-7	Required if you print transactions.
Step 10	System Administrator	Bill Presentment Architecture	Register data sources, page 4-8.	Required for all nonseeded data sources.
Step 11	System Administrator	Bill Presentment Architecture	Synchronize flexfield content items, page 4-9.	Required if you use transaction flexfields.
Step 12	System Administrator	Database	Create database views, page 4-10.	Optional
Step 13	System Administrator	Bill Presentment Architecture	Register data source views, page 4-12.	Optional
Step 14	System Administrator	Bill Presentment Architecture	Enable data sources, page 4-8.	Required if you use supplementary data sources.

Step	Performed by	Where	Task	Required?
Step 15	System Administrator	Bill Presentment Architecture	Create hyperlinks, page 4-14.	Optional
Step 16	Billing or accounting staff	Bill Presentment Architecture	Create custom content items, page 4-20.	Optional

## Related Topics

Bill Presentment Architecture, page 4-1

Bill Presentment Architecture Process Flow, page 4-2

## Setting System Profile Options

### OIR: Bill Presentment Architecture Enabled

To enable *i*Receivables to present bills using Bill Presentment Architecture (BPA), set the OIR: Bill Presentment Architecture Enabled profile option to Yes. You can set this profile option at the site, application, responsibility, or user level.

### DQM Match Rule for Search

To use the Interactive Preview feature to preview a bill template using actual customer data, set the DQM Match Rule for Search profile option. BPA uses the Data Quality Management matching rule to find the customer you want to preview. You can select one of the seeded match rules or you can create your own matching rule. You can set this profile option at the site, application, responsibility, or user level.

This match rule searches based on customer parameters. If you enter a transaction number or select a transaction class or tax printing option when searching for a transaction to preview, then this profile option is not required.

### AR: BPA Detail Access Enabled

You can use the AR: BPA Detail Access Enabled profile option to set the level of information that your customers and internal users can access in online bills in Bill Presentment Architecture (BPA). You can either allow users to access a details page or not. The default setting for this profile option is Yes.

- **Yes:** The user can access the details page of a bill by clicking on an active link in the description column in the Lines and Tax area of the online bill.
- **No:** Links from the description column in the Lines and Tax area are not displayed. The user is unaware that a details page is available. The user can drill down from any grouped line on the primary page of a bill, but cannot view any detail information from supplementary data sources available on the details page.

You can set the Billing Details Access attribute at the site, application, responsibility, and user level.

**Note:** For printed bills, use the Display on Printed Invoice option available on the Details Page Design: Select Content page to control whether or not the details page is included with the invoice. See: Details Page Design, page 4-21

## **AR: BPA Attachment Update Enabled**

To enable users to add, update, and delete attachments that are part of online bills, set the AR: BPA Attachment Update Enabled profile option. If set to Yes, users can view, add, update, and delete attachments. If set to No, users can only view attachments.

You can set this profile option at the site, application, responsibility, and user level.

### **Related Topics**

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

Profile Options, page B-1

## **Setting Grouping Attributes**

If you want to retrieve data from Oracle Service Contacts (OKS), then you must set the INTERFACE\_LINE\_ATTRIBUTE1 column as an AutoInvoice optional grouping attribute in Oracle Receivables

If you use Oracle Service Contracts (OKS) as a supplementary data source and want to display grouped transaction lines that originate in that application, then you must set the INTERFACE\_LINE\_ATTRIBUTE1 column as the optional grouping attribute in Oracle Receivables.

OKS passes the contract number to Receivables using this attribute. See: Using Grouping Rules to Create Transactions, page 3-219.

### **Related Topics**

Selecting Content and Layout, page 4-19

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

## **Generating Stylesheets**

When you install Bill Presentment Architecture (BPA), you must run the Generate Stylesheet for BPA Templates concurrent program in order to be able to print transactions. This program generates an XSL stylesheet (.xsl-fo file format) for all seeded templates. XML Publisher uses the stylesheet to format templates for printing.

When you create a new template and set the status to Complete, BPA automatically runs this program for you, to create the required stylesheets. Implementation is the only time you must run the program manually. See Bill Presentment All Request Group, page 4-31

### **Related Topics**

Print Management, page 4-30

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

## Registering Data Sources

To make content items and hyperlinks available for your template designers to include in a template, you must register and enable the supplementary data source where the content items reside.

Oracle Receivables is already registered in Bill Presentment Architecture (BPA) and enabled for use. It is the primary data source. All other data sources are supplementary data sources. Other Oracle applications, such as Oracle Order Management and Oracle Service Contracts, are registered in BPA, *but you must first enable them for use.*

If you want to use an application or other source that is not seeded in BPA as a source of content items, then you must register and enable the source as a data source. You can register any application that interfaces billing transactions to Receivables. Applications that can be registered include Oracle applications, third party applications, and legacy systems.

If you want a template to include a details page, then you must register a supplementary data source and register a details page view to provide content items. See: Registering Data Source Views, page 4-12.

When you register a data source, you provide the following:

- Name
- Description
- Interface Context

### Prerequisite

- Define context field values for line transaction flexfield segments. You specify an interface context for transaction flexfield segments using the Application Developer responsibility. See: *Oracle Applications Developer's Guide*.

## Selecting an Interface Context

When you register a data source, you select the interface context for the data source that you want to register.

All transactions imported into Receivables via AutoInvoice have an interface context. The interface context is the context field value for the transaction flexfield in the source application. A source application, such as Oracle Order Management, uses the interface context to identify each transaction.

BPA uses the interface context to synchronize the transaction flexfield. See: Synchronizing Flexfield Content Items, page 4-9.

For more information about transaction flexfields and the interface context, see: Transaction Flexfields, page 3-214.

## Enabling Data Sources

After you enable a data source, you can:

- Use the data source as a source of content items when defining templates
- Assign templates based on that data source to rules in Template Assignment
- Create hyperlinks by selecting transaction attributes from the data source.

To change the status of a data source, select a data source from the list of registered data sources. From the list of values, select Mark as Enabled and click Go. After a data source is enabled, you can view its details, but you cannot make any changes.

**Note:** Oracle Receivables is always enabled. Oracle Order Management and Oracle Service Contracts must be enabled before you can use them as supplementary data sources.

You can disable a data source at any time, with the exception of Receivables. You cannot disable Receivables as a data source because it provides the basic transaction line billing information for Bill Presentment Architecture.

You can update, synchronize flexfields, and delete a data source only if its status is disabled. You can also view disabled data sources.

**Warning:** Do not disable a data source while creating or updating a template, or while assigning templates to rules.

## Viewing Data Sources

You can view the following information about a data source by clicking on the data source name:

- The name, description, and interface context for the data source.
- Each view registered for the data source, including the technical view name and the area where the view can be displayed.
- The templates that currently use content items from the data source.

When viewing a data source, you can sort its associated views by clicking on a column heading. You can also drill down to view the details of the associated views, including the database view name and the content items for the view.

## Synchronizing Flexfield Content Items

If you want to display transaction flexfields on a bill, then you must synchronize the transaction flexfield column information with Receivables transaction information. You can do this before or after you register views from the data source, but only if the status of the data source is disabled. To synchronize, select the content items to be available in Template Management.

**Note:** You do not have to synchronize the flexfield content items for the supplementary data source, Oracle Order Management. Content items from this seeded application have already been synchronized with Receivables.

For Oracle Service Contracts, only some content items have been synchronized. You can synchronize additional flexfield content items from this supplementary data source if you want to add them to a template.

You can unsynchronize flexfield content items that are not used in a template. Content items used in a template are grayed out.

To unsynchronize a content item used in a template, you must first remove the item from the template and disable its data source.

### Prerequisites

- Register a supplementary data source, page 4-8
- Select an interface context, page 4-8

For each content item, BPA displays the column name, item name, and item display label. BPA creates a default description for each content item using the format <Data Source Name>-Flexfield-<Item Name>. For example, the default description for the Amount content item is:

### Oracle Service Contracts-Flexfield-Amount

This indicates the data source of the content item and identifies the item as a flexfield content item.

You can change the item display label on this page or in the Update Properties page.

### Related Topics

Registering Data Sources, page 4-8

Updating Properties, page 4-21

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

### Creating Database Views

To obtain billing data from a source other than the seeded ones, you must first register the application (or other source) as a new data source in Bill Presentment Architecture (BPA).

See: Registering Data Sources, page 4-8.

After registering new data sources, you must complete your BPA configuration by creating any specific database views required, and then registering those views as *data source views* in BPA. This lets you access additional billing information from the new data sources.

Some database views from Oracle Receivables and seeded applications, such as Oracle Service Contracts and Oracle Order Management, are seeded as data source views in BPA. You can create other database views for these applications to provide any additional data required, but you must then register them as data source views in BPA.

You can create as many views as you need for the Header and Footer display area. The Lines and Tax display area and the Details Page display area may each have only one view.

**Tip:** When creating a database view, consider the type of information that you want the bill to display. When you later register the view in BPA, carefully set up the parameters so that the view will retrieve the correct information that you want the bill to display.

For example, suppose you create a view that will retrieve additional information for display on a bill. When you register the view in BPA, you might enter Transaction Number as the value for the Transaction Attribute parameter to successfully return the additional information. See: Selecting Parameters, page 4-13.



Create database views using a SQL query in the APPS schema.

### SQL Template to Create a View for Lines and Tax Area

If you create a new database view to supply content items for the Lines and Tax area of a billing template, then you must use the following SQL template to create the view.

**Note:** If you create a new database view for the Header and Footer or Details Page display areas, do not use this template. Create a SQL statement that will create a view for your requirements.

This template creates a view with the Receivables columns in the sequence required to display billing lines in the Lines and Tax area. The view must include all columns from CUSTOMER\_TRX\_ID to INTERFACE\_LINE\_ATTRIBUTE15. You can add additional columns at the end of the query.

Use the following SQL statement to create a new database view:

```
CREATE OR REPLACE FORCE VIEW <User created line view name> as SELECT
lines.customer_trx_id customer_trx_id,
lines.customer_trx_line_id customer_trx_line_id,
to_char(lines.line_number) line_number,
lines.line_type line_type,
nvl(AR_INVOICE_SQL_FUNC_PUB.get_description(lines.customer_trx_line_id),
lines.description) description,
to_char(nvl(lines.quantity_invoiced, lines.quantity_credited)
) quantity,
uom.unit_of_measure unit_of_measure_name,
to_char(nvl(lines.unit_selling_price,0),fnd_currency.get_format_mask
(trx.invoice_currency_code,40))
unit_price,
to_char(lines.extended_amount,fnd_currency.get_format_mask
(trx.invoice_currency_code,40))
extended_amount,
lines.sales_order,
lines.uom_code,
trx.trx_number,
AR_INVOICE_SQL_FUNC_PUB.GET_taxyn (lines.customer_trx_line_id
)
tax_exists_for_this_line_flag,
AR_BPA_UTILS_PKG.FN_GET_LINE_TAXRATE(lines.customer_trx_line_id) line_tax_rate,
AR_BPA_UTILS_PKG.FN_GET_LINE_TAXCODE(lines.customer_trx_line_id) tax_code,
AR_BPA_UTILS_PKG.FN_GET_LINE_TAXNAME(lines.customer_trx_line_id) printed_tax_name,
lines.interface_line_attribute1,
lines.interface_line_attribute2,
lines.interface_line_attribute3,
lines.interface_line_attribute4,
lines.interface_line_attribute5,
lines.interface_line_attribute6,
lines.interface_line_attribute7,
lines.interface_line_attribute8,
lines.interface_line_attribute9,
```

```

        lines.interface_line_attribute10,
        lines.interface_line_attribute11,
        lines.interface_line_attribute12,
        lines.interface_line_attribute13,
        lines.interface_line_attribute14,
        lines.interface_line_attribute15,
        <Additional line column>,
        < >
        < >
FROM
    mtl_units_of_measure uom,
    ra_customer_trx_lines lines,
    ra_customer_trx trx,
    <Additional join table>
WHERE
    trx.customer_trx_id = lines.customer_trx_id
    AND trx.complete_flag = 'Y'
    AND lines.uom_code = uom.uom_code(+)
    and lines.line_type = 'LINE'
    and <Additional join condition>,
    and < >

```

## Related Topics

- Bill Presentment Architecture, page 4-1
- Implementing Bill Presentment Architecture, page 4-4
- Registering Data Sources, page 4-8
- Registering Data Source Views, page 4-12

## Registering Data Source Views

When you register a data source view, you specify the content items that will be available for a specific display area of a bill. You must register views if you:

- Register a new data source for use with Bill Presentment Architecture (BPA)
- Want to use additional views in existing data sources as a source of content items

Before you can register a view, the status of the data source must be disabled.

To register a data source view:

- Select a display area for the view
- Select a database view

**Note:** BPA supports registration of one Lines and Tax data source view, one Details Page data source view, and multiple Header and Footer data source views.

- Select the content items to be available for creating templates

### Prerequisites

- Register a data source, page 4-8
- Create database views, page 4-10

## Selecting a View

To register a data source view for a data source, first identify the display area for the view, and click Register.

Then, use the search function to find the database view that you want to use as a source for content items. For each view, enter a description and display name for the view. Create a display name that easily identifies the source of the content items that can be selected from the view. Later, the template designer selects content items based on this view's display name.

## Selecting Parameters

You can set parameters to retrieve specific values from the view when a bill is displayed at run time.

Select either Fixed Value or Transaction Attribute as a parameter type and click Go. Then select a database column and enter a value for this parameter. You can repeat the above steps to add more parameters.

For example, to have a view retrieve information associated with a particular *customer*, you can select the Fixed Value parameter type and the BILL\_TO\_CUSTOMER\_NAME database column, and then enter the specific company name as the parameter value.

Or, to have a view retrieve information related to a *transaction*, you can select the Transaction Attribute parameter type and the TRX\_NUMBER database column, and then select the Transaction Number transaction attribute as the parameter value.

## Available Parameters

For the Header and Footer, and Lines and Tax display areas, the available list of values for the Transaction Attribute parameter type includes all content items in the Invoice Header view of the Oracle Receivables data source, except for these attributes:

- Formatted Bill-To Address
- Formatted Remit-To Address
- Formatted Ship-To Address
- Outstanding Balance with Tokens

See: Oracle Receivables Content Items, page J-1.

For the Details Page display area, the available list of values for Transaction Attribute parameter type includes:

- All content items in the Billing Lines view of the Oracle Receivables data source
- All content items in the Billing Lines view of the supplementary data source that you are creating the view for.

**Important:** Ensure that you select proper parameters so that your registered views for the Header and Footer display area return only one row at run time. Even if a view returns multiple rows, the bill will display only the first row.

## Selecting Content Items from Views

From the list of columns in the Content Items section, select the columns that you want to be available as content items during template design.

You can select or deselect column names only if the data source for the view is disabled. The Oracle Receivables data source, however, is always enabled because it provides transaction information to BPA. You can access views and update content items even though this data source is enabled.

If a column name is already used as a content item in an existing template, then the check box is grayed out. To make the content item unavailable for template design, you must first delete the content item from all templates that use the content item. You can then deselect the column.

For each column, you can modify the default item name and item display label. BPA creates a description for each content item, using the following format:

Content item description = data source name-view display name-item name

The description appears in Template Management. It may be helpful to design a naming convention for data sources, views, and content items that easily identifies these components for your billing personnel.

**Note:** The Item Display Label can also be modified in Template Management. See: Updating Properties, page 4-21.

## Related Topics

Viewing Data Source Views, page 4-14

Registering Data Sources, page 4-8

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

## Viewing Data Source Views

You can view the content items that are available for a view in the View page. First, open the View Data Source page by selecting a data source name. Then select the view display name to open the View page. This page lists all items available in a view. Items are shown as:

- **Used in templates:** Item is checked and check box is grayed out.
- **Available for use in templates:** Item is checked and check box is active.
- **Not available:** Item is not checked.

You can also access the View page by clicking the Views icon.

## Related Topics

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

Registering Data Source View, page 4-12

## Configuring Hyperlinks

The system administrator creates the hyperlinks that are available for a template designer to associate with content items in a template. These hyperlinks are the hyperlink addresses for the HTML pages that you can link to from an online bill.

- Give a name and description to each hyperlink. Pick a name for the hyperlink that easily identifies the hyperlink for the template designer. For example, if you create the hyperlink that links to your company home page, then you could provide a name such as *Company Home Page*.
- Enter the URL address. At run time, Bill Presentment Architecture (BPA) will automatically add the server name and port number to the beginning of the address.

If the server name is not needed for the hyperlink, such as <http://www.oracle.com>, then you must include the protocol such as *http://* or *mailto:* at the start of the address to override the server reference.

You can also enter parameters for the hyperlink address.

- To add a fixed value parameter, such as *country=us*, select the Add Another Row button under Fixed Values. Enter the name and value for the parameter.
- To select a transaction attribute, specify a data source and view, and click Go. Click the Add Another Row button and search for the attribute you want to add. Select the Encrypt check box if you want to prevent external users from gaining access to your internal web pages.

For information on associating hyperlinks to content items, see: Updating Properties, page 4-21.

**Warning:** If you associate a hyperlink to the Item Description content item in the Lines and Tax area, then you will override the default links that BPA automatically provides. The links from grouped transaction lines to transaction lines and from transaction lines to transaction details will no longer be functional.

**Note:** You can associate a hyperlink with a transaction attribute only to a content item of the same data source view. Hyperlinks with fixed value parameters, however, can be associated with any content item.

BPA provides three seeded hyperlinks that you can associate with content items:

- Oracle Header Level Sales Order link
- Oracle Lines Level Sales Order link
- Oracle Applied Transaction Number link

## Related Topics

Creating a New Template, page 4-17

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

## Registering Attachment Categories

Use attachment categories to organize attachments. The default category is Miscellaneous. Register additional document categories that are specific to Bill Presentment Architecture (BPA).

To add additional categories for attachments, log in using the Application Developer responsibility and navigate to Attachment Functions.

Query:

- Function Name: ARBPA\_TM\_REAL\_PREVIEW
- User Name: Bill Management: Real Preview

Click Category and search and select a category.

**Note:** For information about working with categories, see: Overview of Attachments, *Oracle Applications Developer's Guide*.

## Template Management

Use Template Management to create, update, and manage templates to present bills online and for printing. Using the icon tools, you can graphically:

- Create templates, page 4-17
- Modify templates (duplicate and update), page 4-16
- Create custom content items, page 4-20
- Format text and layout, page 4-21
- Upload external templates, page 4-23
- Preview templates using existing customer transactions, page 4-22
- Delete templates

## Related Topics

Creating a New Template, page 4-17

Modifying Templates, page 4-16

Uploading External Templates, page 4-23

Bill Presentment Architecture, page 4-1

## Modifying Templates

If you do not want to build an entirely new template, then you can copy an existing template and modify it to suit your requirements. Select the Duplicate icon next to the template you want to copy and enter a new template name and description.

Bill Presentment Architecture (BPA) provides seven default templates:

- Default Chargeback Template
- Default Credit Memo Template
- Default Debit Memo Template
- Default Deposit Template
- Default Guarantee Template
- Default Invoice Template
- Default Oracle Service Contracts Invoice Template

After duplicating an existing template, you can select a different supplementary data source. In the new template, content items from the old supplementary data source are

removed. For example, if you copy an Oracle Service Contracts (OKS) template and change the supplementary data source to Oracle Order Management, the content items specific to OKS are deleted from the new template.

Similarly, if you duplicate an existing template and change the transaction class to chargeback, deposit, or guarantee, content items specific to a supplementary data source are removed. Templates for these transaction classes do not use supplementary data sources.

If you change the tax format in a duplicated template, any content items related to original tax format are deleted. For example, if you change the tax format from Custom to Oracle Receivables Tax Printing Option, the content items specific to the Custom format are removed.

## **Related Topics**

Creating a New Template, page 4-17

Uploading External Templates, page 4-23

Bill Presentment Architecture, page 4-1

## **Creating a New Template**

Bill Presentment Architecture (BPA) guides you through the steps to create a new template by displaying a series of "train stations" that show you where you are in the process.

1. General Information, page 4-17
2. Primary Page Design, page 4-18
3. Details Page Design, page 4-21
4. Print Setup, page 4-22
5. Preview, page 4-22

At the end of the process, you save and complete the template. See: Saving and Completing Templates, page 4-23.

## **General Information**

To create a new template, enter the general information for the template, such as template name and template description. Select the transaction class. You can create a template for invoices, credit memos, debit memos, guarantees, chargebacks, or deposits.

All templates use Oracle Receivables as the primary source of billing data. You can select one supplementary data source, such as Oracle Order Management, Oracle Service Contracts, other Oracle application, or a third-party application, from the list of enabled data sources registered with your installation. You can select a supplementary data source only for templates with a transaction class of invoice, credit memo, or debit memo.

If you want to create a details page, then you must select a supplementary data source with a registered details view. The available content items for the details page are drawn from the supplementary data source application.

You can format tax amounts on a bill based on the tax printing method selected in Receivables, or you can design a custom tax format.

- If you select the Oracle Receivables Tax Printing Option, then the tax amounts displayed on a bill are formatted according to the customer's tax printing format selected in Receivables to print tax amounts on invoices. See: Tax System Options, page 2-132.

You cannot customize or modify these tax formats in Template Management.

- To show the Tax Registration Number on your bills, create a custom content item with an item type of message. Enter the registration number as the text of the message. You can then add this content item to the Lines and Tax area of a template to display the registration number on a bill. See: Creating Custom Content Items, page 4-20.
- If you select Custom, then you can select and format the tax-related content items to display tax information on a bill. BPA ignores the customer's tax printing option selected in Receivables.

You can add tax items to the Billing Lines section of the Lines and Tax content area, include a summarized tax table below the lines, and display itemized tax by lines.

The tax content items available are:

- Inclusive Flag
- Tax Code
- Tax Extended Amount
- Tax Name
- Tax Precedence
- Tax Rate
- Taxable Amount

**Note:** You must include either Tax Code or Tax Name but not both content items.

See: Selecting Content and Layout, page 4-19.

## Primary Page Design

To design the primary page of the template, you begin with three blank content areas: Header, Lines and Tax, and Footer. Use the icons to create the desired layout.

- You can divide the Header and Footer content areas, horizontally and vertically, into numerous content areas. You should create a content area for each logical group of content items that share the same format.

Within the Header and Footer content areas, content areas can be moved, swapped, or duplicated. If you duplicate or move one content area to replace another content area, then the action replaces any existing data in a content area and leaves the original area blank.

- The Lines and Tax content area, which displays the billing transactions and tax information, is a single content area that cannot be split into additional content areas.

The Lines and Tax content area is formatted as a table, where the selected content items are the columns, and each billing line is a row. For information about the



display options available for billing lines, see: Selecting Content and Layout, page 4-19.

## Selecting Content and Layout

For each content area, use the Select Content and Layout icon to choose content items and the layout format. Available content items are filtered by data source and view, and include predefined as well as custom content items. Transaction flexfield content items are available in the list of items for the supplementary data source. The description, including its source, displays for each content item.

To include an item in a content area, move it from Available Content Items to Selected Content Items and arrange the order in which it appears.

For each content area in the Header or Footer areas, you can select the layout type to format the appearance of the content items. You can format content items to appear as a single column, double columns, rows, or tables. You can include or hide item labels. To format properties, such as bold type, of a content item or its label, see: Updating Properties, page 4-21.

Select the items to appear in the Lines and Tax content area. This area contains the billing lines and optionally tax for those items. This area cannot be divided into multiple content areas. The selected content items are displayed in a table, with the first item in the Selected Content Items box displayed in the first column. Column width is dynamically controlled based on column label text for the online bill. Columns are initially proportioned equally for the printed bill, but can be reset. See: Updating Properties, page 4-21.

**Note:** For the Lines and Tax area, you must include the Item Description content item. You use this content item to drill down from parent lines to child lines, and from billing lines to detail lines. If you add another hyperlink to this content item, it deletes the functionality for grouping, drilldown, and details page.

For billing lines, you have the following display options:

- **Sequence Number:** Check this box to automatically display sequence numbers for grouped transaction lines. If unchecked, then no numbering is displayed.

BPA assigns numbers to grouped transactions sequentially (1, 2, 3, and so on). The second-level transaction lines that make up each grouped transaction line are also sequentially numbered; BPA appends each second-level transaction line's sequence number to the top-level sequence number (1.1, 1.2, 1.3, 2.1, 2.2, and so on).

This option is available only for templates that use Oracle Service Contracts as a supplementary data source.

**Note:** You can also display a line number if you include the Receivables content item, Line Number, in the Lines and Tax area. If you display Line Number, then the numbers will correspond to the item numbers in Receivables and may not be in sequential order if line items are grouped, or if the order of the items is changed.

- **Itemized Tax by Line:** Check this box if you are using a custom tax format and want to itemize tax by transaction line. Itemized tax information for each eligible line will appear below its associated billing line. Itemized tax lines show the description

column, amount column, and any tax-related content items that were selected for the Billing Lines section when you created the template.

Grouped billing lines, available for Oracle Service Contracts, will have grouped itemized taxes.

This option is not available for registered data sources that have user-defined Lines and Tax data source views.

- **Summary Lines:** Check this box if you want to display summarized transaction lines. Grouped lines are presented in the Lines and Tax area of the primary bill page.

This option is available only for templates that use Oracle Service Contracts as a supplementary data source.

If you choose to display summarized transaction lines, customers can drill down to the child lines using hyperlinks in the Item Description column on the online bill. If you want to include child lines on printed bills, select the With Child Lines Printed box.

From a grouped billing line, you can link to the transaction lines that make up the group. From a transaction line, you can link to billing details available on the details page of a bill.

Grouped lines and their child lines share the same format and content items.

**Note:** You can also add hyperlinks to any attribute on a bill to enable your customer to further research billing details. See: Updating Properties, page 4-21.

If grouped lines are not available, or if they are available but the check box is not selected, then Bill Presentment Architecture (BPA) presents the transaction lines, not grouped transaction lines, as the top level of billing lines.

**Note:** BPA supports grouping, drilldown, and inclusion of data from multiple data sources only for bills created after implementing BPA. Bills created before your BPA implementation can be presented using default templates or assigned templates, but will not support any hyperlinks for grouping or drilldown. Data fields for content items from data sources other than Receivables will show no data.

- **Summarized Tax:** If you want to display a separate table with summarized taxes in the Lines and Tax content area, then select content items in the Summarized Tax section. Tax amounts are summarized based on either Tax Code or Tax Name. You must include one of these content items but not both. Summarized tax information is displayed below the lines table in the Lines and Tax area as the total tax amount for all billing lines on the bill.

This section is available only for templates that use the Custom tax format.

## Creating Custom Content Items

You can create custom content items for inclusion in templates. A custom content item can be a message or an image. For example, you can create a message telling your customers how to contact customer service, or an image of your company logo.

**Note:** You can use custom content items only in the Header and Footer areas of a template.

Enter a unique name, and optionally a description and display label, for each new content item. The display label will appear on the template.

You can select a hyperlink name, if you want to provide a link from the content item. You can associate custom content items only with hyperlinks with fixed parameters. These hyperlinks cannot contain transaction attributes from a transaction data source.

Enter the message, or browse and locate the image file name that will appear on the template. Your system administrator must create the image file and save it to the OA\_MEDIA virtual directory.

## Updating Properties

Select the Update Properties icon to change the format properties of a content area. You can:

- Adjust the amount of white space that appears in a content area between the border of the area and the content items. The default is 0 pixels, but you can change it to any number to increase the white space.
- Display content item display labels and data in bold or regular type.
- For the Lines and Tax area and any area using the Single Row layout, specify the column width for each content item on the printed bill. The total for all columns must equal 100% or less.

When you add content items to a new template, BPA proportions the column widths equally. You can reset them to format the printed bill according to your specifications. If you later add a content item, the column width for the new item is set to zero. Columns with zero width will not show on the printed bill. You must reset the widths for the columns so that every column has a width greater than zero and the total width equals 100% or less.

**Note:** For online bill presentation, BPA dynamically sets column widths based on the length of the column label and text displayed.

- The item value style is not available for the Attachment content item or for any custom image item.
- Rename content item display labels and group labels, or delete all text so the labels do not appear on the bill.
- Add or remove a hyperlink associated with a content item.

**Note:** The content item and its associated hyperlink must have the same data source view.

## Details Page Design

During the third template design step, you optionally select the contents for the details page. Details Page is available for templates for invoices and credit memos only. You can include a details page only if you have specified a supplementary data source with a registered details page view when you first entered general information for the template.

If you select content items for the details page, then a user can click a hyperlink that appears in the Item Description column of the Lines and Tax area of the online bill to view detail information for the billing line. You must also set the AR: BPA Details Access Enabled profile option to Yes. See: Setting System Profile Options, page 4-6. Select the Display on Printed Bill option to include child lines on printed bills.

Click the Update Properties icon and specify the column width for each content item on the printed bill. The total for all columns should equal 100% or less. You can also change content item display labels and add hyperlinks.

Select the Display on Printed Invoice box if you want to include the details page with the printed bill.

If you are not including a details page in your template, then BPA skips this step.

## Print Setup

For printed bills, enter the information for the layout of the printed bill in the Print Setup step. In this step you can select one of the default layouts, which are based on standard envelope sizes, such as *legal* or *letter*. You can also customize a layout by modifying the page and layout dimensions. You cannot modify the unit of measure for the dimensions in Print Setup.

**Note:** To create custom page setups that can be selected in Template Management or modify units of measure, see: *Creating and Updating Page Setups*, page 4-32.

Select the font, font size, and page number location.

Select the format for the header and footer regions. You may display the Primary Header on the first page only, on every page, or choose to create and show a Secondary Header on all primary pages except the first page. You can choose to show the Footer on every primary page or just the last page. These secondary header and footer options apply only to primary pages, not detail pages.

To create a Secondary Header, you can select content items and layout or you can duplicate the Primary Header and update its properties to easily set up the second header format.

## Preview

The last template design step involves previewing the final template. BPA displays the template as it will appear online to the end user, populated with "XXXX" where actual transaction data will appear. If changes are required, then go back and make the necessary corrections.

You can also view a template as an online bill or printed bill with real customer data by selecting the Interactive Preview icon for a specific template on the Templates page. This icon is available for templates with a status of Complete or Incomplete.

**Note:** To preview templates created from external files, use the Interactive Preview icon in External Templates.

Search the list of available transactions and select one to preview. Only transactions with the same supplementary data source as the template will be available. If you select Online Preview, a secondary window opens to present the transaction as a bill formatted by the template, just as a customer would see it using Receivables, iReceivables, Collections, or other calling application. Additionally, the presented bill has working drilldown and hyperlinks.

If you select Print Preview, BPA generates a PDF file with standard PDF functionality, for review. You can also select one or more transactions in the Interactive Preview window and choose to print them. Template assignment rules are not used for this print request

and the Print status flag in Oracle Receivables is not updated. To monitor your print requests, go to the Requests page in Print Management.

Review the content and layout to verify that the template format is acceptable. Test the drilldown and hyperlinks using Online Preview to verify that they work properly.

## **Saving and Completing Templates**

When creating or updating a template, you can save your work at any point during the process by clicking Save. This action saves the template and lets you continue working on the page. It does not change the status of the template.

You can also click Finish at any time which will save your work and exit you from the Create or Update process.

When you are satisfied with your template design, click Finish to save your work and exit the template design process.

A template can have a status of Incomplete or Complete.

- You can modify, update, preview, duplicate, or delete a template that has a status of Incomplete, but the template cannot be assigned to customers and used to present bills online.
- You cannot update or delete a template that has a status of Complete.

Completing a template is a separate step and should not be done until the template design process is finished, and you have previewed and tested the template with real data.

You can change the status of a template at any time.

**Note:** You cannot change the status of default templates to Incomplete.

**Note:** Only templates with a status of Complete can be assigned to a rule in Template Assignment.

## **Related Topics**

Setting System Profile Options, page 4-6

Interactive Preview for External Templates, page 4-25

Modifying Templates, page 4-16

Uploading External Templates, page 4-23

Assigning Templates, page 4-25

Bill Presentment Architecture, page 4-1

## **Uploading External Templates**

You can upload external files to be used as billing templates for printed bills instead of creating a new template. External templates can be any PDF or RTF file. You can upload multiple language versions of the file as needed for a single template. After uploading the file, you must map each field name in the template to a content item from a data source view in Bill Presentment Architecture (BPA).

You cannot create grouping or drilldown or a details page for a billing template created from an external file.

**Note:** External templates can be used for printed bills only. You cannot modify layout or update these templates.

You can assign external templates in Template Assignment.

Follow XML guidelines when creating a file to be used as an external template in order to have fields that can be mapped in BPA to content items. For instructions on how to create a file that will be accepted by BPA, see: *Oracle XML Publisher User's Guide*.

## General Information

Enter a name and description for the template as the first step in uploading an external file. Select a supplementary data source if applicable. Select the template file type. You can upload only files in PDF or RTF formats.

You can update the general information for existing external templates. If you change the template type, BPA deletes all mapping information and you must re-map field names to content items for the template. If you change the supplementary data source, the mapping to content items from the supplementary data source is lost, but the mapping to content items from Oracle Receivables is maintained.

## File Upload

Add the files you want to upload for this template.

If your environment runs multiple languages, you can add one version of the template for each language installed. Field names must be the same across language versions in order for mapping to work successfully. When printing bills, BPA selects the appropriate template file based on the language associated with the customer's address.

Click Browse to locate the file to upload and enter the language for the file.

You can also update or remove files for a template. If you remove all the files for a template, the mappings are lost and you must re-create the template entirely. If you delete files but retain at least one file, the content mappings will still exist for the template.

## Item Mapping

To enable BPA to use your external file as a billing template, map the field names from the uploaded file to available content items in the data source views in BPA.

You can also display itemized tax for each billing line, if available from a supplementary data source.

As with other templates, any content items added in Configuration, will be available for mapping to external templates field names. You must unmap a content item associated with an external template field name before you can delete it in the Configuration tab.

## Review

Finally, review the item mapping for your uploaded template. The Review page shows the mapped content items grouped by bill sections, header and footer, and lines and tax. It also displays field names that are mapped to content items. Unmapped items have null values.

## Interactive Preview for External Templates

You can preview how an external template presents a bill using actual transactions from Oracle Receivables by selecting the Interactive Preview icon for the template.

**Note:** You can preview external templates only from External Templates. To preview other templates, go to Templates.

You can select one or more transactions to print from the interactive preview. Only transactions with the same supplementary data source as the template will be available. The print flag will not be updated in Receivables, and the preview feature does not use template assignment rules to assign the template to the bill. BPA uses the template you selected to preview to format the transaction for printing, not the template assignment rules. Monitor your print requests on the Requests page in Print Management.

**Note:** The Interactive Preview button is enabled only if you have uploaded an external template. If you upload an external template but not for the bill to language of the invoice, the checkbox for the transaction is disabled.

## Related Topics

Selecting Content Items from Views, page 4-13

Registering Data Source Views, page 4-12

Assigning Templates, page 4-25

Bill Presentment Architecture, page 4-1

## Assigning Templates

Bill Presentment Architecture (BPA) uses rules to determine which template to use to display online or print a bill. When you define a rule, you specify one or more criteria for content item values. You can create different rules to assign templates to present online bills and printed bills.

Each criteria contains:

- **Attribute:** An existing predefined content item that is available in the Header area from Oracle Receivables, the primary data source.
- **Condition:** A matching state such as equals, is greater than, or is less than or equal to.
- **Value:** A user-defined value that occurs on your transactions for the content item selected as the attribute. You can select a value from the list of values, or enter a value.

When you select a bill to view online or print, BPA reviews the rules in the order you specify until it finds a match, and then uses the template associated with the rule to format the bill.

For example, for ABC Company:

- If the Bill To City value on the invoice is Seattle, then you want to use Template ABC1.
- If the Bill To City is any city other than Seattle, then you want to use Template ABC2.

To do this, you can define one rule called ABC-Seattle, as shown in the following table, and assign it to Template ABC1:

Attribute Name	Condition	Value
Customer	equals	ABC Company
Bill To City	equals	Seattle

You define a second rule, shown in the table below, called ABC and assign it to Template ABC2:

Attribute Name	Condition	Value
Customer	equals	ABC Company

When you order the rules, list ABC-Seattle before the ABC rule.

## Default Rule

BPA provides a default called the Default Rule. This rule assigns the default template by transaction class. For example, it assigns the Default Invoice Template to present invoices and the Default Credit Memo Template to present credit memos. If no other rule can match attributes and content item values, then the default rule applies and BPA uses the default template to present the bill. This is true for transactions for all supplementary data sources.

**Note:** If BPA does not find a match in any of the rules for an transaction with a supplementary data source other than None, then it reviews the rules associated with the supplementary data source None until a match is found.

You cannot update the Default Rule. If you want to change the template assigned to this rule, then create a new default rule with no attributes and order it before the seeded default rule.

## Related Topics

[Creating a New Assignment Rule, page 4-26](#)

[Assigning a Template to a Rule, page 4-28](#)

[Reordering Rules, page 4-29](#)

[Viewing Bills in iReceivables, page 4-30](#)

## Creating a New Assignment Rule

You can create as many rules as you need to assign templates to transactions. Each rule can be composed of one or more attribute matching criteria. You can specify that a bill must match at least one attribute criteria, or must match all criteria, in order to be displayed by the template associated with the rule.

You can create a rule for any enabled data source. You must select a supplementary data source or select None.

To create a new rule:



- Enter the name, description, and supplementary data source.
- Next, select the order the rule will be applied. You can create different rule order for online and printed bills.

**Note:** If you are adding the first rule for a data source, the Rule Order section will not be displayed.

- Next, select matching criteria. See *Selecting Attribute Matching Criteria*, page 4-27.
- Finally, assign a template to the rule. See *Assigning a Template to Rule*, page 4-28.

To change the order in which the rules are applied, see: *Reordering Rules*, page 4-29.

**Tip:** Create a default assignment rule for each supplementary data source that you use in BPA. Do not add any attributes to the rule. Assign a generic or default template to the rule. The default rule will apply when no other rules match.

**Note:** If you create a rule for supplementary data source None, then order it before the Default Rule. If the rule for the supplementary data source None follows the default rule, it will never be invoked to assign a template.

## Selecting Attribute Matching Criteria

For a rule, you can set up matching criteria for one or more attributes. You can specify that all conditions of the rule must be met in order to assign a template to transactions or that the rule will assign a template if any condition is matched.

Select an attribute from the Add Attribute list of values and click Go. BPA filters the list of available conditions for the selected attribute. Next, select the condition for the rule. For information about selecting matching conditions, see *Selecting Conditions for Rules*, page 4-27.

Then, add the attribute values for the rule. Depending on the type of attribute used in the rule, you can select a value from a poplist, use the flashlight to search for an attribute value, or enter a value. For attributes with numerical or date values, such as Billing Date or Outstanding Balance, enter a value.

## Selecting Conditions for Rules

When you set up the matching criteria for an attribute in a rule, you can select the condition for which a template is used to display or print bills. The condition must be met for a specified attribute that appears as a content item on your bills. The matching conditions available are:

- **Equals:** Use this condition to match alpha or numeric values exactly, such as *Operating Unit equals Vision Brazil*.
- **Greater than, greater than or equal to, less than, and less than or equal to:** Use these conditions to match numerical and date values, such as *Total Amount greater than or equal to \$2500.00* or *Billing Date less than 1-MAY-2004*. This condition can be used to match alpha values, but it is not recommended.
- **Starts with:** Use this condition to match attributes that begin with the same value, so you don't have to create multiple rules using the equals condition. For example, if you bill several companies affiliated with Business Inc., you can set up a matching

criteria, *Customer Name like Business* to assign the same template to all the related companies. BPA assigns the template for this rule to all customers starting with *Business*, such Business East, Business North, and Business West.

This condition cannot be used to match numerical values.

- **Contains:** Use this condition to match attribute values that share a word or phrase. For example, if you want to assign a template to all customers with Business as part of the company name, you can set up a matching criteria, *Customer Name contains Business*. BPA assigns the template for this rule to all customers that have Business as part of the company name, such as Business World, World of Business, and International Business Corporation.

This condition can be used to match alpha values.

## Related Topics

Assigning Templates, page 4-25

Assigning a Template to a Rule, page 4-28

Reordering Rules, page 4-29

Viewing Bills in iReceivables, page 4-30

## Assigning a Template to a Rule

Select the templates that the rule applies to from the list of assigned templates. You must assign a template for at least one transaction class.

There is a tab for each transaction class. BPA filters the available templates based on the supplementary data source, transaction class, and presentment type you select. Since deposits, guarantees, and chargebacks have no supplementary data source, BPA does not display these tabs for rules with a supplementary data source other than None.

You can assign the same template for both online and printed bills, or you can assign different templates. To assign the same template for printed bills, select the Duplicate Assignment for Printed Bill option. The list of templates available for the printed bill includes external templates.

When you assign a template to a rule, you enter a range of transaction dates. The bill creation date corresponds to the date when the transaction was created in Receivables.

- A bill creation date must be January 1, 1970 or later.
- Bill creation dates cannot overlap within a rule. For example, if you assign two templates, Template A and Template B, to a rule, then the bill creation dates for Template A cannot overlap the bill creation dates for Template B.
- The Bill Creation From date must be earlier than or equal to the Bill Creation To date.

**Note:** To assign a template to a rule, you must first click Add Another Row.

When you are assigning templates to rules, remember the following important points:

- Only templates with a status of Complete can be assigned to a rule.
- For each rule, you must assign at least one template for Online Bills or at least one template for Printed Bills.

- Rules that do not have an assigned template will not be available in the shuttle boxes for Reorder Assignment Rules. For example, if a rule has a template assigned for only Printed Bills, it will not appear in the Online Bill reordering box.
- If a template is already assigned to a rule and you change the template's status to Incomplete, then the template will no longer be available for assignment. You must reassign a template with a status of Complete to the rule.
- If you change the data source for a template that is already assigned to a rule, then the template will no longer be available for assignment.
- You cannot delete a template that is assigned to a rule.
- A rule, and the templates assigned to it, must have the same supplementary data source.

## Related Topics

Assigning Templates, page 4-25

Creating a New Assignment Rule, page 4-26

Reordering Rules, page 4-29

Viewing Bills in *iReceivables*, page 4-30

## Reordering Rules

BPA applies rules based on the rule order that you define for each supplementary data source. The assignment engine in BPA begins with the first rule and searches until it finds a match. You can change the order of the rules at any time.

If no match is found for a particular supplementary data source, the rules for the supplementary data source None are checked until a match is found. The Default Invoice Rule applies if no other matches are found.

To reorder rules, select the Reorder button available on the Assignment Rules page. Use the shuttleboxes for online bills and printed bills to change rule order. If an external template is assigned to a rule, then the rule appears only in the Print Bill Available Rules shuttlebox.

**Note:** If you register a supplementary data source that has the same interface context as a seeded data source, then BPA will apply the rules created for the custom data source before the rules associated with the seeded data source.

In other words, the assignment engine will review the list of rules for the custom data source before reviewing the rules for the seeded data source. The rule order for each data source, however, will still apply.

**Note:** Only rules with assigned templates appear in the reordering shuttleboxes

**Note:** If you create a rule initially only for online bills, but later update the rule to apply to printed bills also, the rule is placed at the bottom of the list of rules for printed bills. You can change the rule order using the Reorder button. This is true also if you initially assign a rule only for printed bills and later assign the rule for online bills.

## Related Topics

Assigning Templates, page 4-25  
Creating a New Assignment Rule, page 4-26  
Assigning a Template to a Rule, page 4-28  
Viewing Bills in iReceivables, page 4-30  
Bill Presentment Architecture, page 4-1

## Viewing Online Bills

Internal users and external customers can view bills online using Oracle Receivables, Oracle iReceivables, Oracle Collections. or other calling application. When a user selects a transaction number, or icon if available, the assignment engine in Bill Presentment Architecture (BPA) determines which template to use to display the bill.

When viewing a bill, all the features and functionality of BPA's Interactive Preview, such as drilldown to transaction details, or iReceivables, such as creating a dispute, printing bills, or making a payment, are available to the user.

To learn more about iReceivables, see: *Oracle iReceivables Implementation Guide*.

## Related Topics

Preview, Creating a New Template, page 4-22  
Setting System Profile Options, page 4-6  
Bill Presentment Architecture, page 4-1

## Viewing Attachments

Use attachments to let internal users and external customers attach and view documents on online bills. An attachment document can be an image or data file, hyperlink, or text. To include an attachment, add the Attachment content item to a template. This content item is available only for the Oracle Receivables Invoice Header data source view. Add this content item to the header or footer of a template.

When adding an attachment to a transaction, select the default category, Miscellaneous, or add additional categories for attachments specific to BPA. See About Attachments, *Oracle Applications User's Guide*

You can control whether users can view, or view and update, attachments by setting the AR: BPA Attachments Update Enabled profile option.

## Print Management

Use the Print Management tab to generate printable transactions in Bill Presentment Architecture (BPA). You can print a single transaction or a batch of transactions. You can also print BPA transactions from Forms-based applications such as Oracle Receivables.

When you create a template, you assign a page setup that determines the page size, margins, and font used for the printed transaction.

When you run a print request, BPA generates a PDF file for each group of transactions, which is stored as the output file of the print request concurrent program.

**Note:** BPA also generates a PDF file for a bill when you click Print in Interactive Preview for a template.

## Bill Presentment All Request Group

The Bill Presentment All request group is associated with responsibilities for Bill Presentment Architecture (BPA) and contains two concurrent programs:

- **Invoice Print BPA Master Program:** This program launches one child print program for each print job instance requested. The child program generates a PDF file for each transaction to be printed.

If you want to use an Oracle Receivables responsibility to run the Invoice Print BPA Master Program, then add this program to the AR request group for the responsibility. See: *Oracle Applications System Administrator's Guide*.

- **Generate Stylesheet for BPA Templates:** This program runs automatically when you change the status of a template to Complete. It generates XSL formatting object files (.xsl-fo) that contain PDF formatting information used for printed bills.

You must run this program manually when you install BPA. See *Generating Stylesheets*, page 4-7

## Related Topics

Submitting Print Requests, page 4-31

Creating and Updating Page Setups, page 4-32

## Submitting Print Requests

Select the parameters for your print request.

When the Invoice Print BPA Master Program runs, it launches one or more child programs, depending on the number of transactions to print. The child program generates one PDF file for each group of transactions and stores it as the output file of the concurrent program. You can direct this file to a designated printer, using the standard functionality available for concurrent programs. You can view this file at any time and reprint it manually.

BPA launches a number of child programs based on the number of transactions to print. To determine the number of child programs required, BPA divides the number of transactions by 500 to create groups of transactions.

For example, if there are 1000 transactions to print, BPA launches two child programs, each with an output file of 500 transactions. If there are 1001 transactions, the master program will launch three child programs, but will balance the number of transactions in each group. Two programs will print 333 transactions each and the third will print 334 transactions.

## Related Topics

Print Management, page 4-30

Creating and Updating Page Setups, page 4-32

## Creating and Updating Page Setups

Use Page Setup to create new page setups or update existing setups. A page setup specifies the page layout parameters for printed bills, including page margins, paper size, font, font size, and the placement of the page number. When you create a template in Template Management, you assign a page setup to format transactions printed using that template.

Seeded page setups include A4, Legal, and Letter. You can modify seeded page setups.

If you modify a page setup in Print Management, your modifications replace any earlier parameters for the setup. New templates created after your page setup modifications will reflect the modified setup. Existing templates will not change.

You can also modify page parameters in Template Management, but your changes will not be saved permanently for the page setup. Your changes affect only page setup for the template using the page setup you modify.

### Related Topics

Print Management, page 4-30

Submitting Print Requests, page 4-31

Bill Presentment Architecture, page 4-1

## Bill Presentment Architecture Page References

This section provides a brief description of some common fields throughout Bill Presentment Architecture (BPA).

For additional field descriptions, you can also refer to page-specific references:

- Template Management Page Reference, page 4-34
- Template Assignment Page Reference, page 4-34
- Print Management Page Reference, page 4-35
- Configuration Page Reference, page 4-35

### Common Field References

**Content Item:** A content item is a data attribute selected from a data source, such as Receivables, that can be placed in a content area of a template.

**Data Source Status:** A data source can be enabled or disabled for use with a template.

**Data Source View:** A data source view is a database view that has been registered in BPA. BPA displays a name for each data source view by concatenating <data source name>-<view display name>. See: Registering Data Source Views, page 4-12.

**Details Page:** A page that contains supporting billing information for a billing line shown in the Lines and Tax area of a bill. Users drill down to the Details Page using a link in the Description column of a billing line. A Details Page view must be registered for the supplementary data source in order for a template to display a Details Page.

**Display Area:** The area on a template where each data source view returns content items for display. BPA has three display areas: Header and Footer, Lines and Tax, and Details Page.

**Fixed Values:** A parameter for a hyperlink, that returns one value. See: Configuring hyperlinks, page 4-14.

**Footer:** One of three predefined content areas of the primary page of a bill template. You can split the Footer into multiple content areas. You can add any Header and Footer-related content items to the Footer content areas. The same content items available for the Header content areas are available for the Footer content areas. See: Defining Templates, page 4-2.

Information most commonly displayed in the Footer content area includes total charges, balances, aging, and messages. For a list of available content items, see: Content Items, page J-1.

**Header:** One of three predefined content areas of the primary page of a bill template. You can split the Header into multiple content areas. You can add any Header and Footer-related content items to the Header content areas. The same content items available for the Header content areas are available for the Footer content areas. See: Defining Templates, page 4-2.

Information most commonly displayed in the Header content area includes company logo, addresses, customer information, shipping information, and general billing information. For a list of seeded content items, see: Content Items, page J-1.

**Hyperlink Name:** Create a user-friendly name for each hyperlink so that your template designer can easily identify the hyperlink to associate with a content item.

**Item Display Label:** The label that displays on a bill with a content item.

**Item Name:** A user defined name for a content item. It is not displayed on a presented bill.

**Lines and Tax:** One of the three predefined content areas of the primary page of a bill template. You can add content items related to billing lines and tax information to the Lines and Tax content area. See: Defining Templates, page 4-2.

**Primary Data Source:** The primary source of billing data for a template. Oracle Receivables is the primary data source in Bill Presentment Architecture.

**Supplementary Data Source:** Applications that interface with Oracle Receivables for invoicing and Receivables accounting are supplementary data sources. Examples of such applications are Oracle Service Contracts, Oracle Order Management, other Oracle applications, legacy systems, and other third-party applications. See: Registering Data Sources, page 4-8.

**Template Status:** A template can have a status of Complete or Incomplete. See: Saving and Completing Templates, page 4-23.

**Transaction Attributes:** A transaction-based parameter for a hyperlink. See: Configuring Hyperlinks, page 4-14.

## Related Topics

Bill Presentment Architecture, page 4-1

Implementing Bill Presentment Architecture, page 4-4

Template Management, page 4-16

Assigning Templates, page 4-25

Print Management, page 4-30

## Template Management Page Reference

**Content Area:** An area on a billing template where content can be added and formatted. Content areas are the building blocks for a template. Each content area has one layout for all its content items. You can create new content areas in the Header and Footer areas, based on how you want to group and display content items. The Lines and Tax area and the Details area cannot be split into multiple content areas. See: Primary Page Design, page 4-18.

**Content Area Properties:** Specify the width for the content area you are designing. You can set the amount of white space that appears around the border of the content area. You can also change the name of the content area. This name does not appear on a presented bill.

**Content Item Properties:** Select whether you want bold or regular type style for each content item and its display label in this content area. You can change the label for a content item or the content area. You can associate a URL with an item. See: Updating Properties, page 4-21.

**Database View:** A database view is a customized selection of one or more tables within a database, selected by a stored SQL query and made available to a user when they access the view. See: Creating Database Views, page 4-10.

**Display sequence numbers:** BPA can display a sequence number for each grouped transaction line, and the transaction lines that make up the group. See: Selecting Content and Layout, page 4-19.

**Finish:** Clicking this button ends the template design process, saves your work, and returns you to the Templates page. See: Saving and Completing Templates, page 4-23.

**Layout:** You can format the items in a content area by selecting one of the six layout styles. You can select only one layout style for a content area.

**Tax Format:** The tax format determines the content items and format for tax presented on a bill. If you select Oracle Receivables Tax Printing, then BPA presents tax information formatted according to the tax format that you select in Receivables. If you select Custom, then you can select from the following tax content items: Inclusive Flag, Tax Code, Tax Extended Amount, Tax Name, Tax Precedence, and Taxable Amount. You can have itemized tax by lines, summarized tax, or both. See: General Information, page 4-17.

## Related Topics

Bill Presentment Architecture, page 4-1

Bill Presentment Architecture Page References, page 4-32

Implementing Bill Presentment Architecture, page 4-4

Template Management, page 4-16

Assigning Templates, page 4-25

Print Management, page 4-30

## Template Assignment Page Reference

**Assigned Template:** A template that is assigned to a rule. See: Assigning Templates, page 4-25.

**Bill Creation From Date:** Enter the earliest billing creation date for the range of transactions to be assigned to this template. The Bill Creation Date is the date when



the transaction was created in Receivables. The date must be January, 1, 1970 or later. The Bill Creation From Date must be earlier than or equal to the Bill Creation To Date. See: Assigning a Template to a Rule, page 4-28.

**Bill Creation To Date:** Enter the latest billing date for the range of transactions to be assigned to this template. See: Assigning a Template to a Rule, page 4-28.

**Reorder Rules:** You can change the order of existing predefined and user-defined rules to change the sequence in which the rules are applied. You can reorder rules for any enabled supplementary data source. Select the data source and click Go. Use the icons to change the rule order. BPA applies rules in the order listed, starting with the first rule. See: Reordering Rules, page 4-29.

## Related Topics

Bill Presentment Architecture, page 4-1

Bill Presentment Architecture Page References, page 4-32

Implementing Bill Presentment Architecture, page 4-4

Template Management, page 4-16

Assigning Templates, page 4-25

Print Management, page 4-30

## Print Management Page Reference

**Page Setup Name:** A unique identifier for a set of page layout parameters used to print transactions.

## Related Topics

Bill Presentment Architecture, page 4-1

Bill Presentment Architecture Page References, page 4-32

Implementing Bill Presentment Architecture, page 4-4

Template Management, page 4-16

Assigning Templates, page 4-25

Print Management, page 4-30

## Configuration Page Reference

**Interface Context:** The context value for a transaction flexfield when interfacing transactions to Oracle Receivables using AutoInvoice. See: Selecting an Interface Context, page 4-8.

**Synchronize Flexfield Content Items:** See: Synchronizing Flexfield Content Items, page 4-9.

**View Display Name:** A user defined name for a data source view, that can be easily recognized by your internal users. See: Registering Data Source Views, page 4-12.

## Related Topics

Bill Presentment Architecture, page 4-1

Bill Presentment Architecture Page References, page 4-32  
Implementing Bill Presentment Architecture, page 4-4  
Template Management, page 4-16  
Assigning Templates, page 4-25  
Print Management, page 4-30

---

## Bills Receivable

This chapter covers the following topics:

- Bills Receivable Overview
- Bills Receivable Creation
- Manually Creating a Bill Receivable
- Entering Bills Receivable Bank Account Information
- Manually Assigning Transactions to a Bill Receivable
- Flagging Transactions for Automatic or Direct Exchange into Bills Receivable
- Batching Transactions for Bills Receivable
- Exchanging a Transaction for a Bill Receivable
- Exchanging a Bill Receivable for a New Bill Receivable
- Completing a Bill Receivable
- Accepting a Bill Receivable
- Printing a Bill Receivable
- Bills Receivable Stamp Values
- Bills Receivable Management
- Viewing Bills Receivable
- Bills Receivable Portfolio Management Window Reference
- Updating Bills Receivable
- Bills Receivable Reports
- Bills Receivable Remittance
- Creating a Bills Receivable Remittance Batch
- Maintaining Bills Receivable Remittances
- Bills Receivable Maturity and Risk Program and Report

### Bills Receivable Overview

Oracle Receivables provides a comprehensive solution to managing the entire life cycle of bills receivable: creation, acceptance, remittance, updates, history, and closing.

A bill receivable is a document that your customer formally agrees to pay at some future date (the maturity date). The bill receivable document effectively replaces, for the related amount, the open debt exchanged for the bill. Bills receivable are often remitted for collection and used to secure short term funding.

## Creating Bills Receivable

Oracle Receivables treats a bill receivable as a separate transaction. You can create bills receivable individually through the Bills Receivable window, directly exchange a completed invoice for a bill receivable in the Transactions workbench, or create bills receivable in batch using the Bills Receivable Transaction Batches window or the Bills Receivable Batch Creation concurrent program. You can create signed, unsigned, and customer-issued (promissory note) bills receivable.

## Remitting Bills Receivable

You can remit bills receivable to a bank or factoring company using the Remittances window. Choose to factor remittances with or without recourse. Optionally print bills receivable as supporting documentation for the bank or for your own records. Run the Bills Receivable Maturity and Risk program and report to apply receipts and eliminate risk on remitted bills factored with recourse. You can further automate the creation of a remittance batch by using the inbound API.

## Managing Bills Receivable

Use the Bills Receivable Portfolio Management window as an analysis tool and to record changes to a bills receivable transaction. You can:

- Record customer acceptance of a bill receivable
- Endorse a bill
- Manage risk associated with factored bills
- Mark a bill as unpaid or protested
- Cancel a bill
- Recall a bill from a remittance batch
- Exchange one bill for another
- Place or remove a bill on hold
- View bill details, including the current status
- View the life cycle of events for each bill
- Utilize folder functionality to meet your analysis needs

You can also review bills receivable transactions using the Collection and Receipt workbench features.

To further automate the update of items not paid by a customer, you can choose to utilize the Unpaid Bills Receivable API.

## Bills Receivable Reporting

Oracle Receivables offers several reports that are specific to bills receivable. You can send reminder letters for items that are pending customer acceptance, set up and review

stamp values for tax authorities that require stamps, and review bills receivable creation and remittance batches. There are also two RXi reports that let you customize the report layout to suit your needs.

## Bills Receivable Creation

There are four methods in Oracle Receivables for exchanging transactions for bills receivable:

- Manually, using the Bills Receivable window and the Assignments window.
- Directly, by exchanging a transaction in the Transactions window for a bill receivable.
- Automatically, by creating a bills receivable batch using the Bills Receivable Transaction Batches window.
- Automatically, by submitting the Bills Receivable Batch Creation concurrent program in the Submit Request window.

When you create a bill receivable manually, you can assign and group transactions that have the same currency and exchange rate as the bill according to your own requirements.

When you create bills receivable automatically, you must assign transactions a bills receivable creation payment method. Receivables collects and groups transactions into bills receivable based on selection criteria, currency, exchange rate, paying customer bank account, and the rules defined on the bills receivable creation payment method.

The bills receivable transaction type assigned to the bill receivable determines if the bill is issued by the drawee (promissory note), requires drawee acceptance (signed bill), or does not require drawee acceptance (unsigned bill). The transaction type also determines the printing options for the bill.

**Note:** While a transaction is assigned to a bill receivable that is pending drawee acceptance, you cannot perform any activity on the transaction, such as applying receipts, credit memos, or adjustments.

## Bills Receivable Accounting

After you exchange a transaction for a bill receivable, the transaction is reduced by the exchanged amount. Accounting for the bill receivable occurs:

- when the bill receivable is accepted by the drawee

*or*

- when a bill receivable that does not require acceptance is completed.

The initial accounting for a bill receivable is a debit to Bills Receivable and a credit to Accounts Receivable for each transaction exchanged. Receivables derives the Bills Receivable account segments from AutoAccounting and inherits the Accounts Receivable account segments from each transaction exchanged.

## Manually Creating a Bill Receivable

Use the Bills Receivable window to manually create a bill receivable and assign transactions to the bill. You can also query and update existing bills receivable in this window.

You can designate a maximum amount for the bill. If you do, then the total amount of the transactions assigned to the bill must equal the designated maximum amount in order to complete the bill. If you do not designate a maximum amount, Receivables calculates the amount of the bill as the sum of assigned amounts when you complete the bill.

The values for the Signed and Issued by Drawee boxes are derived from the bills receivable transaction and are displayed for reference only. Receivables updates the Acceptance Date and Acceptance GL Date when a bill that requires acceptance is accepted, and updates the Remittance Date and Remittance Batch when the bill is remitted.

After you enter general information to create the bill, you can:

- Enter drawee and remittance bank information. See: *Entering Bills Receivable Bank Account Information*, page 5-5.
- Assign transactions to the bill. See: *Manually Assigning Transactions to a Bill Receivable*, page 5-6 and *Using Selection Criteria to Assign Transactions to a Bill Receivable*, page 5-7.
- Complete the bill. See: *Completing a Bill Receivable*, page 5-14.
- Accept a bill. See: *Accepting a Bill Receivable*, page 5-16.

#### **Prerequisites**

- Define AutoAccounting, page 2-38
- Define bills receivable transaction types, page 2-177
- Define transaction batch source(s), page 2-165
- Define customer drawees and drawee sites, page 7-38
- Define document sequences (optional), page 2-64

### **To create a new bill receivable manually:**

1. Navigate to the Bills Receivable window.  
If you assigned a transaction batch source to the AR: Bills Receivable Batch Source profile option, the batch source defaults in the Source field. If the transaction batch source contains a bills receivable transaction type, the transaction type defaults in the Type field.
2. Enter the bill receivable Maturity Date.
3. Enter or update the transaction batch Source.
4. If the batch source does not specify automatic transaction numbering or copying of the document sequence number to the bill number, enter a transaction Number. Otherwise, Receivables assigns a number when you save.
5. Enter or update the bills receivable transaction Type.
6. Enter a Currency for the bill. The default is the functional currency.  
Receivables determines the exchange rate based on the transactions assigned to the bill. You can view exchange rate information for a completed bill using the Tools menu.
7. If you want to set a maximum amount for this bill, enter the Amount for the bill. The sum of the transactions that you assign to the bill must equal this amount.

If you leave the field blank, Receivables updates this field with the total amount of all assigned transactions upon completion of the bill.

8. Enter an Issue Date for the bill.
9. If the bill does not require acceptance, enter a GL Date. The date that you enter must belong to an open or future period.

If the bill requires acceptance, leave this field blank. Receivables updates the GL date with the Acceptance GL date that you enter when the bill is accepted. See: Accepting a Bill Receivable, page 5-16 for more information.
10. If you are using manual sequence numbering, enter a unique Document Number. Otherwise, Receivables assigns a unique document number when you complete the bill.

If your transaction batch source has Copy Document to Transaction Number set to Yes, then Receivables assigns this number as the bill receivable number.
11. Open the Main tabbed region.
12. Enter the customer drawee for this bill. You can enter the drawee by Name, Number, or Taxpayer ID.
13. Enter the customer drawee Location, Address, and Contact.

If you defined a primary drawee site and contact for the customer, this information defaults into the respective fields.
14. In the Print Option field, enter Print to allow formatting of bills receivable or Do Not Print to disable formatting. The default value is derived from the transaction type.
15. Open the More tabbed region.
16. Enter any internal Comments about this bill.

These comments are for internal use only and do not appear on the printed bill.
17. Enter a Special Instruction for this bill.

Special instructions appear on the printed bill.
18. Optionally enter reference information.

## Entering Bills Receivable Bank Account Information

Use the Bank Accounts tabbed region in the Bills Receivable window to enter customer drawee and remittance bank information.

The drawee bank defaults from the drawee's primary bank account for the bill receivable currency, if a primary bank account is defined that is in the currency of the bill.

If you set the AR: Mask Bank Account Numbers profile option, then the display of bank account information in the Bank Accounts tabbed region is limited according to the profile option setting.

### Prerequisites

- Define customer drawees, page 7-38
- Define banks and bank accounts, page 2-47
- Assign bank accounts to drawees, page 7-25

- Define bills receivable remittance payment methods, page 2-107
- Assign remittance bank accounts to bills receivable remittance payment methods, page 2-104

### To enter bills receivable bank account information:

1. Navigate to the Bills Receivable window.
2. Query or enter a bill receivable.
3. Open the Bank Accounts tabbed region.
4. In the Drawee Bank region, enter a customer drawee bank and bank account.
5. In the Remittance Bank region, enter a remittance bank and bank account.
6. Leave the Allow Override box checked if you want to consider this bill when remitting to other banks. Uncheck the Allow Override box if you only want this bill included in remittances to this bank.

### Related Topics

Defining Bank Accounts, page 2-48

Creating a Bills Receivable Remittance Batch, page 5-42

## Manually Assigning Transactions to a Bill Receivable

Use the Assignments window to manually assign transactions to a bill receivable, remove transactions from a bill receivable, and review assigned transactions. You can assign and unassign transactions to a bill until the bill is completed or, for bills that require acceptance, until the bill is accepted.

You can manually assign any class of transaction to a bill except guarantees. You can also assign a bill that has a status of Unpaid to a new bill receivable. See: Exchanging a Bill Receivable for a New Bill Receivable, page 5-14 for more information.

By default, you can only assign transactions that belong to the drawee and its related customers. If you set the Receivables system option Allow Payment of Unrelated Transactions to Yes, you can assign transactions of unrelated customers.

You can assign full or partial transaction amounts to a bill. The unassigned portion of a transaction remains an open item. If you designated a maximum amount for the bill, you can only assign transactions up to the designated maximum amount. You cannot complete a bill receivable with a designated maximum amount until the bill is fully assigned.

**Note:** Bills receivable assignments follow the natural application rule, even though the individual transactions assigned to the bill may allow for overapplication.

You can only assign transactions that have the same currency as the bill receivable. Transactions assigned to the bill must share the same functional exchange rate. The bill inherits the exchange rate from the transactions assigned to it when you complete the bill. If you want to assign transactions with a different currency, you must uncheck any transactions already assigned to the bill and enter the new currency in the Currency field.



### **To manually assign transactions to a bill receivable:**

1. Navigate to the Bills Receivable window.
2. Query or enter a bill receivable.
3. Choose the Assignments button.
4. Enter a Transaction Number to assign to the bill. Receivables defaults the remaining amount due for the transaction in the Amount Assigned field and updates the Assigned total of the bill.

If a transaction has more than one installment, a separate row for each payment schedule due date is displayed.

**Note:** Receivables displays the billing invoice number only if you select the Show Billing Number system option check box.

5. If you want to assign a partial amount, update the Amount Assigned.
6. Check the Assign box to assign this transaction to the bill. Uncheck the box to unassign a transaction.
7. Save your work.
8. Repeat steps 4 to 7 for each transaction that you want to assign to the bill.

You can continue to assign and unassign transactions to the bill until it is completed or, for bills that require acceptance, until it is accepted.

### **Related Topics**

Entering Transactions, page 3-2

### **Using Selection Criteria to Assign Transactions to a Bill Receivable**

Use the Quick Assign window to assign groups of transactions to a bill receivable. You can retrieve transactions using selection criteria based on customer drawee information, transaction information, and transaction classes.

You can automatically assign transactions that match your selection criteria, or preview the selected transactions in the Assignments window and manually assign each transaction. If the bill has a designated maximum amount, Receivables assigns transactions until the full amount of the bill is assigned.

### **To assign transactions to a bill receivable using selection criteria:**

1. Navigate to the Bills Receivable window.
2. Query or enter a bill receivable.
3. Choose the Quick Assign button.
4. Enter Customer selection criteria.

If the customer drawee for the bill has a bill-to address, the Customer Name defaults. Enter a Customer Name or Number to search only this customer's transactions. You can narrow the search further by choosing a Customer Location. Leave the Customer fields blank to include transactions for both the customer and related customers.

5. Enter Transaction selection criteria:
  - Transaction Payment Method
  - Transaction Type
  - Range of transaction Due Dates
  - Range of transaction Dates
  - Range of transaction Numbers
  - Range of outstanding transaction Balances
6. Specify how to sort selected transactions by entering a Primary Sort Criteria. The default is Transaction Number. If the bill is in a currency other than your functional currency, and the currency is outside the EMU, then the default is Exchange Rate. You can sort in Ascending or Descending order by:
  - Exchange Rate
  - Balance Due
  - Due Date
  - Transaction Date
  - Transaction Number
7. If necessary, choose the Secondary Sort Criteria and sort in Ascending or Descending order.
8. In the Include region, indicate the transaction classes that you want to include in the search by checking or unchecking the appropriate boxes.
9. To automatically assign all transactions that match your selection criteria, choose the Assign button. To review the results of your selection criteria before assignment, choose the Preview button.
10. Update the transaction assignments in the Assignments window by checking or unchecking the Assign box. You can also update the Amount Assigned for each transaction.

## Flagging Transactions for Automatic or Direct Exchange into Bills Receivable

To exchange a transaction for a bill receivable using the Bills Receivable Transaction Batches window, the Bills Receivable Batch Creation concurrent program, or the Exchange action in the Transactions window, you must update the transaction with a bills receivable creation payment method. The currency, exchange rate, paying customer bank account, and the grouping rule assigned to the payment method determine how transactions are grouped into bills receivable. To flag transactions for automatic or direct exchange into a bill receivable, you must assign each transaction a paying customer defined as a drawee, with a bills receivable creation payment method.

A paying customer bank account on a flagged transaction acts as an additional grouping rule. Bills receivable transactions inherit the bank account entered on a flagged transaction if:

- the drawee is also a bill-to site

*and*

- the bills receivable creation payment method does not have a grouping rule of One per Customer or One Per Customer Due Date.

If the grouping rule on the bills receivable creation payment method is One per Customer or One per Customer Due Date, then the bills receivable transaction inherits the bank account only if:

- the bank account is assigned to the primary drawee site

*and*

- the primary drawee site is a bill-to site.

If the bank account on flagged transactions is not assigned to the primary drawee site, then Receivables creates the bills receivable transactions without a drawee bank account.

For transactions imported using AutoInvoice or entered manually, set the bills receivable creation payment method as primary at the customer or customer bill-to site level, if you want to default the bills receivable creation payment method to the transaction. If you also want to default the customer bank account, set the customer bank account as primary for the bill-to site.

#### **Prerequisites**

- Define bills receivable creation payment methods, page 2-106
- Define customer banks in the transaction currency, page 2-47
- Define customer drawees, page 7-38
- Assign bills receivable creation payment methods and bank accounts to the paying customer, bill-to, or drawee site.

### **To flag transactions for automatic or direct exchange into bills receivable:**

1. Navigate to the Transactions window.
2. Query or enter the transaction that you want.
3. In the Paying Customer region, enter the Name or Number, and the Paying Location.
4. Enter a bills receivable creation Payment Method. Optionally enter the drawee bank account information.
5. Save your work.
6. Repeat steps 2 to 6 for each transaction that you want to make available for exchange into a bill receivable.

### **Related Topics**

Defining Customer Drawee Sites, page 7-38

## **Batching Transactions for Bills Receivable**

Use the Bills Receivable Transaction Batches window or the Bills Receivable Batch Creation concurrent program to select and group transactions to exchange for bills receivable. Batching transactions lets you automatically generate bills receivable and assign transactions marked with bills receivable creation payment methods to the bills.

When you submit a batch, Receivables runs the Bills Receivable Batch Creation concurrent program and prints the Automatic Transactions Batch report. The Automatic Transactions Batch report lists the bills receivable created from the batch and the transactions assigned to each bill. You can both print the report and submit the batch, or only print the report for review before submitting the batch. When you submit the batch, you can also print bills receivable if:

- the bills receivable transaction type assigned to the batch source is for bills that require acceptance,

*and*

- the transaction type contains a format program.

You cannot assign disputed transactions or other bills receivable to a bill using a bills receivable batch. If you are batching debit and credit memos with the payment term Immediate, Receivables includes these debit and credit memos in the first available bill receivable, without regard to the due date grouping rule assigned to the bill.

**Note:** The amounts of the debit and credit memos must still respect the maximum amount assigned to the bill, if there is one. If the sum of debit and credit memos assigned to a bill exceeds the maximum amount of the bill, Receivables excludes one or more debit/credit memos from assignment.

## Numbering Bills Receivable Transactions

If only one transaction is exchanged for a bill receivable, then Receivables uses the transaction number as the bill number if:

- The Inherit Transaction Number box is checked for the bills receivable creation payment method assigned to the exchanged transaction, and
- The transaction number is not already used by another transaction with the same batch source as the bill receivable.

If the Inherit Transaction Number box is not checked, or if the bill contains more than one transaction, then Receivables numbers bills receivable transactions according to the transaction batch source assigned to the batch.

Ordinarily, a bills receivable transaction batch source has the Automatic Transaction Numbering box checked. If you are using document sequences and the Copy Document to Transaction Number box is checked, then Receivables uses the document sequence number assigned to the bill as the bill receivable number.

## Batch Statuses

A bills receivable batch has one of the following statuses after it is submitted:

- **Creation Started:** The Bills Receivable Batch Creation concurrent program is running.
- **Creation Completed:** The batch was successfully submitted and the Automatic Transactions Batch report was printed.
- **Draft:** Only the Automatic Transactions Batch report was printed. You can query Draft batches to modify selection criteria, submit the batch, or delete the batch.

## To automatically batch transactions for bills receivable:

1. Navigate to the Bills Receivable Transaction Batches window.
2. Enter or update the bills receivable transaction batch Source.

Receivables defaults the batch source from the AR: Bills Receivable Batch Source profile option, if there is one.

3. Enter a Batch Name if the batch source does not use automatic batch numbering. Otherwise Receivables assigns a name when you submit the batch.
4. Enter the Batch Date. The default is the current date.
5. Enter the batch GL Date.

**Note:** Bills that do not require acceptance inherit the GL date from the batch GL date. For bills that require acceptance, the GL date is derived when you enter an Acceptance GL date.

6. Enter the Issue Date for bills receivable created with this batch.
7. Enter a Maturity Date for bills receivable created with this batch (optional). The maturity date cannot be earlier than the issue date.

If you leave this field blank, Receivables derives the maturity date from the bills receivable creation payment method.

8. Enter a bills receivable Currency (optional).

If you enter a currency, Receivables only exchanges transactions and creates bills receivable in this currency. If you leave the field blank, Receivables can create bills receivable in different currencies, depending on the transactions selected.

9. Enter any internal Comments.

These comments are updated on each bill that is created by the batch and appear in the Bills Receivable window and Bills Receivable Portfolio Management window when you review the bill.

10. Enter any Special Instructions for this bill.

These instructions are updated on each bill that is created by the batch and appear in the Bills Receivable window and Bills Receivable Portfolio Management window when you review the bill. You can also choose to print special instructions on bills receivable.

11. Open the Selection Criteria tabbed region (optional).
12. Select transactions by payment schedule Due date range or Transaction date range.
13. In the Transactions region, enter any of these criteria:
  - Transaction Type
  - Payment Method
  - Customer Bank Name
  - Transaction Numbers range
14. In the Customers region, enter any of these criteria:
  - Customer Class

- Customer Category
- Customer Name
- Customer Number
- Customer Location

**Note:** The Class and Category fields are mutually exclusive. Use either the Name field or the Number field to identify a customer.

15. Choose the Submit button.
16. Choose the Draft radio button to print the Automatic Transactions Batch report only. Choose the Create radio button to print the report and submit the batch.
17. If you choose Create, check the Print box if you want to print bills receivable.

**Note:** You can only print bills receivable that require acceptance. The transaction type assigned to the bill must also contain a format program.

18. Choose the OK button.

After you run the batch, you can view and update the bills receivable and their assignments in the Bills Receivable window and the Assignments window.

## Related Topics

Transaction Batch Sources, page 2-165

Batching Transactions for Easy Entry and Retrieval, page 3-48

Automatic Transactions Batch Report, page 11-31

## Batching Transactions Using the Bills Receivable Batch Creation Concurrent Program

You can run the Bills Receivable Batch Creation concurrent program directly from the Submit Request window to create bills receivable automatically. You can use bills receivable parameters and selection criteria, and schedule the concurrent program to run periodically.

You can only create bills receivable in Create mode using the Submit Request window. Use the Bills Receivable window to review bills receivable created automatically.

## Request Parameters

Enter the following parameters to specify the desired options for the batch. You can enter additional parameters to limit the selection of transactions to exchange for bills receivable. For example, enter a Bills Receivable Payment Method, Customer Class, Customer Bank, or enter a range of transaction numbers, due dates, or transaction dates. Leave a field blank if you do not want to limit the search to transactions matching these criteria.

### Print

Enter Yes to print the bills receivable. You can only print bills receivable that require acceptance and that have a format program assigned to the transaction type.

**Batch Source**

Enter a batch source.

**Batch Date**

Enter the batch date. The default is the current date.

**GL Date**

Enter the GL date for bills receivable created with this batch. The default is the current date.

**Issue Date**

Enter the issue date for bills receivable created with this batch. The default is the current date.

**Maturity Date**

Enter the maturity date for bills receivable created with this batch. The maturity date cannot be earlier than the issue date. If you leave this field blank, Receivables derives the maturity date from the bills receivable creation payment method.

**Currency**

Enter the currency to use for the bill receivable. You can only exchange transactions that have the same currency and exchange rate that you enter here.

**Comments**

Enter any internal comments for bills receivable created with this batch.

**Special Instructions**

Enter any special instructions for bills receivable created with this batch.

## Exchanging a Transaction for a Bill Receivable

Use the Exchange option in the Actions menu of the Transactions window to exchange a transaction directly for a bill receivable. Choosing the Exchange option runs the Bills Receivable Batch Creation concurrent program to create a bill receivable from the selected transaction.

You can exchange only one transaction per bill receivable using this action. In addition, you can only exchange a completed transaction for a bill receivable.

**Prerequisites**

- Define AutoAccounting, page 2-38
- Define the customer bill-to site as a Drawee site, page 7-38
- Flag transactions for bills receivable, page 5-8
- Define bills receivable transaction batch source, page 2-165
- Assign a bills receivable transaction batch source to the AR: Bills Receivable Batch Source profile option, page B-1
- Define document sequences (optional), page 2-64

### **To exchange a transaction for a bill receivable:**

1. Navigate to the Transactions window.
2. Query or enter a completed transaction.
3. Choose Exchange from the Actions menu.

Receivables submits the Bills Receivable Batch Creation concurrent program to exchange the completed transaction for a bill receivable.

4. Save your work.

After you exchange the transaction for a bill receivable, you can view and update the bill and its assignment in the Bills Receivable window and Assignments window.

### **Related Topics**

Entering Transactions, page 3-2

## **Exchanging a Bill Receivable for a New Bill Receivable**

Use the Exchange option in the Tools menu of the Bills Receivable window or the Bills Receivable Portfolio Management window to exchange an unpaid bill receivable for a new bill receivable.

You can only exchange for the full amount of the original bill. When you exchange an existing bill for a new bill, Receivables assigns a new bills receivable number to the new bill and defaults the maturity date and other existing information from the original bill. You can use the Bills Receivable window to update information and complete the bill.

Receivables updates the status of the original bill to Closed when you complete the new bill, or when you accept the new bill if acceptance is required.

### **To exchange a bill receivable for a new bill receivable:**

1. Navigate to the Bills Receivable window or the Bills Receivable Portfolio Management window.
2. Query or enter the bill receivable that you want to exchange.
3. Choose Exchange from the Tools menu.

The Exchange window appears with the bill number for the new bill receivable.

4. Navigate to the Bills Receivable window.
5. Query the new bill number.
6. Update the information that you want for the new bill.
7. Save your work.

## **Completing a Bill Receivable**

Use the Complete Bill button in the Bills Receivable window to complete a bills receivable transaction. To complete a bill receivable, you must:

- Enter all required information for the bill.



- Assign transactions to the bill. Transactions must have the same currency as the bill, and all transactions must have the same exchange rate.
- Assign transactions up to the designated maximum amount of the bill, if applicable.

If the bill requires customer acceptance, completing the bill changes its status to Pending Acceptance. While a bill receivable has the status of Pending Acceptance, Receivables reserves the transactions that are assigned to the bill. When you receive written acceptance from the customer, you can update the bill using the Accept Bill button. See: Accepting a Bill Receivable, page 5-16 for more information.

If the bill does not require customer acceptance, completing the bill changes its status to Pending Remittance. Receivables records the first accounting for the bill, the assignments reduce the amount due on the exchanged transactions, and the bill appears in the customer's outstanding balance.

If you are using document sequences, Receivables ignores the Document Number Generation Level system option and generates the document number when you complete the bill receivable. If you want the document number and bill receivable number to be the same, check the Copy Document Number to Transaction Number box in the bills receivable transaction batch source.

### **To complete a bill receivable:**

1. Navigate to the Bills Receivable window.
2. Query or enter the bill receivable that you want.
3. Review the contents of the bill in the Bills Receivable window and the Assignments window to check that all information necessary for completing the bill is correct.
4. Choose the Complete Bill button.

Receivables checks the Complete box, changes the status of the bill, and generates the document sequence number, if applicable.

### **Returning a Bill Receivable to Incomplete Status**

You can return a completed bill receivable to the status Incomplete by using the Incomplete Bill button. This action applies only to these types of bills receivable:

- a bill that requires acceptance with the status Pending Acceptance,
- or*
- a bill that does not require acceptance with the status Pending Remittance.

For more information about when you can return a bill to the status Incomplete, see: Bills Receivable Management, page 5-18.

### **To return a bill receivable to Incomplete status:**

1. Navigate to the Bills Receivable window.
2. Query or enter the bill receivable that you want.
3. Choose the Incomplete Bill button.

Receivables unchecks the Complete box and changes the status of the bill to Incomplete.

## Accepting a Bill Receivable

Use the Acceptance window to enter drawee acceptance information. The Acceptance window is enabled only if a bill requires acceptance and the bill receivable is complete.

Receivables assigns the status Pending Acceptance to completed bills receivable that require drawee acceptance, with no GL date specified. Upon acceptance, Receivables records the first accounting for the bill, the assignments reduce the amount due on the exchanged transactions, and the bill appears in the customer's outstanding balance. The bill is updated with the status Pending Remittance.

### To enter acceptance information for a bill receivable:

1. Navigate to the Bills Receivable window or the Bills Receivable Portfolio Management window.
2. Query or enter the bill receivable that you want.
3. Choose the Accept Bill button.
4. In the Acceptance Date field, enter the date that the customer accepted the bill receivable.

The acceptance date that you enter becomes the assignment date for the transactions exchanged for the bill.

5. If necessary, update the acceptance GL date in the Acceptance GL Date field.

The acceptance GL date that you enter updates the bill GL date and the assignment GL date for the transactions exchanged for the bill. Receivables calculates the acceptance GL date according to the open accounting period rules for the exchanged transactions.

6. Enter any comments in the Comments field.

## Printing a Bill Receivable

You can print bills receivable at different stages of the bill cycle. You can print bills receivable that require drawee acceptance individually or in batch after the bill is completed. You can also print bills receivable when you prepare a bills receivable remittance.

To print a bill receivable, you must:

- Set the Printing Option to Print for the bill. The Printing Option defaults from the transaction type, but you can change it.
- Assign a format program.

You can assign a format program to bills receivable transaction types.

If your printed bills receivable require stamps, you must set up stamp values according to the requirements of your tax authority. Prepare stamps that use preprinted forms or continuous stationery before printing your bills.

You can print bills receivable in these ways:

- **Individually:** Print an individual bill receivable from the Bills Receivable window by choosing Print Bill from the Actions menu, provided that the bill is complete and the Bills Receivable: Print function is enabled.

See: How Function Security Works, *Oracle Applications System Administrator's Guide*.

- **Bills Receivable Batch:** You can print bills receivable when you create a bills receivable batch by choosing the Print Bill button in the Bills Receivable Transaction Batches window.
- **Bill Receivable Remittance Batch:** You can print bills receivable (other than promissory notes) that do not require drawee acceptance or were not previously printed when you run a bills receivable remittance batch, by checking the Print Bills box in the Remittance Batch Actions window.
- **Bills Receivable Format Report Program:** You can run the Bills Receivable Format Report program to print a bills receivable batch or bills receivable remittance batch.

## Related Topics

Transaction Types, page 2-171

Creating a Bills Receivable Remittance Batch, page 5-42

Bills Receivable Stamp Values, page 5-17

## Bills Receivable Stamp Values

Use the Stamp Values window to define ranges of bills receivable amounts and their corresponding stamp values. You must define bills receivable ranges and stamp values in the functional currency of your set of books.

Certain countries use stamps to provide legal protection for bills receivable. Depending on country requirements, you can purchase bills receivable stamps individually, as pre-stamped bills receivable documents, or as continuous-feed preprinted bills receivable.

The price of each stamp is based on the value of the bills receivable. The government normally publishes a listing of stamp prices for given ranges of bills receivable. For example, a stamp may cost 1,000 Spanish pesetas for bills receivable between 10,000 and 30,000 pesetas, and 2,000 pesetas for bills receivable between 31,000 and 60,000 pesetas, and so on.

After you define ranges of bills receivable amounts and their corresponding stamp values, you can use the Stamp Values report to determine the number and total cost of stamps required for a given bills receivable transaction batch.

### To define bills receivable stamp values:

1. Navigate to the Stamp Values window.

**Note:** The Operating Unit field is provided to support functionality planned for a future release.

2. In the From and To fields, enter the first range of bills receivable amounts.
3. Enter the Stamp Value that corresponds to this range of bills receivable amounts.
4. Repeat steps 2 and 3 for each bills receivable range and corresponding stamp value.

**Important:** Make sure that the bills receivable ranges do not overlap and that there are no gaps between ranges.

## Stamp Values Report

Use the Stamp Values report to review the number and amount of stamps that you must purchase for a given bills receivable batch. The report lists, for each bills receivable amount range, the number and total value of stamps required, with totals for the number of stamps and the stamp amount.

You can run the Stamp Values report before you print a bills receivable batch to determine how many stamps of each denomination you must purchase from your government shop.

**Tip:** If you are using preprinted bills receivable stationery or continuous-feed bills, you can divide your batches and/or print jobs based on ranges of values to match the preprinted stamp values.

Use the Standard Request Submission windows to submit the Stamp Values report.

### Report Parameters

Enter the following parameters to specify the desired reporting options:

**Creation Date From:** Enter the first bills receivable creation date to include in the report.

**Creation Date To:** Enter the last bills receivable creation date to include in the report.

**Transaction Type:** Enter the transaction type to use for the report.

**Transaction Batch Name:** Enter the transaction batch to use for the report.

### Report Headings

**<Report Title>:** *Stamp Values Report.*

**<Set of Books>:** The reporting set of books.

**Report Date:** The report date and time.

**Page:** The page number.

**Creation Date From:** The creation date range included in the report.

**Transaction Type:** The bills receivable transaction type used in the report.

**Transaction Batch:** The bills receivable transaction batch used in the report.

### Column Headings

**Amount From:** The beginning bills receivable amount range.

**Amount To:** The ending bills receivable amount range.

**Stamp Value:** The stamp value for the bills receivable amount range.

**Number:** The number of stamps for the bills receivable amount range.

**Stamp Amount:** The total stamp purchase amount for the bills receivable amount range.

## Bills Receivable Management

The Bills Receivable Portfolio Management window lets you display bills receivable transactions according to your selection criteria, and provides you with many tools to review, update, and manage the entire life cycle of your bills receivable portfolio.

## Bills Receivable View and Analysis

View, analyze, and monitor your bills receivable in the Bills Receivable Portfolio Management window:

- View detailed information about a bill receivable, including current balance, current status, drawee, and remittance details. See: Viewing Bills Receivable, page 5-19.
- View the transactions assigned to a bill receivable. See: Viewing Bills Receivable Assignments, page 5-26.
- View the history of a bill receivable, including activities on the bill and significant dates in the life of the bill. See: Viewing Bills Receivable History, page 5-27.
- Use standard Receivables windows to review bills receivable transaction information in your customer accounts. See: Viewing Bills Receivable Transaction Information, page 5-28.

## Bills Receivable Updates

The life cycle of a bill receivable can vary from bill to bill. To manage your bills receivable, the following activities are available from the Bills Receivable Portfolio Management window:

Accept, page 5-30

Cancel, page 5-31

Eliminate Risk, page 5-32

Endorse, page 5-33

Exchange, page 5-34

Hold, page 5-33

Protest, page 5-35

Recall, page 5-31

Reestablish Risk, page 5-33

Release, page 5-33

Restate, page 5-34

Unpaid, page 5-32

## Viewing Bills Receivable

View and manage your bills receivable transactions in the Bills Receivable Portfolio Management window. Analyze bills receivable transactions by status or other criteria, and view the history of actions taken on an individual bill.

The Bills Receivable Portfolio Management window is a folder window that you can customize. Use the Find Bills Receivable window to enter selection criteria for the bills receivable that you want.

### To select and view bills receivable:

1. Navigate to the Bills Receivable Portfolio Management window.

2. Query the bills receivable that you want to view.

**Note:** You cannot select and view bills receivable with the status Incomplete in the Bills Receivable Portfolio Management window. Use the Bills Receivable window to view Incomplete bills receivable.

3. Select a bill to review its details, assignments, and history. See: Bills Receivable Portfolio Management Window Reference, page 5-20 for a description of the fields in this window.
4. Use the Tools menu and available buttons in the Bills Receivable Portfolio Management window to take action on a bill. See: Updating Bills Receivable, page 5-28 for more information.

## Bills Receivable Portfolio Management Window Reference

This section provides a brief description of the fields in the Bills Receivable Portfolio Management window.

**Transaction Number:** The bill receivable transaction number.

**Transaction Status:** The status of the bill receivable: Pending Acceptance, Pending Remittance, Remitted, Factored, Matured Pending Risk Elimination, Unpaid, Protested, or Closed.

**Maturity Date:** The date when full payment is due on the bill.

**Drawee Name:** The name of the drawee who owes the debt on this bill.

**Issued by Drawee (check box):** If checked, indicates that the bill is a promissory note issued by the drawee.

**Signed (check box):** If checked, indicates that the bill requires drawee acceptance.

**Transaction Type:** The bills receivable transaction type that is assigned to the bill.

**Acceptance Date:** The date that a bill receivable requiring drawee acceptance was accepted by the drawee.

**Functional Amount:** The functional amount of the bill.

**Functional Balance:** The functional amount due on the bill.

**Balance Due:** The entered amount due.

**Original Entered Amount:** The original amount due.

**On Hold (check box):** Indicates that the bill is on hold.

**Drawee City:** The city of the drawee on the bill.

**Comments:** Any comments that were entered at the time the bill was created and/or completed.

**Drawee Contact:** The name of the drawee contact on the bill.

**Days Late:** The number of days after the maturity date that the bill remains unpaid.

**Document Number:** The document number.

**Drawee Account Number:** The drawee bank account number that is assigned to the bill.

**Drawee Bank City:** The city of the drawee bank branch that is assigned to the bill.

**Drawee Bank Country:** The country of the drawee bank branch that is assigned to the bill.

**Drawee Bank Number:** The bank number of the drawee bank that is assigned to the bill.

**Drawee Branch Name:** The name of the drawee bank branch that is assigned to the bill.

**Drawee Branch Province/State:** The province or state of the drawee bank branch that is assigned to the bill.

**Drawee Branch Postal Code:** The postal code of the drawee bank branch that is assigned to the bill.

**Drawee Category:** The drawee customer category.

**Drawee Class:** The drawee customer class.

**Drawee Number:** The drawee customer number.

**Bill Currency:** The bill receivable currency.

**Drawee Taxpayer ID:** The drawee taxpayer identification number.

**Drawee Location:** The location of the drawee site.

**Magnetic Format Code:** The magnetic format code to be used at remittance time.

**Selected For Remittance (check box):** If checked, indicates that the bill was selected for remittance.

**Drawee Postal Code:** The postal code of the drawee location.

**Last Printed Date:** The date that the bill was last printed.

**Drawee Province/State:** The drawee site province or state.

**Remittance Payment Method:** The payment method chosen when the bills were remitted.

**Remittance Account Currency:** The currency of the remittance bank account.

**Remittance Account Name:** The name of the remittance bank account.

**Remittance Account Number:** The number of the remittance bank account.

**Remittance Branch Postal Code:** The postal code of the remittance bank branch.

**Remittance Branch City:** The city of the remittance bank branch.

**Remittance Branch Country:** The country of the remittance bank branch.

**Remittance Bank Name:** The name of the remittance bank.

**Remittance Branch Number:** The branch number of the remittance bank.

**Remittance Bank Number:** The remittance bank number.

**Remittance Branch Province/State:** The province or state of the remittance bank branch.

**Remittance Branch Name:** The name of the remittance bank branch.

**Last Approved Batch:** The name of the last approved remittance batch that contained this bill.

**Remittance Batch Date:** The date of the remittance batch.

**Remittance Method:** The remittance method used when the bill was remitted.

**Reversal Reason:** The reason that the bill receivable was reversed (if applicable).

**Risk Elimination Days:** The number of risk elimination days on the bill.

**Special Instructions:** Any special instructions entered on the bill.

**Drawee VAT Number:** The drawee Value Added Tax identification number.

**Drawee Country:** The country in which the drawee site is located.

**Issue Date:** The date that the bill was first issued.

**Unpaid Date:** The date that the bill was marked as unpaid (if applicable).

**With Recourse (check box):** If checked, indicates the ownership of the debt.

**Selected For Remittance Batch:** If the bill is selected for remittance, the name of the remittance batch.

**Remittance Allow Override (check box):** If checked, indicates that the remittance bank information that is assigned to the bill cannot be overridden and therefore cannot be remitted to a different remittance bank account.

## **Bills Receivable Portfolio Management Window Field Restrictions**

The table below shows, for each bills receivable status, the update restrictions on each field in the Bills Receivable Portfolio Management window.

For the explanations of the footnotes that accompany this table, see Field Restrictions Legend, page 5-26.



Field	Inc. <sup>1</sup>	Pend. Accept <sup>2</sup>	Pend. Remit. <sup>3</sup>	Fact. <sup>4</sup>	Mat. Pend. Risk Elim. <sup>5</sup>	Remit. <sup>6</sup>	Closed
Accept Date	NA	Yes	No	No	No	No	No
Allow Override check box	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Amount	Yes	Yes	No	No	No	No	No
Comments	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Currency	Yes	No	No	No	No	No	No
Rate	Yes <sup>9</sup>	No	No	No	No	No	No
Rate Date	Yes	No	No	No	No	No	No
Rate Type	Yes	No	No	No	No	No	No
Doc Number	Yes <sup>11</sup>	No	No	No	No	No	No
Drawee Name	Yes <sup>13,15</sup>	No	No	No	No	No	No
Drawee Number	Yes <sup>13,15</sup>	No	No	No	No	No	No
Drawee Taxpayer ID	Yes <sup>13,15</sup>	No	No	No	No	No	No
Drawee Location	Yes	Yes	No	No	No	No	No
Drawee Address	Yes	Yes	No	No	No	No	No
Drawee Bank Details	Yes	Yes	Yes	No	No	No	No
GL Date	Yes <sup>10</sup>	NA	No	No	No	No	No
Issue Date	Yes	No	No	No	No	No	No
Maturity Date	Yes	Yes	Yes	Yes <sup>12</sup>	No	Yes <sup>12</sup>	No
Notes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number	No	No	No	No	No	No	No
Print Option	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>
Remittance Bank Details	Yes	Yes	Yes	No	No	No	No
Source	No	No	No	No	No	No	No
Special Instructions	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Flexfields	Yes	Yes	Yes	Yes <sup>16</sup>	Yes	Yes	Yes
Type	Yes	No	No	No	No	No	No
Incomplete	NA	Yes <sup>17</sup>	Yes	No	No	No	No
Delete	Yes <sup>16</sup>	No	No	No	No	No	No

The table below shows, for each bills receivable status, the update restrictions on each field in the Bills Receivable Portfolio Management window.

For the explanations of the footnotes that accompany this table, see Field Restrictions Legend, page 5-26.

<b>Field</b>	<b>Endrs.<sup>7</sup></b>	<b>Unpaid</b>	<b>Protest</b>	<b>Cancel</b>	<b>Active</b>	<b>Posted</b>	<b>Selctd. for Remit.<sup>8</sup></b>
Accept Date	No	No	No	No	No	No	No
Allow Override check box	Yes	Yes	Yes	Yes	Yes	Yes	No
Amount	No	No	No	No	No	No	No
Comments	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Currency	No	No	No	No	No	No	No
Rate	No	No	No	No	No	No	No
Rate Date	No	No	No	No	No	No	No
Rate Type	No	No	No	No	No	No	No
Doc Number	No	No	No	No	No	No	No
Drawee Name	No	No	No	No	No	No	No
Drawee Number	No	No	No	No	No	No	No
Drawee Taxpayer ID	No	No	No	No	No	No	No
Drawee Location	No	No	No	No	No	No	No
Drawee Address	No	No	No	No	No	No	No
Drawee Bank Details	No	Yes	Yes	No	Yes	Yes	No
GL Date	No	No	No	No	No	No	No
Issue Date	No	No	No	No	No	No	No
Maturity Date	No	Yes	No	No	Yes	Yes	No
Notes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number	No	No	No	No	No	No	No
Print Option	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	No	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>
Remittance Bank Details	No	Yes	No	No	Yes	Yes	No
Source	No	No	No	No	No	No	No
Special Instructions	Yes	Yes	Yes	Yes	Yes	Yes	No
Flexfields	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Type	No	No	No	No	No	No	No
Incomplete	No	No	No	No	No	No	No
Delete	No	No	No	No	No	No	No

## Field Restrictions Legend

- 1**  
Incomplete
- 2**  
Pending Acceptance
- 3**  
Pending Remittance
- 4**  
Factored
- 5**  
Matured Pending Risk Elimination
- 6**  
Remitted
- 7**  
Endorsed
- 8**  
Selected for Remittance
- 9**  
Unless the functional currency is euro and the currency has a fixed rate relationship with the euro.
- 10**  
Unless the bill requires acceptance.
- 11**  
Unless the sequence number is manual and the document number has not yet been generated.
- 12**  
Unless the current maturity date has passed. Maturity Date > sysdate.
- 13**  
Unless the AR: Change Customer on Transaction profile option is set to No.
- 14**  
Unless a format is not defined for the transaction type.
- 15**  
Unless assignments are for customer transactions that are not related to the drawee, and Allow Payment of Unrelated Invoices is set to No.
- 16**  
Unless the System Option Allow Transaction Deletion is set to No.
- 17**  
Unless the bill requires drawee acceptance.

## Viewing Bills Receivable Assignments

Use the Assignments window to view the transactions assigned to a bill receivable.

### To view the transactions assigned to a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Assignments button.
4. Review the transactions assigned to the bill.

## Viewing Bills Receivable History

Use the History window to view the history of a bill receivable. The History window has three regions:

- **Header region** - Displays the totals of all activities on the bill.
- **Activities region** - Displays the payments, endorsements, and exchanges made against the bill.
- **Life Cycle region** - Displays each of the events in the bill's cycle.

### To view the history of a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the History button.
4. Review the bill's history. See: History Window Reference, page 5-27 for a description of the fields in this window.
5. Select an activity in the Activities region and choose the Details button to review the actual record belonging to this activity.

## History Window Reference

This section provides a brief description of the fields in the History window.

### Header Region

Displays this information about the bill:

**Original Amount:** The original amount of the bill receivable transaction.

**Receipts:** The total receipt amount applied to the bill.

**Endorsements:** The total endorsement amount applied to the bill.

**Exchanges:** The total amount exchanged for another bill.

**Balance:** The total outstanding balance.

### Activities Region

Displays this information for each activity:

**Number:** The receipt, endorsement, or exchanged bill receivable number.

**Class:** Displays Payment for receipts, Adjustment for endorsements, and Exchange for exchanges.

**Date:** The date of the displayed activity.

**Currency:** The currency of the displayed activity.

**Amount:** The amount of the displayed activity.

**GL Date:** The GL date of the displayed activity.

### Life Cycle Region

Displays this information for each bill receivable event:

**Event:** The name of the displayed event. Bills receivable events are: Accepted, Canceled, Closed, Deselected for Remittance, Endorsed, Exchanged, Factored, Formatted, Hold, Matured Pending Risk Elimination, Maturity Date Updated, Pending Acceptance, Printed, Protested, Recalled, Reestablished Risk, Released, Restated, Risk Eliminated, Selected for Remittance, Standard Remitted, and Unpaid.

**Date:** The date of the event.

**Comments:** Additional information about the event, such as a status changed, either provided by a user or generated by Receivables.

## Viewing Bills Receivable Transaction Information

Oracle Receivables records bills receivable as separate transactions. You can use standard Receivables windows in the Collections Workbench to review bills receivable transaction information in your customer accounts. Bills receivable transactions are also included in summary totals and calculations.

Use the Customer Accounts window to view customer account information in summary form. Receivables includes bills receivable transactions in the calculation of a customer's Available Credit, Amount Past Due, Average Days Late, and Day Sales Outstanding (DSO).

Use the Account Overview window to view customer transactions in summary form. The Account Overview window displays a separate line for bills receivables balance amounts (entered and functional) and includes bills receivable balances in the transaction totals.

Use the Account Details window to view detailed information for bills receivable transactions. You can view the due date, number of days late, dispute amount, status, means of payment, and balance due for bills receivable and all other open documents that make up the customer balance.

You can use the Account Details window to review transactions that are assigned, or selected for assignment but not yet assigned, to bills receivable that have the status Pending Acceptance. You cannot perform any activity, such as applying receipts, credit memos, or adjustments, to transactions reserved for assignment that will cause the transaction amount to drop below the value that is reserved for exchange.

### Related Topics

Reviewing a Customer Account, page 8-1

Viewing Account Activity for a Specific Period of Time, page 8-3

Viewing Transactions, page 8-7

## Updating Bills Receivable

Use the Bills Receivable Portfolio Management window to update your completed bills receivable.

The specific actions that you can perform on a particular bill receivable depend on the current status of the bill. Use the table below to determine which actions you can perform for a given bill receivable status.

For the explanations of the footnotes that accompany this table, see Updates Legend, page 5-30.

<b>Status</b>	<b>Accept</b>	<b>Cancel</b>	<b>Hold</b>	<b>Unhold</b>	<b>Recall</b>	<b>Risk Elim.<sup>1</sup></b>
Pending Acceptance	Yes	Yes	No	No	No	No
Pending Remittance	No	Yes <sup>2</sup>	Yes <sup>3</sup>	Yes <sup>4</sup>	No	No
Standard Remitted	No	No	No	No	Yes	No
Factored Remitted	No	No	No	No	Yes	No
Matured Pending Risk Elimination	No	No	No	No	No	Yes <sup>8</sup>
Closed	No	No	No	No	No	No
Unpaid	No	Yes <sup>2</sup>	Yes <sup>3</sup>	Yes <sup>4</sup>	No	No
Protested	No	No	No	No	No	No
Endorsed	No	No	No	No	Yes	Yes

Use the table below to determine which actions you can perform for a given bill receivable status.

For the explanations of the footnotes that accompany this table, see Updates Legend, page 5-30.

Status	Uneliminate	Unpaid	Protest	Endorse	Restate	Exchanged
Pending Acceptance	No	No	No	No	No	No
Pending Remittance	No	Yes <sup>3</sup>	No	Yes <sup>2</sup>	No	No
Standard Remitted	No	Yes <sup>5</sup>	No	No	No	No
Factored Remitted	No	No	No	No	No	No
Matured Pending Risk Elimination	Yes <sup>7</sup>	Yes	No	No	No	No
Closed	Yes <sup>7</sup>	Yes <sup>6</sup>	No	No	No	No
Unpaid	No	No	Yes	Yes <sup>2</sup>	Yes	Yes <sup>2</sup>
Protested	No	Yes	No	No	No	No
Endorsed	No	Yes <sup>5</sup>	No	No	No	No

## Updates Legend

**1**

Risk Eliminate

**2**

If the original amount equals the amount due remaining, and if it is not selected for remittance, on hold, or reserved by another bill pending acceptance.

**3**

If not selected for remittance, on hold, or reserved by another bill pending acceptance.

**4**

If on hold.

**5**

If matured.

**6**

If matured and paid by one receipt or one endorsement adjustment.

**7**

If previously eliminated from risk (receipt or endorsement).

**8**

If the receipt has been cleared.

## Accepting a Bill Receivable

If a bill receivable requires drawee acceptance (status of Pending Acceptance), enter acceptance information after the drawee returns the signed bill.



**To accept a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Accept button.
4. Enter the Acceptance Date and Acceptance GL Date. These dates must be on or after the bill issue date.

The acceptance GL date updates the bill GL date and the assignment GL date for the transactions that are exchanged for the bill.

5. Enter any Comments.
6. Choose the OK button.

Receivables updates the GL Date with the acceptance GL date and updates the bill status to Pending Remittance.

**Canceling a Bill Receivable**

Cancel a bill receivable to return the debt to the transactions that were originally exchanged for the bill. You can cancel a bill that is Pending Acceptance, Pending Remittance, or Unpaid. If the bill is Pending Acceptance, canceling the bill releases the exchanged transactions and has no accounting effect. If the bill is Pending Remittance or Unpaid, Receivables unassigns the exchanged transactions and creates reverse accounting entries.

**To cancel a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Cancel button.
4. Enter the Cancellation Date.
5. If applicable, enter the GL Date. You do not enter a GL date for bills Pending Acceptance.
6. Enter any Comments.
7. Choose the OK button.

Receivables updates the bill status to Canceled.

**Recalling a Bill Receivable**

Recall a bill receivable that has been remitted or endorsed without recourse. Recalling a bill returns the bill to its earlier status of Pending Remittance or Unpaid. When you recall a bill that is Factored with Recourse, Receivables reverses the receipt(s) created when the bill was factored. When you recall a bill that is Endorsed with Recourse, Receivables creates a reversing endorsement adjustment.

**To recall a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.

3. Select a bill and choose the Recall button.
4. Enter the Recall Date and GL Date. These dates must be on or after the remittance or endorsement date.
5. Enter any Comments.
6. Choose the OK button.

Receivables reverses the receipt or creates a reversing endorsement adjustment, if applicable, and updates the bill to its previous status of Pending Remittance or Unpaid.

## Marking a Bill Receivable as Unpaid

On the bill receivable maturity date, the drawee is expected to pay the bill. If payment is not received, you should mark the bill as Unpaid. When marking a bill Unpaid, Receivables updates the status of the bill to Unpaid. The open balance is recorded as a debit to Unpaid Bills Receivable. In addition, Receivables performs different actions depending upon the status of the bill that you are marking as Unpaid:

- When you mark a bill that is Matured Pending Risk Elimination as Unpaid, Receivables reverses the receipt created when the bill was factored with recourse.
- When you mark a bill that is Remitted or Factored with Recourse and then Closed as Unpaid, Receivables reverses the receipt created as a result of the remittance.
- When you mark a bill that was Endorsed with Recourse and then Closed as Unpaid, Receivables reverses the endorsement adjustment.

**Note:** If any deferred VAT was accounted for at maturity, it is reversed.

You can later restate a bill that was marked as Unpaid. See: Restating a Bill Receivable, page 5-34 for more information.

### To mark a bill receivable as Unpaid:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Unpaid button.
4. Enter the Unpaid Date and the GL Date.
5. Enter the Reason that you are marking this bill as Unpaid.
6. Enter any Comments.

## Eliminating or Reestablishing Risk on a Bill Receivable

### Eliminating Risk

You can eliminate risk on matured, factored, or endorsed bills receivable. When you eliminate risk on a factored bill receivable, Receivables reverses the short term debt entry and closes the bill. When you eliminate risk on an endorsed bill receivable, Receivables approves the pending endorsement adjustment and closes the bill.

**To eliminate risk on a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Eliminate Risk button.

**Reestablishing Risk**

You can reestablish risk on a bill that was previously eliminated from risk.

When you reestablish risk on a Closed bill receivable that was factored with recourse, Receivables unapplies the receipt that was created when the bill was factored and applies the receipt to short term debt. The status of the bill is updated to Matured Pending Risk Elimination.

When you reestablish risk on a Closed bill receivable that was endorsed with recourse, Receivables reverses the endorsement adjustment and creates an endorsement adjustment pending risk elimination. The status of the bill is updated to Endorsed.

**To reestablish risk on a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Reestablish Risk button.

**Holding or Releasing from Hold a Bill Receivable****Holding**

If you place a bill receivable on Hold, Receivables excludes the bill from remittance.

**To place a bill receivable on hold:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Hold button.

**Releasing from Hold**

You can release a bill receivable that is on hold to make it available again for remittance.

**To release a bill receivable from hold:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Release Hold button.

**Endorsing a Bill Receivable**

You can endorse a bill receivable and use it as payment against your supplier invoices.

If you endorse the bill receivable with recourse, Receivables updates the status to Endorsed and creates a pending approval endorsement adjustment. If you endorse the

bill receivable without recourse, Receivables closes the bill with an approved adjustment and updates the status to Closed.

**Important:** Additional steps are required in your Payables application to record the endorsement.

#### To endorse a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Endorse button.
4. If necessary, uncheck the Endorse With Recourse box.

**Note:** The AR: Factor/Endorse Bills Receivable Without Recourse profile option controls whether you can uncheck the Endorse With Recourse box. See: Profile Options, page B-1.

5. Enter the Endorsement Activity.
6. Enter the Endorsement Date and the GL Date.
7. Enter any Comments.

### Exchanging a Bill Receivable

You can exchange an Unpaid bill receivable for a new bill receivable. When you exchange a bill, Receivables creates a new bill with the existing bill assigned to it.

You can assign additional transactions to the new bill, including debit memos that you create to pass on processing charges to the drawee. See: Manually Assigning Transactions to a Bill Receivable, page 5-6 for more information.

#### To exchange a bill receivable for a new bill:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Exchange button. The Exchange window appears.
4. Choose the OK button.
5. Use the Bills Receivable window to review and update the transactions assigned to the bill.

### Restating a Bill Receivable

When you restate a bill receivable, Receivables reclassifies the bill from Unpaid to Pending Remittance.

#### To restate a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Restate button.

4. Enter a Restatement Date.
5. Enter the GL Date.
6. Enter any Comments.

## Marking a Bill Receivable as Under Protest

In the collection process, the drawee may officially protest the bill receivable. During this time, you can mark the bill as Under Protest. There is no accounting impact.

### To mark a bill receivable as under protest:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Protest button.
4. Enter the Protest Date.
5. Enter any Comments.

## Bills Receivable Reports

Receivables provides you with a number of reports to help you manage your bills receivable activity. There are nine bills receivable reports:

- Automatic Transactions Batch report, page 11-31
- Bills Receivable By Status report, page 11-36
- Bills Receivable Format Report program, page 11-38
- Bills Receivable Maturity and Risk program and report, page 5-49
- Bills Receivable Reminder Letters, page 11-39
- Bills Receivable Remittance Batch Management report, page 11-40
- Bills Receivable Summary report, page 11-42
- Bills Receivable Stamp Values, page 5-17
- Transactions Awaiting Consolidation, page 11-128

The Bills Receivable By Status report and the Bills Receivable Summary report are RXi reports.

## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Bills Receivable Remittance

Remit bills receivable to your remittance bank or other financial institution to initiate the collection process from your customers. Before remitting to a bank, you must create, approve, and format/print bills receivable using a remittance batch.

Receivables lets you record the following types of bills receivable remittances:

- **Standard remittances:** You remit bills receivable to your bank, and the bank manages the collection process. On the bill receivable maturity date, the bank collects payment in full from your customers and transfers the funds directly to your bank account, less any fees or other charges. With standard remittances, you bear the financial risk of customer default.
- **Factored remittances:** You remit bills receivable as collateral in return for cash advances or loans from your bank. Receivables creates a receipt for the bill receivable upon remittance. If the bill receivable is factored with recourse, you bear the financial risk of customer default, and Receivables records a short-term debt for the default risk. If the bill receivable is factored without recourse, the bank assumes the risk of customer default, and Receivables closes the bill upon creation of the receipt.

When you create a bills receivable remittance, the receipt class determines the remittance processes, and the bills receivable remittance payment method that is assigned to the receipt class determines the accounting for the bills receivable. Receivables selects qualifying bills receivable for remittance and groups them according to the remittance bank that is assigned to each bill. You can specify additional selection criteria to limit the bills receivable that are selected for remittance. See: *Creating a Bills Receivable Remittance Batch*, page 5-42 for more information about selecting bills receivable for remittance.

You can use one or both of these methods to create a bills receivable remittance:

- **Automatic method:** Receivables selects bills receivable that meet selection criteria for a remittance batch.
- **Manual method:** Receivables lets you review the bills receivable included in a batch and update the selections before creating the remittance batch.

## Creating Receipts for Bills Receivable Remittances

Receivables creates a receipt for each bill receivable that is remitted to the bank. The remittance method for the remittance batch determines when a receipt is created. You create a receipt to record the accounting event of the expected fund transfer.

**Standard remittances:** Run the Bills Receivable Maturity and Risk program to create receipts and apply them to bills receivable, either at the maturity date plus the number of collection days or at the remittance date plus the number of collection days, whichever comes later. Receivables updates the status of the bill receivable to Closed when the receipt is applied to the bill receivable.

**Factored remittances:** Receivables creates a receipt when a remittance is approved. For bills receivable that are factored with recourse, the receipt is applied to short-term debt and the status of the bill is updated to Remitted. For bills receivable factored without recourse, the receipt is applied to the bill receivable upon remittance and the status of the bill is updated to Closed.

**Note:** If you want to use the bill receivable number as the receipt number, check the Receipts Inherit Transaction Numbers box when you define the payment method for the bills receivable remittance.

## Clearing Receipts for Bills Receivable Remittances

The clearing method of the bills receivable receipt class determines when Receivables clears receipts and recognizes cash in the remittance process of bills receivable. You indicate a clearing method when you define the receipt class with a creation method of Bills Receivable Remittance. You enter the number of clearing days and risk elimination days when you define the bills receivable remittance payment method assigned to the receipt class. Choose one of these clearing methods:

- **Directly:** Receivables clears the receipt upon creation, and recognizes cash on the receipt date.
- **Automatic Clearing:** Run the Automatic Clearing program to clear receipts on the receipt dates plus the number of clearing days. For standard remittances, the receipt date is either the maturity date plus the number of collection days or the remittance date plus the number of collection days, whichever comes later. For factored remittances, the receipt date is simply the remittance date.
- **By Matching:** Use Oracle Cash Management to clear the receipt and reconcile cash to your bank statements .

## Related Topics

Payment Methods, page 2-100

Receipt Classes, page 2-113

## Accounting for Bills Receivable Remittances and Receipts

### Bills Receivable

When you Complete a bill receivable (or Accept a bill receivable if it requires acceptance), Receivables creates this journal entry:

```
DR Bills Receivable
    CR Receivables
```

### Remitted Bills Receivable

When you Remit a bill receivable with a Standard remittance method, Receivables creates this journal entry:

```
DR Remitted Bills Receivable
    CR Bills Receivable
```

On Maturity (or Maturity plus the number of collection days if the bill is remitted on or after maturity), Receivables creates this journal entry:

```
DR Remittance
    CR Remitted Bills Receivable
```

**Note:** If the original transactions exchanged for the bill have deferred tax entries, Receivables also creates this journal entry:

DR Interim Tax  
CR Collected Tax

When you Clear the receipt, Receivables creates this journal entry:

DR Cash  
DR Bank Charges  
CR Remittance

### **Factored Bills Receivable with Recourse**

When you Factor a bill receivable with recourse, Receivables creates this journal entry:

DR Factored Bills Receivable  
CR Bills Receivable  
DR Remittance  
CR Short Term Debt

When you Clear the receipt, Receivables creates this journal entry:

DR Cash  
DR Bank Charges  
CR Remittance

If the bill was remitted before maturity and if the original transactions exchanged for the bill have deferred tax entries, Receivables creates this journal entry on Maturity:

DR Interim Tax  
CR Collected Tax

When you Eliminate the Risk on a factored bill receivable, Receivables creates this journal entry:

DR Short Term Debt  
CR Factored Bills Receivable

### **Factored Bills Receivable without Recourse**

When you Factor a bill receivable without recourse, Receivables creates this journal entry:

DR Remittance  
CR Bills Receivable

When you clear the receipt, Receivables creates this journal entry:

DR Cash  
DR Bank Charges  
CR Remittance

### **Endorsed Bills Receivable**

When you Endorse a bill receivable without recourse or when you Risk Eliminate a bill receivable endorsed with recourse, Receivables creates this journal entry:

DR Endorsement  
CR Bills Receivable



**Note:** If the original transactions exchanged for the bill have deferred tax entries, Receivables also creates this journal entry:

DR Interim Tax  
CR Collected Tax

### Unpaid Bills Receivable

When you mark a bill receivable as Unpaid, Receivables creates this journal entry:

DR Unpaid Bills Receivable  
CR Bills Receivable

**Note:** The credit account depends on the last receivable classification of the bill prior to marking the bill as Unpaid.

**Important:** Additional entries may result if a receipt created during the remittance process is reversed and if deferred VAT was moved to collected tax.

### Bills Receivable Remittance Accounting Entries and Statuses

The tables in this section describe the accounting entries and bills receivable statuses throughout the entire remittance and clearing process. Each table shows, for a particular type of remittance, the actions that you can perform on a bill receivable and the corresponding accounting entries and status that Receivables creates.

#### Before Remittance

This table shows the accounting entries and status of a bill receivable Before Remittance:

Action and Date	Accounting Entries	Status of Bills Receivable
Assign accounts receivable to a bill receivable	DR Bills Receivable CR Accounts Receivable	Pending Remittance

#### Standard Remittance

This table shows the accounting entries and statuses of a bill receivable for a Standard Remittance:

Action and Date	Accounting Entries	Status of Bills Receivable
Approve remittances	DR Remitted Bills Receivable CR Bills Receivable	Remitted
Create receipts on maturity date plus collection days	(Directly/Automatic Clearing and By Matching) DR Cash/ Remittance DR Bank Fees CR Remitted Bills Receivable	Closed
Clear receipts	(Automatic Clearing and By Matching) DR Cash CR Remittance	Receipt Cleared

#### Remittance Factored with Recourse

This table shows the accounting entries and statuses of a bill receivable for a Remittance Factored with Recourse:

Action and Date	Accounting Entries	Status of Bills Receivable
Approve remittances	DR Factored Bills Receivable CR Bills Receivable	Factored
Create receipts upon remittance of bills receivable	(Direct/Automatic Clearing and By Matching) DR Cash/ Remittance DR Bank Fees CR Short Term Debt	Factored
Clear receipts	(Automatic Clearing and By Matching) DR Cash CR Remittance	Receipt Cleared
Maturity date	None	Matured Pending Risk Elimination
Maturity date plus risk elimination days	DR Short Term Debt CR Factored Bills Receivable	Closed

#### Remittance Factored without Recourse

This table shows the accounting entries and statuses of a bill receivable for a Remittance Factored without Recourse:

Action and Date	Accounting Entries	Status of Bills Receivable
Approve remittances and create receipts	(Direct/Automatic Clearing and By Matching) DR Cash/ Remittance DR Bank Fees CR Bills Receivable	Closed
Clear receipts	(Automatic Clearing and By Matching) DR Cash CR Remittance	Receipt Cleared

## Exporting and Importing Bills Receivable Remittances

### Export

Use the Receivables Export function to export the remittance batch information in the Maintain Remittance Batch window to a file.

In the Maintain Remittance Batch window, query a remittance batch that has not yet been approved and display the fields in the Bills Receivable window that are required by the bank. Use the Export function from the Tools menu to save the information of this batch to a file. The bank uses the information in the file to confirm and select bills receivable to include in the remittance batch.

### Import

Use the Import API to import data from bills receivable remittance batches that were confirmed by banks or created in another system. You can call the Import API through a feeder program or a customized user window. After importing the data into Receivables, you can create, approve, and format/print bills receivable remittance batches.

When you import data into Receivables, the Import API performs a set of validations to ensure that the Remittance Bank Number, the Remittance Bank Branch Number, and the Remittance Bank Account Number correspond to a valid remittance bank. The Import API validates these items:

- Media Reference is unique and is used to identify a batch.
- Remittance Method is either Standard or Factoring.
- Payment Method corresponds to a valid bills receivable remittance payment method with a Remittance Bank Account assigned to it.
- With Recourse Indicator is either Yes or No.
- Remittance Date is a valid date.
- Remittance GL Date is in an open or future period.
- Remittance Currency is a valid currency.
- CUSTOMER\_TRX\_ID, the internal reference number that Receivables uses to identify a bill receivable, is unique.

## Related Topics

About Remittances, page 6-148

## Creating a Bills Receivable Remittance Batch

Use the Remittances window to create a bills receivable remittance batch. All bills receivable with the status Pending Remittance are eligible for selection. In creating a bills receivable remittance batch, Receivables uses the currency and the remittance bank information to select bills receivable. You can specify additional selection criteria to limit the bills that are selected for remittance.

**Note:** Bills receivable with the status Unpaid are eligible for selection if the Include Unpaid Status box is checked in the Criteria tabbed region.

Based on the remittance bank information of the batch, Receivables selects bills receivable that have:

- the same remittance bank account as the remittance batch, and
- no remittance bank account, and
- a different bank account from that of the remittance batch, if the Allow Override box is checked for the remittance bank.

**Note:** You can change the batch remittance bank information after the remittance batch is created. However, you will receive a warning if the remittance bank of any bill receivable in the batch is different from the new remittance bank of the batch, unless the Allow Override box is checked on that bill receivable.

You can create a bills receivable remittance batch using the Auto Create method or the Manual Create method. Auto Create selects all bills receivable that meet the selection criteria of the batch. Manual Create gives you the option to review the bills receivable and change the bills selected before creating the batch.

There are three steps to creating a bills receivable remittance batch:

1. **Create:** Create a bills receivable remittance batch using the specified selection criteria.
2. **Approve:** Initiate the accounting event for the specific type of bills receivable remittance.
3. **Format/Print:** Format bills receivable remittance batches on magnetic media to send to your bank (or choose Print to print bills receivable on paper).

With either creation method (Auto Create or Manual Create) you can also create, approve, and format/print remittance batches in a single step.

## Process Status

You can track the progress of a bills receivable remittance batch by referring to the batch process status. Valid statuses are:

- Started Creation
- Started Approval
- Started Format

- Started Cancellation
- Completed Creation
- Completed Approval
- Completed Format
- Completed Cancellation

## Selecting Bills Receivable for Remittance

When you create a remittance batch, Receivables validates the status, currency, and remittance bank information of the bills receivable included in the batch. Receivables then selects bills receivable in maturity date order, starting with the earliest maturity date.

**Note:** Once a bill receivable is selected for a remittance batch, you cannot apply customer payments or other activities to the bill, or select the bill for another remittance batch.

### Prerequisites

- Define a receipt class with a creation method of bills receivable remittance, page 2-113.
- Define bills receivable remittance payment methods and assign bank accounts to payment methods, page 2-107.
- Define bank accounts, page 2-48.
- Set up document sequences (optional), page 2-64.

### To create a bills receivable remittance batch:

1. Navigate to the Remittances window. The Batch Type displayed is Remittance Bills Receivable. You cannot change the Batch Type.
2. If your Receipt Source does not specify Automatic Batch Numbering, enter a unique Batch Name or number. Otherwise, Receivables assigns a number when you save. See: Receipt Sources, page 2-115.
3. Enter the Currency for this batch. The default is your functional currency, but you can change it. You can only group bills receivable with the same currency into a remittance batch.
4. Enter the Remittance and GL Dates. The default Remittance Date is the current date, but you can change it. The default GL Date is the current date. However, if the current date is not in an open period, then the default is the last date of the most recent open period. The GL Date must be in an open or future period. The GL Date determines when the remittance batch is posted to General Ledger.
5. Choose a Remittance Method. The default is Factoring. Choose Standard to remit this batch to the bank for collection of the bills receivable on maturity date; or choose Factoring to borrow money against the bills receivable before maturity date.

**Note:** If you choose Factoring, the With Recourse box is checked by default. Use this check box to indicate whether the bank has the right of recourse in the event a customer defaults on the bills receivable. The box is unchecked if you choose Standard.

6. Choose a Receipt Class. The list of values displays only receipt classes with a creation method of Bills Receivable Remittance and a Remittance Method for the batch. The receipt class determines the processing steps of the remittance.
7. Choose a Payment Method. The list of values displays only payment methods assigned to the Receipt Class with a Remittance Method for the batch. You can select only active payment methods for remittances.
8. In the Media Reference field, enter your user-defined reference to include on a magnetic transmission of the remittance to the bank (optional).
9. If your format requires that you submit to the remittance bank printed bills receivable along with the magnetic transmission, check the Include Printed Bills Receivable box. This box is required if you are using the Spanish CSB32 format for the remittance.
10. Enter Remittance Bank information for this batch. You can only select a remittance bank that has bank accounts assigned to the payment method selected for this remittance batch. The default is the primary remittance bank account of the payment method, if the primary remittance bank account is in the same currency as that of the remittance batch.
11. Choose the Transmission and/or Print Program. Receivables uses the Transmission Program for the magnetic format of this batch and the Print Program for the print format on paper. The default is the transmission and print programs that you selected for the remittance bank, with the remittance bank assigned to Payment Method of this batch. You can override the defaults for these programs.
12. Enter the Deposit Number reference to include in the magnetic transmission of the remittance batch (optional).
13. Enter any Comments about this batch.

**Note:** The Count and Amount fields display the number and total amount of bills receivable selected for this remittance batch. Receivables assigns a unique Request ID number for your concurrent request every time you run a task or tasks from the Remittance Batch Actions window. Use the Request ID to check the status of your remittance process in the View Requests window.

14. Open the Selection Criteria tabbed region, and enter selection criteria to create a remittance batch for specific bills receivable transactions or drawees (optional). Leave a field blank if you do not want to limit your query. See: Selection Criteria Tabbed Region Field Reference, page 5-45.
15. Choose the Auto Create button or the Manual Create button. If you choose the Auto Create button, go to step 18.
16. Manual Create lets you review, in the Maintain Remittance Batch window, bills receivable that meet the selection criteria of this batch. Check the Select box to include a bill receivable in the batch, or choose bills receivable from the list of values. See: Maintaining Bills Receivable Remittances, page 5-46.
17. Choose the Actions button.
18. In the Remittance Batch Actions window, check the boxes to perform the following tasks:

- **Create:** Create a remittance batch of bills receivable. Receivables checks the Select box in the Bills Receivable Portfolio Management window to indicate that bills receivable were selected for a pre-approved remittance batch.
- **Cancel:** Cancel a remittance batch that was not approved. This deselects bills receivable from the batch, making them available for inclusion in a different remittance batch.
- **Approve:** Approve the remittance batch to initiate the accounting event that reclassifies the bills receivable that were selected for remittance. Depending on the remittance method, the status of the bills receivable is updated to Standard or Factored.
- **Format:** Format the remittance batch using the Transmission Program that you selected for this batch.
- **Print Report:** Print the Bills Receivable Remittance Batch Management report for this remittance batch. You can print a report for the remittance in any status. See also: Bills Receivable Remittance Batch Management Report, page 11-40.
- **Print Bills:** Run the Print Program that you selected for this batch to print bills receivable on paper.

**Tip:** To create a bills receivable remittance, you need to Create, Approve, and Format/Print. You can perform all three tasks in one step.

19. Choose the OK button. Receivables generates a batch Name if your Receipt Source specifies Automatic Batch Numbering. Receivables displays the Process Status of your batch and a unique Request ID number for your concurrent request. Use the Request ID number to check the status of your remittance batch in the View Requests window.

**Important:** If your batch has a status of Started Creation and the concurrent process terminates, you must delete the batch and resubmit the bills receivable remittance creation process.

**Tip:** Use the Bills Receivable Remittance Batch management report to review the status of your bills receivable remittance batch.

### Selection Criteria Tabbed Region Field Reference (All fields are optional)

**Remittance Minimum Total:** Enter a minimum amount for this remittance batch. Receivables does not create a remittance if the total amount of the selected bills receivable is less than the minimum total specified for the batch.

**Remittance Maximum Total:** Enter a maximum amount for this remittance batch. Bills receivable with the earliest maturity dates are selected first.

To ensure that the total amount of bills receivable is as close to the maximum total as possible, Receivables selects a bill receivable for inclusion in the batch if the bill maturity date is within the maturity date range of the batch, and if including the bill does not cause the remittance total to exceed the maximum amount.

**Bills Receivable Transaction Type:** Specify the bills receivable transaction types to include in the batch.

**Bills Receivable Maturity Dates:** Select bills receivable by a range of maturity dates.

**Bills Receivable Numbers:** Select bills receivable by a range of bill numbers.

**Bills Receivable Amounts:** Select bills receivable by a range of bill amounts.

**Drawee Issued:** Check this box, and leave the Signed and Unsigned boxes unchecked, to include only bills that are issued by drawee.

**Signed:** Check this box to include only bills receivable that require drawee acceptance. Leave the box unchecked to include only bills receivable that do not require drawee acceptance.

**Unsigned:** Check this box, and leave the Drawee Issued and Signed boxes unchecked, to include only unsigned bills receivable.

**Include Unpaid Status:** Check this box to include bills receivable with the status of Unpaid.

**Drawee Names:** Select bills receivable by a range of drawee names.

**Drawee Numbers:** Select bills receivable by a range of drawee numbers.

**Drawee Classes:** Select bills receivable by a range of drawee customer classes.

**Drawee Bank:** Select only bills receivable for drawees with the specified drawee bank name.

**Drawee Branch:** Select only bills receivable for drawees with the specified drawee bank branch.

**Drawee City:** Select only bills receivable with the drawee bank branch located in the specified city.

**Bills Receivable Sort Criteria:** The primary sort criteria for the selected bills receivable is maturity date in ascending order. You can specify additional sort criteria, in ascending or descending order, by bills receivable transaction Number or Amount, or by bills receivable Transaction Type.

**Drawee Sort Criteria:** You can sort in ascending or descending order using one of the Drawee selection criteria. This sort comes after the maturity date and bills receivable sort criteria.

## Related Topics

Creating Remittance Batches, page 6-151

Entering Receipts, page 6-2

Approving Remittance Batches, page 6-156

Factoring Remittances, page 6-151

Manually Creating a Remittance Batch, page 6-154

Selecting Bills Receivable for Remittance, page 5-43

## Maintaining Bills Receivable Remittances

Use the Maintain Remittance Batch window to update the selection of bills receivable in a remittance batch. Once you are satisfied with the bills that are selected, you can submit a request to create, approve, and format/print the remittance.



You can select and deselect bills receivable for a remittance batch in the Maintain Remittance Batch window until the batch is approved. Depending on the remittance method, approving a remittance batch updates the status of the bills receivable from Pending Remittance to either Remitted or Factored. Use the Bills Receivable Portfolio Management window to manage bills receivable remittances after they are approved.

You navigate to the Maintain Remittance Batch window from the Remittances window. There are two ways to navigate to the Maintain Remittance Batch window:

- Query an existing unapproved remittance batch in the Remittances window and then choose Maintain,

*or*

- Enter new remittance batch information in the Remittances window and then choose Manual Create.

### To maintain bills receivable remittances:

1. Navigate to the Remittances window.
2. Query a remittance batch and choose the Maintain button. Go to step 4.
3. Enter a new remittance batch and choose the Manual Create button. See: Creating a Bills Receivable Remittance Batch, page 5-42.
4. Choose Bills Receivable Numbers from the list of values. You can only query bills receivable that have the same currency and remittance bank as the remittance batch, unless the Allow Override box is checked for the remittance bank.
5. Check the Select box to include bills receivable in this remittance batch. Receivables updates the Remittance Amount and Count for this batch. To deselect a bill receivable, uncheck the Select box.
6. When you are satisfied with your selections, choose the Actions button to open the Remittance Batch Actions window.
7. In the Remittance Batch Actions window, you create, approve, and format/print the remittance batch. Depending upon the function security set up by your system administrator, you may be able to perform all three of these tasks at the same time. Choose from these tasks:
  - **Print Report:** Print the Bills Receivable Remittance Batch Management report for this remittance batch. You can print a report for the remittance in any status. See also: Bills Receivable Remittance Batch Management Report, page 11-40.
  - **Print Bills:** Run the Print Program that you selected for this batch to print bills receivable on paper.

**Note:** In a remittance batch, you can only print unsigned bills receivable that have not already been printed.

- **Create:** Create a remittance batch of selected bills receivable and check the Select box in the Bills Receivable Portfolio Management window for each selected bill receivable.
- **Format/Reformat:** Format the remittance batch using the Transmission Program that you selected for this batch.

- **Approve:** Initiate the accounting event to reclassify the bills receivable transactions selected for remittance. Depending on the remittance method, the status of the bills receivable is updated to Standard or Factored.
  - **Cancel:** Cancel a remittance batch that has not been approved. This deselects bills receivable from the batch, making them available for inclusion in another remittance batch.
8. You can update the selection of bills receivable for this batch until the remittance is approved.

## Formatting and Printing Bills Receivable Remittances

You format bills receivable remittances on magnetic media for transmission to your remittance bank. You can also print the bills receivable document on paper for remittance purposes. You can format or print bills receivable remittance batches as often as you need to both before and after approval.

You select the transmission and print programs when creating a bills receivable remittance batch. You can assign transmission and print programs to a bills receivable remittance by entering a format program in the Remittance Transmission or Remittance Print fields in the Formatting Programs region of the Remittance Banks window, or in the Transmission Program or Print Program fields in the Remittances window. Receivables formats the batch using the transmission program and prints the bills receivable using the print program. You can customize the programs Receivables uses to format your remittances to suit your specific needs.

You can also specify transmission formats and printing programs when you assign a remittance bank to a bills receivable remittance payment method. See: Defining a Bills Receivable Remittance Payment Method, page 2-107.

### To format or print a remittance batch:

1. Navigate to the Remittances window.
2. Navigate to the Maintain Remittance Batch window by querying an existing remittance batch or creating a new remittance batch. See: Maintaining Bills Receivable Remittances, page 5-46.
3. In the Maintain Remittance Batch window, choose the Actions button.
4. Check the Format box to run the transmission program.
5. Check the Print Bills box to print the bills receivable on paper.

## Payments Received Prior to Remittance Approval

If a customer drawee makes a payment prior to a bills receivable remittance batch being approved, you can either:

- Deselect the bill receivable from a remittance batch in the Maintain Remittance Batch window and apply the payments directly to the bill receivable in the Receipts workbench. See: Maintaining Bills Receivable Remittances, page 5-46.

*or*

- Cancel the bill receivable in the Bills Receivable Portfolio Management window and apply the payment directly to the transactions included in the bill receivable.

## Bills Receivable Maturity and Risk Program and Report

Use the Bills Receivable Maturity and Risk program and report to create and apply receipts for standard remitted bills receivable, and to apply receipts and eliminate risk on bills receivable factored with recourse. The report lists the adjustments to each bill receivable and shows all receipts that were cleared by the program run.

You can run the Bills Receivable Maturity and Risk program to accomplish a number of different tasks in relation to bills receivable remittances. These tasks are:

- Create the receipt on the maturity date for standard remittances.
- Create the receipt when the remittance is approved for factored remittances.
- Unapply the receipt from short-term debt and apply it to the bill receivable at the maturity date plus risk elimination days for remittances factored with recourse.
- Update the bill receivable status to Matured Pending Risk Elimination at the maturity date plus risk elimination days, and update the bill status to Closed for eliminating risk on bills factored with recourse.
- Approve the endorsement adjustment, change the bill receivable status to Closed, and move any deferred VAT associated with the bill receivable from the Deferred VAT to the Output VAT accounts when eliminating risk on bills endorsed with recourse.

For standard remitted bills receivable, Receivables both creates the receipt and applies it to the bill receivable. The apply date is the same as the receipt date. Receivables normally performs these operations on the bill maturity date. If the bill was remitted with insufficient time for the bank to collect the funds from the drawee by the maturity date, then Receivables performs these operations on the remittance date plus the number of remittance bank collection days. You can clear receipts for standard remitted bills receivable manually, or use the Automatic Clearing program to clear receipts that have a clearance method of Automatic Clearing.

For bills receivable factored with recourse, Receivables applies receipts created at the time of remittance to bills receivable and eliminates the risk on each bill. The apply date is the bill receivable maturity date plus the number of risk elimination days.

Use the Standard Request Submission windows to submit the Bills Receivable Maturity and Risk program and report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**GL Date:** Enter the GL date for the transactions generated by the program and report. You can enter any date in an open GL period.

- For standard remittances, Receivables uses the GL date you enter here unless the date is not in an open period, in which case it will use the GL date on the bill. If the GL date on the bill is also not in an open period, then it will use the first day of the next available open period.
- For factored remittances, Receivables uses the GL date you enter here unless the date is not in an open period, in which case it will use the GL date entered for the remittance. If the GL date entered

for the remittance is also not in an open period, then it will use the first day of the next available open period.

- For endorsed remittances, Receivables uses the GL date originally entered at the time the endorsement was created unless the date is not in an open period, in which case it will use the GL date you enter here. If the GL date you enter here is not in an open period, then it will use the first day of the next available open period.

**Effective Date:** Enter the effective date for this program and report. Receivables performs all operations on bills receivable based on this date. If you do not enter a date, Receivables uses the current date.

**Transaction Type:** Enter a bills receivable transaction type to include bills receivable of this type only.

**GL Date From:** Enter the first bills receivable GL date to include in the program and report.

**GL Date To:** Enter the last bills receivable GL date to include in the program and report.

**Maturity Date From:** Enter the first bills receivable maturity date to include in the program and report.

**Maturity Date To:** Enter the last bills receivable maturity date to include in the program and report.

**Include Endorsed:** Enter *Yes* to include endorsed bills receivable. Enter *No* to exclude endorsed bills receivable.

**Include Factored:** Enter *Yes* to include bills receivable factored with recourse. Enter *No* to exclude factored bills receivable.

**Include Remitted:** Enter *Yes* to include remitted bills receivable. Enter *No* to exclude remitted bills receivable.

## Report Headings

<Set of Books>: The reporting set of books.

<Report Title>: *Bills Receivable Maturity and Risk*.

**Report Date:** The report date and time.

**Request ID:** The concurrent request ID.

**Page:** The page number.

## Column Headings

**Currency:** The bill receivable currency.

**Bills Receivable Number:** The bill receivable number.

**Customer Name:** The customer drawee name.

**Bills Receivable Date:** The bill receivable maturity date.

**Adjustment Number:** The bill receivable adjustment number.

**Amount:** The bill amount.

**Functional Amount:** The bill amount in the functional currency.

## Reversing and Unapplying Receipts for Bills Receivable

Use the Receipts workbench to reverse or unapply receipts for bills receivable, if the receipts are applied to the bills receivable and not to short-term debt. You can reverse or unapply receipts that were created for payments received from customer drawees or receipts that were created from the remittance process.

**Note:** For bills receivable factored with recourse, receipts are applied to short-term debt before the bill maturity date plus risk elimination days. Use the Bills Receivable Portfolio Management window to recall bills receivable and reverse the receipt applications.

### Reversing Receipts for Bills Receivable

When you reverse a receipt for a bill receivable, Receivables automatically creates reversal journal entries for the receipt application.

- If the receipt is reversed before the maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the receipt is reversed after the maturity date, the status of the bill receivable is updated to Unpaid.

### Unapplying Receipts for Bills Receivable

When you unapply a receipt for a bill receivable, Receivables automatically creates reversal journal entries for the receipt application.

- If the receipt is unapplied before maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the receipt is unapplied after maturity date, the status of the bill receivable is updated to Unpaid.

### Related Topics

Automatic Clearing for Receipts, page 6-158

Reversing Receipts, page 6-46

Bills Receivable Management, page 5-18



---

# Receipts

This chapter covers the following topics:

- Entering Receipts
- Applying Receipts
- Managing Prepayment Receipts
- Cross Currency Receipts
- Receivables Application Rule Sets
- Chargebacks and Adjustments
- Entering Miscellaneous Receipts
- Reversing Receipts
- Reapplying Receipts
- Reviewing Receipts and Applications
- Batching Receipts for Easy Entry and Retrieval
- Bills of Exchange
- Notes Receivable
- Using AutoLockbox
- Running AutoLockbox
- QuickCash
- AutoCash
- Discounts
- Remitting Electronic Payments
- Automatic Receipts
- About Remittances
- Automatic Clearing for Receipts
- Automated Receipt Handling for Credits
- Writing Off Receipts
- Working with Claims

## Entering Receipts

Use the Receipts window to enter new or query existing receipts.

You can enter two types of receipts in Receivables:

- **Standard receipts:** Payment (such as cash or a check) that you receive from your customers for goods or services. Also known as *cash receipts*.
- **Miscellaneous receipts:** Revenue earned from investments, interest, refunds, stock sales, and other nonstandard items.

You can enter receipts and apply them to transactions in either Open or Future accounting periods. You can also create chargebacks or adjustments against these transactions.

You can apply receipts to invoices, debit memos, deposits, on-account credits, and chargebacks. You can partially or fully apply a receipt to a single debit item or to several debit items.

You can also apply receipts to other open receipts. See: Receipt-to-Receipt Applications, page 6-9.

If you are using Oracle Trade Management, then you can place your customers' overpayments and short payments into claim investigation while the claim is being researched. See: Applying Receipts, page 6-8 and Working with Claims, page 6-168.

If you do not specify a customer for a receipt, the receipt is unidentified. In this case, the receipt amount appears in the Unidentified field in the Receipts window (Balances region). You cannot apply an unidentified receipt.

**Note:** You can view the detail accounting lines for an existing receipt in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-22

**Note:** If you are using Multiple Reporting Currencies (MRC) functionality, then you can use the View Currency Details window to view receipt amounts in both your primary and MRC reporting currencies.

See: Viewing MRC Details for a Transaction, page 9-29.

## Viewing the Receipt History

Use the Receipt History window to view additional details about your saved receipts. This window displays a history of the receipt's statuses, as well as exchange rate adjustments. You can also view all application notes that were made to this receipt.

This window also includes Oracle Cash Management-related information. See: Receipts Field Reference, page 6-5.

From the Receipts window, click Receipt History.

See: Reviewing Receipts and Applications, page 6-50.



## Receipt Status

A receipt can have one of the following statuses:

**Approved:** This receipt has been approved for automatic receipt creation. This status is only valid for automatic receipts.

**Confirmed:** For manually entered receipts, this status indicates the receipt belongs to a receipt class that requires remittance.

**Remitted:** This receipt has been remitted.

**Cleared:** The payment of this receipt was transferred to your bank account and the bank statement has been reconciled within Receivables.

**Reversed:** This receipt has been reversed. You can reverse a receipt when your customer stops payment on a receipt, if a receipt comes from an account with non-sufficient funds or if you want to re-enter and reapply it in Receivables.

**Note:** A receipt's state is different from its status. See: Receipts Field Reference, page 6-5.

### Prerequisites

- Define receipt classes, page 2-113
- Define payment methods, page 2-100
- Define receipt sources, page 2-115
- Define receivables activities, page 2-116
- Define profile options, page B-1
- Open accounting periods, page 9-8

### To manually enter a receipt:

1. Navigate to the Receipts or Receipts Summary window.
2. Enter a payment method. Receivables uses the payment method to determine the accounting and remittance bank accounts for this receipt.
3. Enter the receipt information, including receipt number, currency, receipt amount, GL date, and receipt date. The default GL date is the same as the batch GL date. If there is no batch information, the GL date is the same as the receipt date. The default receipt date is the current date, but you can change it. If the Receipt date is not in an open period, Receivables changes the GL date to the last date of the most recent open period. You can change the GL date, but it must be in an open or future period. If this receipt is part of a batch and you change the receipt date, Receivables does not automatically modify the GL date.

You can enter transactions in any currency defined in Oracle Receivables if you have at least one remittance bank account with a Receipts Multi-Currency flag set to Yes. If no such bank account exists, you are limited to entering only those currencies in which bank accounts exist. (The currency of a multiple currency bank account must be the same as your functional currency.)

If the currency for this receipt is different from your functional currency and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions, page 3-22.

4. Choose a receipt type of Standard.
5. To help identify the customer for this receipt, enter a transaction number (optional). Receivables displays the customer associated with this transaction. If multiple customers have transactions with the number you entered, Receivables displays a window from which you can select a customer. If you enter a number here, Receivables defaults the number in the Applications window when you apply this receipt.
6. If you did not enter a transaction number and the receipt is not unidentified, enter customer information for this receipt, including customer name or number and bill-to location. When you enter the customer, Receivables enters this customer's primary bill-to location, if one exists (you can change this value). If the system option Require Billing Location for Receipts is set to Yes, you must enter a bill-to location.

**Important:** If you do not enter a bill-to location and the customer has no statement site, any unapplied or on-account receipt amounts will not appear on statements sent to this customer.

7. If bank charges apply, then enter an amount for bank charges. Bank charges may apply if the receipt's creation status is 'Cleared' (the clearance method of the associated receipt class must be set to 'Directly'). See: Receipt Classes, page 2-113.

**Note:** This field is available only if the AR: Create Bank Charges profile option is Yes.

8. If you are manually entering an automatic receipt, enter a customer bank name and account number.

**Note:** If the profile option AR: Mask Bank Account Numbers is set to Yes, some bank account numbers appear as asterisks (\*). See: Overview of Receivables Profile Options, page B-2.

9. Receivables derives the default remittance bank account from the payment method you entered. You can accept this value or enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt or the Multi-Currency flag for the remittance bank is set to Yes. Only bank accounts that are in your functional currency can accept multiple currency deposits. See: Manually Entering Automatic Receipts, page 6-140.

10. If you are using manual document numbering, then open the More tabbed region and enter a unique document number.

Otherwise, Receivables assigns this transaction a unique number when you save.

See: Implementing Document Sequences, page 2-64.

11. Enter the receipt deposit date (optional). The default is either the deposit date entered at the batch level or, if there is no batch information, the receipt date. The default receipt maturity date is the deposit date.

Receivables uses the deposit date as the exchange date when the receipt currency is different from your functional currency. If you later change the deposit date, then Receivables also updates the exchange date.

12. To prevent the receipt remittance bank from being automatically overridden during the remittance process, choose *Don't Allow* in the Override field (optional).

If you choose *Allow*, Receivables can automatically change the receipt remittance bank to the remittance batch bank during the remittance process.

See: Creating Remittance Batches., page 6-151

13. Save your work. If you entered a customer, the receipt amount appears in the Unapplied field in the Balances region. Otherwise, the entire receipt amount appears in the Unidentified field.

To apply this receipt, see: Applying Receipts, page 6-8.

## Related Topics

Receipts Field Reference, page 6-5

Entering Miscellaneous Receipts, page 6-43

Batching Receipts for Easy Entry and Retrieval, page 6-52

Creating Chargebacks and Adjustments, page 6-39

Reversing Receipts, page 6-46

Reapplying Receipts, page 6-49

Receipt Analysis - Days Late Report, page 11-99

Receipt Register, page 11-103

Unapplied and Unresolved Receipts Register, page 11-133

Bank Charges, page 2-61

## Receipts Field Reference

This section provides a brief description of some of the fields in the Receipts, Receipts Summary, Receipt Batches, and Receipt History windows.

**Actual Count/Amount:** The total number and amount of receipts in this batch. If you add receipts in different currencies to a batch, the total amount reflects the amount entered in *all* currencies, not just the batch currency. Receivables updates these fields when you add cash receipts to this batch.

**Actual Value Date:** (Receipt History window) The date when cash is withdrawn (for a payment) or deposited (for a receipt) in a bank account. Your bank usually provides this date on your bank statement. When you reconcile receipts with your bank statement in Oracle Cash Management, Receivables automatically updates this field with the bank statement line's value date.

**Anticipated Value Date:** (Receipt History window) The date you expect cash to be withdrawn (for a payment) or deposited (for a receipt) in your bank account. This field is optional. The bank uses this date to determine the available balance to apply interest calculations. This field is used by Oracle Cash Management's Cash Forecasting feature.

**Application Notes:** (Receipt History window) This field is used for receipts that are imported into Receivables via AutoLockbox.

If you select the Post Partial Amount as Unapplied box as one of your AutoLockbox options, then AutoLockbox can import a receipt into QuickCash with an unapplied amount even if any of the receipt's matching numbers are invalid. Receivables stores the invalid matching numbers in the Application Notes field.

This field, which you can update, holds a maximum of 2,000 characters.

You can display the Application Notes field in the Receipts Summary or QuickCash windows by choosing Show Field from the Folder menu.

**Applied Count/Amount:** The total number and amount of applied receipts in this batch. Receivables updates these fields when you apply cash receipts that are part of this batch.

**Approval Code:** The authorization number provided by Oracle Payment Server which indicates that the credit card vendor has verified the customer's account information and approved the receipt amount. This field is only used when a customer uses a credit card to remit payment for an open debit item(s). See: Credit Cards, page 3-168.

**Batch:** The batch name associated with the lockbox transmission that created this batch. If the receipt status is Remitted, this is the name of the remittance batch. If the receipt status is Cleared, this is the name of the clearing batch. If the receipt status is Reversed, this field is null.

**Cash Claims:** The amount of non-invoice related claim investigation applications on the receipt.

**Cash Claims Count/Amount:** The total number and amount of non-invoice related claim investigation applications in this batch. Receivables updates these values when the claims that are part of this batch are settled.

**Deposit Date:** The deposit date for the receipt or receipt batch. This date defaults from the receipt or batch date. If you later change the receipt or batch date, then Receivables updates the deposit date accordingly, *unless* the deposit date has already been manually updated.

**Difference Count/Amount:** The difference between the Control and Actual receipt counts and amount for this batch. When you add cash receipts to this batch, Receivables updates the Actual, Difference, and Unapplied Count and Amount totals for this batch.

**Discounts Unearned:** The total discount that your customer did not earn, but you accepted. You decide whether your customers can take unearned discounts by setting the system option Allow Unearned Discounts to either Yes or No.

**Line Number:** (Receipt History window) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Lockbox:** The number of the Lockbox that created this batch.

**Maturity Date:** When you remit a receipt, Receivables uses the maturity date to determine when to transfer funds from your customer's bank to one of your remittance bank accounts.

**Miscellaneous Count/Amount:** Receivables updates these fields when you add miscellaneous receipts to this batch.

**Name:** The name of the Lockbox that created this batch.

**On-Account Count/Amount:** The total number and amount of on-account receipts in this batch. Receivables updates these values when you apply these receipts.

**Partially Purged:** This check box indicates whether some of the transactions in this batch have been deleted by the Archive Purge program. When transactions are partially purged, the Control Total section appears out of balance because the Actual Count and Amount fields no longer include the purged transactions.

**Payment Server ID:** A number provided by Oracle Payment Server to uniquely identify the transaction(s) to which this receipt is applied. This field is only used when a customer uses a credit card to remit payment for an open debit item(s). See: Credit Cards, page 3-168.

**Posted Date:** The date this receipt posted to your general ledger. A receipt can be posted to your GL both when it is Remitted and when it is Cleared.

**Postmark Date:** The postmark date for the receipt.

**Prepayments Count/Amount:** The total number and amount of prepayment receipts in this batch. A prepayment receipt is not included in the Applied Count/Amount totals until the Automatic Receipts program applies the prepayment receipt to a prepaid invoice.

**Prepayments:** The total amount of prepayment receipts.

**Receipt Class:** You can assign a receipt class to a receipt source. Receivables derives the default receipt class from the Receipt Source for this batch. When you define a receipt class in the Receipt Classes window, you specify whether to create remittances for receipts with this class and whether you want to track when they clear after running the Automatic Clearing program.

**Remittance Method:** (Receipts Summary window) A read-only field that indicates the remittance method of the batch in which this receipt is included. If the receipt is not included in a remittance batch, this field is null.

**Returned Count/Amount:** The total number and amount of receipts in this batch that you reversed using a Reversal Category of either 'NSF' or 'Stop'.

**Reversed Count/Amount:** The total number and amount of receipts in this batch that you reversed using a Reversal Category of 'Reverse'.

**Standard Charge:** The amount of bank charges as defined in the Define Bank Charges window. This field is for display only. See: Bank Charges, page 2-61.

**State:** (Receipts Summary window) Possible receipt states are Applied, Unapplied, Unidentified, Non-Sufficient Funds, Stopped Payment, and Reversal-User Error. You cannot apply receipts with a state of Non-Sufficient Funds, Stopped Payment, or Reversal-User Error.

**Statement Date:** (Receipt History window) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Statement Number:** (Receipt History window) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Tax Code:** This field is used to report VAT in Germany. For more information, see "German VAT for On-Account Receipts Report" in the *Oracle Financials for Germany User Guide*.

**Tolerance Limit:** The amount that a receipt can differ from an invoice and still be accepted. Receivables derives this value from the Define Bank Charges window. This field is for display only. See: Bank Charges, page 2-61

**(Identify By) Trans Number:** The transaction number that identifies this receipt. If the Show Billing Number system option check box is selected, then Receivables displays two fields. The first field displays the Consolidated Billing Invoice number that is associated with this transaction; the second field displays the transaction number. See: Consolidated Billing, page 3-255.

**Unapplied:** The amount of this receipt in your functional currency that has not been applied to a transaction.

**Unapplied Count/Amount:** The total number and amount of unapplied and partially applied receipts in this batch. Receivables updates these fields when you apply cash receipts that are part of this batch.

**Unidentified Count/Amount:** The total number and amount of unidentified receipts in this batch. Unidentified receipts are those for which you have not entered a customer.

## Related Topics

Applying Receipts, page 6-8

Batching Receipts for Easy Entry and Retrieval, page 6-52

## Applying Receipts

Use the Applications window to apply your receipts or on-account credits. You can apply receipts to any type of transaction except guarantees and standard credit memos. You can apply all or part of a receipt or on-account credit to a single debit item or to several debit items. For example, your customer may send a single check to pay all of one invoice and part of another invoice. Or, a customer may have an on-account credit he will expect you to use with his receipt to close an open debit item.

You can apply a receipt to an unrelated customer's debit items if the system option Allow Payment of Unrelated Invoices is set to Yes. You can apply a receipt to a related customer's debit items if the Related Customers check box is checked. You cannot apply an unidentified receipt; you must specify the customer who remitted the receipt before you can apply it to a transaction.

You can also combine on-account credits with a customer's receipts to increase the amount you can apply to debit items, leave partial receipt amounts unapplied, or place an amount on-account.

**Note:** On-account credits (credit memos) are different from on-account cash on a receipt. See: Creating On-Account Credit Memos, page 3-89.

If you leave partial receipt amounts unapplied or if a receipt underpays an invoice, then you can write off the receipt. See: Writing Off Receipts, page 6-164.

You can even apply receipts against other open receipts. See: Receipt-to-Receipt Applications, page 6-9.

You can apply receipts in the same foreign currency as your transactions. Enter foreign currency exchange rate information using predefined exchange rates, or enter your own rate. When you post a foreign currency receipt application to the general ledger, Receivables records a realized gain or loss amount. See: Foreign Currency Transactions, page 3-22.

If you have set up Receivables to use *cross currency receipts*, you can apply a receipt in one currency to one or more transactions in different currencies. See: Applying Cross Currency Receipts, page 6-29.

To validate the application amount, Receivables uses the transaction type of the debit item to which you are applying the receipt. See: Transaction Types, page 2-171.

- If the transaction type allows natural application only, then you cannot enter an amount that would reverse the sign of the debit item.
- If the transaction type allows overapplication, then you can apply a receipt to a closed debit item. To access closed invoices from the Receipts workbench, you must check the Show Closed Invoices check box from the Tools menu.

**Important:** If you want to automatically manage receipts for refunds as well as claim creation, then the transaction type of the debit item to which you are applying the receipt must be set to allow natural application only.

See: Automated Receipt Handling for Credits, page 6-161, How AutoLockbox Creates Claims, page 6-84, and QuickCash, page 6-105.

- If the transaction type specifies Natural Application only, then you must enter an amount that brings the balance due closer to zero.

Receivables uses the *Application Rule Set* assigned to this debit item's transaction type to determine how to reduce the open line, tax, freight, and finance charge amounts. If there is no application rule set assigned to this item's transaction type, Receivables uses the application rule set in the System Options window. See: Receivables Application Rule Sets, page 6-34.

## Using Oracle Trade Management to Track Claims

If you are using Trade Management, then you can create a claim for invoice-related short payments in the Applications window. When you create a claim for an invoice, Receivables places the invoice in dispute until the claim is resolved.

For individual receipt over payments or short payments that are *not* related to any invoice, you can create a claim using the Claim Investigation application type. You can create multiple claim investigation applications per receipt.

Claims that you create in the Applications window are then automatically passed to Trade Management for tracking and further research. See: Working with Claims, page 6-168.

## Receipt-to-Receipt Applications

You can net receipts in Receivables. To net receipts, you apply a receipt against another open receipt, and then apply the resulting unapplied receipt balance to a transaction.

Open receipts include receipts that have:

- Unapplied cash
- On-account cash
- Open claim investigation applications

You can also apply one receipt against another receipt that has an open claim investigation application. A claim investigation application results from either a noninvoice-related deduction or an overpayment. See: Working with Claims, page 6-168.

**Note:** Receivables automatically updates Trade Management when you make a receipt application against a second receipt that has an open claim investigation.

**Important:** When netting receipts, both receipts must be in the same currency.

You can also net a QuickCash receipt against multiple open receipts. See: QuickCash, page 6-105.

**Prerequisites**

- Enter receipts, page 6-2

## Applying a Receipt

**To apply a receipt to several transactions:**

1. Navigate to the Receipts window.
2. Query or enter the receipt to apply. See: Entering Receipts., page 6-2
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Search and Apply.
5. Specify the transactions to which you want to apply this receipt by entering transaction selection criteria. For example, enter a range of transaction types, transaction numbers, due dates, transaction dates, balances, or PO numbers. Leave a field blank if you do not want to limit the search to transactions matching that criteria.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two transaction Numbers fields. You can enter a Consolidated Billing Invoice number in the first field; use the second field to enter a transaction number. See: Consolidated Billing, page 3-255.

**Note:** If you want to include closed invoices in your query, then you must check the Show Closed Invoices check box from the Tools menu.

6. Specify how to order selected transactions by entering Sort Criteria (optional). You can mark transactions by Balance Due, Due Date, Invoice Date, or Invoice Number and in Ascending or Descending order. For example, to order items with the largest balances first, choose Balance Due, Descending.

**Tip:** Use sort criteria to ensure that the transactions you want to pay first are listed first in the Applications window.

7. Specify which types of transactions to include in your query by checking or unchecking the appropriate check boxes.

**Note:** If a customer location is specified in the Location field, then Receivables ignores this check box and selects only the specified customer's transactions for receipt application.



**Note:** If you check the Disputed Transactions box, then you must also indicate the classes of disputed transactions that you want to include in this query.

Use the AR: Default Open Receipts for Application profile option, page B-15 to always include open receipts.

8. Enter an Apply Date (optional). If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. Receivables uses this date as the application date for all transactions included in this application.
9. To view the transactions matching your selection criteria without marking them for application, choose Preview. This lets you choose to which transactions you want to apply this receipt (see next step).

To automatically mark the transactions matching your selection criteria for application, choose Apply. Receivables selects each item for application in the order queried until the full amount of the receipt is applied. Marked transactions will be paid in full with any discounts automatically taken.

10. If you chose Preview, select transactions for application by checking the Apply check box. Receivables enters the Amount Applied and updates the Unapplied Amount of the receipt and the Balance Due for each transaction.

**Note:** If applying this receipt against an open receipt, then skip to the next step.

The default Amount Applied is either the open amount of the transaction or the unapplied amount of the receipt, but you can change it (for example, if you want to apply this receipt to more than one transaction). If the unapplied amount of the receipt is greater than or equal to the transaction, the default amount applied is the remaining amount of the transaction. If the unapplied amount of the receipt is less than the remaining amount of the transaction, the default amount applied is the unapplied amount of the receipt. If the unapplied amount of the receipt is currently negative, the default amount applied is the remaining amount of the transaction (to prevent the negative unapplied amount from increasing).

If you chose Apply, you can either accept how Receivables has marked each transaction for application, or modify this information. Unchecking the Apply check box resets the balance due for that transaction and increases the unapplied amount of the receipt. You can update the Amount Applied, select a different transaction, or leave the receipt partially unapplied.

**Note:** The default Discount Taken is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts, page 6-124.

11. If applying this receipt against an open receipt, then the amount applied defaults to the *greater* of either:
  - the amount remaining on the receipt, or
  - the amount of the open receipt's open item (unapplied or on-account cash, or open claim investigation application)

12. To place any remaining amount on account, use the down arrow to insert a new record, then enter 'On Account' in the Apply To field. The default amount is the unapplied amount of the receipt, but you can change it.
13. If you are using Trade Management, then you can create an invoice-related claim for any short payment, or a noninvoice-related claim for any overpayment.  
See: Manually Applying Receipts, page 6-12.
14. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Manually Applying Receipts

### To manually apply a receipt to one or more transactions:

1. Navigate to the Receipts window.
2. Enter or query the receipt to apply. See: Entering Receipts, page 6-2.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Apply.
5. In the Apply To field, from the list of values, select the transaction to which you want to apply this receipt.

**Note:** If you want to include closed invoices in the list of values, then you must first check the Show Closed Invoices check box from the Tools menu.

Receivables enters the Amount Applied for this receipt and updates the Unapplied Amount of the receipt and the Balance Due for this transaction. If the system option Allow Payment of Unrelated Invoices is set to Yes, you can apply this receipt to an unrelated customer's transactions.

The default Amount Applied is either the open amount of the transaction or the unapplied amount of the receipt, but you can change it (for example, if you want to apply this receipt to more than one transaction).

**Note:** The default Discount is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts, page 6-124.

6. You can apply this receipt against open receipts, as well. See: Receipt-to-Receipt Applications, page 6-9.

**Note:** To include open receipts in the list of values:

- Check the Include Open Receipts box from the Tools menu, or
- Use the AR: Default Open Receipts for Application profile option, page B-15 to always include open receipts.

If applying this receipt against an open receipt, then the amount applied defaults to the *greater* of either:

- the amount remaining on the receipt, or
  - the amount of the open receipt's open item (unapplied or on-account cash, or open claim investigation application)
7. To apply this receipt to another transaction or open receipt, repeat steps 5 and 6.
  8. To place an amount on account, enter 'On Account' in the Apply To field. The default amount is the unapplied amount of the receipt, but you can change it.

Receivables marks any portion of this receipt that you do not apply or place on-account as 'Unapplied'.

9. If you are using Trade Management, then complete this step. If not, then skip to the next step.

Receivables integrates with Trade Management to let you record, research, and resolve your customers' short payments and over payments on their receipts. These payment discrepancies are called claims.

You can place any short payment or over payment into claim investigation when entering a receipt in the Applications window. When you save the application, the claim is automatically sent to Trade Management, which then populates the Application Reference field with the claim number.

Use the down arrow to insert a new record, then enter either an invoice related or non-invoice related claim:

- To create an invoice related claim for the short payment of a transaction, enter the transaction number in the Apply To field and enter the application amount in the Amount Applied field. Select *Trade Management Claim* in the Reference Type field; this selection tells Receivables to create a claim on the transaction and pass the claim to Trade Management. The claim amount is the balance due on the transaction.

Additionally, the related invoice is not closed; rather, the invoice remains an open receivable. Receivables puts the invoice in dispute and records a message in AR Notes.

You do not need to assign a receivable activity, because invoice related claims do not generate new accounting entries.

- To create a non-invoice related claim for an over payment or short payment that your customer references on a receipt, select *Claim Investigation* from the list of values in the Apply To field and enter the application amount in the Amount Applied field. The default amount is the unapplied amount of the receipt, but you can change it.
  - If your customer deducts \$1,000 from the receipt for an unknown reason, then you should enter the claim amount as <\$1,000>, because an unresolved deduction represents an *increase* in the unapplied amount of the receipt.
  - If your customer over pays \$1,000 on the receipt for an unknown reason, then you should enter the claim amount as \$1,000, because an unresolved over payment represents a *reduction* in the unapplied amount of the receipt.

Select a receivable activity for this claim from the list of values in the Activity field; the receivable activity provides the accounting for the claim investigation application. The list of values includes activities that you defined using the Claim Investigation activity type. The Reference Type field defaults to *Trade Management Claim*.

Receivables views a non-invoice related claim as an open receipt credit or unresolved cash. The receipt remains open until all claim investigation applications on the receipt are resolved. You can enter an unlimited number of non-invoice related claims in this window.

**Important:** For both types of claims, if you want to create a new claim, then you must leave the Application Reference field blank. Otherwise, you can associate this application with an existing unresolved claim by selecting a claim number from the list of values.

For more information, see: Working with Claims, page 6-168.

10. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Related Topics

Applications Field Reference, page 6-14  
Chargebacks and Adjustments, page 6-39  
Reapplying Receipts, page 6-49  
Reviewing Receipts and Applications, page 6-50  
Applying On-Account Credit Memos, page 3-89  
Unapplying Cash when Crediting a Transaction, page 3-86  
Applied Receipts Register, page 11-103  
Unapplied and Unresolved Receipts Register, page 11-133  
Deposited Cash Report - Applied Detail/Open Detail Reports, page 11-67

## Applications Field Reference

This section provides a brief description of some of the fields in the Applications window.

**Activity:** The receivable activity for this application. Receivables uses the receivable activity to derive the accounting for this application. You cannot enter an activity when applying receipts to transaction numbers.

**Allocated Receipt Amount:** The amount of the receipt to apply in the *receipt* currency. This field is used for cross currency receipt applications.

**Amount Applied:** The amount of the receipt to apply in the *transaction* currency. This field is used for cross currency receipt applications.

**Application Reference Number:** If you are using Oracle Trade Management, then the Reference Number is the claim number.

If this application line was made to a refund activity, such as Credit Card Refund, then this column holds the miscellaneous receipt number that was created to generate the customer refund. See: Credit Card Refunds, page 3-179.

If this application line was made to the Prepayment application type, then this column indicates the number of the transaction, such as the order number, that generated this prepayment.

**Application Reference Reason:** Select a reason for this claim (both short payments and overpayments) from the list of values in this field. This field is used for integration with Trade Management only.

You can also use this field to indicate why you are performing any manual receipt activities.

**Application Reference Type:** To create a claim, select *Trade Management Claim* from the list of values in this field.

If this application line was made to a refund activity, such as Credit Card Refund, then Receivables populates this field with *Miscellaneous Receipt*.

If this application line was made to the Prepayment application type, then this column indicates where the prepayment originated, such as from Order Management.

**Apply Date:** The apply date to assign to this receipt application. If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. You cannot change this date after you save this application.

**Apply To:** The identification number of the transaction to which you want to apply this receipt. You can enter receipt applications against items that have GL dates in future accounting periods. When you use the list of values to select the transaction to which to apply this receipt, Receivables displays one choice for each installment of an invoice. If the Show Billing Number system option is selected, then Receivables displays two fields. The first field displays the Consolidated Billing Invoice number that is associated with this transaction (if any); the second field displays the transaction number. See: Consolidated Billing, page 3-255.

You can also apply receipts against other open receipts. See: Receipt-to-Receipt Applications, page 6-9.

The Apply To list of values also displays other types of applications that you can make in this window:

- Claim Investigation (only for users of Trade Management)
- Credit Card Refund
- On Account
- Receipt Write-off

**Cash Claims:** The amount of the receipt that you have placed in claim investigation.

This total represents only noninvoice-related claims, which Receivables views as open cash. Noninvoice-related claims are similar to unapplied or on-account cash; further action is required *on the receipt* before this receipt is fully applied. These action points are thus represented in the same area of the Applications window.

- For noninvoice-related short payments, Receivables automatically updates the Unapplied and Cash Claims fields to represent an *increase* in the unapplied amount of the receipt.

- For noninvoice-related overpayments, Receivables automatically updates the Unapplied and Cash Claims fields to represent a *reduction* in the unapplied amount of the receipt.

For invoice-related claims, however, further action is required *on the transaction*. The Cash Claims total, therefore, does not include open invoice-related claims.

This field is for users of Trade Management only.

See: Working with Claims, page 6-168.

**Customer Reason:** The customer's reason for a payment discrepancy.

This column is a hidden folder field, and is used by Trade Management.

**Customer Reference:** Customer-supplied information, if AutoLockbox determines that the transaction number is invalid.

This column is a hidden folder field, and is used by Trade Management.

**GL Date:** The date on which to post this application to your general ledger. The default is the current date, the receipt GL date, or the invoice GL date, whichever is latest. If the default GL date is in a closed or future period, Receivables uses the first date of the most recent open period. Receivables lets you enter multiple applications for a single receipt that have different GL dates. The GL date of this application cannot be earlier than the GL date of the receipt or the GL date of the invoice.

**Installment:** The installment number of this transaction.

**Line:** The line that you enter is for reference only. Receivables does not update the remaining amount due for a line when you apply a receipt against it.

When you apply a receipt against an invoice and specify one of its lines for the application, Receivables updates the balance due for the entire invoice by the amount of the receipt application.

**On Account:** The amount of the receipt that you have placed On Account. When you place an amount On Account, Receivables automatically updates the Unapplied and On Account fields.

**Original Transaction Reference:** The number of the document that this receipt amount was originally applied to.

For example, if this application line was applied to a transaction, but was later unapplied and reapplied to a special refund activity, then this column holds the original transaction number. See: Credit Card Refunds, page 3-179.

Receivables automatically populates this column with a nonupdatable value.

**Original Transaction Reference Type:** The type of the document that this receipt amount was originally applied to.

**Prepayments:** The amount of the prepayment application.

**Reference Reason:** The claim reason, translated from the customer's original reason into the deploying company's reason code (used by Trade Management).

**Transaction Code:** Transaction codes are typically used by U.S. federal government customers to produce both proprietary and budgetary accounting entries for a given transaction. This feature is available only in public sector installations.

## Managing Prepayment Receipts

Oracle Receivables integrates with any feeder system, such as Oracle Order Management, to let you record prepayments from customers before the delivery of goods or services.

This section describes how the process works.

### What is a prepayment?

A prepayment is payment in advance of the delivery of goods or services.

Receivables creates prepayments as receipts *before* the related invoices are created. Later, a business event from your feeder system triggers the invoicing process in Receivables, and an AutoInvoice postprocess matches the prepaid receipts to their related invoices.

See: Prepayments Process Flow, page 6-17.

The creation of prepayment receipts and the subsequent application to matching prepaid invoices is a process that occurs *without user intervention*.

**Note:** You cannot manually create prepayments in Receivables. Instead, your feeder system initiates the creation of prepayments in Receivables. For example, see: Prepaid Credit Card Receipts in Order Management, *Oracle Order Management User Guide*.

Your customers can use any of these payment types to make a prepayment:

- Automatic Clearing House (ACH) bank account transfer
- Cash
- Check (tendered to order taker)
- Credit card/purchase card
- Direct debit

Your customers can use more than one of the above payment types for a single prepayment. Receivables creates one prepayment receipt for each payment type.

### When are prepayments required?

You can create and track prepayments in Receivables. However, your unique business requirements dictate whether or not you require a prepayment. Your enterprise must implement specific business practices to determine which orders require prepayments.

For example, you might require customers to prepay all orders for consulting services. Or, you might require a down payment for any order over \$1,000.

### Prepayments Process Flow

1. When you determine that a prepayment is required, you record the payment information in your feeder system, and the information is passed to Oracle Receivables.
2. A public API creates a prepayment receipt in Receivables, and processes the receipt using the payment information provided.

Receivables immediately applies all prepayment receipts against the Prepayment application type, and records accounting according to a special prepayment receivables activity.

Receivables reserves these receipts for subsequent reapplication to the invoice or invoices that are eventually generated for the order.

3. When the order is later sent to Receivables for invoicing, AutoInvoice creates an invoice that is marked as prepaid.

Additionally, AutoInvoice initiates a postprocess matching program to identify any open prepaid invoices and search for matching prepayment receipts. When a match is found, the program unapplies the receipt from the Prepayment application type and reapplies the receipt to the corresponding invoice.

Reapplication of the receipt against the appropriate invoice occurs without any user intervention.

4. You can review your prepayment receipts history:
  - Use the Other Receipt Applications report to view the receipts that were applied to the Prepayment application type.
  - Use the Receipts Summary window to view a history of your receipt applications.

## Related Topics

Managing Prepayment Receipts, page 6-17

Managing Your Customers' Prepayments, page 6-19

Reapplying Receipts, page 6-49

## Setting Up Prepayments

### Prerequisites

- Establish your prepayments business practices.  
*See: Prepayments API User Notes on OracleMetaLink.*
- If integrating with Receivables from Order Management, then review the *Oracle Order Management User Guide* or online help for instructions on how to implement prepayments.
- If you want to accept credit card or Automatic Clearing House (ACH) prepayments, then ensure that Oracle iPayment is set up. *See: Oracle iPayment Implementation Guide* or online help.

### To set up prepayments:

1. Define a prepayment receivables activity. *See: Receivables Activities, page 2-116.*
2. Define payment methods. *See: Payment Methods, page 2-100.*
3. Set the Sequential Numbering profile option to *Always Used* or *Partially Used*. Next, define an automatic document sequence, or use an existing sequence, and assign it to the document category that Receivables automatically created for the payment methods you defined in the previous step. *See: Setting Up Document Sequences, page 2-67.*
4. (Optional) Define a prepayment payment term. *See: Payment Terms, page 2-109.*



**Tip:** Optionally set the number of days to zero if you are defining a prepayment payment term.

**Note:** The prepayment payment term does not require the capture of funds in advance of invoicing or the delivery of prepaid goods or services. Establish specific business practices at your enterprise if you want to capture these funds in advance.

## Related Topics

Prepayments Process Flow, page 6-17

Managing Your Customers' Prepayments, page 6-19

## Managing Your Customers' Prepayments

You can easily modify or cancel prepayments while maintaining a strict accounting and audit trail for orders that you process. You can:

- **Change an order without changing the order amount:** If an order change does not result in a price change, then Receivables does nothing.
- **Cancel an order:** For credit card prepayments, Receivables refunds the original credit card using standard credit card refund functionality.

See: Credit Card Refunds, page 3-179.

**Note:** Use a receipt class with a remittance method of *Standard* on the original credit card prepayments, if you are using Oracle iPayment.

For prepayments made with other payment types, Receivables places the refund amount on account.

- **Decrease the order amount:** For credit card prepayments, you can refund the original credit card for a full or partial refund.

Receivables unapplies the receipt and reapplies the refund amount to the Credit Card Refund application type. If an amount remains on the prepayment receipt, then Receivables reapplies the amount to the Prepayment application type.

If multiple prepayment receipts exist for a single order, then Receivables refunds the receipt with the largest open balance first to minimize any transaction fees.

For prepayments made with payment types other than credit card, Receivables places the refund amount on account.

- **Increase the order amount:** You must manually increase the prepayment amount in your feeder system. Receivables creates a new prepayment receipt for the incremental amount.
- **Reallocate prepaid funds towards an overdue invoice:** You can unapply a prepayment receipt and manually reapply the amount to another invoice. When you later import the order into Receivables using AutoInvoice, Receivables considers the prepaid invoice that was associated with the receipt to be unpaid and treats it as a typical overdue invoice.

## Related Topics

Managing Prepayment Receipts, page 6-17

Prepayments Process Flow, page 6-17

## Cross Currency Receipts

When your customer remits payment for an invoice, debit memo, or chargeback, the receipt is usually in the same currency as the transaction. However, there may be times when your customer remits payment in a currency that is different than the currency of the open debit item. For these occasions, Receivables lets you create **cross currency receipt** applications to let you fully or partially process the payment.

For example, you create Invoice 101 in Canadian dollars (CAD) but your customer sends a receipt in euro (EUR) as payment. Using the remittance information provided by your customer, you can either fully or partially apply this receipt to Invoice 101. Receivables automatically calculates the open balance on the invoice (if any) and the foreign exchange gain or loss (FXGL) for this application.

You can apply receipts to transactions using any currency defined in Oracle General Ledger.

**Note:** You can also apply a receipt with an on-account credit to open debit items in different currencies. See: Applying a receipt with an on-account credit memo, page 3-91.

## Calculating the Foreign Currency Exchange Gain or Loss

Because of fluctuating exchange rates between currencies, cross currency applications must be evaluated to determine their effect within Receivables and the corresponding accounting entries created in your general ledger. With each cross currency application, you can incur either a **foreign exchange gain or loss (FXGL)**.

When you apply a receipt to a transaction that is in a different currency, Receivables first determines the transaction and the receipt amounts *in your functional currency*. Receivables then compares these amounts to determine the foreign exchange gain or loss for this application. If the result is positive, you will incur a foreign currency exchange *gain* for this application; if the result is negative, you will incur a foreign exchange *loss*.

**Note:** As with same currency receipt applications, Receivables accounts for your FXGL using the Realized Gains and Realized Losses accounts that you defined in the System Options window.

Receivables calculates the FXGL using the following formula:

**Receipt Amount (as of the receipt date) - Invoice Amount (as of the invoice date)**  
**= Foreign Exchange Gain or <Loss> \***

\* Receivables calculates each amount in your functional currency.

Using the fields in the Applications window, this formula can be also represented as shown below:

**Allocated Receipt Amount Base - Amount Applied Base = FXGL**

See: Applying Cross Currency Receipts - Examples., page 6-23

## Euro Validation

In accordance with the laws of the European Monetary Union, from January 1, 1999 to December 31, 2001, certain former European currencies were considered National Currency Units of the euro currency, and had a fixed-rate relationship with the euro. Receivables supports currencies that are fixed-rate denominations of the euro.

Because the National Currency Units of the euro had fixed, predefined exchange rates, the Applications window can enter some default values when you create applications for NCU transactions.

For example, currencies within Country A and Country B are euro-denominated and are defined as such in the general ledger. You issue an invoice in NCU A, then later apply a receipt to that invoice in NCU B. Because the rate for these NCUs is fixed, you only need to enter either the amount applied or the allocated receipt amount in the Applications window. When you do this, Receivables automatically calculates and displays a default value for the other amount.

This example supports the following situations in which your customer provides either:

- The amount of this receipt to apply to the transaction (for example, Apply 50 dollars of this receipt to Invoice 101)

or

- An amount to reduce the open balance (for example, Use this receipt to close 25 dollars of Invoice 102)

## Viewing Discounts on a Cross Currency Receipt Application

When you apply a receipt to multiple transactions that are in different currencies, Receivables does not display the total discount amount in the Receipts window. This is because Receivables always calculates discounts in the currency of the transaction.

Since there are multiple transactions with multiple currencies involved in this type of application, the total discount cannot be expressed in a single currency. Therefore, you can only view the discount for each application separately in the Applications window.

To do this, perform the following:

- query the receipt in the Receipts window
- choose Apply
- scroll to display the Discounts field (if this field does not appear in the window, choose Show Field, then Discounts from the Folder menu)

## Accounting Entries in Multiple Currencies

When you enter a receipt or a transaction that is not in your functional currency, Receivables requires that you enter the applicable exchange rate in the Exchange Rates pop up window. This lets Receivables account for amounts in both your functional currency and the currency of the transaction.

For more information, see: Foreign Currency Transactions., page 3-22

## Customer Remittance Information

When applying cross currency receipts, your customer needs to provide you with the following remittance information:

- to which invoice(s) this receipt should be applied
- if the receipt is a partial payment, how much of each invoice is to be settled (this is the 'Amount Applied' field in the Applications window)
- how much of the receipt should be allocated to this transaction (this is the 'Allocated Receipt Amount' field in the Applications window)

**Note:** Alternatively, your customer can provide the exchange rate used to convert the transaction currency to the receipt currency (this could be a previously agreed upon rate). If your customer provides this exchange rate, Receivables automatically calculates the Allocated Receipt Amount. For information on how the cross currency rate field and the Allocated Receipt Amount are mutually exclusive, see: Applying Cross Currency Receipts - Examples., page 6-23

## Related Topics

Setting Up Cross Currency Receipts, page 6-22

Applying Cross Currency Receipts - Examples, page 6-23

Applying Cross Currency Receipts, page 6-29

## Setting Up Cross Currency Receipts

To set up Receivables to use cross currency receipts, perform the following steps.

### Step 1 Define Cross Currency Rounding Account

Define a Cross Currency Rounding Account in the System Options window. Receivables uses this account to record any rounding error amounts created during a cross currency receipt application for currencies that have a fixed rate relationship.

### Step 2 Define a Suspense Account in Oracle General Ledger

When you create a cross currency receipt application, the resulting accounting entry includes several currencies: the receipt currency, the functional currency, and the accounting or functional currency. Receivables ensures that the proper FXGL is calculated so that the entry balances in your functional currency. The entry, however, does not balance in the entered currency (see the entry created in Example 1 in which a EUR receipt is applied to a CAD invoice). See: Applying Cross Currency Receipts - Examples., page 6-23

When Receivables posts these multi-currency journal entries, Oracle General Ledger separates the entries by currency before balancing them. Next, General Ledger creates one entry to a clearing account so that each journal entry will balance in the entered currency. A clearing account is called a 'Suspense Account' in Oracle General Ledger.

**Note:** The entry to the clearing account will always be zero in your functional currency as the journal already balances in functional currency.

**Important:** You do not need to *enable* suspense accounting for your set of books to apply cross currency receipts in Receivables. You only need to *define* a suspense account for journal entries created by your cross currency receipt applications.

The Oracle General Ledger Journal Import Program identifies all journals with a category of 'Cross Currency' that are imported from the source 'Receivables'. Receivables creates multi-currency entries each time you apply a receipt in one currency to a transaction in a different currency.

For each of these entries, Oracle General Ledger does the following:

- **Ignores the Out of Balance Errors:** All cross currency receipt applications will be out of balance, since the currency of the receipt is not the same as that of the transaction.
- **Creates Balancing Lines:** Oracle General Ledger will look to the suspense account that you define in the Suspense Accounts window and create a line to balance the journal entry.

When defining a Suspense Account for your set of books, enter a Source of 'Receivables' and a Category of 'Cross Currency.' See: Defining Suspense Accounts, *Oracle General Ledger User Guide*.

### Step 3 Define Journals: Display Inverse Rate Profile Option

The profile option Journals: Display Inverse Rate lets you determine how you enter and display conversion rates in the Exchange Rate window. When you create a cross currency application, the field 'Cross Currency Rate' in the Applications window displays a value independent of this setting. This field will always display a value in accordance with the following:

**Transaction Amount \* Cross Currency Rate = Receipt Amount**

Receivables will always use multiplication as the operation to convert the transaction currency to the receipt currency. In Example 1, page 6-24 Receivables multiplies the Amount Applied (90 CAD) by the cross currency rate (0.7111111) to calculate the Allocated Receipt Amount (64 EUR). See: Profile Options in Oracle General Ledger, page B-23

### Related Topics

Applying Cross Currency Receipts - Examples, page 6-23

Applying Cross Currency Receipts, page 6-29

### Applying Cross Currency Receipts - Examples

This section provides two examples of cross currency receipt applications. The first example shows how you can apply a receipt in one currency to an invoice in a different currency and the calculations Receivables performs during each step. In this example, both the invoice and receipt currencies are different from your functional currency.

The second example shows how you can apply a receipt to several invoices, each in a different currency.

**Note:** The Applications window is a folder form, which means you can choose the fields you want to see and the order in which they

appear. The examples below show one possible way to set up the Applications window to help you create cross currency receipt applications; your implementation may be different. For more information about folders, see: Customizing the Layout of a Folder, *Oracle Applications User Guide*.

## Example 1

This example shows how you can apply a receipt in euro (EUR) to an invoice in Canadian dollars (CAD). For this example, assume that your functional currency is US dollars (USD), and that there is no tax, freight, or applicable discount.

### Step 1: Create a Transaction

On JAN-01 you create Invoice 101 for 100 Canadian dollars (CAD). The corporate exchange rate on JAN-01 is 1 USD = 1.5 CAD. Receivables uses this rate to calculate the amount of the invoice in your functional currency to be 66.67 USD ( $100 / 1.5 = 66.67$ ).

Receivables creates corresponding journal entries for this amount in both the invoice and your functional currency, as illustrated in this table:

Account	Debit	Credit
Accounts Receivable	100 CAD [66.67 USD]	
Sales		100 CAD [66.67 USD]

### Step 2: Enter and Apply Receipt

On JAN-31, you receive payment of 64 EUR for Invoice 101. Your customer informs you that the entire amount (64 EUR) is a partial payment of 90 CAD for Invoice 101. The corporate exchange rate on JAN-31 is 1 USD = 1.13 EUR. When you enter the receipt information, Receivables uses this rate to calculate a receipt amount in your functional currency of 56.64 USD ( $64 / 1.13 = 56.64$ ).

You choose Apply, then enter '101' in the Apply To field. Receivables enters the balance due in your functional currency (Balance Due Base) and the invoice currency (Balance Due).

The Applications window now appears as shown in the table below (see Note above):

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	66.67	100.00						

Following your customer's remittance information, you enter a new value of 90 in the Amount Applied field. Receivables automatically calculates the amount applied in your functional currency (Amount Applied Base) and updates the balance due in your functional currency (Balance Due Base) and the invoice currency (Balance Due).

The Applications window now appears as shown in the table below:

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00				

#### Calculations

- Balance Due = 100 - 90 = 10 (CAD)
- Balance Due Base = 10 / 1.5 = 6.67 (USD)
- Amount Applied Base = 90 / 1.5 = 60 (USD)

Next, you enter the amount of the receipt to apply to this invoice (64 EUR) in the Allocated Receipt Amount field. Receivables uses this amount to determine the Cross Currency Rate of 0.7111111 (64/90). Receivables then determines the Allocated Receipt Amount Base (in your functional currency) of 56.64 USD, using the exchange rate as of the receipt date (see Example Summary below). Finally, Receivables calculates an Exchange Loss of 3.36 USD.

The Applications window now appears as shown in the table below:

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	0.7111111	64.00	56.64	<3.36>

#### Calculations

- Cross Currency Rate = 64 (EUR) / 90 (CAD) = 0.711724
- Allocated Receipt Amount = 64 (EUR) / 1.13317 = 72.52 (USD)
- Exchange Gain/Loss = 56.48 (USD) - 60 (USD) = <3.52> (USD)

When you save this application, Receivables creates the accounting entries as illustrated in this table:

Account	Debit	Credit
Cash	64 EUR [56.63 USD]	
Foreign Exchange Loss	0.24 USD	
Accounts Receivable		90 CAD [56.54 USD]

### Example Summary

The table below summarizes each step in this example and the corresponding calculations that Receivables performs.

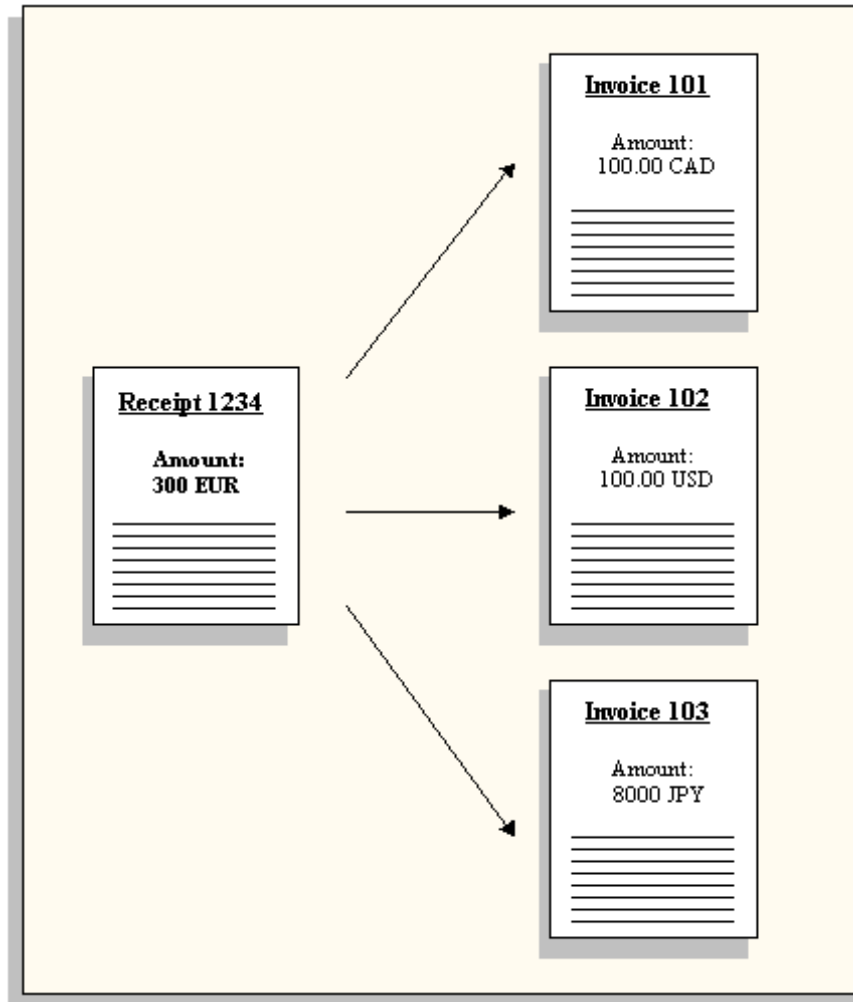
Action	Exchange Rate	Calculation
You create Invoice 101 for 100 CAD.	1 USD = 1.5 CAD (exchange rate on invoice date)	100 CAD / 1.5 = 66.67 USD
You enter receipt for 64 EUR. Receivables calculates amount in functional currency.	1 USD = 1.13317 EUR (exchange rate on receipt date)	64 EUR / 1.13 = 56.63 USD
You enter 90 CAD in Amount Applied field. Receivables calculates Amount Applied in your functional currency.	1 USD = 1.5 CAD	90 CAD / 1.5 = 60 USD
You choose to apply the entire 64 EUR receipt to Invoice 101. Receivables calculates the cross currency exchange rate from this value.	0.7111111 (cross currency rate derived by Receivables)	64 EUR / 90 CAD = 0.7111111
Receivables calculates Allocated Receipt Amount in your functional currency.	1 USD = 1.13 EUR (as of JAN-31, receipt date)	64.00 / 1.13 = 56.64
Receivables calculates Foreign Exchange Gain or Loss.	(NA)	57.48 USD - 60 USD = <3.36> USD

### Example 2: Applying a Receipt to Several Invoices in Different Currencies

Using the same procedure described in the previous example, you can apply a receipt in one currency to several transactions, each in a different currency.



### Applying a Cross Currency Receipt



As in Example 1, to apply a receipt to several transactions in different currencies, your customer must provide detailed remittance information.

For example, your customer remits a Receipt 1234 for 300 EUR and includes the information as described in this table:

Invoice Num	Date	Invoice Balance	Paid Amount	Rate to EUR	EUR Remitted
101	1-JAN	100 CAD	90 CAD	.725298	65.28
102	2-JAN	100 USD	100 USD	1.15989	115.99
103	4-JAN	8000 JPY	8000 JPY	.0086927	69.54

- **Total Remitted Amount:** 250.78 EUR
- **On Account:** 49.22
- **Total Remittance:** 300.00 EUR

**Note:** In this example, your customer's remittance advice included rate information for each invoice. This is an alternative to requiring that your customer provide the Allocated Receipt Amount for each invoice. Receivables automatically calculates the Allocated Receipt Amount for each application when you enter the Cross Currency Rate.

After you enter and apply the receipt according to your customer's remittance information, the Applications window appears as shown in the table below:

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	.725298	65.28	57.14	(2.86)
102	0.00	0.00	100.00	100.00	1.15989	115.99	99.12	(0.88)
103	0.00	0.00	500.00	96.15	.0086927	69.54	94.61	1.54
On Account						49.22	6.27	

**Tip:** You can also use the Receivables Search and Apply feature to automatically select transactions for cross currency receipt application. For more information, see: Automatically Selecting Invoices for Cross Currency Receipt Application, page 6-30.

## Using the Cross Currency Exchange Gain/Loss Report

Receivables lets you review detailed information about your cross currency settlements. The Cross Currency Exchange Gain/Loss report lets you analyze each cross currency receipt application for a customer, customer site, receipt date range and receipt currency. This report is useful when you need a record of the cross currency rates used in your cross currency receipt applications.

The Cross Currency Exchange Gain/Loss report provides much of the same information as the Applications window during cross currency receipt application. In addition, this report provides a 'Rate Reconciliation' section that shows what the foreign exchange gain/loss for an application would have been if you had used the cross currency rate maintained in Oracle General Ledger. This information lets you analyze any significant discrepancies in the FXGL that can result from cross currency receipt applications.

To illustrate the Rate Reconciliation section of the report, consider Example 1 in this section where the cross currency rate used (in accordance with the remittance information) in the application was 0.7111111. The Rate Reconciliation section of Cross Currency Exchange Gain/Loss report will default the system's Corporate rate, for example, between CAD and EUR on 31-Jan of 0.726556. Based on this rate, it would have taken 65.39 EUR to close 90 CAD (where  $90 \text{ CAD} \times 0.726556 = 65.39 \text{ EUR}$ ) of the customer's balance. In this case, you would have experienced a loss of 0.61 USD instead of the realized loss of 2.86 USD (refer to Example 1).

The report shows that the variance between the foreign exchange loss you actually experienced and the loss you would have experienced is 2.25 ( $2.86 - 0.61$ ). This detailed information may be necessary to determine whether the cross currency rate used by your customer was appropriate. See: Cross Currency Exchange Gain/Loss Report, page 6-31.

## Related Topics

Creating On-Account Credit Memos, page 3-89

Entering Receipts, page 6-2

Foreign Currency Transactions, page 3-22

Applying Cross Currency Receipts, page 6-29

## Applying Cross Currency Receipts

Use the Applications window to manually apply receipts that are in one currency to one or more transactions in different currencies. For example, you can apply a USD receipt to one invoice denominated in euros (EUR) and another in Canadian dollars (CAD). You can apply receipts to invoices, debit memos, and chargebacks.

You can apply a receipt to an unrelated customer's debit items if the system option Allow Payment of Unrelated Invoices is set to Yes.

To apply cross currency receipts, define a Suspense Account for your set of books. See: Setting Up Cross Currency Receipts, page 6-22.

**Tip:** To help you manage cross currency receipt applications, we recommend that you set up the Applications window to display the fields shown in the section Applying Cross Currency Receipts - Examples, page 6-23. Since the Applications window is a folder form, you can choose which fields to display and in what order they will appear. For example, to include the Balance Due field in the window, choose Show Field from the Folder pulldown menu, then choose Balance Due from the list of available fields. Receivables will insert the field at the cursor's current location. You can also reposition fields by choosing Move Left or Move Right from the Folder menu.

When you post a cross currency receipt application to the General Ledger, Receivables records a realized gain or loss amount. A realized gain or loss occurs when the exchange rate changes between the invoice date and the receipt date. See: Calculating the Foreign Currency Exchange Gain or Loss, page 6-20.

You can also use the Search and Apply window to automatically select a range of invoices for cross currency receipt application. See: Automatically Selecting Invoices for Cross Currency Receipt Application, page 6-30.

Use the Cross Currency Exchange Gain/Loss Report to review your cross currency receipt applications and the foreign exchange gain or loss for each. See: Cross Currency Exchange Gain/Loss Report., page 6-31

### Prerequisites

- Enter receipts, page 6-2

### To manually apply a receipt to one or more transactions in a different currency:

1. Navigate to the Receipts window.
2. Enter or query the receipt to apply. See: Entering Receipts, page 6-2.
3. If the receipt is unidentified, enter the Customer or Customer Number who remitted this receipt.

4. Choose Apply.
5. Select the transaction to which you want to apply this receipt from the list of values. Receivables displays the balance due in both the invoice currency (Balance Due) and your functional currency (Balance Due Base).
6. Enter the amount to apply to this transaction (based on your customer's remittance information) in the Amount Applied field. Receivables performs the following:
  - converts the amount to your functional currency and displays the result in the Amount Applied Base field
  - updates the balance due in both the invoice currency (Balance Due) and your functional currency (Balance Due Base)
7. Enter either the Cross Currency Rate used to convert the transaction amount to the receipt amount or the Allocated Receipt Amount. If you enter the Cross Currency Rate, Receivables calculates the Allocated Receipt Amount, and vice versa.  
Receivables calculates the Exchange Gain/Loss for this application.
8. To apply this receipt to another transaction, repeat steps 5-7.

**Note:** The default Discount is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts, page 6-124.

9. To place any remaining amount on account, create a separate application and enter 'On Account' in the Apply To field. The default amount is the unapplied amount of the receipt, but you can change it.
10. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

### Automatically Selecting Invoices for Cross Currency Receipt Application

You can use the Search and Apply window to automatically select transactions for cross currency receipt application. Use this window to select transactions for application by entering selection criteria, such as a range of open balances, transaction types, or due dates.

If you have set up your system to use Cross Currency receipts, Receivables displays a Cross Currency check box in the Search and Apply window. Check this box to apply a receipt to transactions in different currencies.

If you set Cross Currency to Yes, then Receivables:

- selects all transactions that meet your selection criteria, regardless of their currency
- disables the Apply button (in this case you can only *preview* selected transactions; you need to manually create each cross currency application)

If you set Cross Currency to No, Receivables limits its search to transactions that are in the same currency as the receipt.

#### To automatically select transactions for cross currency receipt application:

1. Navigate to the Receipts window.

2. Query or enter the receipt to apply. See: Entering Receipts., page 6-2
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Search and Apply.
5. Specify the invoices to which you want to apply this receipt by entering Transaction selection criteria. For example, enter a range of transaction Types, transaction Numbers, Due Dates, or Balances. Leave a field blank if you do not want to limit the search to transactions matching that criterion.
6. Specify how to order selected transactions by entering Sort Criteria (optional). You can mark transactions by Balance Due, Due Date, Invoice Date, or Invoice Number and in Ascending or Descending order. For example, to order items with the largest balances first, choose Balance Due, Descending.

**Tip:** Use sort criteria to ensure that the invoices you want to pay first are listed first in the Applications window.

7. Specify the type of transactions to include for this receipt application. For example, check the Invoices, Debit Memos, and Disputed Transactions check boxes to include these transactions.
8. Check the Cross Currency box. This lets you apply this receipt to transactions regardless of their currency.
9. Enter an Apply Date. If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. Receivables uses this date as the application date for all invoices included in this application.
10. Choose Preview.
11. Select the invoices to which you want to apply this receipt. See: Applying Cross Currency Receipts, page 6-29.

**Note:** The default Discount is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts, page 6-124.

12. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Related Topics

Reviewing Receipts and Applications, page 6-50

Cross Currency Exchange Gain/Loss Report, page 6-31

## Cross Currency Exchange Gain/Loss Report

Use this report to review detailed information about your cross currency settlements.

This information includes:

- the transaction number and currency

- the amount applied to each transaction in both the transaction and your base (functional) currency
- the amount of the cross currency receipt allocated to the transaction
- the cross currency rate used for each application
- the foreign exchange gain or loss (FXGL) for each application
- information necessary to compare the FXGL you would have realized if you had used the cross currency rate maintained in your General Ledger

You can run this report from the Print Account Reports window.

**Important:** To run this report, you must set up Receivables to use cross currency settlements. See: *Setting Up Cross Currency Receipts*, page 6-22

## Report Parameters

**Customer Name:** To include only receipts for a specific customer in this report, enter a customer name. Leave this field blank to include receipts for all customers.

**Location:** If you entered a Customer, enter a customer site to include only receipts for that site (optional). Leave this field blank to include receipts for all of this customer's sites.

**From Receipt Date:** To include only specific receipts in this report, enter the receipt creation date from which you want to include receipts. Leave this field and the To Receipt Date field blank to include receipts in this report regardless of their creation date.

**To Receipt Date:** If you entered a From Receipt Date, enter the last date for which you want to include receipts in this report. Leave this field blank to include all receipts entered through today's date.

**Receipt Currency:** To include only receipts denominated in a specific currency in this report, enter a currency.

**Exchange Rate Type:** Enter the exchange rate type to use as the system cross currency rate in the Rate Reconciliation section of this report (optional). This parameter specifies the conversion rate used to convert the receipt currency to the transaction currency.

If you do not enter an Exchange Rate Type, the Rate Reconciliation section will not appear in this report. The Rate Reconciliation section lets you view the gain or loss that you would have incurred for this application if you had used the cross currency rate maintained in your general ledger instead of the rate used by your customer.

## Report Headings

**Customer:** The name of the customer whose data this report includes. If you specified a customer in the report parameters, the report displays information for only this customer; otherwise, the report displays information for all customers.

**Location:** The customer site. If you specified a site in the report parameters, the report includes information for only this site; otherwise, the report displays information for all sites.

**Receipt:** The receipt number.

**Date:** The receipt creation date.

**Amount:** The amount of this receipt.

**Receipt Currency:** The currency of this receipt.

**Rate Type:** The rate type used to convert your receipt currency to the currency of the transaction. If you do not enter a Rate Type, the report does not include the Rate Reconciliation section.

## Column Headings

### Transaction Section

**Transaction Number/Date/Currency:** The number, creation date, and the entered currency for this transaction.

**Amount Applied:** The amount applied to this transaction in the transaction currency.

**Amount Applied Base:** The amount applied to this transaction converted to your functional currency on the date of the application.

### Actual Application Section

**Allocated Receipt Amount:** The amount applied to this transaction in the receipt currency.

**Allocated Receipt Amount - Base:** The amount applied to this transaction converted to your functional currency on the date of the receipt.

**Cross Currency Rate:** The exchange rate used to apply the receipt to this transaction. This is the exchange rate as of the receipt date (for the selected rate type).

**Exchange Gain/Loss:** Measured in your functional currency, the exchange gain or loss incurred on this receipt application. These gains or losses arise from changes in the exchange rates between the receipt and the transaction currency. Receivables uses the following formula to calculate this amount:

**Allocated Receipt Amount (Base) - Amount Applied (Base) = Exchange Gain or <Loss>**

### Rate Reconciliation Section

**Important:** If you did not enter a Rate Type in the report parameters, the report does not include this section.

**Absolute Difference:** The absolute difference between the exchange gain or loss in the Actual Application section and the Rate Reconciliation section. This is expressed as a positive number.

**Allocated Receipt Amount:** The portion of this receipt that was applied to the transaction in the receipt currency.

**Allocated Receipt Amount - Base:** The portion of this receipt that was applied to the transaction in your functional currency.

**Exchange Gain/Loss:** The gain or loss you would have incurred on this application if you had used the cross currency rate maintained in your general ledger (see System Cross Currency Rate, above).

**System Cross Currency Rate:** The exchange rate maintained in your general ledger (with the selected rate type) between the transaction and receipt currency on the receipt date.

## Related Topics

Reviewing Receipt Applications, page 6-50

Applying On-Account Credit Memos, page 3-89

## Receivables Application Rule Sets

Application Rule Sets determine the steps Receivables uses to apply partial payments and credit memos to your customer's open debit items, and how discounts affect the open balance for each type of associated charges.

Transactions usually consist of line items, tax, freight, and finance charges, or a combination of these. Depending on your business needs, you can reduce each associated charge proportionately, close the outstanding tax amount first, or apply a payment to the line and tax amounts and use any remaining portion to reduce the freight and finance charges.

Application Rule Sets let you specify how Receivables reduces the balance of your open debit items when you:

- Apply a receipt to an invoice, debit memo, or deposit
- Apply a credit memo to an invoice, debit memo, or deposit
- Run Post QuickCash

You can assign a rule set to each of your transaction types and enter a default rule set in the System Options window. Receivables uses the following hierarchy to determine which application rule set to use, stopping when one is found:

1. Transaction Type
2. System Options

## Application Rule Sets

Receivables provides the following predefined Application Rule Sets. You can view these rule sets and create your own rule sets in the Application Rule Sets window.

For a detailed explanation of each of these rule sets, see: Application Rule Set Example., page 6-35

### Line First - Tax After

This rule set first applies the payment to the open line amount, and then applies the remaining amount to the associated tax. If the payment is greater than the sum of the line and tax, Receivables attempts to close each open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Finance charges

Any remaining receipt amount is applied using the Overapplication Rule. This is the default application rule set in the System Options window. See: Overapplication Rule, page 6-35.



## Line and Tax Prorate

This rule set applies a proportionate amount of the payment to the open line and tax amount for each line. If the payment is greater than the sum of the open line and tax amounts, Receivables attempts to close each open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Finance charges

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule, page 6-35.

## Prorate All

This rule set applies a proportionate amount of the payment to each open amount associated with a debit item (for example, any line, tax, freight, and finance charge amounts for this item).

Receivables uses the following formula to determine the applied amount:

**Applied Amount = open application line type amount / sum of application line types in rule details \* Receipt Amount**

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule, page 6-35.

## Overapplication Rule

Each application rule set includes an Overapplication Rule by default. This rule applies any remaining receipt amount after the balance due for all charges has been reduced to zero. If the transaction type for the debit item has the Allow Overapplication check box set to Yes, Receivables applies the remaining amount to the lines, making the balance due negative. If the item's transaction type has Allow Overapplication set to No, you can either place the remaining amount on-account or leave it 'Unapplied'.

When using AutoLockbox, Receivables uses your AutoCash Rule Set to determine how to apply the remaining amount. See: AutoCash, page 6-115.

## Application Rule Sets Example

This example shows how Receivables applies a payment using each predefined application rule set.

You have the following invoice:

### Invoice #123

- Line = \$1,000
- Tax = \$140
- Freight = \$200
- Total = \$1,340

Your customer remits a partial payment of \$1040 for this invoice. The table below shows how Receivables applies the payment using each of the three predefined application rule sets.

See: Calculations for Applying Payments Using Application Rules, page 6-36.

Application Rule Set	Total Amount Applied	Line Amount Applied	Tax Amount Applied	Freight Amount Applied
Line First - Tax After	1040	1000	40	0
Line and Tax Prorate	1040	912.28 <sup>1</sup>	127.72 <sup>2</sup>	0
Prorate All	1040	776.12 <sup>3</sup>	108.66 <sup>4</sup>	155.22 <sup>5</sup>

### Calculations for Applying Payments Using Application Rules:

#### Line First - Tax After

First apply payment to open line amount; apply any remaining amount to tax.

#### Line and Tax Prorate

$$^1(1040/1140) * 1000 = 912.28$$

$$(\text{Receipt Amount} / \text{Total Line and Tax}) * \text{Line Amount} = \text{Line Amount Applied}$$

$$^2(1040/1140) * 140 = 127.72$$

$$(\text{Receipt Amount} / \text{Total Line and Tax}) * \text{Open Tax Amount} = \text{Tax Amount Applied}$$

#### Prorate All

$$^3(1040/1340) \times 1000 = 776.12$$

$$(\text{Receipt Amount} / \text{Invoice Total}) \times \text{Open Line Amount} = \text{Line Amount Applied}$$

$$^4(1040/1340) \times 140 = 108.66$$

$$(\text{Receipt Amount} / \text{Invoice Total}) \times \text{Open Tax Amount} = \text{Tax Amount Applied}$$

$$^5(1040/1340) \times 200 = 155.22$$

$$(\text{Receipt Amount} / \text{Invoice Total}) \times \text{Open Freight Amount} = \text{Freight Amount Applied}$$

### Line First - Tax After

As shown in the example above, this rule set first applies the payment to the line amount, reducing the balance due to zero. Receivables then applies the remaining amount (\$40) to the tax charges, reducing the open tax amount to \$100. Since the payment is not enough to close these items, the freight balance is not affected.

The table below compares each line type before and after you apply an amount using this rule.

App. Rule Set	Amount Due Orig.	Amount Due Remaining	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining
Line First - Tax After	1340	300	1000	0	140	100	200	200

### Line and Tax Prorate

This rule set applies a proportionate amount to the open line and tax charges. Since the amount applied is not enough to close these items, the freight balance is not affected.

The table below compares each line type before and after you apply an amount using this rule.

See: Calculations for Applying Payments Using the Line and Tax Prorate Application Rule, page 6-37.

App. Rule Set	Amount Due Orig.	Amount Due Remaining	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining
Line and Tax Prorate	1340	300	1000	87.72 <sup>1</sup>	140	12.28 <sup>2</sup>	200	200

#### Calculations for Applying Payments Using the Line and Tax Prorate Application Rule:

$$^11000 - 912.28 = 87.72$$

$$\text{Amount Line Items} - \text{Line Amount Applied} = \text{Open Line Amount}$$

$$^2140 - 127.72 = 12.28$$

$$\text{Tax Original} - \text{Tax Amount Applied} = \text{Open Tax Amount}$$

#### Prorate All

This rule applies a proportionate amount of the receipt to the line, tax, and freight for this transaction. To see the formula Receivables uses to calculate the amount applied for each line type, refer to Prorate All., page 6-35

The table below compares each line type before and after you apply an amount using this rule.

App. Rule Set	Amount Due Orig.	Amount Due Remaining	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining
Prorate All	1340	300	1000	223.38	140	31.34	200	44.78

#### Transactions with Mixed Sign Balances

An additional consideration is the situation in which you apply a payment to a transaction that has mixed sign balances. 'Mixed sign balances' indicates that not all of the charges that make up a transaction have the same sign (positive or negative). In this case, the procedure Receivables uses to apply a payment is different than when applying to transaction amounts that are all positive or all negative (i.e. "same sign" balance).

When you apply a payment to a transaction that has mixed sign balances, Receivables applies the payment *only to those amounts that have the same sign as the payment*. For example, if the payment is for a positive amount (i.e. not a credit memo), Receivables only reduces the charges that have a positive balance; any negative balances are not affected.

As with transactions having a same sign balance, Receivables will apply any remaining amounts according to the overapplication rule assigned to your Application Rule Set.

Consider the following example:

### Invoice #101

- Line = <\$100>
- Tax = \$100
- Freight = \$30
- Charges = \$10

Assume that you are using the Application Rule 'Prorate All.' Your customer remits a receipt of \$100, and you apply this amount to invoice 101. Receivables prorates the amount among the tax, freight, and charges, because, like the receipt, these amounts are positive. The Line amount (-100) is not affected.

The new invoice balance is shown below:

### Invoice #101

- Line = <\$100>
- Tax = \$28.56
- Freight = \$8.58
- Charges = \$2.86

The table below compares each line type for this invoice before and after you apply the payment.

App. Rule Set	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining	Charges Orig.	Charges Remaining
Prorate All	<100>	<100>	100	28.56	30	8.58	10.00	2.86

The amount applied to each line type and the calculations Receivables performs are shown in the table below.

See: Calculations for Applying Payments Using the Prorate All Application Rule, page 6-38.

Total Amount Applied	Line Amount Applied	Tax Amount Applied	Freight Amount Applied	Charges Amount Applied
100	0	71.44 <sup>1</sup>	21.42 <sup>2</sup>	7.14 <sup>3</sup>

### Calculations for Applying Payments Using the Prorate All Application Rule:

$$^1 100 - (21.42 + 7.14) = 71.44$$

$$^2 (30 * 100) / 140 = 21.42$$

$$^3 (10.00 * 100) / 140 = 7.14$$

## Related Topics

Application Rule Sets, page 2-28

Defining Receivables System Options, page 2-129

## Chargebacks and Adjustments

Receivables lets you create adjustments and chargebacks against transactions to which you are applying a receipt.

Use chargebacks to create a new debit item for your customer when closing an existing debit item. For example, your customer sends payment of \$75 for a \$100 invoice. You can apply the receipt to the invoice, then create a chargeback for the balance due.

If you use Oracle Trade Management, then you can create chargebacks against receipts when resolving cash claim investigations. You can use the Receipt Applications window to create a chargeback against a receipt. Or, Trade Management users can create chargebacks against transactions and receipts without any intervention required by a Receivables user. See: Working with Claims, page 6-168.

## Chargebacks and Adjustments against Transactions

You can create multiple chargebacks and adjustments against each transaction, for positive or negative amounts.

Receivables lets you enter a chargeback against a credit memo or an on-account credit if they have a positive balance.

Receivables uses the transaction type of the transaction you are adjusting to validate the adjustment or chargeback amount. If the transaction type does not allow overapplication, you cannot enter an amount that would reverse the sign of the balance of the debit item. Chargebacks and adjustments do not follow the natural application rules; this lets you adjust transactions in either direction, regardless of the Natural Application flag. For more information, see: Transaction Types., page 2-171

If the profile option AR: Cash - Allow Actions is set to No, the Chargebacks and Adjustments buttons are not available in the Applications window.

## Chargebacks against Receipts

If you use Trade Management to track your customers' short payments and over payments (claims) on receipts, then the claims that you create in Receivables are automatically passed to Trade Management for claim tracking, analysis, and resolution. If a chargeback is required to resolve a claim, then the chargeback is created *directly* in Trade Management:

- To resolve an invalid invoice related claim, the Trade Management user can create a chargeback against the related transaction.
- To resolve an invalid non-invoice related claim (for a short payment), however, there is no related transaction to create the chargeback against. Instead, the Trade Management user can create a chargeback against the receipt that held the claim. A chargeback against a receipt brings the Cash Claims total closer to zero and increases the Applied total for the receipt.

**Note:** Trade Management passes additional information about the claim back to Receivables after the chargeback is created. View the chargeback's transaction flexfield (Trade Management context) in the Transactions Summary window to see the customer reason, customer reference, claim number, and claim reason.

You can view the Trade Management claim reason if you set up claim reasons correctly in Trade Management. See: Resolving Claims, page 6-169.

Alternatively, you can manually create a chargeback against a receipt in the Receipt Applications window in Receivables.

Both the chargeback application on the receipt and the actual chargeback transaction are created in the currency of the receipt. In the event of an exchange rate adjustment, Receivables calculates a foreign exchange gain or loss on the receipt for the functional difference between the chargeback transaction and the chargeback application.

For other resolution options, see: Working with Claims, page 6-168.

## Creating a Chargeback

Receivables requires that you automatically number your chargebacks. The base number for your chargeback numbering sequences is determined when you install Oracle Receivables. See: Transaction Batch Sources, page 2-165.

### Prerequisites

- Define chargeback standard memo line, page 2-125
- Define reason lookups, page 2-86
- Define chargeback adjustment activity, page 2-116
- Define chargeback transaction types, page 2-171
- Enter receipts, page 6-2
- Apply receipts, page 6-8

### To create a chargeback against a transaction:

1. Navigate to the Receipts window.
2. Query or enter the receipt. See: Entering Receipts., page 6-2
3. Choose Apply.
4. Select or enter the Transaction to which you want to apply this receipt. See: Applying Receipts, page 6-8.
5. Choose the Chargebacks button.
6. Enter the transaction Type and the Amount of this chargeback. The default chargeback amount is the remaining amount of the transaction. Receivables displays the new remaining amount in the Balance Due field. You can enter an amount greater than the balance due only if the Allow Overapplication option for this transaction type is Yes. For more information, see: Transaction Types, page 2-171.
7. If document numbering is enabled and the document sequence associated with this receipt is Manual, enter a Document Number for this chargeback. If the sequence type is Automatic, Receivables assigns a document number when you save.
8. Enter the Account for this chargeback. The transaction type provides the default account, but you can change it.

9. Enter the Due Date for this chargeback. The default due date is the value of the Chargeback Due Date parameter in the System Options window. For example: Current Date, Deposit Date, Open Invoice Due Date, or Receipt Date.
10. Open the More tabbed region, then enter a Reason for creating this chargeback and any Comments (optional). You can define additional chargeback reasons in the Receivables Lookups window. See: Defining Receivables Lookups, page 2-86.

**Note:** See: Applications Field Reference, page 6-14 for a description of the Transaction Code field.

11. Save your work. Receivables uses the chargeback batch source to automatically number your chargeback and assigns the default payment term 'IMMEDIATE.'

**Note:** You can view the payment term, GL date, and other information about this chargeback in the Transactions window. To do this, perform a query using the chargeback number.

### To create a chargeback against a receipt:

**Note:** If you have Trade Management installed, then the Trade Management user, *not* the Receivables user, will create these transactions to resolve invalid non-invoice related claims.

1. Navigate to the Receipts window.
2. Query or enter the receipt. See: Entering Receipts, page 6-2.
3. Choose Apply.
4. Select or enter the claim investigation application for which you want to create the chargeback. See: Applying Receipts, page 6-8.

**Note:** After entering a claim investigation application, you must first save the application record before you can enter a chargeback against it.

5. Choose the Chargebacks button.
6. Enter the transaction type of this chargeback. The default chargeback amount is for the full amount of the claim, and cannot be changed.
7. If document numbering is enabled and the document sequence associated with this receipt is Manual, enter a document number for this chargeback. If the sequence type is Automatic, Receivables assigns a document number when you save.
8. Enter the account for this chargeback. The transaction type provides the default account, but you can change it.
9. Enter the due date for this chargeback. The default due date is the value of the Chargeback Due Date parameter in the System Options window. For example: Current Date, Deposit Date, Open Invoice Due Date, or Receipt Date.
10. Enter a reason for creating this chargeback and any comments (optional). You can define additional chargeback reasons in the Receivables Lookups window. See: Defining Receivables Lookups, page 2-86.

**Note:** See: Applications Field Reference, page 6-14 for a description of the Transaction Code field.

11. Save your work.

Receivables uses the chargeback batch source to automatically number your chargeback and assigns the default payment term 'IMMEDIATE.'

In the Applications window, Receivables automatically unapplies the claim investigation application and reapplies the claim amount to a chargeback with an activity of Chargeback Adjustment.

**Note:** You can view the payment term, GL date, and other information about this chargeback in the Transactions window. To do this, perform a query using the chargeback number.

## Creating an Adjustment

Create adjustments to increase or decrease the balance due for an invoice, debit memo, chargeback, or commitment. For example, you apply a receipt to an invoice, but there is still an open balance of two dollars. You can create an adjustment to write off the remaining amount and close the debit item.

**Note:** If you create an adjustment during a receipt application (for example, to write off a small remaining amount) and then unapply the application later, Receivables reverses the adjustment and assigns it a status of 'Adjustment Reversal.'

### Prerequisites

- Define adjustment activity, page 2-116
- Define approval limits, page 2-29
- Define adjustment reason lookups, page 2-86

### To create an adjustment:

1. Navigate to the Receipts window.
2. Enter or query the receipt. See: Entering Receipts., page 6-2
3. Choose Apply.
4. Select or enter the Transaction to which you want to apply the receipt. See: Applying Receipts, page 6-8.
5. Choose Adjustments.

**Note:** You can view the detail accounting lines for an adjustment in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-22.

6. Enter an Activity Name and choose the Type of adjustment you are creating. Valid adjustment types include Invoice, Charges, Freight, and Tax.



7. Enter the Amount of this adjustment. If you specify 'Invoice' as your adjustment type, Receivables requires that the amount of your adjustment be at least enough to close the item you are adjusting, and displays this value in the Amount field. If the amount of this adjustment is outside your approval limits, Receivables sets the status of the adjustment to Pending Approval when you save (unapproved adjustments do not update the balance due for an item).

**Important:** You can enter an amount greater than the balance due only if the transaction type's Allow Overapplication option is set to Yes. For more information, see: Transaction Types, page 2-171.

8. Enter the GL Date for this adjustment (optional). The default is the later of either the transaction GL date or the current date. However, if this date is not in an open period, the default GL Date is the last date of the most recent open period. The GL date must be later than or equal to the GL date of the debit item you are adjusting and must be in an open or future-enterable period.
9. Enter the Adjustment Date (optional). The default is the current date, but you can change it.
10. Open the Account IDs tabbed region, then enter the GL Account for this adjustment (optional). The activity name provides the default GL account, but you can change it.
11. If you are using manual document numbering, enter a unique Document Number for this adjustment. If you are using automatic document numbering, Receivables assigns a document number when you save. See: Implementing Document Sequences, page 2-64.
12. Open the Comments tabbed region, then enter a Reason for creating this adjustment. Receivables prints your reasons on the Adjustment Register.

**Note:** An adjustment reason is optional unless you set the AR: Require Adjustment Reason profile option to Yes. See: Overview of Receivables User Profile Options, page B-2.

13. Update the Status of this adjustment (optional). If this adjustment is within your user approval limits, you can choose any status. If you are reviewing a previously approved adjustment, Receivables skips this field.
14. Save your work. Receivables generates a unique number for this adjustment.

## Related Topics

About Adjustments, page 3-229

Foreign Currency Transactions, page 3-24

Transaction Types, page 2-171

Adjustment Register, page 11-18

## Entering Miscellaneous Receipts

Non-invoice related transactions such as investment and interest income are known as miscellaneous receipts in Receivables. Use the Receipts or Receipts Summary window to enter your miscellaneous receipts.

You can enter miscellaneous receipts in any currency defined in the system if you have at least one remittance bank account with the Receipts Multi-Currency flag set to Yes. If no such bank account exists, you can only enter receipts in the same currency in which bank accounts exist.

Receivables uses distribution sets that you define to account for miscellaneous receipts. See: Distribution Sets, page 2-64.

#### Prerequisites

- Define miscellaneous cash receivable activities, page 2-116
- Define distribution sets, page 2-64
- Define receipt classes, page 2-113
- Define payment methods, page 2-100
- Define receipt batch sources, page 2-165
- Open your accounting periods, page 9-8
- Define your profile options, page B-1

### To enter a miscellaneous receipt:

1. Navigate to the Receipts window.
2. Enter receipt information, including Payment Method, Receipt Number, Currency, Receipt Amount, and GL Date.

See also: Entering Receipts, page 6-2.

3. Choose a Receipt Type of Miscellaneous.
4. Enter a Reference Type for this transaction (optional).
5. If you entered a Reference Type, enter the corresponding Reference Number, or choose from the list of values. This table illustrates some examples:

Reference Type	Reference Number
Payment	Check Number
Payment Batch	Payment Batch Name
Receipt	Receipt Number
Remittance	Remittance Batch Name

If your Reference Type is Payment, the list of values lets you choose from checks recorded in Oracle Payables that are written from the same bank account as the remittance account you entered for this transaction.

If your Reference Type is Payment Batch, the list of values lets you choose from payment batches created in Oracle Payables that have the same bank account as this transaction.

If your Reference Type is Receipt, the list of values lets you choose from receipts in Receivables that have the same bank account as this transaction.

If your Reference Type is Remittance, the list of values lets you choose from Receivables remittance batches that have the same bank account as this transaction.

6. In the Paid By region, specify from where this payment originated (optional). This field is for informational purposes only.
7. Enter an activity, or choose one from the list of values.

The Receivables activity determines the default distribution set and accounting for this transaction.

You can enter any Receivables activity with a Miscellaneous Cash type except an activity that was previously set up with a location-based tax code. You cannot enter a location-based tax code because you cannot enter ship-to information in the Receipts window.

**Note:** If your tax method is VAT and you calculate tax on miscellaneous receipts, the Receivables Activity also determines the tax code and tax rate for this transaction. For more information, see: VAT Accounting for Discounts and Miscellaneous Receipts, *Oracle Receivables Tax Manual*.

**Note:** To create a miscellaneous receipt with a negative amount, you must confirm that the receivables activity with the Miscellaneous Cash activity type has a liability tax code with a tax type of Input. See: Receivables Activities, page 2-116

8. If you want to change the tax code for this transaction, enter a Tax Code (optional). You can enter any predefined tax code with a type of Sales or VAT.

**Important:** You can change the default Tax Rate and Tax Amount if the tax code is an ad hoc tax code and the profile option Tax Allow Ad Hoc Tax Changes is set to Yes. Otherwise, these fields are for display only.

9. Modify the remittance Bank Account (optional).
10. If you are using manual document numbering, then open the More tabbed region and enter a unique Document Number.
11. Modify the Deposit Date (optional).
12. To review or update the general ledger account information for this transaction, choose Distributions.

**Note:** If your tax method is VAT and you calculate tax on miscellaneous receipts, the Distributions window displays the tax code and tax amount for this transaction.

## Related Topics

Miscellaneous Receipts Register, page 11-85

Entering Receipts, page 6-2

## Reversing Receipts

Receivables lets you reverse a receipt when your customer stops payment on a receipt or if a receipt comes from an account with insufficient funds. You can also reverse a receipt if you want to re-enter and reapply it in Receivables.

You can reverse these types of receipts:

- Invoice-related receipts
- Non-invoice related (miscellaneous) receipts
- Credit Card refund (negative miscellaneous) receipts
- Automatic receipts with a status of Approved
- Receipts that are part of a batch (use the Receipt Batches window to re-enter a receipt in a batch)
- Receipts with unresolved claims that can be canceled (for users of Oracle Trade Management only)
- Receipts that were applied to open receipts (provided that neither receipt is drawn negative by the reversal)

Receivables lets you create two types of receipt reversals:

- Standard Reversal
- Debit Memo Reversal

To view a list of reversed receipts, see: Reversed Receipts Report, page 11-112.

**Note:** After you reverse a receipt, you cannot update any of the receipt's attributes.

## Standard Reversals

When you create a standard reversal, Receivables automatically creates reversal journal entries for your general ledger and reopens all of the debit and credit items that were closed with the original receipt.

You can create a standard reversal for a receipt that has applied transactions that are related to chargebacks, provided that there is no activity against the chargeback and the chargeback has not been posted to the general ledger. If the chargeback has been posted to the general ledger, then you must create a debit memo reversal (see below).

If you create a standard reversal for a receipt that you have applied, then Receivables reverses any adjustments or chargebacks that you created, as long as you have not posted these adjustments to your general ledger.

## Debit Memo Reversals

Debit memo reversals are used when you need to reverse a receipt, but you want to maintain the link between the billing activity and the payment. When you create a debit memo reversal, Receivables reverses the receipt, but does not update any of the receipt activity that is associated with the original receipt.

A debit memo reversal is different from a standard reversal because, instead of reopening the debit and credit items that were closed with the original receipt, Receivables creates

one *new* receivable in the amount of the net of the closed debit and credit transactions. As a result, the reversed receipt shows the transaction as still applied.

You create a debit memo reversal by checking the Debit Memo Reversal check box in the Reverse window when you reverse a receipt. Do not check the Calculate check box on the transaction type for the debit memo reversal, because the tax was already accounted for on the original invoice. See: Transaction Types, page 2-171.

You must create a debit memo reversal if:

- you are reversing a receipt from which you have created a chargeback and this chargeback has had activity against it (for example, another receipt, credit memo, or adjustment), or
- you are reversing a receipt with a remitted credit card refund application.
- you are reversing a receipt (Receipt A) that was applied to another receipt (Receipt B), if the reversal would draw Receipt B's balance negative.

**Important:** You cannot create a debit memo reversal for a miscellaneous (non-invoice related) receipt.

When you create a debit memo for a receipt reversal, Receivables generates the line item from the predefined memo line. Receivables creates this line on the debit memo: *Debit memo for reversal of payment &PAYMENT\_NUMBER&*, where &PAYMENT\_NUMBER& represents the original receipt number.

The accounting for a debit memo reversal is automatically created, but Receivables does not use AutoAccounting as it does for a standard debit memo. See: Accounting for Debit Memo Reversals, page 6-47.

In addition, when you save the reversal, Receivables assigns a unique transaction number to the new debit memo. If the receipt that you are reversing uses a payment method with the Debit Memo Inherit Receipt Number option set to Yes, then you can control whether the debit memo has the same transaction number as the original receipt. If the Debit Memo Inherit Receipt Number option is set to No, then Receivables uses the DM Reversal transaction source to determine the numbering for the debit memo reversal.

See: Payment Methods, page 2-100 for more information about the Debit Memo Inherit Receipt Number option. See: Transaction Batch Sources, page 2-165 for more information on transaction numbering.

## Accounting for Debit Memo Reversals

When you create a debit memo reversal, Receivables creates the accounting entries on the new debit memo transaction, rather than on the original receipt. This ensures that you do not make duplicate entries, and eliminates the need for a clearing account.

For a regular debit memo, AutoAccounting creates both the revenue and receivable accounts. But, for a debit memo reversal, AutoAccounting does not create the accounting entries on the new debit item. Instead, the receivable account defaults from the transaction type. The revenue account defaults from the cash account on the receipt. The GL cash account that defaults depends on the status of the receipt at the time when you create the debit memo reversal. For example, if the receipt was remitted, then the GL cash account is the same as the remitted account that is assigned to the payment method of this receipt. See: Accounting for Transactions, page 9-30.

Receivables creates these two entries:

1. The first entry decreases the cash account.

Receivables already recognized revenue with the original invoice. To avoid overstating the cash and revenue accounts, Receivables does not create an additional entry to revenue. Instead, Receivables assigns the cash account to the revenue line on the debit memo.

2. The second entry creates the new receivable.

When you applied the original receipt, Receivables closed the invoices and their associated receivables. You must establish a new receivable, therefore, because you want to track this new debit item.

The receivable account defaults from the receivable account that was assigned to the predefined debit memo reversal transaction type.

## To reverse a receipt:

### Prerequisites

- Enter receipts, page 6-2 or miscellaneous receipts, page 6-43
  - Apply receipts, page 6-8
  - Define reverse payment reason lookups, page 2-86
  - Define Reversal category lookups, page 2-86
1. Navigate to the Receipts window.
  2. Query the receipt to reverse.

**Note:** You can view the detail accounting lines for a receipt by choosing View Accounting from the Tools menu.

See: Viewing Accounting Lines, page 9-22.

3. To review the applications for this receipt, choose Apply.

To review the distributions for a miscellaneous receipt, choose the Distributions button.

4. Choose the Reverse button.

5. In the Date field, enter the date of this receipt reversal and the date to post this reversal to your general ledger. The default for the reversal and GL dates is the current date.

Receivables verifies that the GL date you enter for this reversal is in an open period. However, if the current date is not in an open period, then the default is the last date of the most recent open period.

You can change the reversal and GL dates, but the reversal date must be on or after the deposit date of the original receipt, and the reversal GL Date cannot be before the receipt GL Date or the reversal date.

6. In the Category field, enter the category for this reversal. Valid categories include Non-Sufficient Funds, Reverse Payment, and Stop Payment.

**Note:** Use the Reverse Payment category when the receipt has been incorrectly entered and you wish to re-enter it. Oracle Cash

Management does not reconcile receipts that are reversed with this category, because this category is reserved for entry errors only.

If you are reversing a credit card refund miscellaneous receipt, then the Credit Card Refund Reversal category defaults into this field.

**Note:** The Credit Card Refund Reversal category displays only during credit card refund reversals.

7. In the Reason field, enter a reason for this receipt reversal. Typical reasons include Insufficient Funds, Account Closed, Wrong Amount, Wrong Customer, and Uncollectable.
8. To create a standard reversal, choose the Reverse button. Receivables generates a number for this reversal.

**To create a debit memo reversal:**

- a. Check the Debit Memo Reversal check box, then enter a transaction type for this reversal in the Type field.
- b. In the Account field, enter the account for this new receivable. The debit memo transaction type provides the default value for this field, but you can change it.
- c. If you are using manual document numbering, enter a unique document number for this reversal in the Document Num field. Otherwise, Receivables assigns a number when you choose Reverse. See: Implementing Document Sequences, page 2-64.
- d. Choose the Reverse button.

## Related Topics

Standard Memo Lines, page 2-125

Transaction Types, page 2-171

Reversed Receipts Report, page 11-112

Entering Receipts, page 6-2

Applying Receipts, page 6-8

Creating Chargebacks and Adjustments, page 6-39

Entering Miscellaneous Receipts, page 6-43

## Reapplying Receipts

You can reapply receipts that you previously applied in error before or after posting these items to your general ledger. You can reapply both automatic and manually entered receipts.

When you reapply a receipt, you first 'unapply' the original receipt applications; this reopens each transaction that was previously closed by the receipt. However, you cannot unapply a receipt that has adjustments associated with it unless you first readjust the transaction to its original amount. In addition, you cannot unapply a transaction if there is a chargeback against it and the chargeback has any activities against it (for example, another receipt or credit memo).

You can unapply a receipt that was applied to another open receipt, provided that neither receipt is drawn negative by the unapplication. See: Receipt-to-Receipt Applications, page 6-9.

#### Prerequisites

- Enter receipts, page 6-2 or create automatic receipts, page 6-136
- Apply receipts, page 6-8

### To reapply a receipt:

1. Navigate to the Receipts Summary window.
2. Query the receipt to reapply.

**Note:** To include open receipts in the list of values, check the Include Open Receipts box from the Tools menu, or set the AR: Default Open Receipts for Application profile option to Yes.

3. Select the receipt, then choose Apply.
4. Reverse applications by unchecking the Apply check box next to each transaction. Receivables changes the Applied Amount for each transaction to zero and increases the Unapplied Amount of the receipt.

Receivables enters a Reversal GL Date date for each transaction that you reopen. The Reversal GL Date is the date to post this reapplication to your general ledger. This date is the same as either the GL date of the original application or, if the original application's GL date is in a closed period, the current date. If the current date is not open, the default is the last date of the most recent open period.

5. Apply this receipt to a different transaction or transactions. See: Applying Receipts, page 6-8.
6. Save your work. Receivables creates reversing journal entries for each application that you reopened.

### Related Topics

Entering Receipts, page 6-2

Applying Receipts, page 6-8

Chargebacks and Adjustments, page 6-39

Reversing Receipts, page 6-46

Reviewing Receipts and Applications, page 6-50

## Reviewing Receipts and Applications

You can review the applications for a receipt from the Receipts, Receipts Summary, or Applications window. In the Receipts window, use the Balances region to view the amount applied, unapplied, placed on-account or in claim investigation, any earned or unearned discounts, and the original amount of a receipt. In the Applications window, you can review all of the debit and credit items to which you have applied this receipt, or you can view only specific debit or credit items by executing a query.



You can also view summarized information about your receipts in the Receipt History window. The Receipt History window lists changes made to a receipt during its lifetime, including dates when the receipt was remitted, approved, confirmed, or reversed, and when each receipt state posted to your general ledger. You can also view the receipt amount at each phase and any functional currency gains or losses resulting from exchange rate adjustments. See: Foreign Currency Transactions, page 3-22.

You can view the total entered and functional amounts of your receipts in the Sums of Receipt Amounts window. The Sums of Receipt Amounts window displays the currency, count, entered amounts, and functional amounts of selected receipts.

**Note:** If you are using Multiple Reporting Currencies (MRC) functionality, then you can use the View Currency Details window to view receipt amounts in both your primary and MRC reporting currencies.

See: Viewing MRC Details for a Transaction, page 9-29.

### Prerequisites

- Enter receipts, page 6-2
- Apply receipts, page 6-8

### To review receipt applications:

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipt to view.

The application summary fields are displayed in the Balances region of the Receipts window.

**Note:** You can also view these totals from the Receipts Summary window by placing your cursor in the window, choosing Show Field from the Folder menu, and then selecting the field to view (for example, Applied Amount or Discounts Earned).

**Note:** You can view the detail accounting lines for a receipt in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-22.

3. To review the specific applications for a cash receipt, choose Apply. To review the distributions for a miscellaneous receipt, choose Distributions.

**Tip:** To view only specific transactions in the Applications window, select Enter from the Query menu, enter the Customer Number, Transaction Number, or Amount Applied, then choose Run from the Query menu.

### To view the history of a receipt:

1. Navigate to the Receipts or the Receipts Summary window.

2. Query the receipt.
3. Choose Receipt History.

### **To view the total amount of selected receipts:**

1. Navigate to the Receipts Summary window.
2. Query the receipts.
3. Select the receipt to view.

To select more than one receipt, press and hold the Control key while selecting receipts.

To select a range of receipts, select a receipt, press and hold the Shift key, then select another receipt.

4. Choose Receipt Totals from the Tools menu. Receivables displays the total entered and functional amount of the receipt(s) you selected in the Sums of Receipt Amounts window.

### **To review information about a reversed receipt:**

1. Navigate to the Receipts window.
2. Query the receipt.
3. Open the More tabbed region.

## **Related Topics**

Applying Receipts, page 6-8

Receipt Analysis - Days Late Report, page 11-99

## **Batching Receipts for Easy Entry and Retrieval**

Use the Receipt Batches window to create receipt batches or to query existing batches. Batching receipts lets you:

- View the difference between your control and actual batch counts and amounts as you process your receipts. These differences can alert you to data entry errors, missing or lost receipts, or duplicate entries.
- Group related receipts together to share default attributes such as receipt class, payment method, and automatic numbering.
- Manage the time-consuming task of data entry. For example, you have many receipts to enter and want to divide the work among several people. You can create one batch and have each person entering receipts add them to the same batch.

You can add duplicate receipts to a batch. Duplicate receipts are receipts that have the same number, amount, and customer information.

You can post a receipt batch to your general ledger regardless of its status. You can delete a receipt batch only if it does not contain any receipts.

If you are remitting receipts, see: Creating Remittance Batches., page 6-151

Receivables lets you add receipts denominated in different currencies to a batch. However, the total in the Receipt Batches window reflects amounts entered in *all* currencies, not the batch currency. For example, if there are two receipts in a batch, one for 400 USD and one for 200 EUR, the total amount for this batch is 600, regardless of the batch currency.

**Note:** You can specify how many spaces are available to the right of the decimal point when displaying numbers representing different currencies using the profile option `Currency:Mixed Currency Precision`. See: Profile Options in Oracle Application Object Library, page B-25.

**Important:** The GUI versions of Oracle Receivables let you enter receipts both individually and as part of a batch. Previous versions (i.e. character mode) required that you either entered receipts as part of a batch *or* entered them individually (in the latter case, you could not create batches at all). As a result, if you are using Receivables in character mode, you can only query receipts that were entered in the GUI version if they are part of a batch.

## Batch Statuses

A batch has a status that indicates whether it is complete. Receivables automatically updates the status of a receipt batch when you add new or apply existing receipts in the batch. A batch can have one of the following statuses:

**New:** This is a new batch that does not yet contain any receipts.

**Out of Balance:** The actual count and amount of receipts in this batch do not equal the control count and amount.

**Open:** The actual count and amount equal your control count and amount. However, you have one or more receipts that are unidentified or unapplied.

**Closed:** The actual count and amount match the control count and amount and there are no receipts that are either unidentified or unapplied.

## To create a batch of receipts:

### Prerequisites

- Define transaction batch sources, page 2-165
  - Define payment methods, page 2-100
  - Define receipt classes, page 2-113
  - Define banks, page 2-47
1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
  2. Choose a Batch Type of Manual Regular.
  3. Enter a Batch Source. If you have defined the profile option `AR: Receipt Batch Source`, Receivables uses this as the default batch source, but you can change it. The batch source determines default attributes for receipts within this batch, including payment method, receipt class, and whether receipt numbers are assigned automatically.

Receivables uses the payment method to determine the accounting and remittance bank accounts for this receipt. The receipt class determines the processing steps for this receipt.

4. Enter a unique Batch Name. If Automatic Batch Numbering for the batch source you entered is Yes, Receivables assigns a batch name when you save.

**Tip:** If you use good naming conventions for your batches, you can easily find a batch or individual receipts within a batch for review.

5. If the currency for this batch is different from your functional currency, enter the Currency and exchange rate information. See: Foreign Currency Transactions, page 3-22.

**Note:** Receivables uses the batch currency as the default for each receipt that you add to this batch. However, you can add receipts to a batch that are in different currencies.

6. Enter the Batch, GL, and Deposit Dates for this batch (optional). The default batch and deposit date is the current date, but you can enter a different date. The default batch GL date is the last day of the most recent open period. You can change this date, but it must be in an open or future enterable period. The batch GL date provides the default GL date for each receipt in this batch.

Receivables uses the deposit date as the exchange date when the receipt currency is different from your functional currency. If you later change the deposit date, then Receivables also updates the exchange date.

7. Enter the Receipt Class, Payment Method, and Bank Name for this batch. The batch source provides default values, but you can change them.

**Note:** You can only enter payment methods assigned to this receipt class. You can enter any bank account assigned to the payment method if the account is in the same currency as the receipt, or the Receipt Multi-Currency flag for this remittance bank is set to Yes.

8. Enter the total number and amount of receipts that you want to add to this batch in the Control Count and Control Amount fields.
9. To add receipts to this batch, choose Receipts. Receivables saves your batch information. See: Entering Receipts., page 6-2

When you add receipts to this batch or apply, unapply, reverse, or adjust receipts that are part of this batch, Receivables updates the batch totals. See: Receipts Field Reference., page 6-5

## Related Topics

Receipts Field Reference, page 6-5

QuickCash, page 6-105

Post QuickCash, page 6-110

## Bills of Exchange

A bill of exchange (BOE) is an agreement between two parties in which one party promises to pay the other a specific amount for goods or services at a future date. The date on which payment is due is known as the *maturity date*. In Receivables, bills of exchange are similar to receipts: you can enter them either manually or automatically and apply, reverse, confirm, clear, and risk-eliminate them.

Use the Automatic Receipts program to automatically create bills of exchange and apply them to specific transactions. Use the Receipts window to manually enter bills of exchange and then apply them to one or more open debit items in the Applications window.

You determine the required processing steps and numbering information for your bills of exchange by defining a bill of exchange receipt class. As with automatic receipts, bills of exchange generated by the Automatic Receipts program require confirmation only if you check the Require Confirmation check box when you define the receipt class in the Receipt Classes window. The remittance method determines the accounting entries Receivables generates for your bills of exchange, regardless of the creation method.

If a customer defaults on the payment for a bill of exchange, replace it with a new open receivable by creating a debit memo reversal.

To help you track and manage bills of exchange, Receivables enables you to:

- clearly distinguish receipts from bills of exchange in Receivables windows
- view the total amount of risk created by bills of exchange and regular receipts
- view all bills of exchange or receipts at risk using variable selection criteria, such as customer name, maturity date, and remittance bank information
- view the total amount of receipts and bills of exchange at risk for a specific customer or for all customers

## Viewing Receipts at Risk

In Receivables, you can apply a receipt or bill of exchange to an open debit item before cash is actually received from the bank. Therefore, receipts and bills of exchange with a Standard remittance method are considered *receipts at risk* if they have been confirmed, but not yet cleared. Receipts and bills of exchange with a Factored remittance method are at risk if they have not yet been risk-eliminated.

You can view the number and amount of receipts at risk and their effect on your customer's open balance in the Account Details, Account Overview, Customer Account, and Receipts Summary windows.

To include receipts at risk and receipts that were created by the Bills Receivables Remittance or Maturity and Risk program, select *Yes* in the appropriate areas in the Find Receipts window.

To display receipts at risk and include them when calculating a customer's past due balance in the Collections Workbench, set the profile option AR: Include Receipts at Risk in Customer Balance to *Yes*. This profile option effects the following windows:

- Account Details
- Account Overview
- Customer Account

If this profile option is set to No, you can choose to include items at risk by performing the following:

1. Choose the Include Receipts at Risk option from the Tools menu.
2. Execute your query.

**Important:** The AR: Include Receipts at Risk in Customer Balance profile option and the option on the Tools menu do not affect the customer balance calculation in any Receivables standard reports or listings. These options only affect whether Receivables displays receipts at risk and includes them in the open balance calculation for the windows mentioned above.

## Defaulted Bills of Exchange

If a customer stops payment for a bill of exchange or a payment comes from an account with insufficient funds, create a debit memo reversal to ensure that you can collect the amount due. A debit memo reversal creates a new receivable to replace the transaction that was previously closed by a bill of exchange. The procedure for reversing a bill of exchange is the same as the procedure for reversing a regular receipt.

When you reverse a bill of exchange, Receivables uses the BOE maturity date as the default value for both the reversal date and the debit memo due date. See: Reversing Receipts, page 6-46.

To help you track defaulted bills of exchange in Receivables, you can control whether the debit memo that is created when you reverse a bill of exchange has the same transaction number as the original bill of exchange. To ensure that the new debit memo has the same transaction number as the bill of exchange, set the Debit Memo Inherit Receipt Number option to Yes when defining your bill of exchange receipt class. Set this option to No if you want Receivables to generate a unique debit memo number automatically. See: Receipt Classes, page 2-113.

## Associating Bills of Exchange with Transactions

To help you track bills of exchange that the Automatic Receipts program creates, you can ensure that the bill of exchange transaction number is the same as the number of the transaction to which it is applied. To do this, set the Receipt Inherit Invoice Number option to Yes when defining your bill of exchange receipt class.

If the Receipt Inherit Invoice Number option is set to No, the Automatic Receipts program automatically generates a unique bill of exchange number. See: Receipt Classes, page 2-113.

**Important:** The Receipt Inherit Invoice Number option affects only bills of exchange created by the Automatic Receipts program. When creating a bill of exchange in the Receipts window, you must enter a bill of exchange number.

**Note:** It is possible for an automatic receipt, transaction, and a debit memo reversal to have the same document number. However, Receivables maintains a complete audit trail for these transactions by ensuring that all document numbers are unique within a transaction batch source.

## Related Topics

Creating Bills of Exchange, page 6-57

## Creating Bills of Exchange

You can enter bills of exchange manually in the Receipts window or create them automatically using the Automatic Receipts program.

To manually apply a bill of exchange to one or more transactions in the Applications window, enter it in the Receipts window. and then choose Apply.

To create bills of exchange and automatically apply them to specific transactions, run the Automatic Receipts program. The Automatic Receipts program creates a bill of exchange for each transaction that:

- matches selection criteria that you enter
- includes paying customer information (specifically, the payment method assigned to your bill of exchange receipt class)

### Prerequisites

- Define a receipt class and payment method to use with bills of exchange, page 2-113

### To flag manually entered transactions to be selected by the Automatic Receipt program and closed by a bill of exchange:

1. Navigate to the Transactions window.
2. Enter or query the transaction. See: Entering Transactions., page 3-2
3. In the Paying Customer region, enter the Name or Number, and the Paying Location.
4. Enter the Payment Method associated with your bill of exchange receipt class.
5. Enter this customer's bank information, including Name, Branch, and Account Number.

### To flag imported transactions to be picked up by the Automatic Receipt program and paid by bill of exchange:

Ensure that each transaction to import has customer bank information defined and is assigned to your bill of exchange payment method and receipt class.

### To create bills of exchange using the Automatic Receipts program:

1. Navigate to the Receipt Batches window.
2. Choose a Batch Type of Automatic, then enter your bill of exchange Receipt Class and Payment Method.
3. Choose Create, then enter a range of dates, transaction numbers, or customers to create a bill of exchange for each transaction matching that criteria. Leave a field blank if you do not want to limit your query.

### To create a bill of exchange manually:

1. Navigate to the Receipts window.
2. Enter the Payment Method that you defined for bills of exchange.

3. Enter general receipt information, including a Receipt Type of Standard, a Receipt Number, Currency, Amount, GL Date, and Receipt Date.
4. Change the Maturity Date to the date that payment is due (optional). The default is the current date.
5. Enter customer information, including Customer Name or Number and Bill-to Location.
6. If you are using manual document numbering, then open the More tabbed region and enter a unique Document Number.

**Note:** The default Deposit Date is also the current date, but you can change it.

## Related Topics

Bills of Exchange, page 6-55

Entering Receipts, page 6-2

Creating Automatic Receipts, page 6-136

Flagging Transactions for Automatic Receipts, page 6-135

## Notes Receivable

Receivables lets you enter and track future-dated payments. These types of payments can either be a future dated check or a formal document called a promissory note. A *promissory note* is a formal, printed document in which the issuer promises to pay a specific amount on a specific date to another party (the note holder). The date that payment is due is called the note *maturity date*. Promissory notes are guaranteed by the bank that issues the note.

When a promissory note is created, the issuer specifies the amount due, the maturity date, and the bank branch from which the holder can receive the payment. When the note reaches its maturity date, the holder submits it to their bank. The bank then submits the note to a clearing institution, which transfers the payment from the issuer's bank to the holder's bank.

Notes issued by the customer can also be returned to the supplier prior to the maturity date if, for example, the note had been issued as a deposit, advance payment, or as payment for existing customer invoices.

When a promissory note or future dated check is received as payment for goods or services, it is called a *Note Receivable*.

## Note Status

A note can have one of the following statuses:

**Open:** Receivables assigns this status when you create a new note receivable.

**Return:** This note was returned to the issuer on or before the note maturity date. Receivables assigns this status when you reverse a note and the reversal date is on or before the note maturity date. You can return a note by creating a standard reversal in the Reverse Receipts window. You can also create a debit memo reversal for a returned note.



**Delinquent:** This remitted note reached its maturity date, but funds were not available. Receivables assigns this status if you reverse a remitted note by creating a debit memo reversal and the reversal date is after the maturity date. You can reverse a note in the Receipts window.

**Repurchase:** This factored note reached its maturity date, but funds were not paid to the factoring bank (the note is delinquent). Receivables assigns this status if you reverse a factored note by creating a debit memo reversal and the reversal date is after the maturity date. You can reverse a note in the Receipts window.

**Exchange:** This is a new note that you applied to the debit memo that was created when you reversed a delinquent, returned, or repurchased note. For example, you create a debit memo reversal for a delinquent note that had been applied to a transaction. Then, you create a new note (with a new maturity date, note number and optional interest charges) and apply it to the new debit memo. You can reverse a note and create a new note receivable in the Receipts window.

**Mature:** This note has reached its maturity date. A note can be remitted or factored when it reaches maturity.

## Note Activities

Following are valid note activities in Receivables:

**Deposit:** Similar to a bill of exchange, the note holder can submit the cash receipt to the issuer's bank for collection. The note issuer's bank is credited on the note maturity date.

**Exchange:** You can replace a delinquent note with a new note. You specify a new maturity date and note number, and can add interest to the amount of the new note. This is also called *Renewing* a note. You can create a note receivable in the Receipts window.

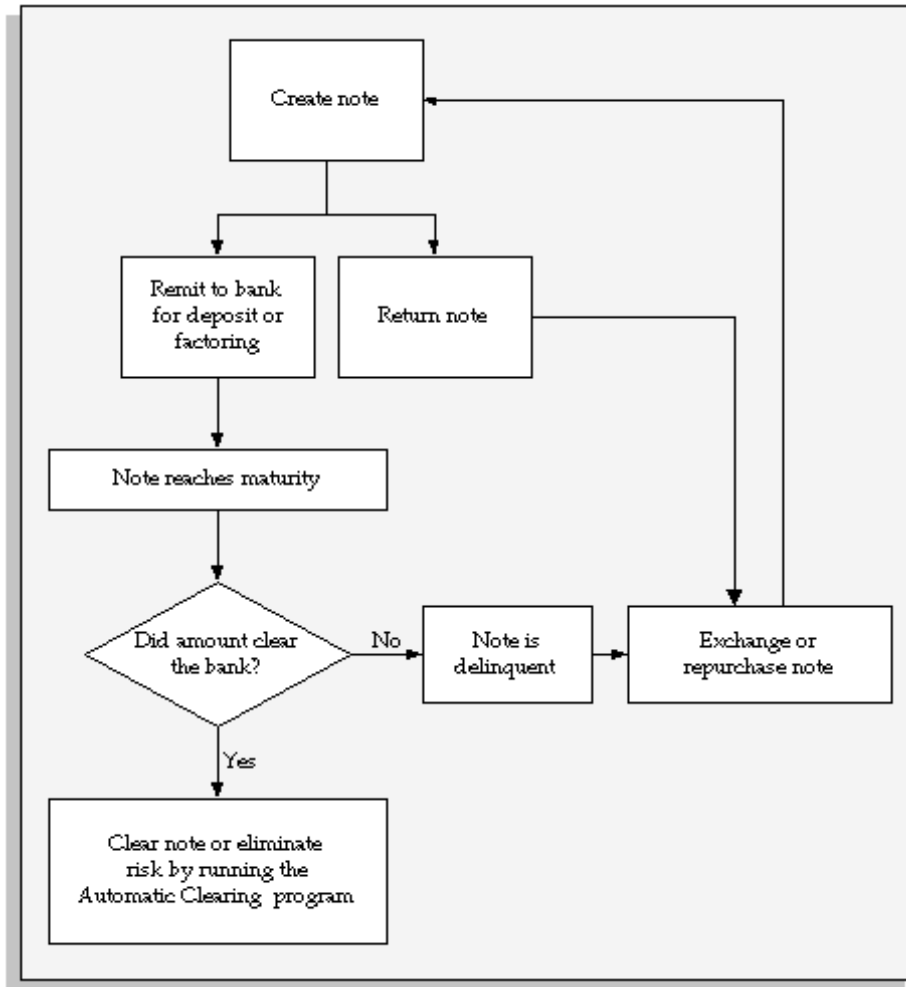
**Factor:** You can factor a note with your bank prior to the note maturity date. A factored note is one that you sign over to your bank in exchange for cash. Similar to a receipt, you can choose to factor a note receivable by assigning it to a receipt class that has a remittance method of Factoring or Standard and Factoring. Factored notes are subject to bank discounting (factoring) fees. See: Factoring Remittances, page 6-151 and Automatic Clearing for Receipts., page 6-158

**Remit:** Similar to a receipt, you can remit a note receivable as payment for goods or services. You can remit a note receivable in the Remittances window. See: About Remittances., page 6-148

**Return:** You can return a note to the issuer on or before the note maturity date. These notes may have been received as an advance payment or as payment for an invoice. You can return a note by reversing it in the Receipts window. See: Reversing Receipts., page 6-46

The figure below shows the possible note activities within Receivables.

### ***Processing Notes Receivable***



To see a text description of this graphic, see: Text Description of the Processing Notes Receivable Graphic, page K-6

### **Related Topics**

Setting Up Notes Receivable, page 6-60

Clearing Notes Receivable, page 6-62

Reversing a Note Receivable, page 6-63

Accounting for Notes Receivable, page 6-64

### **Setting Up Notes Receivable**

Complete the following steps in the order shown to set up your system to create notes receivable.

## Step 1 Define Banks and Bank Accounts

Define the banks and bank accounts you use to remit your payments. You can define as many banks and bank accounts as you want, but each bank account must refer to one currency. Receivables requires that you enter a cash account for each bank account. See: Defining Banks., page 2-47

## Step 2 Define Receipt Classes

Define a receipt class to use with your notes receivable. Indicate that this receipt class will be used for notes receivable by setting Notes Receivable to Yes. You define Receipt Classes in the Receipt Classes window. See: Receipt Classes., page 2-113

Additionally, use the following settings for your Notes Receivables receipt class:

**Creation Method:** Manual

**Remittance Method:** Standard, Factoring, or Standard and Factoring

**Clearance Method:** Automatic Clearing or Matching

## Step 3 Assign Payment Methods and Remittance Banks

Assign a payment method to your note receivable receipt class. Set the number of Lead Days (clearing days) to zero so the cash account can be debited on the note maturity date. Lead Days represent the number of days after the maturity date that funds can be transferred from the issuer's bank account to the note holder's bank account when the receipt is cleared.

The Notes Receivable account should be cleared on the note maturity date. To do this when you assign a remittance bank to this payment method, assign your Confirmation, Remittance, and Factoring accounts to your Notes Receivable account. Additionally, you should assign your Notes Factored account to the Short Term Debt account. The Short Term Debt account will be used for delinquent notes.

For more information, see: Payment Methods, page 2-100 and Assigning Remittance Banks, page 2-104.

## Related Topics

Creating a Note Receivable, page 6-61

## Creating a Note Receivable

Create notes receivable to record future-dated payments in Receivables. With this type of payment, funds are transferred from the note issuer's bank to the note holder's bank on the note maturity date.

You can only enter notes receivable manually using the Receipts window, you cannot create notes using the Receivables Automatic Receipts feature.

### To create a note receivable:

1. Navigate to the Receipts window.
2. Enter the Payment Method that you assigned to your Notes Receivable Receipt Class.
3. Enter basic information for this note including note Number, Currency, Amount, and GL Date.

See also: Entering Receipts, page 6-2.

4. Enter the maturity date.

The default Maturity Date is the same as the deposit date. The Maturity Date is the date that funds will be transferred from the note issuer's bank to the note holder's bank.

5. Choose a Receipt Type of Standard.
6. If the system option Require Billing Location for Receipts is set to Yes, enter a bill-to Location.
7. If bank charges apply, then enter an amount for Bank Charges.
8. Modify the remittance Bank Account (optional).
9. If you are using manual document numbering, then open the More tabbed region and enter a unique Document Number.
10. Enter the note Deposit Date.

The default deposit date is today's date. You can change the deposit date, but for a note receivable, the deposit date should not precede the Receipt Date (note date).

11. Optionally use the Override field to prevent the receipt Remittance bank from being automatically overridden during the remittance process.
12. In the Notes Receivable region, enter the following information:

**Issuer Name:** (optional) The name of the person who issued this note. The note issuer does not need to be defined in Receivables.

**Issue Date:** The Date you are issuing this note. The default is today's date, but you can change it.

**Issuer Bank Name:** Enter the bank from which this note was issued, or select a bank from the list of values.

**Issuer Bank Branch:** Enter the bank branch from which this note was issued, or select a branch from the list of values.

13. Save your work. Receivables assigns this note a status of Open.

## Related Topics

Reversing a Note Receivable, page 6-63

Clearing Notes Receivable, page 6-62

Notes Receivable Report, page 6-65

Notes Receivable, page 6-58

## Clearing Notes Receivable

Run the Receivables Automatic Clearing program to clear your notes receivable. This program clears the receivable account and the appropriate contra account, depending on whether the note was factored or deposited in your bank.

Although funds are credited to the note holder's bank account on the note maturity date, funds are usually not available until the fund transfer and clearing is complete. The number of days after the maturity date when funds are actually deposited in the note holder's bank account varies depending on the issuer's bank and the remittance bank. If the issuer bank and the remittance bank is the same (intra-bank dealing), the

number of clearing days is zero; otherwise, the number of clearing days may vary. In either case, for Receivables to create accounting entries on the maturity date, the Lead Days (clearing days) for the payment method must be set to 0. See: Setting Up Notes Receivable., page 6-60

When you clear a note receivable, the Automatic Clearing program updates its status to Matured.

## Related Topics

Automatic Clearing for Receipts, page 6-158

Accounting for Notes Receivable, page 6-64

Notes Receivable Report, page 6-65

## Reversing a Note Receivable

You can reverse a note receivable in the Reverse Receipts window. You can reverse a note if it is delinquent, the note issuer has stopped payment, or if you want to return it to the issuer before the note maturity date. If a note is delinquent (for example, funds are not available on the note maturity date), you can either exchange or repurchase the note. To repurchase a note receivable, create a debit memo reversal.

When you create a debit memo reversal for a note receivable that was remitted, Receivables changes the note status to Delinquent.

When you create a debit memo reversal, Receivables does not update any of the receipt activity associated with the original receipt. The new debit memo reversal is actually a new receivable that replaces the item closed by the original note.

- **Return:** You can return a note to the issuer on or before the note maturity date. You can return a note by creating either a standard or a debit memo reversal.
- **Exchange:** You can replace a returned, delinquent, or repurchased note with a new note. You may want to do this if, for example, the note holder and the note issuer agree to send another note as an exchange. This is also called *Renewing* a note.
- **Repurchase:** You can repurchase a factored note that has reached its maturity date, but funds were not paid. Receivables assigns this status when you reverse a note and create a debit memo reversal, and the reversal date is after the note maturity date.
- **Delinquent:** You can reverse a remitted note that has reached its maturity date, but funds were not paid. Receivables assigns this status when you reverse a note and create a debit memo reversal, and the reversal date is after the note maturity date.

The procedure for reversing a note receivable is the same as for a cash receipt. This is true for both standard and debit memo reversals.

### To return a note before its maturity date:

1. Navigate to the Reverse Receipts window.
2. Query the note to return.
3. Specify a Reversal Date that is on or before the note maturity date.
4. Create either a standard or debit memo reversal for this note. See: Reversing Receipts, page 6-46.

5. Save your work. Receivables assigns this note a status of Return.

**To repurchase a delinquent, factored note:**

1. Navigate to the Reverse Receipts window.
2. Query the note to repurchase.
3. Specify a Reversal Date that is *after* the note maturity date.
4. Create a debit memo reversal for this note. See: Reversing Receipts, page 6-46.
5. Save your work. Receivables assigns this note a status of Repurchase.

**To reverse a delinquent, remitted note:**

1. Navigate to the Reverse Receipts window.
2. Query the delinquent note.
3. Specify a Reversal Date that is *after* the note maturity date.
4. Create a debit memo reversal for this note. See: Reversing Receipts, page 6-46.
5. Save your work. Receivables assigns this note a status of Delinquent.

**To exchange a note receivable:**

1. Navigate to the Receipts window.
2. Enter a new note receivable. See: Creating a Note Receivable., page 6-61
3. Apply the new note to the debit memo that was created when the note was returned, delinquent, or repurchased. Receivables assigns this note a status of Exchange.

**Related Topics**

Notes Receivable Report, page 6-65

Reversed Notes Receivable Report, page 6-67

**Accounting for Notes Receivable**

This table compares the accounting entries that Receivables creates for a regular receipt and a note receivable.

Cash Receipt	Note Receivable
Create Receipt Requiring Remittance	Create Note Requiring Remittance
DR Confirmation	DR Notes Receivable
CR Receivables	CR Receivables
Standard Remittance	Standard Remittance
DR Remittance	DR Notes Receivable
CR Confirmation	CR Notes Receivable
Factored Remittance	Factored Remittance
DR Factor	DR Factor
CR Confirmation	CR Confirmation
Clear	Clear Factored Note (prior to maturity date)
DR Cash	DR Cash
DR Bank Charges	DR Bank Charges
CR Short Term Debt	CR Short Term Debt
Maturity Date	Maturity Date
DR Short Term Debt	DR Cash
CR Factor	CR Notes Receivable
Risk Eliminate	Risk Eliminate
DR Short Term Debt	DR Short Term Debt
CR Factor	CR Factor

## Related Topics

Notes Receivable Report, page 6-65

Reversed Notes Receivable Report, page 6-67

## Notes Receivable Report

The Notes Receivable Report lets you view general information about your notes receivable.

This report only includes notes that have the following status:

- **Open:** This is a newly created note.
- **Remitted:** This note has been remitted to the bank.
- **Factored:** This note has been factored by a bank.
- **Matured:** This note has reached its maturity date.
- **Exchange:** This note replaces a delinquent note.

The Notes Receivable report does *not* include notes that have a status of Returned, Delinquent, or Repurchased.

## Report Parameters

**Currency:** Enter the currency of the notes to include in this report. Leave this field blank to include all notes, regardless of their currency.

**Customer Name Low/High:** To include only notes that belong to a specific customer or customers, enter a range of customer names. Leave this field blank to include notes for all customers, or enter the same customer in both fields to report on only one customer.

**Customer Number Low/High:** To include only notes that belong to a specific customer or customers, enter a range of customer numbers. Leave this field blank to include notes for all customers, or enter the same customer number in both fields to report on only one customer.

**End Maturity Date:** If you entered a Start Maturity Date, enter an end date to include only notes with maturity dates within this range in your report.

**Order By:** Choose the method you want to use to sort information for this report. Choose Maturity Date, Customer, or Remittance Bank. This parameter is required.

**Remittance Bank:** To include only notes for a specific bank, enter a remittance bank.

**Remittance Bank Account:** To include only notes for a specific bank account, enter a remittance bank account (optional).

**Start Maturity Date/End Maturity Date:** To include only notes within a range of maturity dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their maturity date.

**Status:** To include only notes with a specific status in your report, enter a status. Choose one of the following: Open, Exchange, Remitted, Factored, or Matured. Leave this field blank to include all notes, regardless of their status.

## Report Headings

**Currency:** The currency of notes included in this report (if you specified a currency in the report parameters).

**From (Maturity date) To (Maturity Date):** The maturity date range of notes included in this report (if you specified a range in the report parameters).

**Order By:** The option you chose to sort information in this report.

## Column Headings

**Customer Name:** The name of the customer for whom you created these notes.

**Customer Site:** The bill-to site for this customer.

**Issuer Name/Issuer Bank Name:** The name and bank of the note issuer.

**Issue Date/Maturity Date:** The date this note was issued and the note maturity date.

**Note Number/Exchanged Note:** The note number and the note that replaces it (if you exchanged this note).

**Note Status:** The status of this note.

**Note Amount:** The amount of this note.

**Remittance Bank:** The remittance bank for this note.

**Remittance Bank Account:** The remittance bank account for this note.



## Row Headings

**Total for Site:** The total amount of notes for the customer site.

**Total for Customer:** The total amount of notes for the customer.

**Report Total:** The total amount of notes included in this report.

## Reversed Notes Receivable Report

The Reversed Notes Receivable report lets you view information about your reversed notes receivable.

This report only includes notes that have the following statuses:

- **Delinquent:** Funds were not available for this note on the note maturity date.
- **Repurchased:** You created a debit memo reversal for this delinquent, factored note.
- **Returned:** You returned this note by creating a standard reversal before the note maturity date.

This report also includes notes that were created and then applied to a debit memo reversal. These notes have a status of Exchange.

## Report Parameters

**Currency:** Enter the currency of the notes to include in this report. Leave this field blank to include all notes, regardless of their currency.

**Customer Name:** To include only notes that belong to a specific customer, enter a customer name. Leave this field blank to include notes for all customers.

**Order By:** Choose the method you want to use to sort information for this report. Choose Customer or Remittance Bank. This parameter is required.

**Report Non-Exchanged Notes:** Indicate whether you want to include notes for which a debit memo reversal was created but a new note has not yet been applied in this report. Choose either Yes or No.

**Start Maturity Date/End Maturity Date:** To include only notes within a range of maturity dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their maturity date.

**Start Reversal Date/End Reversal Date:** To include only notes within a range of reversal dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their reversal date.

**Status:** To include only notes with a specific status in your report, enter a status. Choose one of the following: Open, Exchange, Remitted, Factored, or Matured. Leave this field blank to include all notes, regardless of their status.

## Report Headings

**Currency:** The currency of notes included in this report (if you specified a currency in the report parameters).

**From (Maturity date) To (Maturity Date):** The maturity date range of notes included in this report (if you specified a range in the report parameters).

**Order By:** The option you chose to sort information in this report.

## Column Headings

**Customer Name/Customer Site:** The name and bill-to site of the customer for whom you created these notes.

**Debit Memo/Exchange Note:** If this note was exchanged, this column displays the debit memo number and the number of the note that you applied to this debit memo.

**Issuer Name/Issuer Bank Name:** The name and bank of the note issuer.

**Issue Date/Maturity:** The date this note was issued and the note maturity date.

**Note Amount:** The amount of this note.

**Note Number:** The note number.

**Note Status:** The status of this note.

## Row Headings

**Total for Site:** The total amount of notes for this customer site.

**Total for Customer:** The total amount of notes for this customer.

**Total for Payment Method:** The total amount of notes for this payment method.

**Report Total:** The total amount of notes included in this report.

## Using AutoLockbox

AutoLockbox (or Lockbox) is a service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. An AutoLockbox operation can process millions of transactions a month.

AutoLockbox eliminates manual data entry by automatically processing receipts that are sent directly to your bank. You specify how you want this information transmitted and Receivables ensures that the data is valid before creating QuickCash receipt batches. You can automatically identify the customer who remitted the receipt and optionally use AutoCash rules to determine how to apply the receipts to your customer's outstanding debit items.

If you are using Oracle Trade Management, then during AutoLockbox and Post QuickCash processing, Receivables can automatically prepare eligible remittance lines for claim creation in Trade Management. See: *How AutoLockbox Creates Claims*, page 6-84.

You can also use AutoLockbox for historical data conversion. For example, you can use AutoLockbox to transfer receipts from your previous accounting system into Receivables. AutoLockbox ensures that the receipts are accurate and valid before transferring them into Receivables.

AutoLockbox is a three step process:

1. **Import:** During this step, AutoLockbox reads and formats the data from your bank file into the AutoLockbox table using an SQL \*Loader script.
2. **Validation:** The validation program checks data in the AutoLockbox tables for compatibility with Receivables. Once validated, the data is transferred into QuickCash tables. At this point, you can optionally query your receipts in the QuickCash window and change how they will be applied before submitting the final step, Post QuickCash.

3. **Post QuickCash:** This step applies the receipts and updates your customer's balances. See: Post QuickCash., page 6-110

These steps can be submitted individually or at the same time from the submit Lockbox Processing window. After you run Post QuickCash, Receivables treats the receipts like any other receipts; you can reverse and reapply them and apply any unapplied, unidentified, or on-account amounts.

**Note:** AutoLockbox cannot process receipts that are not related to invoices. Process non-invoice related receipts, such as investment income, through the Receipts window using a receipt type of Miscellaneous.

## Import

During the import step, Lockbox uses an SQL\*Loader control file to import receipt information contained in the bank file into the AR\_PAYMENTS\_INTERFACE\_ALL table. AutoLockbox uses the transmission format you specify in the Submit Lockbox Processing window to ensure that data is correctly transferred from the bank file into the AR\_PAYMENTS\_INTERFACE\_ALL table. Transmission formats contain information such as the customer number, bank account number, the amount of each receipt to apply, and transaction numbers to which to apply each receipt. You can define your own transmission format or use one of two formats that Receivables provides. See: Transmission Formats., page 2-178

**Important:** For SQL\*Loader to load your bank file properly, each logical record that your bank sends to you must end with a carriage return; otherwise, SQL\*Loader displays an error message when you submit AutoLockbox.

## Validation

During the validation step, AutoLockbox ensures that no duplicate entries exist, the customer and receipt information is valid, the amount to apply does not exceed the receipt amount, and that columns in the AR\_PAYMENTS\_INTERFACE\_ALL table reference the correct values and columns in Receivables. If the receipt and transaction currencies are different, AutoLockbox also requires specific application information and must be able to determine the exchange rate between the two currencies. See: Using AutoLockbox to Process Cross Currency Receipts, page 6-87.

Lockbox transfers the receipts that pass validation to the AR\_INTERIM\_CASH\_RECEIPTS\_ALL and AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL interim tables in Receivables. Receipts that fail validation remain in the AR\_PAYMENTS\_INTERFACE table until you manually correct errors using the Maintain Transmission Data window. You can then resubmit just the validation step for these receipts using the Submit Lockbox Processing window. After a receipt is successfully imported into Receivables, you can apply, reverse, remit, or place it on account, just like a manually entered receipt. If you did not run Post QuickCash when you submitted AutoLockbox, you can review each receipt and optionally update their application information in the QuickCash window. See: AutoLockbox Validation., page 6-72

## Post QuickCash

When you submit Post QuickCash, the program tries to apply each receipt based on the information contained in the AR\_INTERIM\_CASH\_RECEIPTS\_ALL and

AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL tables. To be able to apply a receipt to a transaction, Post QuickCash must be able to determine the following:

- The *customer* for whom the open debit item was created - The customer is usually determined by providing either a customer number or a MICR (magnetic ink character recognition) number in the bank file. If the customer and MICR number are not provided, and AutoAssociate is set to Yes for this Lockbox, AutoLockbox will use matching rules to identify the customer. See: AutoAssociate, page 6-76 and Matching Rules, page 6-79.

If the customer and MICR number are not provided, AutoAssociate is set to No, and Lockbox is unable to identify the customer using matching rules, Post QuickCash assigns the receipt a status of Unidentified. You need to manually assign each Unidentified receipt to a customer in the QuickCash or Receipts window. You can then apply these receipts manually in the Applications window, or automatically by submitting Post QuickCash.

- The *transaction numbers* to which each receipt should be applied - If Lockbox is able to identify the customer for a receipt and the transaction number is provided within the receipt record, Lockbox uses this information to apply the receipt. If the transaction number is not provided and AutoAssociate is set to No for this Lockbox, Post QuickCash assigns the receipt a status of Unapplied. You need to use the Applications window to manually apply these receipts.

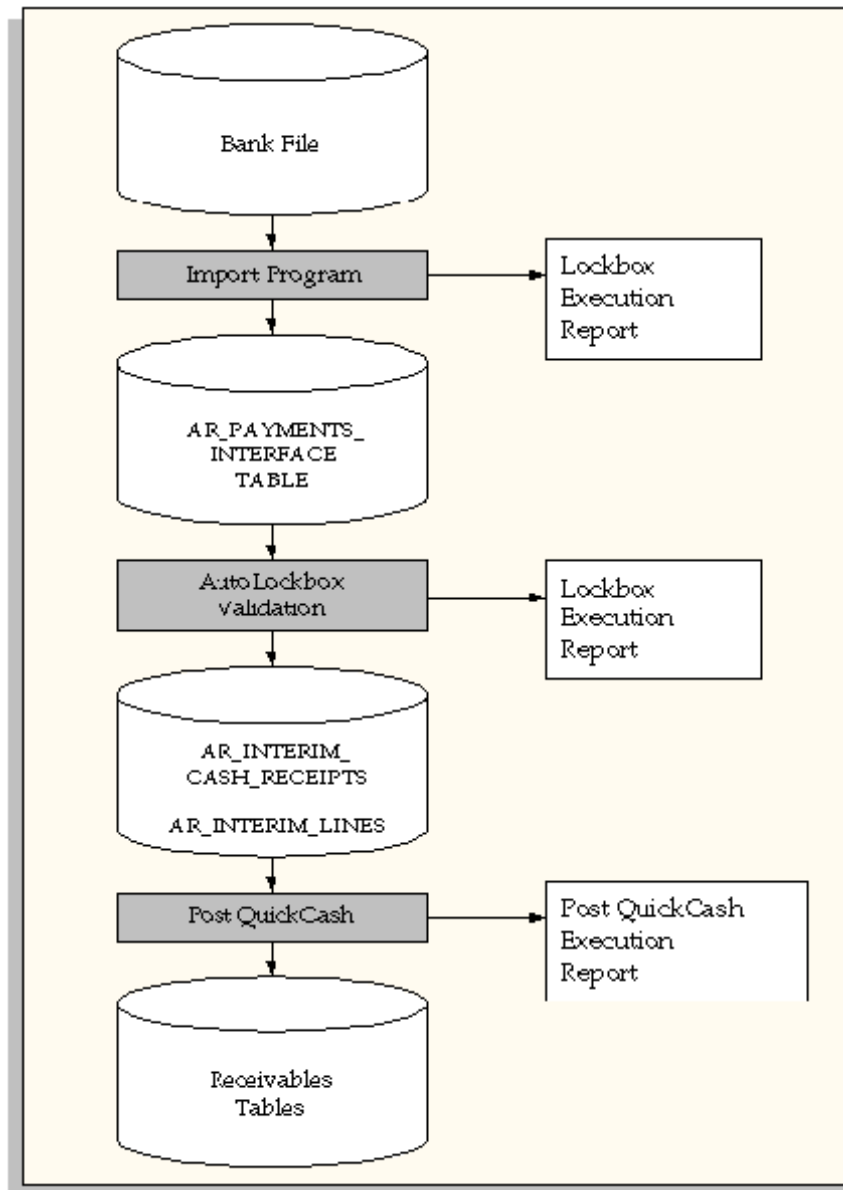
If the transaction number is not provided but AutoAssociate is set to Yes, Post QuickCash uses the matching rules defined for this customer site, customer, or Lockbox to apply the receipt. See: Matching Rules, page 6-79.

If the matching rules fail, then Post QuickCash applies the receipt using the AutoCash rule set defined at the customer site, customer, or system options level, stopping when one is found

If the AutoCash rules also fail to apply the receipt, Lockbox assigns the receipt a status of Unapplied. You can apply unapplied receipts in either the QuickCash or Applications window.

The following illustration shows how receipt data from your bank file is imported into Receivables tables. The illustration also shows that Receivables generates the Import section when you submit the import step of AutoLockbox, and generates the Validation section when you submit the validation step of AutoLockbox. See Lockbox Execution Report, page 6-100. Receivables automatically generates the Post QuickCash Execution Report each time you submit Post QuickCash or AutoLockbox. See: Post QuickCash Execution Report, page 6-114.

### ***Importing Data from your Bank File***



### **Related Topics**

How AutoLockbox Identifies Customers for a Receipt, page 6-75

How AutoLockbox Applies Receipts, page 6-78

How AutoLockbox Creates Claims, page 6-84

Running AutoLockbox, page 6-94

Commonly Asked Questions, page 6-91

Lockbox Interface Table and Column Descriptions, page F-93

AutoCash, page 6-115

## AutoLockbox Validation

Receivables validates the data you receive from the bank to ensure that the entire file was received, there are no duplicate receipts within a batch, and that customers and invoices are valid.

AutoLockbox also validates all of your data for compatibility with Receivables. AutoLockbox validates your data by ensuring that the columns in AR\_PAYMENTS\_INTERFACE\_ALL reference the appropriate values and columns in Receivables.

Duplicate receipts have the same receipt number, amount, currency, and customer number. AutoLockbox does not allow duplicate receipts within the same batch source for the same customer. This is the same validation Receivables performs when you manually enter receipts using the Receipts window.

**Note:** If proper controls are not in place, it is possible to reimport and reapply receipts that AutoLockbox has already processed. We recommend that you establish standard operating procedures to ensure that users do not process the same bank file more than once using AutoLockbox.

Invoice numbers are only required to be unique within a batch source. A customer can have duplicate invoice numbers as long as they belong to different batch sources; however, AutoLockbox cannot automatically apply a payment to these invoices.

If a customer has more than one invoice in the system with the same number, then AutoLockbox cannot determine to which invoice to apply the payment. The receipt will either be left as Unapplied (if the customer number or MICR number is provided) or Unidentified (if the customer number or MICR number is not provided).

However, you can manually apply a receipt(s) to these invoices in:

- The Applications window, if you have already submitted Post QuickCash
- The QuickCash window, if you have not yet submitted Post QuickCash

AutoLockbox completes the following validations:

- **Transmission Level Validation:** AutoLockbox validates your lockbox transmission to ensure that transmission information corresponds to your transmission format. The following attributes are validated:
  - Transmission format contains receipt records
  - Lockbox number is part of the transmission format or you specify it when you submit AutoLockbox from the Submit Lockbox window
  - GL date is in an open accounting period
  - Total transmission record count and amount that you supply must match the actual receipt count and amount that is determined by AutoLockbox (If the transmission format includes the transmission header or trailer, Lockbox counts all records in this transmission. The validated count includes all receipts and detail records transferred to the interim table.)
  - Origination number is valid if it is provided
- **Lockbox Level Validation:** AutoLockbox validates your lockbox records to ensure that lockbox information corresponds to your transmission format. The following attributes are validated:

- Lockbox number is included in the Lockbox Header or the Lockbox Trailer if these records are present, and the lockbox number is valid
- Lockbox batch count is correct if it is provided
- Lockbox amount is correct if it is provided
- Lockbox record count is correct if it is provided
- Origination number is valid if it is provided
- No duplicate lockbox numbers
- **Batch Level Validation:** AutoLockbox validates your batch records to ensure that batch information corresponds to your transmission format. The following attributes are validated:
  - Batch name exists on batch records
  - Batch name is unique within the transmission
  - Batch amount is correct
  - Batch record count is correct
  - Lockbox number exists on batch records if this number is part of the transmission format
- **Receipt Level Validation:** AutoLockbox validates your receipt records to ensure that receipt information corresponds to your transmission format. The following attributes are validated:
  - Remittance amount is specified
  - Check number is specified
  - Item number is specified and is unique within a batch, a lockbox, or the transmission, depending on the transmission format
  - Lockbox number is specified (if this number is not part of the Lockbox Header or the Lockbox Trailer of the transmission format) and batches are not imported
  - Batch name is specified (if either Batch Headers or Batch Trailers are part of the transmission format)
  - Account number is specified (if Transit Routing Number is part of the transmission format)
  - Invoice1-8 are either valid or are left blank

**Important:** If you are using matching numbers and a receipt record indicates that multiple transactions will be paid by this receipt, Lockbox assumes that all of the transactions are the same type (e.g. invoices, sales orders, purchase orders, etc.). For example, if the first 2 transactions are invoices, Lockbox will successfully match them with this receipt. However, if the next transaction is not an invoice, Lockbox will either import the remaining receipt amount as unidentified or reject the entire receipt (depending your Lockbox definition).

If Lockbox imports the remaining receipt amount as unapplied, then Receivables retains the invalid matching

numbers in the Application Notes field. See: Receipts Field Reference, page 6-5.

- Installment1-8 are either valid installment numbers or are left blank
- Invoice, debit memo, credit memo, deposit, on-account credit, or chargeback number derived from the matching number does not belong to a guarantee or receipt
- Transaction number is entered where an application amount is specified
- Sum of all of the Amount Applied columns for a receipt does not exceed the remittance amount
- Customer number is valid (refer to Customer Validation below)
- Customer number and MICR number both reference the same customer (if both are provided)
- Receipt date is specified
- Payment method is valid
- Currency is valid (refer to Currency Validation below)
- **Overflow Level Validation:** AutoLockbox validates your overflow records to ensure that overflow information corresponds to your transmission format. The following attributes are validated:
  - Batch name is specified (if either Batch Headers or Batch Trailers are part of the transmission format)
  - Lockbox number is specified (if either the Batch Header or the Batch Trailer are not specified and the transmission format includes lockbox number)
  - Item number is specified and matches a receipt record
  - Overflow indicator is specified (unless it is the last overflow record)
  - Overflow sequence is specified
  - Invoice1-8 are valid invoice numbers (these numbers are optional, and can be left blank)

**Important:** If you are using matching numbers and a receipt record indicates that multiple transactions will be paid by this receipt, Lockbox assumes that all of the transactions are the same type (e.g. invoices, sales orders, purchase orders, etc.). For example, if the first 2 transactions are invoices, Lockbox will successfully match them with this receipt. However, if the next transaction is not an invoice, Lockbox will either import the remaining receipt amount as unidentified or reject the entire receipt (depending your Lockbox definition).

If Lockbox imports the remaining receipt amount as unapplied, then Receivables retains the invalid matching numbers in the Application Notes field. See: Receipts Field Reference, page 6-5.

- Installment1-8 are either valid installment numbers or are left blank



- Transaction number derived is entered where an application amount is specified
- **Customer Validation:** AutoLockbox can either validate your customer data based on the following attributes, or mark the receipt as 'Unidentified' if no match is found:
  - Customer number is valid
  - MICR number is valid
  - Bill-to customer is from an AutoAssociated invoice (if AutoAssociate is enabled)

See: How AutoLockbox Identifies Customers for a Receipt, page 6-75.

- **Currency Validation:** Receivables lets you process receipts in multiple currencies. If you pass the currency code, exchange rate type, and receipt date, AutoLockbox will try to determine the exchange rate. If it is unable to determine the exchange rate, the receipt will fail validation.

Receivables also supports cross currency deposits. This implies that receipts in your lockbox can be either in the same currency as that of the bank account, or in any other currency, provided the bank account is in your functional currency and its Multiple Currency Receipts field is set to Yes (Bank Accounts window, Receivables Options tabbed region).

## Related Topics

Transmission Formats, page 2-178

Running AutoLockbox, page 6-94

Lockbox Execution Report, page 6-100

Commonly Asked Questions, page 6-91

## How AutoLockbox Identifies Customers for a Receipt

AutoLockbox uses several methods to determine the customer for receipts that you import into Receivables. Depending upon your transmission format and how you set up your system, AutoLockbox can validate your customer data based on the following attributes or, if no match is found, import the receipt and assign it a status of Unidentified.

### Customer Number

If you provide a customer number for receipts that you import through AutoLockbox, Receivables will try to apply the receipts using whatever application information is provided in your transmission format.

### MICR Number

The MICR (Magnetic Ink Character Recognition) number that appears on each receipt relates your customer to a bank. Lockbox only uses MICR numbers to associate a customer with a receipt if both of the following are true:

- the customer number is *not* included in the transmission
- the MICR number *is* included in the transmission

An MICR number consists of two segments. The first segment is the *transit routing number* that is part of your Lockbox transmission format; this identifies the bank from which your customer draws their check. The second segment identifies your customer's

account at that bank. Enter the transit routing number in the Bank Branch Number of the Banks window. Enter the customer account number in the Bank Account Number field of the Bank Accounts window.

**Note:** If a receipt is imported with a new MICR number, but AutoLockbox was able to identify the customer using another method, Receivables stores the new number for future reference.

## AutoAssociate

If the customer cannot be identified from either the MICR number or the customer number (for example, if the transmission does not include this information), you can use AutoAssociate to determine the customer using matching numbers. A matching number can be a transaction number, consolidated billing invoice number, sales order number, purchase order number or another, custom defined number. Your customer's remittance advice in the bank file must include matching numbers for Receivables to identify the customer using this method.

To use AutoAssociate:

- Check the AutoAssociate box when defining your Lockbox (Lockboxes window)
- Ensure that all invoices to which any single receipt will be applied belong to the same customer
- Ensure that the matching numbers within your transmission are unique

If the MICR number or customer number is not included with a receipt record and AutoAssociate is set to No, Lockbox imports the receipt and assigns it a status of Unidentified. You can use the Receipts or Applications window to assign customers to unidentified receipts.

The AutoLockbox validation program will identify a customer for a receipt using the matching number only if all of the transactions listed to be paid by this receipt are associated with the *same* customer.

- If a unique customer cannot be determined, AutoLockbox imports the receipt and assigns it a status of Unidentified.
- If a unique customer cannot be determined and duplicate invoices are supplied as the matching number for a receipt, AutoLockbox does not validate the receipt because it cannot determine how to apply the receipt

You can use the validation section of the Lockbox Processing Report to examine transactions that AutoLockbox could not apply to because the customer could not be uniquely identified. See: Lockbox Execution Report, page 6-100

The table below shows examples of three separate AutoLockbox transmissions that include duplicate invoice numbers. Assume that in each transmission, AutoAssociate is set to Yes, the remitting customer is Customer ABC, and the receipt information includes the invoice number but not the customer name:

Receipt Information	Invoice Number - Customer	Identify Customer?	Apply Receipt?
Invoice 101	101 - Customer ABC 102 - Customer ABC	Yes	Yes
Invoice 101	101 - Customer ABC 101 - Customer ABC	Yes	No
Invoice 101	101 - Customer ABC 101 - Customer XYZ (related to Customer ABC)	Yes	Yes
Invoice 101	101 - Customer ABC 101 - Customer XYZ	No	No

In the second example, Lockbox is able to identify the receipt because the invoices belong to the same customer. However, since the invoices have the same number, Lockbox cannot determine to which invoice to apply the receipt, so the receipt is left 'Unapplied'.

**Note:** Depending on your setup, Lockbox might create a claim for an unmatched remittance.

See: How AutoLockbox Creates Claims, page 6-84.

In the third example, Customer XYZ is related to Customer ABC and there are two invoices with the same invoice number. In this case, Lockbox will apply the receipt to the invoice that belongs to the remitting customer (Customer ABC) if the receipt record includes the customer or MICR number; otherwise, Lockbox assigns the receipt a status of Unidentified.

In the last example, two invoices with the same number exist for two different customers. Lockbox does not validate the receipt because it cannot determine how to apply the receipt. You can review receipts that failed the validation step in the Lockbox Execution Report. See: Lockbox Execution Report, page 6-100

## Associate Receipts with Billing Locations

Receivables also lets you track receipts for each of your customer's billing locations. To use this feature, you must include a billing location in your transmission format and ensure that the system option Require Billing Location for Receipts is set to Yes. Additionally, if you set this system option to Yes, Post QuickCash will create unidentified receipts for payments that do not have billing locations. If Require Billing Location for Receipts is Yes at the system options level, you should also set this option to Yes when defining your Lockboxes; otherwise, Receivables displays an error when you submit AutoLockbox. For more information, see: Miscellaneous System Options, page 2-142.

## Related Topics

How AutoLockbox Applies Receipts, page 6-78

How AutoLockbox Creates Claims, page 6-84

Commonly Asked Questions, page 6-91

## How AutoLockbox Applies Receipts

Receivables applies the receipts in a Lockbox transmission when you submit Post QuickCash. You can either submit Post QuickCash when you run Lockbox or as a separate step after importing and validating your receipts. Post QuickCash updates your customer's balance using the information provided in your Lockbox transmission.

To successfully apply a receipt, AutoLockbox must know the name or number of the remitting customer and to which transaction(s) each receipt should be applied. If the Lockbox transmission includes both the customer name or number and the transaction(s) to which each receipt should be applied, AutoLockbox uses this information to apply the receipts during Post QuickCash. If customer information is not provided, you can set up your Lockbox to use *matching rules* to identify the remitting customer and partially or fully apply each receipt.

A Lockbox transmission usually includes matching numbers. These are most often transaction numbers, but they can also be other types of numbers, such as a purchase order or sales order number. To use matching rules, you need to specify a Match Receipts By method and set the AutoAssociate parameter to Yes when defining your Lockbox. The Match Receipts By method determines which type of number to search for during the validation step. When it finds a match, AutoLockbox identifies the customer using the information from the matched transaction and then applies the receipt during the final step, Post QuickCash.

If AutoLockbox cannot identify the customer or to which transaction to apply the receipt, it assigns the receipt a status of Unidentified.

If AutoLockbox identifies the customer for a receipt but cannot determine to which transaction this receipt should be applied, then AutoLockbox might create a claim, depending on your setup. See: How AutoLockbox Creates Claims, page 6-84.

If you did not define your lockbox to automatically create claims, or if you did but no remittance lines are eligible, then AutoLockbox applies the receipt using the AutoCash Rule Set defined for this customer.

AutoLockbox can also import and apply cross currency receipts. See: Using AutoLockbox to Import and Apply Cross Currency Receipts, page 6-87.

You can pay for another customer's invoices through AutoLockbox if you have set up a relationship between these customers or the system option Allow Payment of Unrelated Invoices is Yes for this Lockbox submission. The paying customer should be identified by a customer or MICR number on the receipt record. Otherwise, if you are using AutoAssociate when applying Customer A's receipt to Customer B's invoice, the receipt will be identified as paid by Customer B. Additionally, all invoices listed to be paid by one receipt must belong to the same customer; otherwise, Lockbox imports the receipts as 'Unapplied'.

If the Allow Payment of Unrelated Invoices option is No in the System Options window or for this Lockbox submission, you need to set up a relationship between the customers before you can make applications in this way. See: Creating Customer Relationships, page 7-51.

You can also set up a party paying relationship. See: Using Party Paying Relationships, page 7-48.

**Note:** When applying a receipt to an invoice through AutoLockbox, AutoLockbox does not realize discounts. This is an operation of the Post QuickCash program. If the customer's credit profile and payment terms are set to Allow Discounts, Post QuickCash will automatically take the discount. The discount taken will also depend on how you set the Allow Unearned Discounts and Discount on Partial Payment system options. The discount can be manually overridden in the Receipts window.

## Matching Rules

If the customer number or MICR number is not included in your transmission but AutoAssociate is set to Yes, AutoLockbox will try to identify the customer and to which transaction(s) each receipt should be applied based on whatever type of number is provided.

AutoLockbox always searches for the type of matching number in the following order:

1. Transaction Number
2. Sales Order Number
3. Purchase Order Number
4. Consolidated Billing Invoice Number
5. Other, user defined number

If the matched number is a *sales order number*, AutoLockbox searches for the first invoice that belongs to this order. Then, when you run Post QuickCash, the program will apply the receipt to that invoice.

If the matched number is a *purchase order number*, AutoLockbox searches for a reference number that refers to this purchase order. Then, when you run Post QuickCash, the program will apply the receipt to that invoice.

If the matched number is a *consolidated billing invoice number*, AutoLockbox will be able to identify the customer and Post QuickCash will apply the receipt to the transactions included on the consolidated billing invoice using the AutoCash rule Clear Past Due Invoices Grouped by Payment Term.

If the matched number is determined using a *custom matching rule*, Lockbox uses the rule that you specify to determine how to apply this receipt. See: Implementing a Custom Matching Rule, page 6-82.

## Match Receipts By Option

When it finds an item with the same number and type as the current search, AutoLockbox checks the following locations for the Match Receipts By parameter, stopping when a value is found:

1. Customer Bill-to Site
2. Customer
3. Lockbox

The setting of the Match Receipts By parameter must be the *same* as the current search for AutoLockbox to match a receipt with an open item.

For example, if AutoLockbox finds a matching transaction number in the first search, it checks the customer site for the Match Receipts By parameter. If the parameter is set to Transaction, AutoLockbox matches the receipt with this transaction and applies the receipt when you run Post QuickCash. If the setting at the customer site is a value *other than* Transaction, AutoLockbox searches for the next type of matching number (in this example, a sales order number). If the setting at the customer site is *null*, AutoLockbox checks the next location for the value of the Match By Receipts parameter (in this example, the customer profile).

Refer to the examples and the illustration below for more information.

### Matching Rules Examples

**Example 1:** A receipt record indicates that a receipt should be applied to open debit item 12345. AutoLockbox first searches for a transaction (invoice, debit memo, chargeback) with this number. AutoLockbox finds an invoice with this number, so it checks the value of the Match Receipts By parameter at this customer's site. The Match Receipts By parameter is null for this customer's site, so AutoLockbox checks the setting in the customer's profile. Match Receipts By is set to Transaction in the customer's profile, so AutoLockbox matches the receipt with this invoice and will apply it to this transaction when you run Post QuickCash.

**Example 2:** Using the same receipt record information as Example 1, assume that AutoLockbox fails to find a transaction with the number 12345. The second time the program searches for a sales order with this number. AutoLockbox does not find a sales order with this number, so it now searches for a purchase order that has the number 12345. AutoLockbox finds purchase order 12345 in this transmission, so it checks the Match Receipts By parameter at the customer's site. The parameter is null at the customer's site, so the program checks the customer's profile. The parameter is also null in the customer's profile, so AutoLockbox checks the parameter for this Lockbox. The Match Receipts By parameter is set to Purchase Order Number for this Lockbox, so the program matches the receipt with this purchase order and will apply it to this transaction when you run Post QuickCash.

If AutoLockbox cannot find a match after searching for each type of number in the sequence, it applies the receipt using the AutoCash rule set defined for this customer. See: AutoCash Rules, page 6-81.

If the AutoCash rule set is unable to apply the receipt, AutoLockbox assigns it a status of Unapplied. You must then manually apply the receipt in the QuickCash or Applications window.

**Note:** Depending on your setup, Lockbox might create a claim for an unmatched remittance.

See: How AutoLockbox Creates Claims, page 6-84.

### Match on Corresponding Date

The Match on Corresponding Date option for your Lockbox determines whether AutoLockbox should also check the transaction date before matching receipts with transactions. For example, if the matching number is a sales order number and Match on Corresponding Date is set to Always, the sales order date must be the same as the date specified in your receipt record for Lockbox to apply the receipt. See: Lockboxes, page 2-95.

## AutoCash Rules

Post QuickCash uses AutoCash rules to apply any identified receipts that could not be applied using matching rules. To use AutoCash rules to apply receipts imported using Lockbox, be sure that you:

- Include the MICR or customer number in your transmission
- Do *not* include matching numbers in your transmission (otherwise, Post QuickCash will apply the receipt to each transaction for which it can find a match)
- Specify an AutoCash Rule set for your customer's profile class (otherwise, Receivables uses the AutoCash Rule set in the System Options window)

If you submit Post QuickCash as a separate step, you can review each unapplied receipt in the QuickCash window. Receivables displays 'AutoCash Rule' in the Application Type field to indicate that it will be using AutoCash rules to apply your receipts when you run Post QuickCash.

## Overapplying Invoices

To allow overapplication using AutoLockbox, set the profile option AR: Allow Overapplication in Lockbox to Yes. If this profile option is set to Yes and the transaction type of the debit item allows overapplication, AutoLockbox applies the receipt and, if the payment exceeds the balance due, changes the sign of the debit item.

For example, AR: Allow Overapplication in Lockbox is set to Yes and Post QuickCash applies a \$50 payment to a \$25 invoice. If the transaction type allows overapplication, Post QuickCash applies the entire amount and the invoice balance due changes to -\$25. If the transaction type does not allow overapplication or the profile option is set to No, Post QuickCash applies \$25 of the receipt (closing the invoice) and leaves the remaining amount unapplied.

**Note:** If the transaction type does not allow overapplication or the profile option is set to No, *and* you are using Oracle Trade Management to track and resolve claims, then Post QuickCash applies \$25 of the receipt (closing the invoice) and creates a claim for the remaining amount.

See: How AutoLockbox Creates Claims, page 6-84.

**Note:** You cannot overapply a receipt to an open debit item using AutoCash rules.

**Important:** If the sign of your application is different from the sign of the balance due on your invoice, Post QuickCash does not apply the receipt. In this case, the entire receipt amount remains unapplied.

## Applying Remaining Amounts

If part of a receipt is left unapplied, you can control whether it remains unapplied or if AutoLockbox applies it using AutoCash Rules. To apply remaining amounts in a Lockbox transmission using AutoCash Rules, specify a Remainder Rule Set in the remitting customer's profile class. To import receipts with remaining amounts as Unapplied, leave the Remainder Rule Set field blank. See: Assigning Profile Classes to Customers, page 7-57.

## Application Rule Sets

Post QuickCash uses the Application Rule Set assigned to the debit item's transaction type to determine how to apply payments and how discounts affect the open balance of any associated charges (such as lines, freight, and tax). If no rule set is assigned to this item's transaction type, Post QuickCash uses the rule set defined in the System Options window. See: Receivables Application Rule Sets, page 6-34.

## Receipt Status

Lockbox assigns a status to each receipt that you import into Receivables depending on the information included in your transmission:

- **Unidentified:** Lockbox was not able to determine the customer for this receipt.
- **Unapplied:** Lockbox was able to identify the customer for this receipt, but it could not determine to which transaction to apply this receipt.
- **Applied:** Lockbox successfully applied this receipt during Post QuickCash.

**Important:** If you are using the automatic receipts feature, AutoLockbox ignores all transactions that are selected for automatic receipt (transactions assigned to a receipt class with an Automatic Creation Method).

## Related Topics

How AutoLockbox Identifies Customers for a Receipt, page 6-75

How AutoLockbox Creates Claims, page 6-84

AutoCash, page 6-115

Automatic Receipts, page 6-131

Post QuickCash, page 6-110

AutoLockbox Validation, page 6-72

Commonly Asked Questions, page 6-91

Transmission Formats, page 2-178

Lockboxes, page 2-95

Importing and Applying Cross Currency Receipts, page 6-87

## Implementing a Custom Matching Rule

Receivables supplies the packaged procedure `arp_lockbox_hook.cursor_for_matching_rule` which you can use to add your own custom matching rule with AutoLockbox. You can use this feature if, for example, you need to match matching numbers and dates passed to Lockbox with numbers and dates in your own custom tables (`custom_table.custom_number` and `custom_table.custom_date`) instead of or in addition to standard matching options. You can also use this feature to match with other numbers and dates in the existing Receivables tables.

This procedure expects a row in the `AR_LOOKUPS` table with `lookup_type = ARLPLB_MATCHING_OPTION` and valid values for other columns required for using a customized matching rule. The master program `arp_process_lockbox` will fetch that row and - if it finds it to be one of the non-standard (i.e. *not* built in core AR) rows - it will pass the control to this procedure with the corresponding `lookup_code` in your



database. The procedure should return a string that Dynamic SQL can use to open and parse a cursor. You need to create this SQL string to replace the string named `p_cursor_string` (see example below).

Your string should have the following restrictions:

1. You should only use the following bind variables:
  - a. `b_current_matching_number` - This will get a value of a `matching_number` passed in the overflow or payment record.
  - b. `b_current_matching_date` - This will get a value of a `matching_date` passed in the overflow or payment record.
  - c. `b_current_installment` - This will get a value for the installment number (if any) passed in the overflow or payment record.
  - d. `b_customer_id` - If the customer is identified using a customer number or an MICR number, the program will enforce that the `matching_number` is for the same customer (except if the value is 'Y' in `b_pay_unrelated_customers`).
  - e. `b_pay_unrelated_customers` - When you submit AutoLockbox, the program prompts you to choose whether to allow payments for unrelated customers. This variable will get a value 'Y' or 'N' based on the value that you choose.
  - f. `b_lockbox_matching_option` - The value of this variable will match to the value of `ar_lookups.lookup_code`. It is also stored in `ar_customer_profiles.lockbox_matching_option` and in `ar_lockboxes.lockbox_matching_option`.
  - g. `b_use_matching_date` - This variable will be assigned a value NEVER, ALWAYS, or FOR\_DUPLICATES, depending upon the value of the Match on Corresponding Date option for your lockbox (in `ar_lockboxes`).
2. If you are customizing AutoLockbox using this procedure, be sure that this procedure returns a string that can create a valid cursor and that the SQL returns one and only one row (neither zero nor more than one).
3. The program expects three return values from the SQL statement in the following order:
  1. `Customer_Id` (NUMBER(15))
  2. `Invoice Number` (VARCHAR2(20))
  3. `Invoice Date` (DATE)
4. The program expects that the combination of invoice number and invoice date is unique in `ar_payment_schedules`.
5. You do not have to use all the bind variables that are provided in your SQL statement. For example:
 

```
p_cursor_string := 'select ct.customer_id, ct.trx_number, ct.trx_
date ' ||
                    'from custom_table ct ' ||
                    'where ct.matching_number = :b_current_matching_number '
                    ||
                    'and ct.matching_date = :b_current_matching_date
                    ';
```
6. If the SQL statement does not match with the given matching number and matching date (optional), the statement must return the following:

```
customer_id = -9999,
trx_number = null,
trx_date = null.
```

7. If the statement matches to multiple customers but the same trx numbers, it must return customer\_id = -7777. The procedure will ignore trx\_number and trx\_date in this case.

**Note:** The program calling this procedure does not expect it to return any errors because the definition of a cursor is a one-time procedure and, if done carefully, should not error.

Below is the packaged procedure arp\_lockbox\_hook.cursor\_for\_matching\_rule that Receivables provides:

```
-----*/
PROCEDURE CURSOR_FOR_MATCHING_RULE(p_matching_option IN VARCHAR2,p
_cursor_string OUT VARCHAR2) IS
BEGIN
arp_util.debug('arp_lockbox_hook.cursor_for_matching_rule()');
p_cursor_string := 'select -9999, NULL, NULL from dual';
arp_util.debug('arp_lockbox_hook.cursor_for_matching_rule()');
RETURN;
END cursor_for_matching_rule;
END arp_lockbox_hook;
COMMIT;
EXIT;
```

For more information about setting up Lockbox to use a custom matching rule, refer to the files \$AR\_TOP/admin/sql/ARRLBHKS.pls and \$AR\_TOP/admin/sql/ARRLBHKB.pls.

## How AutoLockbox Creates Claims

You can track your customers' overpayments and short payments as *claims*.

AutoLockbox can initiate claim creation for eligible remittances. Claim creation, along with claim tracking and resolution, actually occurs in Oracle Trade Management. See: Working with Claims, page 6-168.

You can initiate claim creation:

- Manually, when applying receipts in the Applications window or in the QuickCash window. See: Applying Receipts, page 6-8 and QuickCash, page 6-105.
- Automatically, when importing receipts via AutoLockbox.

This section describes automatic claim creation via AutoLockbox.

### Prerequisites

- **Implement Trade Management.** See: *Oracle Trade Management User Guide* or online help.
- **Define Lockbox.** AutoLockbox reviews imported receipts for possible claim creation *only* if you select the Evaluate for Claim Eligibility box when defining your lockbox. See: Lockboxes, page 2-95.

- **Set System Options.** If you select the Evaluate for Claim Eligibility box, then AutoLockbox looks at your claims system options to determine which imported receipts are eligible for claim creation. See: Claims System Options, page 2-141.

These system options tell AutoLockbox what to do with both unmatched as well as matched remittance lines.

- **Define a receivables activity of type Claim Investigation for each combination of receipt class and payment method.**

See: Receivables Activities, page 2-116.

## Unmatched Remittance Lines

Your claims system options indicate the type of unmatched remittance lines, positive or negative, that AutoLockbox creates claims for.

If an unmatched remittance line is eligible for claim creation, then AutoLockbox creates a noninvoice-related claim by applying the remittance line against the Claim Investigation application type. Trade Management receives the claim when you run Post QuickCash. See: QuickCash, page 6-105.

**Note:** Unapplied receipt balances are not considered unmatched, and therefore do not cause claim creation.

For each claim, AutoLockbox copies the following items to the claim investigation line:

- The customer's reason for the payment discrepancy, copied to the Customer Reason column.
- Customer comments about this payment, copied to the Customer Reference column. If comments do not exist and the customer-provided matching number could not be matched, then this column holds the invalid matching number.

Receivables also retains invalid matching numbers in the Application Notes field. See: Receipts Field Reference, page 6-5.

If the remittance line is *not* eligible for claim creation, then AutoLockbox handles the receipt according to the lockbox setting for Invalid Transaction Number Handling. See: Lockboxes, page 2-95.

## Unmatched cross currency remittance lines

When evaluating an unmatched remittance line for claim creation, AutoLockbox always assumes that the currency of the line matches that of the receipt header.

## Matched Remittance Lines

Your claims system options also indicate whether or not AutoLockbox should create claims for matched remittance lines.

You can set up your system so that AutoLockbox considers all matched remittance lines for possible claim creation. Or, you can choose to exclude short payments of credit memos from consideration.

AutoLockbox evaluates matched remittance lines for claim creation by reviewing each remittance line's matched transaction. AutoLockbox creates a claim if:

- The amount of the remittance line is less than the balance due on the matched transaction.

- The application violates the Natural Application or Overapplication setting on the matched transaction's transaction type.

**Note:** The Natural Application Only and Allow Overapplication settings are mutually exclusive. You must select a setting before AutoLockbox can create claims.

## Natural Application

Natural application refers to the type of application, either positive or negative, that brings a transaction's balance closer to zero. See: Transaction Types, page 2-171.

The AutoLockbox validation program confirms that imported remittance lines do not violate their matched transactions' Natural Application rule. If a violation does occur, then AutoLockbox reassigns the remittance line to the Claim Investigation application type.

For example, an invoice has a positive balance and is assigned a transaction type with the Natural Application Only box selected. You can apply only a negative application to this invoice.

If, however, AutoLockbox matches a remittance line to this invoice that actually increases the invoice balance, then the validation program will update the remittance line to a Claim Investigation application.

**Note:** AutoLockbox copies the original matched transaction number to the Application Notes for the receipt as well as to the Customer Reference column on the claim investigation line.

## Overapplication

Overapplication occurs when you apply a \$500 receipt, for example, to a \$400 invoice. This application overapplies the invoice and reverses the invoice's sign (from positive to negative).

You can set the Allow Overapplication setting on a transaction type to disallow overapplication. See: Transaction Types, page 2-171.

If an application would violate its matched transaction's Allow Overapplication setting, then AutoLockbox marks the remittance line with an Overapplication Indicator. After you import receipts, you can optionally correct the overapplication in the QuickCash window before you run Post QuickCash.

If the overapplication violation still exists when you run Post QuickCash, then Post QuickCash fully applies the transaction, and creates a claim investigation line for the overpayment amount.

**Note:** If the AR: Allow Overapplication in Lockbox profile option is No, yet the Evaluate for Claims Eligibility box is selected, then AutoLockbox will allow remittance lines that overapply their matched transactions into QuickCash, but only for overapplication violations.

## Related Topics

Using AutoLockbox, page 6-68

Working with Claims, page 6-168

Maintaining Lockbox Transmission Data, page 6-102

## Importing and Applying Cross Currency Receipts

You can use AutoLockbox to import and apply receipts when the currencies of the receipt and the transaction are different. For example, your functional currency is the US dollar, and you create invoices for your customers in that currency. However, you have many international customers, so you need to accept payments in different currencies. AutoLockbox can import and apply cross currency receipts for each currency defined in your system.

You can also use AutoLockbox to import receipts and apply euro receipts to transactions denominated in former National Currency Units of the euro. AutoLockbox also supports euro to predecessor currency applications, and vice versa.

## Floating and Fixed Rate Relationships

Currencies that have a "floating" relationship do not have an established exchange rate. Floating exchange rates change frequently and can vary considerably from one day to the next. The US dollar and the Japanese yen, for example, have a floating exchange rate. To apply a receipt when the receipt and transaction currencies are different and do not have a fixed relationship, AutoLockbox requires that application and exchange rate information be provided in your bank transmission file.

Currencies with a "fixed" relationship have an established, non-fluctuating exchange rate. For example, when EMU currencies were abolished and replaced by the euro in 1999, the former currencies were used as National Currency Units (NCU) of the euro. These NCUs had a fixed exchange rate with the euro until December 31, 2002 when they were abolished. To process euro and NCU transactions using AutoLockbox, you must define fixed exchange relationships using the official European Union fixed rates.

## Defining Fixed Exchange Rate Relationships

Before using AutoLockbox to process euro receipts and transactions, you need to define a fixed rate relationship between the euro and each NCU in which you do business. You do not need to define fixed relationships between NCUs: Oracle's currency engine and the features that use it, such as AutoLockbox, fully support the concept of Triangulation during the euro transitional period. AutoLockbox uses fixed exchange rates for the following types of cross currency applications:

- euro to NCU
- NCU to euro
- NCU to NCU

## Transmission File Format - Required Values

AutoLockbox uses the following field types in the bank transmission file to apply cross currency receipts:

- `amount_applied`: The amount of the receipt to apply in the *transaction* currency. This is the Transaction Amount Applied shown below.
- `amount_applied_from`: The amount of the receipt to apply in the *receipt* currency. This is the Receipt Amount Applied shown below.
- `trans_to_receipt_rate`: The exchange rate between the two currencies.

The formula AutoLockbox uses to apply a cross currency receipt is shown below:

**Transaction Amount Applied \* Exchange Rate = Receipt Amount Applied**

If the receipt and transaction currencies have a fixed rate relationship, AutoLockbox can apply the receipt regardless of whether the bank file has only one or two of these values or all of them.

If the receipt and transaction currencies do *not* have a fixed rate relationship, AutoLockbox must either have the exchange rate or be able to determine it to apply the receipt. For example, the exchange rate is not included in the transmission file for two currencies that do not have a fixed rate. If the amount\_applied and amount\_applied\_from are included, AutoLockbox can calculate the missing exchange rate. If the exchange rate *and* one of the other values is missing, AutoLockbox checks the setting of the Cross Currency Rate Type system option and either derives the rate (and the missing value) or rejects the receipt. See: Cross Currency Rate Type, page 6-88.

This table shows how AutoLockbox responds to different combinations of information provided in the bank transmission file.

Information Provided in Transmission File	Action	Result
Transaction Amount Applied, Receipt Amount Applied, and Exchange Rate	Validate that all values are correct.	If all values are correct, apply the receipt; otherwise, reject the application.
Transaction Amount Applied and Receipt Amount Applied	Calculate the exchange rate to use or derive it from General Ledger.	Apply the receipt.
(Fixed rate relationship) Exchange Rate, Transaction Amount Applied, or Receipt Amount Applied	Calculate the missing value(s).	Apply the receipt.
(No fixed rate relationship) Exchange Rate AND either the Transaction Amount Applied or the Receipt Amount Applied	Calculate the missing value.	Apply the receipt.
(Fixed rate relationship) Transaction Amount Applied OR the Receipt Amount Applied	Derive fixed exchange rate and then calculate the missing value.	Apply the receipt.
(No fixed rate relationship) Transaction Amount Applied OR the Receipt Amount Applied	Check AR: Cross Currency Rate Type profile option.	If rate is defined, use it to apply the receipt; otherwise, reject the receipt.

See: Transmission Formats, page 2-178.

## Cross Currency Rate Type

The Cross Currency Rate Type system option determines the exchange rate type that AutoLockbox uses to apply cross currency receipts when all of the following are true:

- the receipt and transaction do *not* have a fixed rate relationship
- the bank file does not include the exchange rate
- the bank file includes either the amount\_applied or the amount\_applied\_from (but not both)

If the Cross Currency Rate Type system option is not defined, then AutoLockbox rejects receipts matching this criteria.

To define a rate for this system option, see: Accounting System Options, page 2-129.

### Cross Currency AutoLockbox Validation

If the transmission file includes the exchange rate and the amount to apply in both the receipt and transaction currencies, AutoLockbox ensures that the amounts are consistent before importing the receipt. If the amounts are not correct, AutoLockbox rejects the receipt.

AutoLockbox ensures that the following calculations are true:

$$\text{amount\_applied} * \text{trans\_to\_receipt\_rate} = \text{amount\_applied\_from}$$
$$\text{amount\_applied\_from} / \text{trans\_to\_receipt\_rate} = \text{amount\_applied}$$

**Note:** AutoLockbox also rejects duplicate receipts. AutoLockbox considers receipts to be duplicates if they have the same receipt number, amount, currency, and customer number. See: AutoLockbox Validation, page 6-72.

### QuickCash Window

You can use the QuickCash window to enter cross currency receipts and application information. The QuickCash window displays the Amount Applied and Allocated Receipt Amount fields to help you apply cross currency receipts. You can apply both manually entered and imported cross currency receipts in the QuickCash window.

Like the Applications window, the QuickCash window provides defaulting logic to help you enter information and reduce manual errors. For more information, see: Applying Cross Currency Receipts - Examples, page 6-23 and QuickCash, page 6-105.

**Tip:** Define the Cross Currency Rate Type system option. This system option determines the default exchange rate type that the QuickCash window uses when the receipt and transaction currency are different and the two currencies do *not* have a fixed rate relationship. See: Accounting System Options, page 2-129.

### Rounding Remittance Amounts

The method your customer uses to sum payment amounts in the bank transmission file can effect whether AutoLockbox fully applies a cross currency receipt.

Consider the following example:

1 EUR = .860956 USD

Your customer has three invoices, each for 1000 EUR. The customer adds the invoice amounts and then converts the total to USD. The result is shown below:

$$\text{Transaction} * \text{Rate} = \text{Amount (in receipt currency)}$$
$$3,000.00 \text{ EUR} * .860956 = 2,582.87 \text{ USD (rounded)}$$

Although this method is mathematically correct, AutoLockbox calculates remittance amounts differently. AutoLockbox calculates remittance amounts using the following procedure:

1. Convert each transaction to the receipt currency.
2. Add the amounts in the receipt currency.
3. Remit the sum as the amount\_applied\_from.

The result of this method (using the values from the previous example) is shown below:

```
Transaction * Rate = Amount (in receipt currency)

1,000.00 EUR * .860956 = 860.96 USD (rounded)

1,000.00 EUR * .860956 = 860.96 USD (rounded)

1,000.00 EUR * .860956 = 860.96 USD (rounded)

Total = 2,582.88 USD
```

As you can see, the receipt amount (amount\_applied\_from) in the bank transmission file is 2582.87, but AutoLockbox calculates it as 2582.88. As a result of this discrepancy, AutoLockbox leaves .01 unapplied and one of the invoices remains open. To avoid situations like this, we recommend that you establish business procedures with your customers to ensure that remittance amounts are calculated using the same method as AutoLockbox.

## Rounding Differences

Rounding differences are not uncommon when processing cross currency receipts between currencies. These errors occur because there are usually more decimal places defined for an exchange rate than for the standard precision for your functional currency. When a receipt amount is multiplied by an exchange rate and then rounded to match your standard precision, the result can be slightly different from the transaction amount specified in the transmission file.

Receivables records rounding errors in the Cross Currency Rounding Account. You define a Cross Currency Rounding Account in the System Options window. See: Accounting System Options, page 2-129.

## Foreign Exchange Gains and Losses

Due to fluctuating exchange rates, it is possible to incur either a foreign exchange gain or loss whenever you apply a cross currency receipt. These gains and losses occur when the exchange rate between the two currencies changes after the invoice is created but before the receipt is applied. For more information, see: Calculating the Foreign Currency Exchange Gain or Loss, page 6-20.

Receivables records foreign exchange gains and losses in the Realized Gains and Realized Losses accounts. You define these accounts in the System Options window. See: Accounting System Options, page 2-129.

## Related Topics

Transmission Formats, page 2-178

## Alternate Name Receipt Matches Window

You can use the Submit Lockbox Processing window to import bank files that are in the Japanese Zengin format. Unlike some bank files, you cannot select import, validate, and



post Zengin files in a single step. You need to import the data, match and confirm receipts with customers in the Lockbox Transmission Data window, and then return to the Submit Lockbox Processing window to validate and post the records. Receivables provides a sample control file called `arzeng.ctl` you can use to import bank files in the Zengin format. See: *Transmission Formats*, page 2-178.

When you match Zengin receipts with customer information, Receivables updates the Alternate Names table so it can automatically match receipts for these customers the next time you run AutoLockbox. The Alternate Name Matches window lets you remove this information from the Alternate Names table if, for example, this information is no longer valid.

Deleting information in this window only removes the record from the Alternate Names table; it does not delete the customer's name, number, or any other information from Receivables.

**Note:** The records in the Alternate Names table are not the same as the Alternate Name you can assign to a customer using the Customers window. The records in the Alternate Names table originate from the bank file you imported using AutoLockbox, and are simply alternative customer names often used by Japanese businesses.

For more information about the Alternate Name Receipt Matches window and importing Zengin format files using AutoLockbox, see: *Using AutoLockbox, Oracle Financials for Japan User's Guide*.

## Related Topics

Using AutoLockbox, page 6-68

Lockbox Execution Report, page 6-100

AutoLockbox Field Reference, page 6-98

## Commonly Asked Questions

### When applying a receipt to an invoice through AutoLockbox, will the Post QuickCash program automatically take the discount?

AutoLockbox does not realize discounts. This is an operation of the Post QuickCash program.

If the customer's credit profile and payment terms are set to 'Allow Discounts', Post QuickCash will automatically take the discount. The discount taken will also depend on the system options Allow Unearned Discounts and Discount on Partial Payment. The discount can be manually overridden in the Receipts window.

### Can you process non-invoice related receipts through AutoLockbox?

No. AutoLockbox is specifically for invoice related receipts. Non-invoice related receipts, such as investment income, must be processed through the Receipts window using a receipt type of Miscellaneous. See: *Entering Miscellaneous Receipts*, page 6-43.

## Can one customer pay for another customer's invoices through AutoLockbox?

Yes, if you have set up a relationship between these customers or the system option Allow Payment of Unrelated Invoices is Yes for this Lockbox submission. The paying customer should be identified by a customer or MICR number on the receipt record. Otherwise, if you are using AutoAssociate when applying Customer A's receipt to Customer B's invoice, the receipt will be identified as paid by Customer B. Additionally, all invoices listed to be paid by one receipt must belong to the same customer; otherwise, Lockbox imports the receipts as 'Unapplied'.

If the Allow Payment of Unrelated Invoices option is No in the System Options window or for this Lockbox submission, you need to set up a relationship between the customers before you can make applications in this way. See: Creating Customer Relationships, page 7-51.

You can also set up party paying relationships. See: Using Party Paying Relationships, page 7-48.

## How could trimming cause my receipts to display as unidentified?

Receipts are identified by a customer number or MICR number being passed as part of the bank record. They can also be identified by the invoice number when AutoAssociate is used. If this information is supplied, and most of the receipts still show as unidentified, it is usually a problem with how the customer number, MICR number, or invoice number is being trimmed during validation. Trimming is done to remove blanks or zeros used to pad data fields from the bank's data file. Your Transmission Format determines how a field will be trimmed. You must specify whether the field is right or left justified, and then identify the trim character to be a zero or blank. If the field is right justified, the validation process trims the fill characters from the left until it reaches a non-fill character. If the field is left justified, the validation process trims the fill characters from the right until it reaches a non-fill character.

Here are some examples:

This table illustrates how trimming occurs with the settings Character Field, 10 characters long, Right Justified, Zero Filled:

Before Trimming	After Trimming
1122000000	1122000000
1234067000	1234067000
0004560000	4560000

This table illustrates how trimming occurs with the settings Character Field, 10 characters long, Left Justified, Zero Filled:

Before Trimming	After Trimming
1122000000	1122
1234067000	1234067
0004560000	000456

Incorrect trimming can cause a receipt to be unidentified because an incorrectly trimmed field will not match the corresponding database field during validation. For example, if the customer number should appear as 00842 after validation, but it appears as 842, it will not match customer number 00842 in Receivables. The trim specifications in the above example are "right justified and zero filled", because the leading zeros are being trimmed until a non-fill character (8) is encountered. To have the customer number appear as 00842 after validation you can modify the fill character to be "blank" and the leading zeros will not be trimmed.

### **When does AutoLockbox consider a receipt to be a duplicate?**

Duplicate receipts have the same receipt number, amount, currency, and customer number. AutoLockbox does not allow duplicate receipts within the same batch source for the same customer. This is the same validation Receivables performs when you manually enter receipts using the Receipts window.

**Note:** If proper controls are not in place, it is possible to reimport and reapply receipts that AutoLockbox has already processed. We recommend that you establish standard operating procedures to ensure that users do not process the same bank file more than once using AutoLockbox.

### **When does AutoLockbox consider an invoice to be a duplicate?**

Invoice numbers are only required to be unique within a batch source. A customer can have duplicate invoice numbers as long as they belong to different batch sources; however, AutoLockbox cannot automatically apply a payment to these invoices.

If a customer has more than one invoice with the same number within a Lockbox transmission, then AutoLockbox cannot determine to which invoice to apply the payment. The receipt will either be left as Unapplied (if the customer number or MICR number is provided) or Unidentified (if the customer number or MICR number is not provided).

However, you can manually apply a receipt(s) to these invoices in:

- The Applications window, if you have already submitted Post QuickCash
- The QuickCash window, if you have not yet submitted Post QuickCash

### **What causes an application to be invalid?**

Sometimes the AutoLockbox Execution Report will show receipts rejected with error code 43281: Receipt has invalid applications. Your application is invalid if:

1. The receivable item belongs to a customer that is not related to the customer who remitted the receipt and Allow Payment of Unrelated Invoices is set to No.
2. The receivable item is not an invoice, a debit memo, a deposit, a credit memo, a chargeback, or an on-account credit.
3. The receivable item is a duplicate or invalid for the customer.
4. The receivable item has been selected for automatic receipt.
5. The installment number or the receivable item is invalid.

AutoLockbox uses the same reasons to invalidate an application as the standard receipt entry windows.

## How does AutoLockbox divide receipts into batches?

AutoLockbox uses four criteria for dividing receipts into batches. They are listed in order of precedence as follows:

- 1) A batch can only have one deposit date or GL date. So, if AutoLockbox encounters a change in the deposit date or the GL date, it will create a new receipt batch.
- 2) A batch can have only one batch name. So, if a new batch name is encountered, AutoLockbox will create a new receipt batch.
- 3) You can specify the maximum size of a batch in the Lockboxes window. If the number of receipts exceeds this maximum, AutoLockbox will create a new receipt batch.
- 4) The bank can provide batch records as part of the data file, which divide the receipts into batches.

A group of receipts will be processed as one batch if:

- The group has one deposit date, GL date and batch name
- The group is less than the maximum size of a batch
- There are no batch records in the data file

## Related Topics

Running AutoLockbox, page 6-94

## Running AutoLockbox

Run AutoLockbox to submit your lockbox transmission processes and transfer payment information from your bank files into Receivables. Submit AutoLockbox from the Submit Lockbox Processing window.

Use AutoLockbox to import your invoice-related receipts. You must process non-invoice related receipts (such as investment income) through the Receipts window using a receipt type of 'Miscellaneous.'

You can import, validate, and run AutoLockbox all in one step, or perform the steps separately using the same window. For example, you can import data into Receivables and review it before validating it within Receivables. Upon examination and approval, you can submit the validation step and Receivables will automatically validate your data and create QuickCash receipt batches.

**Caution:** When you receive your bank file, be sure to name the file and move it to the appropriate directory. You will need to specify the location of your bank file when you submit AutoLockbox. If you receive daily files from your bank, be careful not to overwrite the files from the previous day.

**Caution:** If proper controls are not in place, it is possible to reimport and reapply a receipt that AutoLockbox has already processed. We recommend that you establish standard operating procedures to ensure that users do not process the same bank file more than once using AutoLockbox.

Receivables uses SQL\*Loader to load information from your bank files into AutoLockbox tables. For SQL\*Loader to load your bank file properly, each logical record that your bank sends to you must end with a carriage return; otherwise, SQL\*Loader displays an error message when you initiate AutoLockbox.

**Important:** If you are using the automatic receipts feature, AutoLockbox ignores all transactions in this transmission that are selected for automatic receipt (i.e. transactions assigned to a receipt class with an Automatic Creation Method).

If you are using Oracle Trade Management, then you can set up AutoLockbox to automatically initiate claim creation in Trade Management. See: How AutoLockbox Creates Claims, page 6-84.

#### Prerequisites

- Define AutoCash rule sets, page 2-40
- Define lockboxes, page 2-95
- Define transmission formats, page 2-178
- Define receipt classes, page 2-113
- Define receipt sources, page 2-115
- Define system options, page 2-129
- Define banks, page 2-47
- Define profile options, page B-1
- Define payment methods, page 2-100
- Define sequential numbering (optional), page 2-64

#### To run AutoLockbox:

1. Navigate to the Submit Lockbox Processing window.
2. If you are importing a new bank file, check the New Transmission check box, then enter a new Transmission Name. If you are resubmitting an existing lockbox transmission, you can select a name from the list of values.
3. To import a new bank file into Receivables, check the Submit Import check box, then enter your bank file's Data File, Control File, and Transmission Format information. When you run the import step, Receivables automatically generates the import section of the Lockbox Execution Report.

**Important:** You must enter the file extensions in the data file field. For example, /home/ar/lockbox/bofa9101.dat

4. In the Alternate Name Search field, select *Manual* or *Automatic* if you are importing a bank file with a Japanese Zengin character set. Otherwise, select *None*.  
The default value is None.
5. Optionally select a transaction code from the list of values in the Transaction Code field.

**Important:** To view the Transaction Code field in the Submit Lockbox Processing window, enable the Enable Transaction Code profile option. See: Profile Options in Oracle General Ledger, page B-23. Additionally, you must check the Submit Import check box to activate this field.

Receivables uses the transaction code that you select as the default transaction code for all payment and application records included in this lockbox transmission. After the import phase, you can review and update each transaction code in the Lockbox Transmission Data window. See: Maintaining Lockbox Transmission Data, page 6-102.

This feature is available only in public sector installations.

6. To validate or revalidate imported data and create QuickCash receipt batches, perform the following:
  - a. Check the Submit Validation check box.

**Important:** If you check the Submit Validation check box, you can view only the transaction codes that fail validation in the Lockbox Transmission Data window. Therefore, if you want to review all the transaction codes in the Lockbox Transmission Data window, do not check the Submit Validation check box until after the transaction codes are reviewed.

Transaction codes are available only in public sector installations.

- b. Enter the Lockbox Number to validate. If this is not a new transmission, the default lockbox number is the number used for the original step of this transmission. If you specified Lockbox Number as a value to be imported from the bank file when you defined your transmission format, or if the transmission format shows that a number already exists, Receivables skips this field. You must enter a lockbox number if Submit Validation is Yes and the lockbox number is not specified in your bank file.

- c. To apply receipts to transactions belonging to unrelated customers, check the Allow Payment of Unrelated Invoices check box.

- d. Enter the date to post the receipt and batch records in this lockbox transmission to your general ledger in the GL Date field. If you defined your GL Date as 'Constant Date' in the Lockboxes window, you must enter a GL Date; if you specified a GL Date of 'Deposit Date' or 'Import Date', Receivables uses this as the GL date.

- e. Enter a Report Format. When you submit the validation step, Receivables creates the Lockbox Processing Validation report. This report lets you review all records that pass and fail validation. Enter 'All' to include all records processed in this transmission. Enter 'Rejects Only' to include only records that failed validation. See: Lockbox Execution Report, page 6-100.

**Note:** Use the Maintain Lockbox Transmission data window to review and edit records that fail validation. See: Maintaining Lockbox Transmission Data., page 6-102

- f. To transfer only the lockbox batches in which all records pass the validation step to the QuickCash tables, check the Complete Batches Only check box. If you do not

check this check box, Receivables will transfer any receipts within a batch that pass validation, even if others are rejected.

7. If the Post Partial Amount as Unapplied box is checked, Lockbox will import a receipt that is listed to be applied to several invoices, even if one or more of the invoices are invalid and Lockbox could not apply to them. In this case, Lockbox transfers the receipt into QuickCash with an unapplied amount, and you can then manually apply payment to a valid invoice(s) using the Applications window.

**Note:** When AutoLockbox imports a receipt with an unapplied amount into QuickCash, Receivables retains the invalid matching numbers in the Application Notes field in the Receipt History window. You can also display the Application Notes field in the Receipts Summary or QuickCash windows by choosing Show Field from the Folder menu.

If the Reject Entire Receipt box is checked and AutoLockbox encounters an invalid transaction number, the receipt that Lockbox cannot fully apply will remain in the AR\_PAYMENTS\_INTERFACE\_ALL table. In this case, you need to edit the invalid record(s) in the Lockbox Transmission Data window, then submit the Validation step again for the receipt.

8. To apply receipts in this transmission and update your customer's receivable balance, check the Submit Post QuickCash box. Do not check this box if you want to review and edit your receipt batches in the QuickCash window before applying them to your customer's open debit items. See: Reviewing Receipts in a Lockbox Transmission, page 6-97.

**Note:** You can also submit Post QuickCash from the Receipt Batches window. See: Post QuickCash, page 6-110.

9. Save your work. Receivables displays the Request ID of your concurrent process and generates the Lockbox Execution report. See: Lockbox Execution Report., page 6-100

The request ID assigned when you first import a new bank file is associated with this lockbox transmission throughout all steps. Use this request ID to check the status of a transmission in the View Transmission History window., page 6-104

## Reviewing Receipts in a Lockbox Transmission

After you successfully import and validate your receipts using Lockbox, you can review them in the QuickCash window. Use the Transmission region in the Receipt Batches window to query all receipt batches that were included in one transmission and to update or delete any receipt information.

You can review Lockbox receipts before or after you run Post QuickCash. If you submitted Post QuickCash for this lockbox transmission, you can review these receipts only in the Receipts or the Adjustments window. See: Running AutoLockbox, page 6-94.

You can review receipts that failed the validation step in the Lockbox Transmission Data window. See: Maintaining Lockbox Transmission Data., page 6-102

**Note:** Lockbox receipt batches have a Batch Type of Manual-Quick.

### To review validated receipts in a lockbox transmission:

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Query the batch. You can query by Transmission, Lockbox, or Batch Name.
3. Choose Receipts.

## Related Topics

Maintaining Lockbox Transmission Data, page 6-102

AutoLockbox Field Reference, page 6-98

Lockbox Execution Report, page 6-100

Using AutoLockbox, page 6-68

Commonly Asked Questions, page 6-91

## AutoLockbox Field Reference

This section provides a brief description of some of the fields in the Submit Lockbox Processing, Lockbox Transmission Data, and Lockbox Control windows. To open the Lockbox Control window, navigate to the Lockbox Transmission Data window, then choose Control.

**Alternate Name Search:** (Submit Lockbox Processing window) Indicates whether you can transfer bank information in the Zengin file format into Receivables (Zengin is the standard file format for bank transfers in Japan). Instead of using a customer number or invoice number to identify which customer remitted payment, the Zengin format uses "alternate names" to match customers with receipts. An alternate name is usually the customer's phonetic name spelled with Japanese Kana characters. Your choices are:

- Automatic
- Manual
- None

**Bank Origination Number:** (Lockbox Control window) The bank origination number of the bank that transmitted this lockbox file. Receivables determines the Bank Origination number from the remittance bank account you entered in the Lockboxes window.

**Control File:** (Submit Lockbox Processing window) Receivables uses SQL \*Loader to load information from your operating system files into the Receivables database. The control file is used by SQL \*Loader to map the data in the bank file to tables and columns in the Oracle database. You need to create a control file for each bank file that uses a different transmission format. For SQL \*Loader to load your bank file properly, each logical record that your bank sends to you must end with a carriage return. If each record does not end with a carriage return, SQL \*Loader displays an error message when you submit AutoLockbox.

**Tip:** If you are using Receivables Multiple Organizations Support feature, we recommend that you create a different control file for each of your organizations. Each control file should populate the default org\_id column for that organization in the ar\_payments\_interface table. Additionally, if your existing control files use the date format 'YY' for the year, we recommend that you change this to 'RR'.



**Important:** You must store the control file in your \$AR\_TOP/bin directory with an extension of .ctl. When you enter a control file name in the Submit Lockbox Processing window, you do not need to enter the path or the extension of the control file. For example, if your control file is in \$AR\_TOP/bin and is named bankabc.ctl, you just need to enter bankabc in the control file field to submit the file successfully.

**Data File:** (Submit Lockbox Processing window) The path name and the filename of the bank file you are transferring into Receivables. This is the file that contains payment data you receive from the bank. Receivables lets you store the file in any directory.

**Destination Account:** (Lockbox Control window) The bank account into which this receipt was deposited.

**Item Number:** (Lockbox Transmission Data window) The item number associated with this receipt. If you have multiple receipts in a batch, you might include this in your transmission format to order receipts in a batch.

**Important:** The item number is also used to associate an overflow record with the receipt record. Each overflow record must have the same item number as the parent receipt record.

**Lockbox Batch Count:** (Lockbox Control window) The total number of bank batches associated with this lockbox.

**Lockbox Receipt Count:** (Lockbox Control window) The total number of receipts associated with this lockbox. This count does not include overflow receipts, headers, or trailers.

**Overflow Sequence:** (Lockbox Transmission Data window) A type of bank file record that stores additional receipt information that could not fit on the receipt record. Each Overflow record must have a receipt record as a parent. Typically, an Overflow record will store additional invoice numbers and the amount of the receipt to apply to each invoice. If there are multiple overflow records for a receipt record, each overflow record will have an overflow sequence.

**Record Count:** (Lockbox Control window) The total number of records in this lockbox transmission.

**Record Identifier:** (Lockbox Transmission Data window) A record identifier consists of at most two characters which Receivables uses to identify each record type. For example, Receivables can identify a receipt record in BAI bank files because this record always starts with the character '6'. You define valid record identifiers in the Transmission Formats window.

**Transaction Code:** (Submit Lockbox Processing window) The transaction code that AutoLockbox uses as the default code for all payment and application records in a lockbox transmission. AutoLockbox uses transaction codes to manage receivables accounting in a manner that is consistent with federal regulations. This feature is available only in public sector installations.

After the bank file is imported, you can optionally update transaction codes in the Lockbox Transmission Data window.

**Important:** To view the Transaction Code field in the Submit Lockbox Processing window and in the Lockbox Transmission Data

window, enable the Enable Transaction Code profile option. See: Profile Options in Oracle General Ledger, page B-23.

**Transmission Format:** (Submit Lockbox Processing window) A transmission format defines what data your bank is sending in the bank file, and how that data is organized so Receivables can successfully import this data. You must work with your bank to determine the content of your transmission format. Your transmission format must match each bank control file that you create, so the number of control files that you use must correspond to the number of transmission formats that you define. Receivables provides several sample format files in the \$AR\_TOP/bin directory. You can modify these transmission formats or create new ones.

## Related Topics

Using AutoLockbox, page 6-68

Running AutoLockbox, page 6-94

Lockbox Execution Report, page 6-100

## Lockbox Execution Report

Receivables automatically generates the Lockbox Execution report each time you run AutoLockbox. This report is divided into two sections:

- **Import:** This section displays the total number of records that were imported into the interface tables successfully.
- **Validation:** This section provides the details for each record and the total amount and number of receipts in each lockbox transmission.

## Import Section

Receivables generates the Import section when you submit the import step of AutoLockbox. If you use SQL\*Loader as your import program, it always creates a .log file which can be found in the \$AR\_TOP/out directory. The .log file contains general information about the activity of your SQL\* Loader run, including the reason that the record was not imported.

SQL\*Loader also creates a .dis and .bad file in the same directory, if it has records to write to these files. The .bad file contains information about any records that were rejected due to formatting or Oracle errors, such as an invalid date. The .dis file contains discarded records that did not satisfy any of the WHEN clauses in your control file.

Receivables prints a line at the end of the Import section informing you of any rejected or discarded files.

## Validation Section

Receivables generates the Validation section when you submit the validation step of AutoLockbox. Use this section of the Lockbox Processing Report to see the number of records that pass or fail validation. You can also see the total amount and number of receipts in each lockbox transmission.

For records that pass validation, Receivables automatically creates QuickCash receipt batches. You can review QuickCash receipt batches in the Receipt Batches window. If

you checked the Submit Post QuickCash check box in the Submit Lockbox Processing window, Receivables posts these QuickCash receipt batches to your receivables accounts.

Use the Maintain Lockbox Transmission Data window to review and edit records that failed validation. See: Maintaining Lockbox Transmission Data., page 6-102

## **Column Detail**

### **Record Count Summary**

Receivables displays the number of records for this transmission and their corresponding statuses.

### **Transmission**

Receivables displays the Deposit date, Bank origination number, Deposit time, and the destination account as well as the following transmission information:

- Transmission Record Count
- Records Transferred to Date
- Records Transferred this Run
- Transmission Amount
- Amount Transferred To Date
- Amount Transferred This Run

### **Lockbox Records**

Receivables displays the lockbox record information for each record processed. The lockbox information includes the number of receipts in the lockbox that met the criteria for each category.

### **Batch Records**

Receivables displays receipt batch information for each batch in this bank file if you include batches as part of your transmission format. Lockboxes may contain several receipt batches. Receipt batch information includes the receipt batch name, the total number of receipts in this receipt batch, the total receipt amount, currency, and the Deposit and GL date for this receipt batch.

### **Record Details**

Receivables displays the details of each record and the status of that record. If you chose to run the validation report for Rejects Only, Receivables will display the records in error only along with one of the error statuses listed below. If you run the validation report for 'All' records, then records with success statuses will also be displayed.

Lockbox automatically transfers all of the receipt records that have a Success status to the QuickCash tables. If you set the Allow Partial Applications check box to Yes in the Submit Lockbox Processing window, Lockbox will also transfer records that do not have a Success status, but will not be able to apply them. You can apply these receipts manually in the Applications window. If you set the Allow Partial Applications check box to No, records in a batch must have a Success status before they can be transferred into the QuickCash tables.

## Error Detail

Receivables lists all errors and their definitions by error number to help you identify the reason a record failed validation.

## Related Topics

Running AutoLockbox, page 6-94

QuickCash, page 6-105

Commonly Asked Questions, page 6-91

## Maintaining Lockbox Transmission Data

Use the Lockbox Transmission Data window to delete and edit transmission data imported into Receivables from your bank using Lockbox. You can correct your lockbox data in this window for receipts that fail validation, then resubmit the validation step to import these receipts.

Use the Lockbox Execution report to help you determine which transmission records you need to correct to ensure that your validation processes succeed.

If you are updating information, be sure to update only those fields that have data corresponding to the transmission format used to submit the import process.

**Note:** The Lockbox Transmission Data window is a Folder window. You can customize the appearance of this window by selecting options from the Folder menu. For example, you may choose to add the Alternate Name and Customer Name fields to your default folder.

### Prerequisites

- Run AutoLockbox, page 6-94
- Use the Lockbox Execution report to identify invalid records

### To maintain lockbox transmission data:

1. Navigate to the Lockbox Transmission Data window.
2. Enter or query the lockbox transmission. Within each transmission, Receivables displays the lockbox and batch records first, followed by the receipts and overflow records. The lockbox import program assigns a date to transmission records that you import into Receivables and displays transmissions by date when you query them in this window.

The Lockbox Transmission Data window displays the following record types if they are contained in your data file: Service Header, Transmission Header; Lockbox Header; Batch Header; Receipt; Overflow Receipt; Batch Trailer; Lockbox Trailer; Transmission Trailer. You can modify any of the values in these records.

3. To review error messages, place the cursor in the Status field, then choose Edit Field from the Edit menu. This field is set by the validation process.
4. Enter Comments about this transmission (optional). Receivables transfers comments for batch header records to the Receipt Batch after you run Post QuickCash. Receivables transfers batch header comments if the batch header does not include comments. You can review and update comments about a batch in the Receipt Batches window.

5. If the error is contained in the control, receipt, or application information, you can make changes to the invalid records by selecting the record, then choosing one of the following:

- **Receipt:** Choose this button to review and edit specific receipt information. You can change the values of fields that are included in your transmission format.

**Important:** In the Lockbox Receipt window, you can update the transaction codes that Receivables automatically assigned to receipt records during the import phase. To view the Transaction Code field in the Lockbox Receipt window, enable the Enable Transaction Code profile option. See: Profile Options in Oracle General Ledger, page B-23.

This feature is available only in public sector installations.

- **Receipt Attributes:** Choose this button to review and maintain receipt descriptive flexfield information imported with your lockbox transmission. You can change the values of fields that are included in your transmission format.
- **Applications:** Choose this button to review and maintain application information for each receipt within this transmission. You can apply a receipt to debit or credit items. When applying to credit items, Receivables increases the amount of the receipt that can be applied to debit items by the amount of the credit. You can apply up to eight transactions to each receipt record. To apply more than eight transactions, use overflow records for your receipt. Each overflow record can be used to apply an additional eight transactions to the receipt. Use the Status field to review errors for specific receipt applications.

**Important:** In the Lockbox Applications window, you can update the transaction codes that Receivables automatically assigned to application records during the import phase. To view the Transaction Code field in the Lockbox Applications window, enable the Enable Transaction Code profile option. See: Define profile options, page B-1.

This feature is available only in public sector installations.

Select the Cross Currency Data region to review information about cross currency receipts. See: Using AutoLockbox to Import and Apply Cross Currency Receipts, page 6-87.

- **Control:** Choose this button to review the lockbox transmission control information that corresponds to this transmission record. You can change the values for fields that are included in your transmission format.

**Important:** Lockbox formats receipt amounts during the validation step. Therefore, values in the Lockbox Control window do not contain decimals.

6. Save your work.
7. Resubmit the transmission for validation. See: Running AutoLockbox., page 6-94

## Related Topics

Using AutoLockbox, page 6-68

Lockbox Execution Report, page 6-100

Viewing Transmission History, page 6-104

Commonly Asked Questions, page 6-91

## Viewing Transmission History

Receivables keeps track of each lockbox transmission you submit through the Submit Lockbox Processing window. Use the Lockbox Transmission History window to review information about your lockbox transmissions such as the origination date, the number and amount of records in a transmission, and the number and amount of receipts that passed the validation step.

To view individual records within a transmission, see: Maintaining Lockbox Transmission Data., page 6-102

## Transmission Status

A Lockbox transmission can have one of the following statuses:

**New:** This transmission has been imported into Receivables but has not yet been validated.

**Out of Balance:** One or more of the receipts in this transmission was rejected during validation.

**Open:** All of the receipts in this transmission have been successfully validated and transferred into Receivables. Post QuickCash has not yet processed these receipts.

**Closed:** All of the receipts in this transmission have been successfully processed by Post QuickCash. You can review these receipts in the Receipts window.

### Prerequisites

- Run AutoLockbox, page 6-94

## To view lockbox transmission history:

1. Navigate to the Lockbox Transmission History window.
2. Query the lockbox transmission to view. The Control Count and Amount fields display the total number and amount of records in this lockbox transmission. The Validated Count and Amount fields display the total number and amount of receipts in this transmission that passed the validation step.
3. Enter any Comments about this transmission (optional).

## Related Topics

Using AutoLockbox, page 6-68

Running AutoLockbox, page 6-94

Commonly Asked Questions, page 6-91

## QuickCash

Create a batch of QuickCash receipts when you need to enter and apply receipts quickly. The QuickCash window requires only minimal information for each receipt and application. QuickCash also provides an extra level of control for entering high volume receipts because it does not immediately affect your customer's account balance.

When you enter receipts and applications in a QuickCash batch or import them using AutoLockbox, Receivables stores the data in an interim table. You can then use the QuickCash window to review receipts and ensure that application information is correct.

**Note:** If a receipt that you imported contains invalid matching numbers *and* you selected the Lockbox option Post Partial Amount as Unapplied, then AutoLockbox imports the receipt with an unapplied amount into QuickCash. For your convenience, Receivables retains the invalid matching numbers in the Application Notes field in the QuickCash window. To view the Application Notes field, choose Show Field from the Folder menu.

You must batch QuickCash receipts. Receivables does not update the status, applied, on account, unapplied, and unidentified fields for your QuickCash batch until you save your work.

**Important:** You cannot add miscellaneous receipts to a QuickCash batch.

QuickCash lets you apply your receipts to one or many transactions, use AutoCash rules, place receipts on-account, or enter them as unidentified or unapplied. You can also apply receipts to transactions in different currencies.

You can also apply a QuickCash receipt against other open receipts. See: Applying a QuickCash Receipt to Multiple Transactions, page 6-108.

In addition, you can use the QuickCash window to:

- Review any automatic claims that AutoLockbox created for imported receipts (invoice-related claims)
- Create manual claims for both overpayments, short payments, and unapplied receipts (noninvoice-related claims)

After reviewing a QuickCash batch for accuracy, run Post QuickCash to update your customer's account balances.

After you run Post QuickCash, Receivables treats QuickCash receipts like any other receipts; you can reverse and reapply them and apply any unapplied, unidentified, or on-account amounts.

**Note:** If you do not identify the customer for a receipt, Receivables automatically assigns the receipt a status of Unidentified.

## Bank Charges

The profile option AR: Create Bank Charges determines whether Receivables will consider bank charges and tolerance limits when applying receipts. When this profile option is set to Yes, both the Bank Charges and Tolerance Limit fields appear in the QuickCash window. However, whether you can enter values in these fields depends on the receipt's Application Type and creation status.

If you are applying a QuickCash receipt using an Application type other than 'AutoCash Rule' and the receipt creation status of the Receipt Class is 'Cleared,' Receivables lets you enter an amount in the Bank Charges field. (A receipt is created as Cleared if the Clearance Method of the receipt class is set to 'Directly.')

The default amount of the Standard Charge field is the value you entered in the Bank Charges window. This value is for informational purposes; it is used only when applying receipts based on AutoCash rules. See: Bank Charges, page 2-61.

When applying QuickCash receipts using an Application Type of 'AutoCash Rule,' Receivables disables the Bank Charges field. For more information about how Receivables uses the Bank Charges and Tolerance Limit values to match receipts with invoices, see: AutoCash., page 6-115

## Entering Quick Receipts

### Prerequisites

- Perform all required set up steps preceding receipt entry. See: Entering Receipts, page 6-2.
- Define AutoCash Rule Sets, page 2-40

### To create a batch of quick receipts:

1. Navigate to the Receipt Batches window.
2. To create a new batch, choose a Batch Type of Manual-Quick, then enter information for this batch. See: Batching Receipts for Easy Entry and Retrieval, page 6-52.

To add receipts to an existing QuickCash batch, query the batch.

**Tip:** To query a batch of receipts imported by AutoLockbox, query the transmission number or the Lockbox name in the Transmission region.

3. Choose Receipts.
4. Enter the Receipt Number, Receipt Date, and GL Date. The batch Deposit Date and GL Date provide the default Receipt and GL Dates, but you can change them. The receipt GL Date must be in an open or future-enterable period.
5. Enter the receipt Currency (optional). The batch currency provides the default currency, but you can change it to any currency defined in the system if you have at least one remittance bank account with the Receipts Multi-Currency flag set to Yes. See: Foreign Currency Transactions, page 3-22.
6. Enter the Net Amount of this receipt. If bank charges apply, enter the amount in the Bank Charges field. Receivables calculates the total amount as the sum of the net amount plus the bank charges.
7. Specify how to apply the receipt by choosing one of the following Application Types:

**Auto Cash Rule:** Apply receipts to this customer's transactions using AutoCash Rule Set defined for this customer's profile class. If this customer's profile class does not have an AutoCash rule Set assigned to it, Receivables uses the AutoCash Rule Set defined in the System Options window. See: AutoCash, page 6-115.



**Single:** Apply this receipt to a single installment. If you choose this option, you must also enter the transaction number to which you want to apply this receipt.

**Multiple:** Apply this receipt to multiple transactions or to multiple installments. You specify the transactions and installments to which you want to apply this receipt in the Applications window. See: Applying a QuickCash Receipt to Multiple Transactions., page 6-108

**Note:** (Optional) You can create claims when applying a QuickCash receipt using either the Single or Multiple application type. You can enter a customer reference and reason, if provided. Receivables passes this information to Oracle Trade Management when you run Post QuickCash.

**On-Account:** Apply this receipt to a customer's account, but not to a specific transaction.

**Unapplied:** Mark this amount as Unapplied if this receipt is not applied to any transactions.

**Unidentified:** Mark this amount as Unidentified if this receipt is not associated with a customer.

**Claim Investigation:** Create non-invoice related claim for this receipt. For use with Trade Management only.

**Note:** (Optional) You can enter a customer reference and reason, if provided. Receivables passes this information to Trade Management when you run Post QuickCash.

8. Enter the Customer Name, Number, and Bill-to Location for this receipt. When you enter the customer, Receivables enters this customer's primary bill-to location (if one exists), but you can change this value. If the system option Require Billing Location for Receipts is set to Yes, you must enter a bill-to location.

**Tip:** If you need to apply a receipt to debit items, but you do not know the customer's name, instead of entering an Application Type, first enter one of the debit item numbers in the Apply To field. When you do this, Receivables displays the name of the customer associated with this transaction. Then, enter the appropriate application type.

**Important:** If you do not enter a bill-to location and the customer has no statement site, any unapplied or on-account receipt amounts will not appear on statements sent to this customer.

9. If you chose an Application Type of Single, enter a transaction number or select one from the list of values. Receivables enters the customer and remittance bank information for this transaction.

If the transaction currency is different from the receipt currency, enter either the Amount Applied or Cross Currency Rate.

**Note:** To apply an amount greater than the balance due, the transaction type of the open debit item must allow overapplication

and the profile option AR: Allow Lockbox Overapplication must be set to Yes.

If the transaction type does not allow overapplication and you try to overapply the transaction when Trade Management is installed, then QuickCash applies the balance due and creates a claim for the overapplication amount.

10. Enter the Payment Method and bank if they did not default from the batch information, or if you changed the receipt currency. You can only select payment methods that have remittance bank accounts assigned to them that have the same currency as the currency you specified for the receipt, or that have the Allow Multi-Currency receipt flag set to Yes.
11. If you are using manual document numbering, enter a unique Document Number. Otherwise, Receivables assigns a unique number when you save. See: *Implementing Document Sequences*, page 2-64.
12. Move to the next record and repeat the steps above for each receipt to add to this batch.

## Applying a QuickCash Receipt to Multiple Transactions

You can apply a QuickCash receipt to several transactions by choosing an application type of 'Multiple.' You then select to which transactions you want to apply this receipt in the Applications window. Receivables does not actually update your customer's balance until you run Post QuickCash.

You can apply a receipt to a transaction even if the GL date is in a future accounting period or the transaction currency is different from the receipt currency. You can also apply a receipt to other customer's transactions if the system option Allow Payment of Unrelated Invoices is set to Yes.

You can also apply a QuickCash receipt against open receipts that are in the same currency. See: *Receipt-to-Receipt Applications*, page 6-9.

### To apply a QuickCash receipt to several transactions:

1. Navigate to the Receipt Batches window.
2. Query or enter the QuickCash batch. See: *Entering Quick Receipts*, page 6-106.
3. Choose Receipts.
4. If this is a new batch, enter receipt information and choose an Application Type of Multiple. If the receipt currency is different from the batch currency, specify exchange rate information.
5. Choose the Multiple button.
6. Enter a transaction or open receipt, or select one from the list of values.
7. Enter the amount of the receipt to apply to this transaction.

**Note:** If applying this receipt against an open receipt, then skip to the next step.

If the unapplied amount of the receipt is greater than or equal to the transaction, the default amount applied is the remaining amount of the transaction. If the unapplied amount of the receipt is less than the remaining amount of the transaction, the default amount applied is the unapplied amount of the receipt. If the unapplied amount of the receipt is currently negative, the default amount applied is the remaining amount of the transaction (to prevent the negative unapplied amount from increasing).

**Note:** To apply an amount greater than the balance due, the transaction type of the open debit item must allow overapplication and the profile option AR: Allow Lockbox Overapplication must be set to Yes.

If the transaction type does not allow overapplication and Trade Management is installed, then QuickCash applies the balance due and creates a claim for the overapplication amount if you try to overapply the transaction.

The default Discount is the earned discount amount available for this application, unless the system option Allow Unearned Discounts is set to Yes. In this case, the default discount is the amount that, along with the receipt amount applied, closes this item. However, the discount amount cannot be greater than the maximum discount allowed for the transaction (which is determined by the transaction's payment terms). If you do not want Receivables to calculate a discount, change the value of the Discount field to null (no value). See: Discounts, page 6-124.

**Note:** Use the hidden field, Estimated Balance Due, to obtain a preview of the remaining balance due on a transaction after considering the current application line that Post QuickCash program might create upon submission. The values displayed in this column are estimates only, and do not convey:

- Multiple applications to the same transaction.

Rather, each field reflects the estimated balance due for the current application line.

- Discounts for AutoLockbox receipts.

AutoLockbox does not calculate discounts. Therefore, for application lines coming from AutoLockbox, the discount field will be empty.

8. If applying this receipt against an open receipt, then the amount applied defaults to the *greater* of either:
  - the amount remaining on the QuickCash receipt, or
  - the amount of the open receipt's open item (unapplied or on-account cash, or open claim investigation application)
9. If the receipt and transaction currencies are different, enter either the Allocated Receipt Amount or the Cross Currency Rate. The Allocated Receipt Amount is the amount to apply in the *receipt* currency. If you enter the Allocated Receipt Amount, Receivables calculates the cross currency rate, and vice versa.

10. Move to the next record and repeat the steps above for each transaction to which you want to apply this receipt.

## Related Topics

Post QuickCash, page 6-110

Post QuickCash Execution Report, page 6-114

Receipts Field Reference, page 6-5

Bank Charges, page 2-61

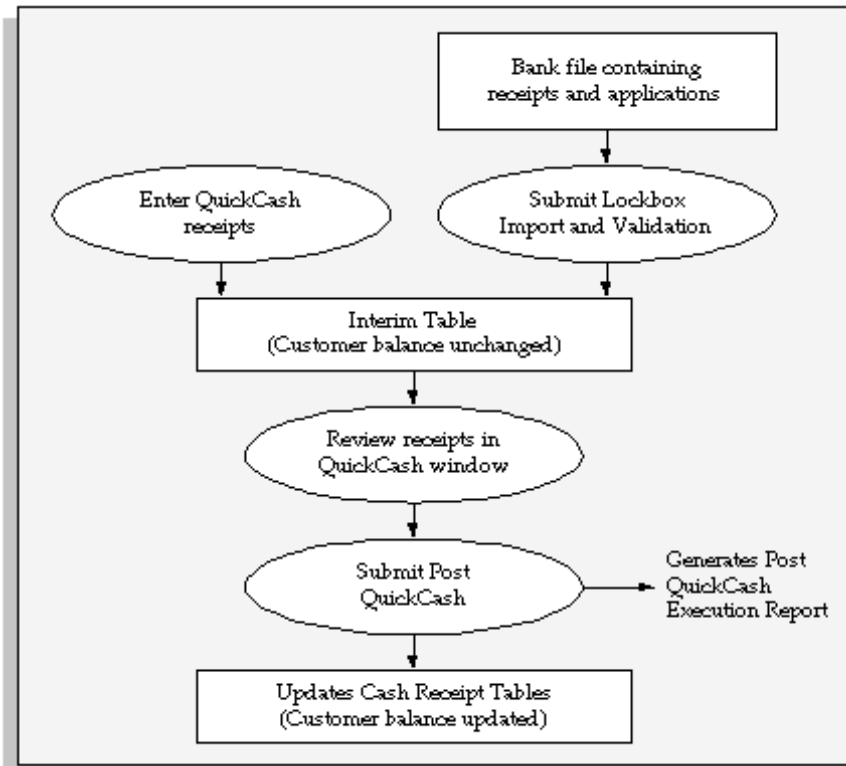
## Post QuickCash

When you enter receipts in the QuickCash window or import them using AutoLockbox, Receivables stores them in interim tables. You can then use the QuickCash window to review each receipt and use the Applications window to ensure that the application information is correct. After you approve the receipts and their applications, run Post QuickCash to update your customer's account balances.

You can choose which QuickCash or Lockbox batches to review. For example, you may want to review only the receipts entered by your data entry clerks or the data files sent by your bank.

The following diagram summarizes how Post QuickCash transfers receipts and applications from interim tables into Receivables.

### *Post QuickCash*



## How Post QuickCash Applies Receipts

### Closed Transactions

If you enter a receipt and fully apply it to an open invoice, Post QuickCash will process the receipt as well as the application. However, if you apply a receipt to an invoice that is closed by another application, Post QuickCash will only process the receipt. In this case, the receipt will be marked 'Unapplied'. You need to use the Applications window to manually apply these receipts.

### AutoCash Rule Sets

Post QuickCash uses the AutoCash Rule Set assigned to the customer site or profile class to determine how to apply receipts. If an AutoCash Rule Set has not been assigned to the customer's site, Post QuickCash uses the rule set in the customer's profile class; if the customer's profile class does not have an AutoCash Rule Set, Post QuickCash uses the rule set in the System Options window. See: AutoCash., page 6-115

If you use AutoCash rules to apply your receipt and all of the rules in your AutoCash Rule Set fail, Post QuickCash will apply the receipt using the Remaining Amount Rule Set that you specify for this customer's profile class. If you did not specify a Remaining Amount Rule Set for this customer's profile class, Receivables marks the remaining amount Unapplied. See: Defining Customer Profile Classes., page 7-53

### Bank Charges

If you set the system option AR: Create Bank Charges to Yes, Receivables will also consider bank charges and a tolerance limit when applying receipts. See: Matching Using Bank Charges and Tolerance Limit, page 6-117.

### Receipts Without a Bill-to Location

If the system option 'Require Billing Location For Receipt' is set to Yes, Post QuickCash will not process receipts that do not have a bill-to location. Both the QuickCash window and AutoLockbox validate that receipts have a billing location if this option is set to Yes. However, the system option may change after the receipts have been entered but before Post QuickCash has been run, so Post QuickCash revalidates.

### Application Rule Sets

Post QuickCash uses the Application Rule Set assigned to the debit item's transaction type to determine how to apply payments and how discounts affect the open balance for each type of associated charges. If no rule set is assigned to this item's transaction type, Post quickCash uses the rule set defined in the System Options window. See: Receivables Application Rule Sets, page 6-34.

### Cross Currency Receipts

You can use Post QuickCash to apply a receipt when the receipt and transaction currencies are different. See: Importing and Applying Cross Currency Receipts, page 6-87.

### Invoice-related and Noninvoice-related Claims

When you run Post QuickCash, qualified QuickCash application lines are passed to Oracle Trade Management for claim creation and management:

- Application lines that short pay their applied transactions
- Claim investigation application lines

- Application lines with the Overapplication Indicator selected

A claim number is passed back to Receivables after Trade Management creates the claim.

### Receipt-to-Receipt Applications

You can net receipts by applying a QuickCash receipt against multiple open receipts. See: Receipt-to-Receipt Applications, page 6-9.

- You can apply a QuickCash receipt against an open receipt's unapplied cash.

When you post the QuickCash batch, Post QuickCash confirms that the open receipt still has enough unapplied cash to accept the application on the QuickCash receipt.

If enough unapplied cash exists, then Post QuickCash creates two new applications, one on each receipt.

If not enough unapplied cash exists, then Post QuickCash will not overapply the open receipt. Instead, the QuickCash receipt remains in the interim tables and the Post QuickCash Execution report documents the error.

- You can apply a QuickCash receipt against an open receipt's on-account cash or open claim investigation.

When you post the QuickCash batch, Post QuickCash confirms that the on-account cash or claim investigation application on the open receipt still exists, or is not locked by another process.

If the application line is available, then Post QuickCash unapplies the on-account cash or claim investigation application line on the open receipt, and creates two new applications, one on each receipt.

If the application on the QuickCash receipt is *not* the full amount of the open receipt's on-account or claim investigation application line, then Post QuickCash reapplies the remaining amount back to On Account or Claim Investigation on the open receipt.

**Note:** Receivables automatically notifies Trade Management if the application amount settles all or part of a claim investigation application.

If the application line no longer exists or is locked, then Post QuickCash reviews the status of the open receipt. Depending on the status, either:

- The QuickCash receipt remains in the interim tables (the Post QuickCash Execution report documents the error), or
- Post QuickCash rolls back the application to the open receipt, and creates the QuickCash receipt as an unapplied receipt.

### Related Topics

QuickCash, page 6-105

Running Post QuickCash, page 6-113

Post QuickCash Execution Report, page 6-114

Bank Charges, page 2-61

## Running Post QuickCash

Run Post QuickCash to update your customer's account balances for batches created either in the QuickCash window or using AutoLockbox. Run Post QuickCash after you approve your receipts and applications in the Receipts and Applications windows. Alternatively, you can choose to run Post QuickCash at the same time that you import and validate your LockBox receipt batch in the Submit Lockbox window. See: Running AutoLockbox., page 6-94

You can select batches that contain on-account, unapplied, and unidentified receipts and you can submit a receipt batch for posting regardless of its status. Your batch will generally have a status of either Open or Out of Balance before submitting Post QuickCash. See: Batching Receipts for Easy Entry and Retrieval., page 6-52

Post QuickCash sends qualified application lines to Oracle Trade Management for claim creation if you have properly set up your system. See: How AutoLockbox Creates Claims, page 6-84.

After you run Post QuickCash, you can fully or partially apply any unidentified, on-account, or unapplied amounts in the Receipts window. After you fully apply or place on-account each receipt in the batch, Receivables updates the batch status to Closed and changes the batch type to Manual-Regular (this is true for both manually entered batches and those created by AutoLockbox).

If the system option AR: Create Bank Charges is Yes, Receivables will also consider bank charges and a tolerance limit when applying receipts. See: Matching Using Bank Charges and Tolerance Limit, page 6-117.

### Prerequisites

- Enter QuickCash receipts, page 6-106 or run AutoLockbox, page 6-94

### To run Post QuickCash from the Receipt Batches or Receipt Batches Summary window:

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Query the batch to post.

If you are in the Receipt Batches Summary window, query then select the batch to post.

**Tip:** To review a batch of receipts imported by AutoLockbox, perform a query using the Lockbox or Transmission Name.

3. To review receipts within this batch, choose Receipts. If a receipt's Application Type is 'Multiple,' you can review its application by choosing the Multiple button. If a receipt's Application Type is Single, Receivables displays the transaction to which this receipt will be applied in the Apply To field.
4. To post this batch, choose Post QuickCash, then choose Yes to acknowledge the message. Receivables displays a Process Status number for this batch and creates the Post QuickCash Execution Report.

The Process Status number represents the unique concurrent request ID assigned to this batch. You can use this number to check the status of your request in the Requests window.

### To run Post QuickCash using the Submit Lockbox window:

1. Navigate to the Submit Lockbox Processing window.

2. Enter the lockbox Transmission Name or select a transmission from the list of values. See: Running AutoLockbox, page 6-94.
3. Check the Submit Post QuickCash check box.
4. Save your work. Receivables displays the Request ID of your concurrent process and creates the Post QuickCash Execution report. See: Post QuickCash Execution Report., page 6-114

The Request ID number represents the unique concurrent request ID assigned to each receipt batch. You can use this to check the status of your requests in the Requests window.

## Related Topics

QuickCash, page 6-105

Post QuickCash Execution Report, page 6-114

Bank Charges, page 2-61

Monitoring Requests, *Oracle Applications User Guide*

## Post QuickCash Execution Report

Receivables automatically generates this report each time you submit Post QuickCash or AutoLockbox. The report is printed in two sections. The first section contains detailed payment information for each receipt. The second section contains summary information for the receipt batch.

If another user selects the same batch before your request has completed, Receivables rejects the second request and the Post QuickCash Execution Report will display the message 'This batch has already been processed.'

If Post Batch uses other open amounts when applying a receipt (for example, a receipt, unapplied or on-account amount), Receivables marks that receipt with two asterisks (\*\*) and prints the legend "Total applications from previous receipts" at the bottom of the report. This occurs when you are using either the 'Clear the Account' or 'Clear Past Due Invoices' AutoCash rule to apply receipts, since both of these rules consider all of a customer's open debit and credit items when applying receipts.

## Detailed Section

Receivables prints the amount of the receipt that is applied to each transaction and the application type, such as partial application, on-account, or unidentified. This section also displays the remaining amount of the receipt.

**Note:** The report does not consider receipts that are not fully applied when adding the number of applied receipts in a batch. For example, you create a batch with two receipts, one for \$100 and one for \$75. Post QuickCash applies \$50 of the \$100 receipt but the other receipt is left unapplied. The execution report lists applied receipts as described in this table:



Count	Percentage	Amount	Percentage
1	50	50	29

If you use AutoCash Rules, Receivables displays the abbreviated AutoCash Rule code for the AutoCash Rule used. The AutoCash Rule Legend at the end of the report lists the rules in more detail.

If you are using the AutoCash rule 'Clear the Account,' Receivables prints two asterisks (\*\*) next to receipts that do not belong to this batch. Receivables includes all open credit and debit items when determining the customers open balance for the Clear the Account rule, so this may include partially applied or unapplied receipts on your customer account.

## Summary Section

Receivables displays the status of this receipt batch. Statuses include Out of Balance and Closed. If the batch is out of balance, you can use the Difference Counts and Amounts to alert you to data entry problems.

Period information is displayed for the date you create the receipt batch, the batch GL date, and the batch deposit date.

In the Status Summary section, Receivables displays the total number, percentage, and amount of each receipt type included in this receipt batch.

In the Discounts section, Receivables displays the total amount of earned and unearned discounts taken for this receipt batch. See: Discounts., page 6-124

In the Distribution section, Receivables displays the total amount of the receipts applied to line items, tax, freight, and receivables charges.

**Important:** If your batch contains receipts in different currencies, the totals in this report contain amounts in mixed currencies. For example, if the batch includes one receipt for 100 USD and another for 50 EUR, the total amount is 150.00.

## Related Topics

QuickCash, page 6-105

Running Post QuickCash, page 6-113

## AutoCash

The Post QuickCash program uses AutoCash rules to determine how to automatically apply your receipts. Receivables uses your customer's open balance along with the AutoCash rules to determine how to apply receipts and whether you allow partial payments to be applied to your customer's items. If Receivables is not able to apply or fully apply a receipt, you can specify whether the remaining amount is left as Unapplied or On-Account.

Receivables provides five AutoCash rules you can use to create your AutoCash rule sets. See: AutoCash Rules., page 6-118 When you define your AutoCash rule sets, you specify which rules to use and the sequence of these rules.

To determine which AutoCash Rule Set to use when applying receipts, Receivables uses the following hierarchy, stopping when one is found:

1. Customer site
2. Customer profile class
3. System Options window

## Calculating Your Customer's Open Balance

For each AutoCash rule set, you can determine how Receivables calculates your customer's open balance. Receivables uses the values for each customer's profile class and the Open Balance Calculation region of the AutoCash Rule Sets window when calculating your customer's open balance. If the Discount parameter for this AutoCash Rules Set option is set to a value other than 'None', the Payment Terms and number of Discount Grace Days specified in this customer's profile class determine the discount amount for each transaction.

The system option Allow Unearned Discounts determines whether you can include earned and unearned discounts for this AutoCash Rule Set. Additionally, the Items in Dispute option for this AutoCash rule set determines whether items that are in dispute will be included when calculating your customer's open balance.

## Automatic Matching Rules

### Apply Partial Receipts

A partial receipt is a receipt that is less than the amount required to close the debit item to which it is applied. If you are using the Apply to the Oldest Invoice First rule, Receivables lets you determine if you want to be able to apply a partial payment to your customer's debit items. The Apply Partial Receipts option in the AutoCash Rule Sets window determines whether Receivables can apply a partial payment to an open debit item.

The options that Receivables uses to calculate your customer's open balance affect the meaning of partial payments. For example, you have the following situation:

**Discounts = No**

**Apply Partial Receipts = No**

**Finance Charges = Yes**

**Items in Dispute = No**

**Receipt = \$100**

**Invoice #25 = \$100**

**Finance Charge for Invoice #25 = \$10**

In this example, Receivables will not be able to apply the \$100 receipt to Invoice #25 because the total remaining amount on the invoice is \$110 and Apply Partial Receipts is set to No. The status of the receipt amount will depend on the value you enter for the Remaining Remittance Amount.

### Remaining Remittance Amount

If you are using the Apply to the Oldest Invoice First rule, Receivables lets you determine the status of any remaining remittance amounts. If Receivables cannot fully or partially

apply a receipt using any of the AutoCash rules in your AutoCash Rule set, it will either mark the remaining amount 'Unapplied' or place it 'On Account.' You choose one of these options in the Remaining Remittance Amount field in the AutoCash Rule Sets window.

## Matching Using Bank Charges and Tolerance Limit

If you have set up your system to use bank charges and a tolerance limit, Receivables will also consider these amounts if the current AutoCash rule does not find a match. If Receivables cannot find a match using bank charges or tolerance limit, it looks at the next rule in the sequence.

For Receivables to consider bank charges and tolerance limits, the following must be true:

- The profile option AR: Create Bank Charges is set to Yes
- The Receipt Class has a receipt creation status of 'Cleared' (this is necessary as Receivables assumes you know the bank charge only after the receipt has been cleared by the bank)
- You have defined a General Ledger account for Bank Charges for each Remittance bank account
- The AutoCash rule did not find an exact match

### Example

This example uses the AutoCash rule 'Match Payment with Invoice' to explain matching using bank charges and tolerance limit.

If it cannot match the receipt amount with an invoice, Receivables will attempt to match the sum of the receipt amount plus the bank charges to the invoices. If these amounts match, Receivables applies the receipt; otherwise, it will attempt to apply the sum of the receipt amount plus the tolerance limit to the invoice with the lowest value. If there are two or more invoices with equal amounts, Receivables will apply the receipt to the invoice with the oldest due date.

Consider the following example and the invoices in the table below:

Receipt = \$980

Bank Charge = \$3

Tolerance Limit = \$20

Invoice Number	Amount
701	\$985
702	\$990
703	\$995

Receivables will attempt to exactly match the receipt amount with an invoice. After failing to do so, Receivables attempts to match the sum of the receipt plus the Bank Charge (\$983) to the invoices. When this also fails, Receivables attempts to apply the sum of the receipt plus the Tolerance Limit (\$1,000) to the invoice with the lowest amount (to minimize the bank charges incurred). In this example, Receivables will apply \$985 to invoice #701, thereby incurring a \$5 bank charge.

Receipt = \$980  
Inv. #701 = <\$985>  
Bank Charge: <\$5>

## AutoCash Rules

Receivables provides five AutoCash rules that you can use to create your AutoCash rule sets. When you run Post QuickCash to apply your customer's receipts, Receivables tries to use each AutoCash rule within an AutoCash rule set. If the first rule in the set does not find a match, Receivables uses the next rule in the sequence, and so on until it can apply the receipt.

Following are the AutoCash rules you can use:

- Match Payment with Invoice
- Clear the Account
- Clear Past Due Invoices
- Clear Past Due Invoices Grouped by Payment Term
- Apply to the Oldest Invoice First

If you have set up Receivables to use Bank Charges, each AutoCash rule (except Apply to the Oldest Invoice First) can also consider bank charges and tolerance limits when attempting to match payments with invoices.

See: Matching Using Bank Charges and Tolerance Limit, page 6-117.

## Match Payment with Invoice

When using this rule, Receivables can only apply the receipt to a single invoice, debit memo, or chargeback if the receipt amount matches the amount of the debit item. If more than one debit item has an open amount that matches the receipt amount, Receivables applies the receipt to the item with the earliest due date. If more than one debit item exists with the same amount *and* due date, Receivables applies to the item with the lowest payment schedule id number (this is an internal, system-generated number).

Receivables uses the values you entered for the open balance calculation and the number of discount grace days you specified in this customer's profile class to determine the remaining amount due of the debit item. For example, you have the following situation:

**Discounts = Earned Only**

**Finance Charges = No**

**Receipt = \$1800**

**Receipt Date = 14-JAN-93**

**Discount Grace Days = 5**

This table shows the invoice details:

Invoice Num	Invoice Amount	Discount	Payment Terms	Invoice Date	Due Date
600	\$2000	\$20	10% 10/Net 30	01-JAN-93	30-JAN-93

Since Finance Charges is set to No, Receivables subtracts the \$20 finance charges from the amount of the invoice, reducing the amount to \$2000. The payment terms assigned to this invoice include a 10% discount if the invoice is paid within 10 days and our open balance calculation allows us to take earned discounts. Even though the invoice is paid after the 10 day period, Receivables adds the 5 discount grace days, making this invoice eligible for a 10% discount. The remaining amount due of this invoice on January 14 is \$1800. Since the remaining amount due of the invoice matches the receipt amount, the receipt is applied. If no discount grace days were offered, Receivables would not be able to apply the receipt because the remaining amount of the invoice would be \$2000.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to the invoice. If this fails, Receivables will compare the receipt amount plus tolerance limit to the invoice. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit., page 6-117

## Clear the Account

When using this rule, Receivables can only apply the receipt if the receipt amount matches your customer's open balance. Receivables includes all open debit and credit items when calculating your customer's open balance. Open credit items include credit memos, on-account credits, and on-account and unapplied cash.

Receivables uses the options you specified for the open balance calculation and the number of discount grace days that you defined for this customer's profile class to determine your customer's open balance. For example, you have the following situation:

**Finance Charges = Yes**

**Items in Dispute = Yes**

**Receipt = \$590**

The table below shows this customer's activity:

Past Due Debits/Credits	Invoice Amount	Finance Charges	In Dispute
Invoice #45	\$500	\$40	Yes
Invoice #46	\$300	\$0	N/A
Credit Memo #100	\$50	N/A	N/A
Unapplied Cash	\$200	N/A	N/A

Since Finance Charges and Items in Dispute are set to Yes, the open balance for this customer is \$590. Because the receipt amount matches your customer's open balance, the receipt can be applied.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to your customer's open balance. If this fails, Receivables will compare the receipt amount plus tolerance limit to the your customer's open balance. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the

sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit., page 6-117

## Clear Past Due Invoices

When using this rule, Receivables can only apply a receipt if the receipt amount matches your customer's past due account balance. Receivables includes all open past due debit and credit items when calculating your customer's past due account balance.

A debit item is considered past due if the invoice due date is earlier than or equal to the receipt date of the receipt being applied to this invoice. For unapplied and on-account cash, Receivables uses the receipt date, and for credit memos and on-account credits Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are trying to apply a receipt with a receipt date of 10-JAN-93, all unapplied and on-account cash as well as credit memos and on-account credits that have a transaction date (receipt date or credit memo date) on or earlier than 10-JAN-93 will be included when calculating this customer's account balance.

Receivables uses the options that you entered for the open balance calculation and the number of discount grace days that you specified for this customer's profile class to determine your customer's past due account balance. The values you choose for the Finance Charges and Items in Dispute options may prevent a past due debit item from being closed, even if the receipt amount matches your customer's past due account balance. For example, you have the following situation:

**Finance Charges = No**

**Items in Dispute = No**

**Receipt = \$420**

The table below shows this customer's activity:

Past Due Debits/Credits	Invoice Amount	Finance Charges	In Dispute
Invoice #209	\$300	\$0	N/A
Invoice #89	\$250	\$0	Yes
Invoice #7	\$120	\$30	N/A

Since Finance Charges and Items in Dispute are set to No, Receivables does not include Invoice #89 (\$250) or finance charges for Invoice #7 (\$30) when calculating this customer's past due account balance. Therefore, the past due account balance for this customer is \$420. Because the receipt amount matches your customer's past due account balance, the receipt can be applied; however, Invoice #7 and #89 are still open, past due debit items.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to your customer's past due account balance. If this fails, Receivables will compare the receipt amount plus tolerance limit to the past due account balance. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit., page 6-117

### Clear Past Due Invoices Grouped by Payment Term

When using this rule, Receivables can only apply a receipt if the receipt amount matches the sum of your customer's credit memos and past due invoices. This rule is similar to the Clear Past Due Invoices rule, but it first groups past due invoices by their payment term, and then uses the oldest transaction due date within the group as the group due date.

A debit item is considered past due if the invoice due date is earlier than the deposit date of the receipt being applied to this invoice. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are trying to apply a receipt with a receipt date of 10-JAN-93, credit memos that have a transaction date (credit memo date) on or earlier than 10-JAN-93 will be included. Credit memos do not have payment terms, so they are included in each group.

Receivables uses the options that you entered for the open balance calculation and the number of discount grace days that you specified for this customer's profile class to determine the sum of your customer's credit memos and past due invoices. The values you specify for the Finance Charges and Items in Dispute options may prevent a past due debit item from being closed, even if the receipt amount matches the sum of your customer's credit memos and past due invoices.

Consider the following situation and activity in the table below:

**Receipt = \$900 on 25-JUN**

Transaction Number	Payment Term	Due	Invoice Amount
1	A	25-MAY	\$500
2	A	25-JUNE	\$200
3	A	25-JUNE	\$200
4	B	20-JUNE	\$900
5	C	25-MAY	\$905

Receivables will group these transactions as follows:

Group 1: Trans 1,2,3

Amount: \$900

Group Due Date: 25-MAY

Group 2: Trans 4

Amount: \$900

Group Due Date: 20-JUN

Group 3: Trans 5

Amount: \$905

Group Due Date: 25-MAY

Since Groups 1 and 2 match the receipt amount, Receivables will select the group with the oldest due date (Group 1) and apply the receipt to those transactions.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to the sum of your customer's credit memos and past due invoices for that payment term. If this fails, Receivables will compare the receipt amount plus tolerance limit to the group with the smallest sum of credit memos and past due invoices (if there are two or more groups with the same combined amount Receivables will select the group with the oldest due date). If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit., page 6-117

### Apply to the Oldest Invoice First

When using this rule, Receivables applies receipts to your customer's debit and credit items starting with the item having the oldest due date. Receivables uses the values that you entered for the open balance calculation to determine your customer's oldest outstanding item.

For example, you have the following situation plus activity in the table below:

**Apply Partial Receipts = Yes**

**Finance Charges = No**

**Receipt = \$200**

Invoice Number	Invoice Amount	Finance Charges	Due Date
801	\$0	\$35	01-DEC-92
707	\$450	\$0	01-JAN-93

If you compare only the due dates for the two invoices, invoice #801 is the oldest invoice, but Receivables also checks the options that you entered for both your open balance calculation and automatic matching rule. Since Finance Charges is set to No, Receivables ignores invoice #801 (since the remaining amount only consists of finance charges) and applies the \$200 receipt to invoice #707.

If Apply Partial Receipts was set to No, Receivables would not be able to apply this receipt and would look at the next rule in the sequence.

**Note:** Matching using bank charges and a tolerance limit does not apply to this AutoCash rule.

### Example

Assume that you have defined the following AutoCash rule set:

#### Open Balance Calculation

- Discounts: Earned Only (Assume that the customer, Global Freight Carriers, has no payment or discount grace days)
- Finance Charges: No
- Items In Dispute: No



### Automatic Matching Rules

- Apply Partial Receipts: Yes
- Remaining Remittance Amount: On-Account

### Sequence of AutoCash Rules

1. Match Payment with Invoice
2. Clear The Account
3. Apply To The Oldest Invoice First

A payment was entered for Global Freight Carriers for \$600 through the QuickCash window with a deposit date of 10-DEC-92.

As illustrated in the table below, Global Freight Carriers has the following outstanding invoices, none of which are in dispute:

Number	Amount Remaining	Due Date	Discount Date/Amount
123	\$200	11-DEC-92	01-DEC-92/\$20
124	\$300	08-DEC-92	30-NOV-92/\$30
125	\$150	13-DEC-92	28-NOV-92/\$15

### Results:

- AutoCash rule 1, Match Payment with Invoice, fails because none of the customer's open items have a remaining amount due that is equal to the amount of the receipt (\$600). The Post QuickCash program now looks at AutoCash rule 2.
- AutoCash rule 2, Clear The Account, fails because this customer's calculated account balance (\$650) is not the same as the amount of the receipt. The Post QuickCash program now looks at AutoCash rule 3.
- Using AutoCash rule 3, Receivables first applies the receipt to the oldest invoice. \$300 of the receipt is applied to invoice #124. Since the discount date of 30-NOV-92 has passed and the Discount field for the Open Balance Calculation is set to Earned Only, the \$30 discount is no longer available. The amount due remaining for this invoice is now equal to either \$0 or the amount of any finance charges previously assessed for this item. Finance charges are not included in your customer's open balance calculation since this option is set to No. The remaining receipt amount is now \$300.00.

Receivables now applies \$200 to invoice #123, which is the next oldest invoice. Just like invoice #124, the discount date for invoice #123 has passed and the \$20 discount is no longer available. The amount due remaining for this invoice is now equal to either \$0 or the amount of any finance charges previously assessed for this item. Finance charges are not included in your customer's open balance calculation since this option is set to No. The remaining receipt amount is now \$100.

Finally, Receivables applies the remaining \$100 to invoice #125 (\$150) as a partial receipt because the Apply Partial Receipts matching rule is set to Yes. (If this was set to No, the remaining amount could not be applied to invoice #125 and would be placed on account, since the Remaining Remittance Amount matching rule is set to On Account.) Just like the other invoices, the discount date for invoice #125 has passed and the \$15 discount is no longer available. If there are no finance charges

for this invoice, the amount due remaining for invoice #125 is reduced from \$150 to \$50, and remains open.

## Related Topics

AutoCash Rule Sets, page 2-40.

Post QuickCash, page 6-110

AutoCash Rules Report, page 11-29

Bank Charges, page 2-61

Discounts in Post QuickCash, page 6-129

## Discounts

Receivables lets you give discounts to your customers when they pay for their debit items before a certain date. Discounts are determined by the payment terms you assign to your customers. You can also choose whether to allow discounts for partial payments and specify how you want Receivables to calculate the discount on your invoices.

## Types of Discounts

Receivables lets you use the following types of discounts.

### Earned and Unearned Discounts

Receivables lets you determine whether your customers can take earned and unearned discounts. An *earned discount* is a discount you give to a customer who pays on or before the discount date or within the discount grace period. For example, a customer may earn a 2% discount off the original invoice if payment is received within 10 days. The earned discount period is determined by the invoice date, apply date of the receipt, and any discount grace days.

Receivables also lets you choose whether to allow unearned discounts. *Unearned discounts* are discounts that you allow after the earned discount period has passed. If the discount is unearned, the default earned discount is zero and the maximum value of the unearned discount is dictated by the payment terms. If the discount is earned, the default discount is the amount of the earned discount. Receivables lets you override the discount amount during payment entry and warns you if you are taking an unearned discount. You specify whether your customers can take unearned discounts in the System Options window. See: Miscellaneous System Options, page 2-142.

For more information, see: Determining the Discount Percent, page 6-126.

### Discounts on Partial Payments

Receivables lets you choose whether to allow discounts when your customer remits partial payment for an open debit item. If you allow discounts on partial payments, Receivables prorates the amount of the discount based on the applied amount. You can control whether your customers can receive discounts for partial payments by setting the system option Discount on Partial Payment to Yes or No. See: Accounting System Options, page 2-129.

## Tiered Discounts

When you define your payment terms, you can assign multiple discounts to each payment schedule. You might want to assign different discount percents based on different discount dates. For example, you might give your customers a 15% discount if they pay within 10 days after the invoice date, but only a 5% discount if they pay within 15 days.

## Discount Options

The following options let you determine how Receivables calculates the discount amount.

### Discount Grace Days

Grace days refer to the number of days after the discount term that your customer can take earned discounts. Your customer must have discounts specified in their payment terms before discount grace days can be used. If you use an AutoCash Rule Set to apply payments to a customer's open debit items, Receivables uses the number of Discount Grace Days that you specify for this customer's profile to determine this customer's open balance. See: *Defining Customer Profile Classes*, page 7-53 and *AutoCash*, page 6-115.

### Discount Basis

The discount basis option lets you specify how Receivables calculates discounts for your invoices. You enter a discount basis when creating your Payment Terms. You can also enter a default discount basis for your payment terms in the System Options window. See: *Miscellaneous System Options*, page 2-142.

You can choose one of the following options as your discount basis:

**Invoice Amount:** Calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

**Lines Only:** Calculate the discount amount based on only the line amounts of your invoices.

**Lines, Freight Items and Tax:** Calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

**Lines and Tax, not Freight Items and Tax:** Calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

## Set Up Receivables to Calculate Discounts

- Define your payment terms in the Payment Terms window. Enter a discount percent, choose whether to allow discounts on partial payments, and select a discount basis.
- Choose whether to allow partial and unearned discounts in the System Options window.
- Define your earned and unearned discount accounts in the Bank Accounts window (More Receivables Options tabbed region).
- Choose whether to allow discounts and assign discount grace days to your customers in the Customer Profile Classes window or the Profile:Transaction tabbed

region of the Customers window. The values you define in the Customers window take precedence over those in the Customer Profile Classes window.

## Determining the Discount Percent

### Earned Discounts

When determining the discount percent for earned discounts, Receivables uses the invoice date, discount grace days, and the apply date of the receipt to determine the discount percent for this payment term. For example, the invoice date is 01-DEC-93, the receipt is applied on 12-DEC-93, discount grace days = 5 and your payment term has the following discounts:

10% 10 days

7% 15 days

2% 20 days

Receivables uses 10% as your discount percent since the receipt was applied within 10 days (including grace days).

### Unearned Discounts

When determining the discount percent for unearned discounts, Receivables uses the maximum discount allowed for this payment term. To allow unearned discounts, set Allow Unearned Discounts to Yes in the System Options window.

## Formulas Used to Calculate Discounts

### Maximum Discount

Use the following formula to determine the maximum discount amount:

**Maximum Discount = Amount Due Original \* Highest Discount Percent - Discount Taken**

### Earned Discounts and Partial Payments Allowed

If the receipt amount is more than the amount due remaining less the discount, Receivables uses the following formula to determine the earned discount:

**Earned Discount = Amount Due Remaining \* Discount Percent**

If the receipt amount is either the same or less than the amount due remaining less the discount, Receivables uses the following formula to determine the earned discount:

**Earned Discount = (Receipt Amount \* Discount Percent) / 1 - Discount Percent**

### Unearned Discounts with Partial Payment Discounts Allowed

Receivables uses the following formula to determine unearned discounts if partial payments are allowed:

**Unearned Discount = Maximum Discount - Earned Discount**

### Earned Discounts with Partial Payment Discounts Not Allowed

If the Allow Discount on Partial Payments check box for your payment terms is not checked, Receivables only takes discounts if the receipt amount closes the installment. Receivables uses the following formula to determine earned discounts if partial payment discounts are not allowed:

$$\text{Earned Discount} = \text{Amount Due Original} * \text{Discount Percent}$$

### Unearned Discounts and Partial Payments Not Allowed

If the Allow Discount on Partial Payments check box for your payment terms is not checked, Receivables only takes discounts if the receipt amount closes the installment. Receivables uses the following formula to determine unearned discounts if partial payments are not allowed:

$$\text{Unearned Discount} = \text{Amount Due Original} * \text{Maximum Discount Percent} - \text{Earned Discount}$$

### Discount on Lines Only

If the Discount Basis option for your payment term is set to Lines Only, Receivables does not take discounts on receipt amounts applied to tax, freight, or finance charges and uses the following formula to determine the discount amount:

$$\text{Line Percent} = \text{Discount Percent} * (\text{Sum of Lines} + \text{Sum of Line Adjustments} - \text{Sum of Line Credits} / \text{Amount Due Original} + \text{Sum of Adjustments} - \text{Sum of Credits})$$

Once you determine the discount line percent, use this as the discount percent in the formulas above.

### Defaulting Discount Amounts

When you enter receipts manually, Receivables determines whether discounts are allowed based on the payment terms, discount grace days, system options, transaction date, and receipt apply date. If discounts are allowed, Receivables determines the amount of earned and unearned discounts and displays this information in the Discount field.

Review the example below to understand how Receivables displays discount information based on the apply date of the receipt. Assume that you are using the following information:

Unearned Discounts = Yes  
Payment Terms: 10/10, 5/15, Net 30  
Discount Grace Days = 0  
Calculate Discount on Lines Only = No  
Allow Discount on Partial Payments = Yes

This table shows the discount details:

Percent	Date	On Lines Only	On Partial Payments
5	17-DEC-93	NO	YES
10	12-DEC-93	NO	YES

Invoice Details:  
 Invoice #101  
 Invoice Date = 02-DEC-93  
 Due Date = 01-JAN-94  
 Amount = \$1100

The following table displays the default discount amounts based on different receipt application dates. You can also see the amount of earned and unearned discounts that your customers can take.

Receipt Apply Date	Receipt Amount	Default Discount Amount	Message Line	Earned Discount Allowed	Unearned Discount Allowed
From 02-DEC-93 to 12-DEC-93	\$990	\$110	Discount Earned = 110, Total = 110	\$110	None
After 17-DEC-93	\$990	0 To take the unearned discount, you must update the amount in the Discount field.	Discount Earned = 0, Total = 110	None	\$110
From 02-DEC-93 to 12-DEC-93	\$1000 \$100 of the receipt is left as Unapplied.	\$110	Discount Earned = 110, Total = 110	\$110	None
From 13-DEC-93 to 17-DEC-93	\$1000 \$100 of the receipt is left as Unapplied.	\$52.63 To take the unearned discount, you must update the amount in the Discount field.	Discount Earned = 52.63, Total = 110	\$52.63	\$57.37
After 17-DEC-93	\$1000 \$100 of the receipt is left as Unapplied.	0 To take the unearned discount, you must update the amount in the Discount field.	Discount Earned = 0, Total = 110	None	\$110

## Determining the Default Amount to Apply

Receivables defaults applied receipt amounts into the receipt application windows.

The default amount applied is the remaining amount of the transaction, less any available discount. However, if the remaining amount of the receipt is less than the balance of the transaction, the default amount applied is the remaining amount of the receipt and Receivables takes the discount available on the transaction.

## Discounts in Post QuickCash

### AutoCash Rules

Receivables uses the discount values that you assigned to your AutoCash rule set along with the payment terms, discount grace days, system options, transaction date, and receipt apply date to determine whether to include discount amounts.

If you choose any of the AutoCash rules, Post QuickCash first takes into account the maximum discount available before trying to apply the receipt.

For example, you are using Apply to the Oldest Invoice First as your AutoCash rule and your oldest invoice is \$1000. The payment term associated with this invoice allows a maximum discount of \$100 and your receipt amount is \$6000. Post QuickCash first applies the \$100 discount, which reduces the remaining amount of the invoice to \$900, and then applies \$900 of the receipt to close the invoice. After the application, you are left with \$5100 to apply to the next oldest invoice.

If you are using one of the matching rules, such as Match Payment with Invoice, the receipt must match the invoice after the discount is taken. For example, if you have an invoice for \$1000 and a maximum discount of \$200, your receipt must be \$800 before Post QuickCash can apply it to the invoice. See: Post QuickCash., page 6-110

### When the Discount Amount Exceeds the Maximum Discount

When the discount amount exceeds the maximum discount, Receivables uses the maximum discount as the discount taken. Receivables uses the following formulas to determine the earned discount amount and the maximum discount:

**Earned Discount = (Receipt Amount \* Discount Percent) / 1 - Discount Percent**

**Maximum Discount = Discount Taken \* Amount Due Original - Highest Discount**

### Related Topics

Defining Receivables System Options, page 2-129

Payment Terms, page 2-109

Entering Discount Information, page 2-112

AutoCash, page 6-115

Discount Projection Report, page 11-68

Profile Options, page B-1

## Remitting Electronic Payments

Your customers can send payments to you in a variety of ways. For example, Receivables accepts payment via:

- Cash or check
- Credit cards or purchase cards
- Electronic funds transfer via:
  - Automatic Clearing House (ACH) bank account transfer
  - Non-ACH direct debit

With payments by cash or check, you enter and apply the receipt after you receive it. To accept or initiate an electronic payment, however, you must complete some additional setup.

## Credit Cards

See: Credit Cards, page 3-168.

## Purchase Cards

Receivables supports the acceptance of purchase cards, also known as procurement cards, from your customers. You accept purchase cards just as you accept credit cards; the two procedures are the same.

Purchase cards offer multiple benefits to both the merchant (you) and to buyers (your customers). For example, fees charged to merchants for purchase card transactions are generally less than those charged for credit card transactions. On the buyer side, purchase cards help to streamline the order process by reducing paperwork and automating spending limits.

For more information, see: *Understanding Purchase Cards, Oracle iPayment Concepts and Procedures*.

## Automatic Clearing House (ACH) Bank Account Transfer

To let your customers pay by ACH bank account transfer, you must:

- Define a payment method with a payment type of ACH Bank Account. For this type of payment method, you must specify a Merchant ID number. See: *Payment Methods*, page 2-100.
- Assign this payment method to an automatic receipt class. See: *Receipt Classes*, page 2-113.
- Enter bank information for the ACH depositing bank and assign the bank account to the transaction (under the Paying Customer region of the Transactions window). See: *Defining Bank Accounts*, page 2-48.
- Set the Sequential Numbering profile option to 'Always Used' or 'Partially Used.' Next, define an automatic document sequence, or use an existing sequence, and assign it to the document category that Receivables automatically created for this ACH payment method. See: *Setting Up Document Sequences*, page 2-67.

You use the Receivables remittance process to initiate the ACH payment. Oracle iPayment handles the external processing of credit card payments and ACH bank account transfers.

## Non-ACH Direct Debit

To let your customers pay by non-ACH direct debit, create a new payment method, or use an existing payment method, whose payment type is *not* Credit Card or ACH Bank Account.

You use the Receivables remittance process to initiate the direct debit payment. Receivables also handles the external processing of these payments.



## Automatic Receipts

Instead of manually entering receipts, you can use the Receivables automatic receipts feature to automatically generate receipts for customers with whom you have predefined agreements. These agreements let you collect payments on time by transferring funds from the customer's bank account to yours on the receipt maturity date. You can also manage your cash flow by deciding when, where, and how much you should remit to your bank.

Automatic receipts also lets you manage your customer risk and reconcile bank statements. You can decide how you wish to process the receipts from creation to remittance and risk elimination.

The Automatic Receipts feature satisfies the many variations of bank remittance processing, such as Bills of Exchange, Direct Debits, Letras Aceptadas (Spain), Tratte Accettate (Italy), Lettre de Change Releve, and Credit Prelevement Automatique (France).

Once created, automatic receipts can be reapplied in the same way as manual receipts. You can reverse an automatic receipt only if its status is Approved.

**Note:** You cannot create cross currency receipt applications using Automatic Receipts. For more information, see: Cross Currency Receipts, page 6-20.

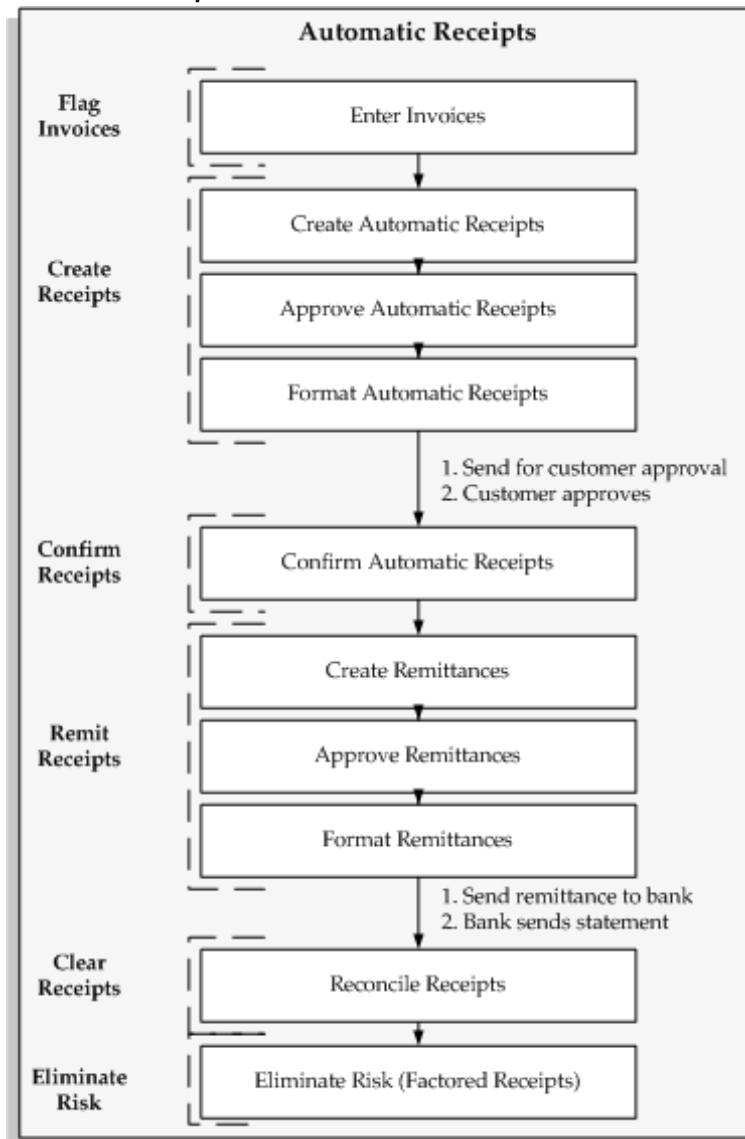
Creating automatic receipts involves three steps:

- **Create:** Select the invoices to include in your automatic receipts.
- **Approve:** Update, delete, and approve the receipts that you have selected.
- **Format:** Format your automatic receipts onto paper to send to your customer for confirmation or notification before remitting them to your bank on either paper or magnetic media. This step is optional, as it depends upon the type of automatic receipt you create.

You can perform these steps at the same time or separately.

The following diagram provides an overview of the Automatic Receipts and Remittance processes.

### ***Automatic Receipts and Remittance Process***



For a text description of this graphic, see Text Description of the Automatic Receipts Graphic, page K-7

### **Related Topics**

Accounting for Automatic Receipts and Remittances, page 6-147

Troubleshooting, page 6-133

Reporting on Automatic Receipts and Remittances, page 6-146

About Remittances, page 6-148

Automatic Clearing for Receipts, page 6-158

Transactions Awaiting Consolidation Report, page 11-128

Credit Cards, page 3-168

Managing Prepayment Receipts, page 6-17

## **Troubleshooting the Automatic Receipts Process**

Following are some guidelines to ensure that your Automatic Receipts process runs smoothly and generates the receipts that you require.

### **Discounts and Automatic Receipts**

Generally, you would not use discounts with automatic receipts. This is because the maturity date for the receipt would be predetermined between you and the customer. The money would be automatically taken from the customers account on that date, and generally, not before.

However, Receivables will calculate earned discounts for automatic receipts that do not require confirmation if you set up your payment terms such that the due date of the transaction would be the same as the discount date. For example, if the payment schedule for your payment terms specifies that your transaction is due 30 days after the transaction date, then enter a percent discount for 30 days after the transaction date for that payment schedule line. This lets Receivables always take the percent discount you specify. See: Discounts, page 6-124.

Receivables does not allow discounts to be calculated for automatic receipts that require confirmation. However, you could define a receivables activity type of 'Discount' and create an adjustment in the Applications window to adjust the balance down on the invoice. Then, charge the adjusted amount to the discount account defined for the discount receivables type. See: About Adjustments, page 3-229.

### **Start and End Date Ranges**

Many of the components that are used in automatic receipts have start and end date ranges, such as payment methods, remittance bank accounts, and customer bank accounts. When you set up your Receivables to handle automatic receipts, you must be careful when assigning date ranges. Receivables uses date ranges to determine which values will display in your list of values. For example, if you assign a payment method with a date range of 01-SEP-96 to 30-SEP-96 to one of your customers, you will not be able to choose this payment method if you enter an invoice for this customer on 01-OCT-96.

### **Remittance Bank Information**

Receivables will generally use the primary remittance bank account associated with the payment method and currency of your invoice when determining the remittance bank account for an automatic receipt. However, if it finds that a non-primary account for the same currency is the same as the customer bank account, Receivables will use this account. This lets you avoid bank charges and allows funds to be transferred more quickly.

You can update remittance bank information for an automatic receipt if the receipt status is Confirmed and the bank's Unapplied and On Account GL accounts are the same. To modify bank information, query the receipt in the Receipts window.

### **Sequential Numbering**

If you are creating automatic receipts, the Sequential Numbering profile option must be set to 'Always Used' or 'Partially Used.' You must also ensure that you create a

document category for each payment method you assign to invoices that are selected for automatic receipt application and that each document category is assigned to a document sequence with automatic numbering. For example, if sequential numbering is set to Always Used, but you have not assigned a document sequence to your payment method document category, Receivables displays the following error message when you try to approve your automatic receipt:

**PAP-00251**

An assignment does not exist for these parameters and one is mandatory.

**Cause:**

The profile option Sequential Numbering is defined to have sequential numbering always used. The current set of parameters does not have a sequence assigned.

**Action:**

Go to the Assign Sequences window and assign a sequence to the current set of parameters.

For more information about this profile option, see: Profile Options in Oracle Application Library, page B-25.

## **Deriving General Ledger Dates**

The General Ledger date of your automatic receipt is derived from the General Ledger date of your automatic receipt creation batch. When you create your automatic receipts, Receivables ensures that this date is in an open or future period.

However, if you are using the Cash Basis method of accounting, the General Ledger date of your receipt must be on or after the maturity date of the receipt. Receivables determines the maturity date of the receipt when the receipt is approved using the receipt maturity date rule you specify for your payment method. If the General Ledger date from the receipt creation batch is before the maturity date of the receipt, Receivables will replace this General Ledger date with the maturity date. See: Payment Terms, page 2-109.

There will be occasions when the maturity date that replaces the receipt General Ledger date is not in an open or future period. In this case, Receivables cannot derive a General Ledger date and will display the invoices associated with the receipt in the Exceptions section of the Approve Automatic Receipt Execution report.

If this happens, you should recreate your automatic receipt batch for these invoices and specify a General Ledger batch date which is on or after the maturity date which would be derived for the receipt.

## **Associating Billing Sites with Automatic Receipts**

The system option Require Billing Location for Receipt determines whether Receivables creates an automatic receipt for a customer who has no primary bill-to site. If the system option is set to No and your customer does not have a primary bill-to site defined, Receivables will create your automatic receipt without assigning a bill-to site. However, if the system option is set to Yes and your customer does not have a primary bill-to site, Receivables will not create your automatic receipt. The invoices associated with the receipts will display in the Exceptions section of the Automatic Receipt Execution report.

## **Paying Related Invoices**

When Receivables selects invoices for automatic receipt, it searches for invoices on which the paying customer matches the customer you have specified in your selection

criteria, rather than the customer who is billed for the invoice. The paying customer is the customer associated with the customer bank account assigned to your invoice. This could be different from the billing customer if, for example, you wanted a primary customer to pay for related invoices.

If you want one customer to be able to pay for an invoice billed to another customer, you must either have the system option Allow Payment of Unrelated Invoices set to Yes, or define a relationship between the two customers. Then, when entering an invoice, you must enter the bill-to customer's name and location and the paying customer's bank information. See: Creating Customer Relationships, page 7-51.

**Note:** If you have a non-reciprocal relationship between a primary and related customer, and the related customer has no other primary customers, when you enter invoices for the related customer, bank accounts belonging to both the related and the primary customers appear in the list of values for the Customer Bank field.

## Related Topics

Implementing Document Sequences, page 2-64

Reporting on Automatic Receipts and Remittances, page 6-146

## Flagging Transactions for Automatic Receipts

The first step in the automatic receipt creation process is to flag the transactions you want to be picked up by the automatic receipt creation program. To flag a transaction for automatic receipt, enter paying customer information and specify a payment method/receipt class with an Automatic Creation Method.

When you create automatic receipts, the program picks up all complete transactions that have automatic payment methods and closes out their outstanding balances.

### Prerequisites

- Define remittance bank accounts in either the currency of the transaction or with the Receipt Multi-Currency flag set to Yes. See: Defining Banks, page 2-47.
- Define customer banks in the currency of the transaction you want to be paid by Automatic Receipts to inform your remittance bank from where funds are being transferred. See: Define Customer Banks, page 2-47.
- Assign Customer Banks, page 7-25
- Define receipt classes with Creation Method set to Automatic and indicate whether you want to confirm, remit, and clear your automatic receipts. See: Receipt Classes, page 2-113.
- Define payment methods for your receipt classes and assign your bank accounts to them. Specify the number of Clearing and Risk Elimination days and enter your cash, confirmation, remittance, factoring, and short term debt accounts. See: Payment Methods, page 2-100.
- Assign Automatic Payment Methods to your Customers, page 7-26.

### To flag manually entered transactions to be paid by Automatic Receipt:

1. Navigate to the Transactions window.
2. Enter or query the transaction. See: Entering Transactions., page 3-2

3. In the Paying Customer region, enter the Name or Number, and the Paying Location.
4. Enter a Payment Method with an associated receipt class that has an Automatic creation method, or select from the list of values.

**Note:** The list of values displays only payment methods assigned to the paying customer.

5. Enter this customer's bank information, including Name, Branch, and Account Number.

**Tip:** Use the Transactions Awaiting Consolidation report to see which transactions are flagged and waiting for Automatic Receipt creation. See: Transactions Awaiting Consolidation, page 11-128.

#### **To flag imported transactions to be paid by Automatic Receipt:**

- When importing your transactions, ensure that each transaction to import has customer bank information defined and is assigned to a payment method with an associated receipt class that has an Automatic Creation Method.

#### **Related Topics**

Entering Receipts, page 6-2

Creating Automatic Receipts, page 6-136

Automatic Receipts, page 6-131

Importing Transactions Using AutoInvoice, page 3-186

Credit Cards, page 3-168

Managing Prepayment Receipts, page 6-17

### **Creating Automatic Receipts**

Select invoices to include in your automatic receipt batch by entering a receipt class with an Automatic creation method and specifying other selection criteria such as currency, due dates, and range of customer names. The create automatic receipts program picks up all complete transactions that meet this criteria and create receipts to close out these transactions. In addition to the criteria you specify, Receivables checks the customer's profile to determine whether a transaction should be included in an automatic receipt batch.

Receivables checks the customer's profile to determine whether it should include invoices that are in dispute. Receivables uses the number of Lead Days that you enter for your payment method to determine when an invoice is eligible for the creation of automatic receipts. The lead days is the number of days before the invoice due date that this invoice can be selected for automatic receipt. A batch of automatic receipts can only have one payment method, thus one lead days value. Receivables compares the invoice due date and lead days with the batch date.

**Tip:** Set the lead days to a high value for automatic receipts that require confirmation. This will give you the additional time required to send the receipts to your customer and for the customer to confirm them. Receipts that will be factored should also have the lead days set to a high number as they are often remitted long before their maturity date.

Receivables uses the GL date to determine the accounting period in which the automatic receipts will post to your general ledger. Receivables does not let you enter a GL date for a new batch if the receipt class requires confirmation as a separate step. This is because Receivables does not create accounting entries when you approve receipts, but do not confirm them. See: Accounting for Automatic Receipts and Remittances., page 6-147

Lastly, Receivables validates that the receipt amount is more than or equal to the Minimum Receipt Amount that you specified for your remittance bank and customer profile class. You can assign minimum receipt amounts for your remittance bank accounts in the Receipt Classes window and for your Customers in the Customer Profile Classes or Customer windows. If the total of the transactions does not match the larger of the two minimum receipt amounts, no receipts will be created. These transactions will appear in the Exception section of the Create Automatic Receipt Execution report. See: Automatic Receipts and Remittances Execution Report, page 6-141.

Depending upon the function security options set up by your system administrator, you might be able to create, format, and approve automatic receipt batches in one step. See: Function Security in Receivables., page C-1

You can delete a batch of Automatic Receipts only if the batch has not yet been approved and its status is Creation Completed. When you delete a batch, all transactions within the batch become available for selection the next time you submit the Automatic Receipt creation program.

#### Prerequisites

- Set the Sequential Numbering profile option to 'Always Used' or 'Partially Used' and assign document sequences to each automatic payment method you define. Receipt numbers for automatic receipts are generated based on document sequence numbers. See: Implementing Document Sequences, page 2-64.
- Define Print and Transmission programs for your Automatic Receipts.
- Run the Transactions Awaiting Consolidation report to review which invoices will be picked up by the Automatic Receipt program (optional). See: Transactions Awaiting Consolidation, page 11-128.
- Define the number of Auto Receipts Invoices per Commit and Receipts per Commit in the System Options window (Miscellaneous tabbed region).

**Tip:** Set the Receipts per Commit and Invoices per Commit system options to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt and remittance batches. To help determine the numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this will give you the number of receipts marked for this batch. Assign this number to Auto Receipts Invoices per Commit. Look at the log file for your largest Remittance Creation batch to derive the Auto Receipts Receipts per Commit number. You should only reduce these numbers if you run out of rollback segments. See: Defining Receivables System Options, page 2-129.

- If using Automatic Receipts to pay foreign currency transactions, then set the AR: Default Exchange Rate Type profile option to a value other than *User*.

See: Overview of Receivables User Profile Options, page B-2.

Also, define daily exchange rates. See: *Entering Daily Rates, Oracle General Ledger User Guide*.

## Automatic Receipt Statuses

Automatic Receipts have a status that indicates whether they are complete. Valid statuses include: Started Creation, Creation Completed, Started Approval, Approval Completed, Started Format, and Format Completed.

## Submitting the automatic receipt creation process

### To submit the Automatic Receipt creation process:

1. Navigate to the Receipt Batches window.
2. Choose a Batch Type of Automatic.
3. Enter the Currency for this batch. If you enter a foreign currency, enter exchange rate information for this batch. See: *Foreign Currency Transactions*, page 3-22.
4. Enter the Batch date. The default is the current date, but you can change it.
5. Enter a Receipt Class and Payment Method for this batch, or select from the list of values. Receivables lets you select active Receipt Classes with a Creation Method of Automatic.

When you use the list of values to select a Payment Method, Receivables displays the Receipt Class to which each Payment Method is assigned and indicates whether receipts using this Receipt Class require confirmation. When you enter selection criteria for this batch in step 9, page 6-138, Receivables requires that each transaction selected for payment has the Payment Method you specify here.

6. If the Receipt Class you entered does not require confirmation as a separate step, enter the GL Date for this batch. The default GL date is the batch date. The GL date must fall within an open or future accounting period.
7. In the Media Reference field, enter the tape or floppy disk on to which you are going to create your batch of automatic receipts (optional).
8. Choose Create.
9. Enter selection criteria to create Automatic Receipts for specific transactions or customers (optional). For example, enter the low and high values of the transaction Due Dates, Transaction and Document Numbers, Customer Names, or Customer Numbers to create Automatic Receipts for those transactions. Leave a field blank if you do not want to limit your query.

**Note:** Enter a range of credit card numbers in the Bank Accounts to create Automatic Receipts for transactions marked for payment by credit card.

10. Choose OK. Receivables generates a Batch Name by using the next number after the value in the Last Number field of the receipt source 'AUTOMATIC RECEIPTS.' See: *Receipt Sources*, page 2-115.

Receivables displays the Process Status of your batch and a unique Request ID number for your concurrent request. Use the Request ID number to check the status of your automatic receipt batch in the Completed Requests window.



Receivables also creates the Automatic Receipts and Remittances Execution report when you submit your request. This report lists the number and amount of automatic receipts in this batch. See: Automatic Receipts and Remittances Execution report, page 6-141.

**Note:** If your automatic receipt batch has a status of Started Creation, but the concurrent process terminates, you must delete the batch and resubmit the automatic receipt creation process for this batch.

**Tip:** You can also use the Automatic Receipt Batch Management Report to review the status of your automatic receipt batches. See: Automatic Receipt Batch Management report, page 11-29.

### Scheduling the Automatic Receipts Creation program

Use the Automatic Receipts Creation program to schedule the Automatic Receipts program to run at predetermined times.

For example, you can schedule the Automatic Receipts program to run immediately after AutoInvoice completes.

You can initiate the Automatic Receipts Creation program using Standard Request Submission from the Receipts menu.

See: Submitting a Request, *Oracle Applications User Guide*

### Selected Parameters

**Batch Date:** Enter the batch date that you want to run the process for.

**Batch GL Date:** Enter the batch date for General Ledger that you want to run the process for.

**Approve:** Indicate if you want the Automatic Receipts Creation program to automatically approve this batch of automatic receipts.

**Format:** Indicate if you want the Automatic Receipts Creation program to automatically format this batch of automatic receipts.

**Receipt Amount Range:** Enter the receipt amount range that you want to run the process for.

**Customer Bank Account Number Range:** Enter the range of customer bank account numbers that you want to run the process for.

### Deleting an automatic receipts batch

#### To delete a batch of automatic receipts:

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Query the batch to delete. To delete a batch of automatic receipts, the batch status must be either Started Creation or Creation Completed.
3. Choose Delete Record from the Edit menu, then choose OK to acknowledge the message.

## Related Topics

Automatic Receipts, page 6-131  
Approving Automatic Receipts, page 6-141  
Formatting Automatic Receipts, page 6-143  
Confirming Automatic Receipts, page 6-144  
Manually Entering Automatic Receipts, page 6-140  
Automatic Receipts Awaiting Confirmation Report, page 11-30  
Automatic Receipt Batch Management Report, page 11-29  
Monitoring Requests, *Oracle Applications User Guide*

## Manually Entering Automatic Receipts

If your customer remits a manual bill of exchange or similar document for a transaction that was to be paid for by automatic receipt, you can manually enter it in the Receipts window.

Receivables will treat this receipt like any other automatic receipt. When you remit the receipt to the bank, the funds will be transferred from the customer's bank account to your bank account.

### Prerequisites

- Define your receipt classes, page 2-113
- Define your payment methods, page 2-100
- Define your receipt sources, page 2-115
- Open your accounting periods, page 9-8
- Define your profile options, page B-2

### To manually enter automatic receipts:

1. Navigate to the Receipts window.
2. Choose a Payment Method assigned to a receipt class that has a Creation Method of Automatic and a Remittance Method of Standard, Factoring, or Standard and Factoring.
3. Specify the receipt maturity date. The default is the receipt deposit date, but you can change it.
4. Choose a Receipt Type of Standard.
5. Enter receipt information. See: Entering Receipts., page 6-2
6. In the Customer Bank region, enter customer bank information to indicate the source from which funds will be transferred. The default bank information is the primary bank account for the customer or bill-to location that is in the same currency as the receipt.

## Related Topics

Automatic Receipts, page 6-131  
Approving Automatic Receipts, page 6-141

Formatting Automatic Receipts, page 6-143

Confirming Automatic Receipts, page 6-144

## **Automatic Receipts and Remittances Execution Report**

Use this report to review the number and amount of automatic receipts and remittances you have created, approved, or formatted. Receivables automatically generates this report when you submit a batch of automatic receipts or remittances to be created, approved, or formatted.

For automatic receipts, the report prints the number of receipts processed and their amounts for each customer. This report also prints a summary by currency at the end of the report.

For remittances, this report prints the number and amount of remittances for each remittance bank account and a summary by remittance bank (by currency) at the end of the report.

Receivables also prints any exceptions that occurred while processing automatic receipts. Typical exceptions might be that minimum receipt amounts have not been satisfied at the customer or bank level, or that the primary site has not been defined for that customer and your system option requires one.

### **Related Topics**

Common Report Parameters, page 11-4

Creating Automatic Receipts, page 6-136

Approving Automatic Receipts, page 6-141

Formatting Automatic Receipts, page 6-143

Managing Prepayment Receipts, page 6-17

## **Approving Automatic Receipts**

Approve a batch of automatic receipts to verify that only the receipts you want will be included in the batch. You can update your automatic receipt batch before you approve it as long as there are no concurrent processes for creating or approving this batch that are either running or pending. You can update the bank name, bank branch, and customer bank account associated with each of the transactions in your batch. You can also update exchange rate information and exclude transactions from the batch by deselecting them. Once deselected, these transactions will be available for selection the next time you submit the automatic receipt creation program. Upon approval, Automatic Receipts that do not require confirmation close the invoices they are paying. Receipts that require confirmation close invoices when they are confirmed. See: Confirming Automatic Receipts, page 6-144.

Receivables lets you update transactions within a batch before you approve the batch. However, you can only select a new customer bank or bank account for a transaction in your batch that you have assigned to either this customer or the primary customers of this customer. In addition, this bank must have a bank account which is in the same currency as your batch.

Receivables uses various criteria to determine how to create the approved receipts. The Number of Receipts Rule on the payment method associated with the automatic receipt

batch determines the number of receipts to create from the transactions contained in the batch. Options are One per Customer, One per Customer and Due Date, One per Invoice, One per Site, and One per Site and Due Date.

When you remit a batch of automatic receipts, your remittance bank uses the maturity date that you specify to determine when to transfer the funds for this receipt from your customer's bank to one of your remittance bank accounts. To determine the maturity date on the approved receipt, Receivables uses the Receipt Maturity Date Rule on the payment method. Options are to use the earliest or the latest due date of all the transactions which will be applied to the receipt.

To approve a batch, its status must be Creation Completed or Started Approval.

#### **Prerequisites**

- Create automatic receipts, page 6-138

#### **To approve automatic receipts:**

1. Navigate to the Receipt Batches window.
2. Query the batch of automatic receipts to approve.
3. Select the batch. If you are ready to approve the batch, go to step 7.
4. Update receipt batch information as necessary. You can only update the GL date of this batch if the batch status is Completed Creation and you are creating Confirmed receipts. If no GL date is displayed for this batch, the receipts within this batch are not confirmed.
5. You cannot add new transactions to this batch, but if you want to deselect or update transactions within the batch, choose Maintain.

If the batch status is Creation Completed, you can exclude a transaction from this batch by deselecting it.

6. Update transaction information as necessary. For example, Paying Customer, bank Name, and Account Number.
7. Choose Approve. Receivables displays the Request ID of your concurrent request for approving this batch of automatic receipts and assigns a Process Status of Started Approval. Receivables also creates the Automatic Receipt and Remittances Execution report. This report lists the number and amount of automatic receipts approved in this batch. See: Automatic Receipts and Remittances Execution report, page 6-141.

**Note:** If your automatic receipt batch has a status of Started Approval, but the concurrent process terminates, you can resubmit the batch for approval. You cannot delete an automatic receipt batch that has a status of Started Approval.

**Tip:** Use the Automatic Receipt Batch Management Report to review the status of your automatic receipt batches. See: Automatic Receipt Batch Management report, page 11-29.

#### **Related Topics**

Creating Automatic Receipts, page 6-136

Formatting Automatic Receipts, page 6-143

## Formatting Automatic Receipts

Format automatic receipt batches onto paper to send to your customer for confirmation or notification before remitting them to your bank. You can send these documents to your customers to confirm Bills of Exchange or to notify customers of direct debits you are creating. There is no limit to the amount of times you can format a batch of automatic receipts.

When you format a batch of automatic receipts, Receivables creates the Format Automatic Receipts report. This report provides details about the batches that have been formatted. See: Format Automatic Receipts report, page 6-143.

To format a batch, it must have a Process Status of Approval Completed.

### Prerequisites

- Create automatic receipts, page 6-138
- Approve automatic receipts, page 6-141

### To format a batch of automatic receipts:

1. Navigate to the Receipt Batches window.
2. Query the batch you want to format.
3. Select the batch, then choose Format. Receivables displays the Request ID of your concurrent request and assigns a Process Status of Started Format.

You can review the results of your formatting request in the Concurrent Requests Summary window.

**Note:** If your automatic receipt batch has a status of Started Format, but the concurrent process terminates, you can resubmit the batch for formatting. You cannot delete an automatic receipt batch that has a status of Started Format.

## Related Topics

Creating Automatic Receipts, page 6-136

Approving Automatic Receipts, page 6-141

Confirming Automatic Receipts, page 6-144

Monitoring Requests, *Oracle Applications User Guide*

## Format Automatic Receipts Report

Use this report to review the standard format of an automatic receipt. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, and then modify it accordingly. These receipts will be sent to the customer either as notification or for confirmation.

The layout of this report consists of two sections:

- **Stub:** This section (at the top of the report) contains the remit-to address of the customer, the check date, the currency, and a list of invoices to which the receipt is applied. Invoice details include the invoice number, invoice date, and the invoice amounts. This is the portion that the customer retains.
- **Automatic receipt:** This section (at the bottom of the report) contains the actual automatic receipt and it shows the company or agency name, the amount, and maturity date of the automatic receipt. It also contains the customer number, name, and address, and the customer's bank name and account. This is the portion that the customer sends back as confirmation in case of bill of exchange.

## Related Topics

Formatting Automatic Receipts, page 6-143

Creating Remittance Batches, page 6-151

Running Standard Reports and Listings, page 11-4

Common Report Headings, page 11-8

## Confirming Automatic Receipts

Confirm automatic receipt batches to indicate that your customer has reviewed each receipt and agrees that the payment information is correct. Depending on the agreement you have with your customer, certain types of automatic receipts require confirmation from your customer before they can be considered payments and remitted to the bank. Once your customers approve these receipts, you can make any necessary changes, then confirm the receipts in your system. Receipts that require confirmation automatically close the invoices for which they were created when you confirm them. After confirming the batch, you can create a remittance batch to initiate the transfer of funds for each receipt. See: Creating Remittance Batches, page 6-151.

To indicate that a receipt requires confirmation, you assign a receipt class that has the Require Confirmation option set to Yes. An example of receipts that require confirmation are Signed Bills of Exchange. Examples of receipts that do not require confirmation are Direct Debits and Unsigned Bills of Exchange. Receipts that do not require confirmation are created as confirmed. See: Receipt Classes, page 2-113.

If the receipt class assigned to an automatic receipt or automatic receipt batch requires confirmation, you must confirm the receipt or batch once it has been approved. If the receipt class does not require confirmation, Receivables automatically confirms all of the receipts within the batch when you approve the batch. See: Approving Automatic Receipts., page 6-141

You can update a batch of automatic receipts before you confirm it. You can review and update the invoices you have selected to apply to the receipt as well as modify the receipt maturity date, remittance bank, and customer bank information. However, you can only change the approved amounts for your receipt applications if the receipt is not confirmed. Once confirmed, Receivables automatically applies the receipt and updates the balance of the transaction(s) to which it is applied.

You cannot "unconfirm" an automatic receipt after you confirm it. If you confirm a receipt in error, you need to reverse and then recreate the receipt. Once you confirm an automatic receipt, the transactions closed by this receipt can no longer be selected for automatic receipt. However, transactions that have a remaining balance due *can* be included in a subsequent automatic receipt batch.

To view a list of all receipts requiring confirmation, review the Automatic Receipts Awaiting Confirmation report, page 11-30.

**Prerequisites**

- Create automatic receipts, page 6-136
- Approve automatic receipts, page 6-141
- Format automatic receipts, page 6-143 (optional)

**To confirm automatic receipts individually:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipts to confirm.

**Tip:** If you are using the Receipt Summary window, you can query all of the receipts in an Automatic Receipt batch, and then select and confirm only specific receipts. To confirm all receipts in the batch at the same time, see: To confirm a batch of automatic receipts, page 6-145.

3. To update receipt information, select the receipt, then choose Open. You can update exchange rate information, the receipt maturity date, the remittance bank override flag, and customer bank information.

**Tip:** When your customer confirms the automatic receipt, they may provide a confirmation number for each receipt. Enter this number in the Customer Reference field. This number is passed to your remittance bank which can then forward it to the customer bank. This will enable your customer to reconcile their accounts.

4. To update transactions applied to this automatic receipt, choose Apply. You can update the Applied Amount depending on the transaction type associated with the transaction. If Allow Overapplication is Yes for this transaction type, you can enter an amount that exceeds the balance due for this transaction. If Natural Application Only is Yes, you can only enter an amount that brings the balance due of the transaction closer to zero.
5. If you updated transaction information, save your work.
6. Choose Confirm, then enter the GL and Confirmation Date for this receipt. The GL date must be in an open or future accounting period. If you are reviewing a receipt that you have already confirmed, Receivables displays the GL date you specified for the previous confirmation. The default Confirmation date is the current date, but you can change it.
7. Choose Confirm.

**To confirm a batch of automatic receipts:**

1. Navigate to the Receipt Batches window.
2. Query the batch to confirm. To confirm a receipt batch, it must have a status of Approved.
3. Choose Confirm. After processing all receipts in the batch, Receivables displays a message indicating how many receipts were successfully confirmed.

## Related Topics

Automatic Receipts, page 6-131

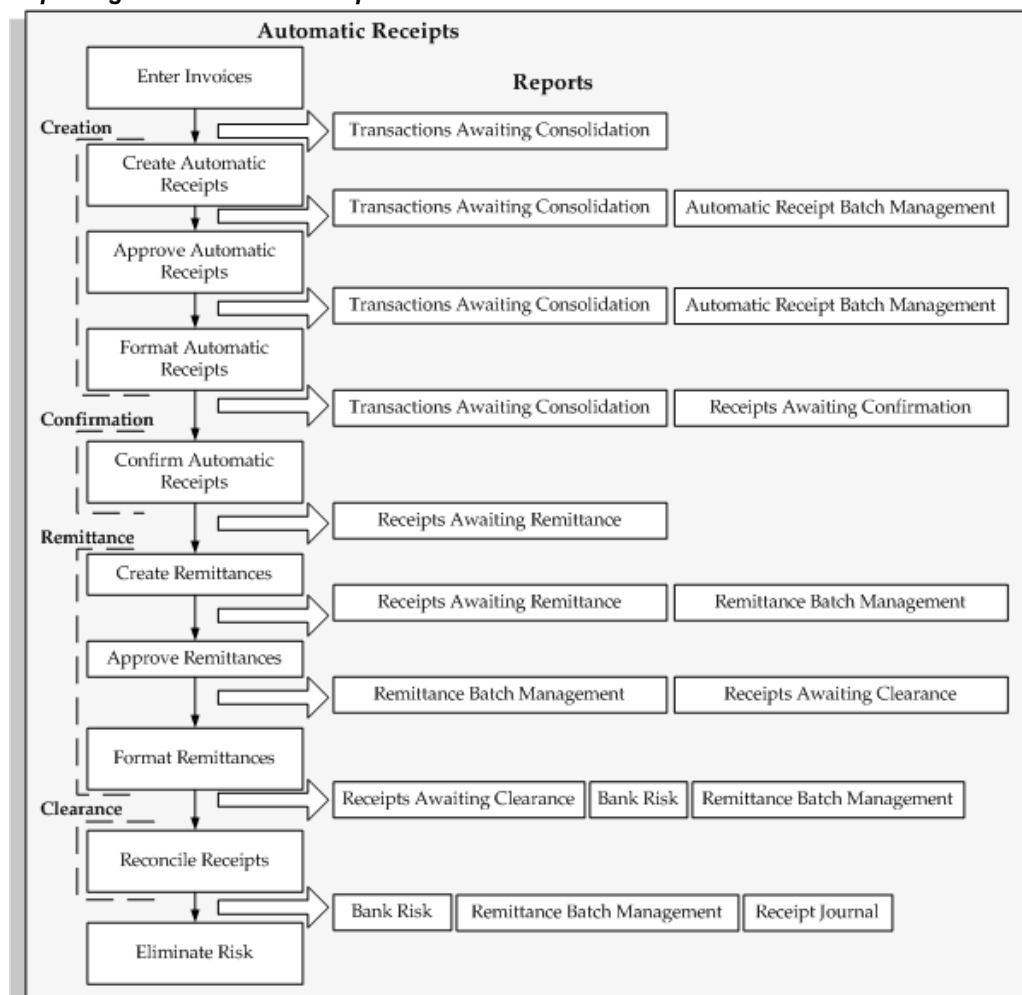
Creating Automatic Receipts, page 6-136

Automatic Receipts Awaiting Confirmation Report, page 11-30

## Reporting on Automatic Receipts and Remittances

Receivables provides a set of reports you can use to manage the automatic receipt, remittance, and clearance processes from the point when a transaction is assigned an automatic payment method through to when the automatic receipt is risk eliminated. The following diagram lists these reports and indicates when each needs to be run to help you manage the automatic receipts process most effectively.

### Reporting on Automatic Receipts and Remittances



For a text description of this graphic, see: Text Description of the Reporting on Automatic Receipts and Remittances Graphic, page K-7



## Related Topics

Automatic Receipts, page 6-131

Format Automatic Receipts Report, page 6-143

About Remittances, page 6-148

Format Automatic Remittances Report, page 6-158

Automatic Receipts Awaiting Confirmation, page 11-30

Automatic Receipt Batch Management Report, page 11-29

## Accounting for Automatic Receipts and Remittances

Use the following table for the accounting entries created during the automatic receipt creation process.

Action	Accounting Entries
Create Invoices	DR Accounts Receivables CR Revenue
Approve Automatic Receipts	DR Confirmation CR Accounts Receivables (For automatic receipts not requiring Confirmation.)
Confirm Automatic Receipts	DR Confirmation CR Accounts Receivables (For automatic receipts requiring confirmation)
Approve Remittances	Standard Remittance: DR Remittance CR Confirmation Factored Remittance: DR Factoring CR Confirmation
Clear Receipts	Standard Remittance: DR Cash DR Bank Charges CR Remittance Factored Remittance: DR Cash DR Bank Charges CR Short Term Debt
Eliminate Risk	Factored Remittance: DR Short Term Debt CR Factoring

**Note:** Instead of affecting the Remittance account, Receivables debits the Factoring account and credits the Short Term Debt account when you choose to factor your receipt. The Short Term Debt account is subsequently debited when you run the Automatic Clearing program to eliminate risk.

## Related Topics

Troubleshooting the Automatic Receipts Process, page 6-133

Reporting on Automatic Receipts and Remittances, page 6-146

## About Remittances

Remit automatic receipts to your bank to initiate the transfer of payments from your customers. You remit your automatic receipts after approval or confirmation, if confirmation is required. You can also remit manual receipts to your bank.

The remittance process is very similar to the automatic receipt creation process. You must Create, Approve, and Format your remittances. You can combine these operations into a single step or perform each separately.

Receivables lets you make cross currency deposits. You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or that are in your functional currency, but have the Receipts Multi-Currency field set to Yes. This provides greater flexibility in determining your remittance bank accounts.

Receivables supports two types of remittances:

- **Standard Remittances:** For automatic receipts, you remit receipts to your bank so the bank can transfer funds from the customer's account to your account on the receipt maturity date. For manual receipts, the bank credits your account when the customer's check clears.

The remittance process initiates the transfer of payment for transactions that are paid by credit card or electronic funds transfer (both direct debit and Automatic Clearing House bank account transfer).

For information about enabling ACH bank account transfers, see Remitting Electronic Payments, page 6-129.

- **Factored Remittances:** Remit receipts to your bank so the bank can lend you money against the receipts either before the maturity date (for automatic receipts) or before clearing (for manual receipts). After clearing factored receipts, Receivables creates a short term debt for the borrowed amount to track your liability in case of customer default.

You can schedule the remittance process to automatically run at predetermined times. See: Scheduling the Automatic Remittances Creation Program, page 6-155.

## Related Topics

Creating Remittance Batches, page 6-151

Accounting of Automatic Receipts and Remittances, page 6-147

Factoring Remittances, page 6-151

Automatic Clearing for Receipts, page 6-158

## Formatting Remittance Layouts

Receivables provides a predefined program to format remittances. However, you may customize the formats, both for paper and tape, to suit your specific needs. Use the AR\_REMITTED\_RECEIPTS\_FORMAT\_V view to customize the formats. This view contains information relating to the receipt, customer, customer bank, remittance bank, and the remittance batch.

The layout on magnetic media is described below. The layout provided includes Header records, Detail Records, and Tail Records. All records are of a fixed size of 160 bytes.

### Header Records

There is one header record for each remittance mode, payment type, remittance bank, due date, and currency. The layout of a header record is described in this table:

Column Numbers	Contents
1 - 2	Record code: 03 for Header
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 18	Sales tax registration number
19 - 24	Blank
25 - 30	Remittance Date
31 - 54	Company name
55 - 78	Remittance bank address and name
79 - 79	Blank
80 - 81	Blank
82 - 86	Remittance bank account number
87 - 91	Remittance bank account number
92 - 102	Remittance bank account number
103 - 149	Blank
150 - 160	Remittance Batch name

### Detail Records

There is one detail record per automatic receipt. The layout of a detail record is described in this table:

Column Numbers	Contents
1 - 2	Record code: 06 for Detail
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 20	Blank
21 - 30	Receipt Number
31 - 54	Customer name
55 - 78	Customer bank name
79 - 81	Blank
82 - 86	Customer bank account number
87 - 91	Customer bank account number
92 - 102	Customer bank account number
103 - 114	Payment amount
115 - 118	Blank
119 - 124	Due Date
125 - 130	Creation Date
131 - 150	Blank
151 - 160	Receipt Number

## Tail Records

There is one tail record for each remittance mode, payment type, remittance bank, due date, and currency. The layout of a tail record is described in this table:

Column Numbers	Contents
1 - 2	Record code: 08 for Tail
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 102	Blank
103 - 115	Total Amount
116 - 160	Blank

## Related Topics

Factoring Remittances, page 6-151

Formatting Remittance Batches, page 6-157

## Factoring Remittances

Factoring is a process in which you sell your accounts receivable to your bank in return for cash. You decide whether to factor your receipts when defining your receipt classes. To factor receipts, choose a remittance method of 'Factoring' or 'Standard and Factoring.' Choose Standard and Factoring if you will not always factor receipts created with this receipt class. See: Receipt Classes, page 2-113.

When you create a remittance batch, you specify whether the receipts should be factored. If you choose a Remittance Method of Factored, all receipts that have receipt classes with Remittance Method set to either 'Factoring' or 'Standard and Factoring' and that meet your selection criteria will be included in the remittance batch.

You create factored remittance batches the same way that you create a standard remittance batch. See: Creating Remittance Batches, page 6-151

You can track your risk of customer default when you factor a receipt with your bank. In this case, Receivables creates a short term debt for the risk upon clearance of the receipt. Risk is displayed on your Bank Risk report and the different aging reports. Oracle Order Management uses this value during credit checking. Run the Automatic Clearing program to eliminate your risk on or after the maturity date of your automatic receipts. See: Automatic Clearing for Receipts, page 6-158.

The following table shows the accounting entries that Receivables creates when you factor receipts with a receipt class that requires confirmation, remittance, and clearance.

Action	Accounting Entries
Confirm Receipts	DR Confirmation CR Accounts Receivable
Factor Remittances	DR Factoring CR Confirmation
Clear Receipts	DR Cash DR Bank Charges CR Short Term Debt
Eliminate Risk	DR Short Term Debt CR Factoring

### Related Topics

About Remittances, page 6-148

Creating Remittance Batches, page 6-151

Automatic Clearing for Receipts, page 6-158

## Creating Remittance Batches

Create remittance batches to select automatic receipts for remittance to your customer's bank to initiate the transfer of funds as payment for transactions previously closed by these receipts. You can create unapproved, approved, or approved and formatted remittance batches.

You can control the total remittance amount by specifying values for the Remittance Total range. If there are not enough receipts to meet the minimum amount, Receivables

will not create the remittance batch. To ensure that the maximum amount is not exceeded, receipts that meet your search criteria are identified and then ordered by maturity date, followed by amount. The program picks up receipts starting with the oldest eligible receipt and continues until it reaches the maximum of the remittance total range. When creating remittance batches, Receivables only includes receipts with payment methods whose receipt class requires remittance.

**Note:** A receipt class requires remittance if its remittance method is *Standard*, *Factoring*, or *Standard and Factoring*.

You can either create one remittance batch per remittance bank account or choose a clearing institution. If you choose a clearing institution, Receivables will select all the receipts belonging to remittance banks that have this clearing institution assigned to them.

Receivables lets you make cross-currency deposits. You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or are in your functional currency but have the Multiple Currency Receipts field set to Yes.

If you choose to approve and format your batch when you create it, Receivables initiates an additional process which creates the formatted batch information.

Depending upon the function security options set up by your system administrator, you may be able to create, format, and approve remittance batches in one step. See: Function Security in Receivables., page C-1

You can schedule the remittance process to automatically run at predetermined times. See: Scheduling the Automatic Remittances Creation Program, page 6-155.

You can delete a remittance batch only if its status is either Started Creation or Completed Creation. When you delete a remittance batch, all receipts within the batch become available for selection the next time you create a remittance batch.

## Overriding the Receipt Remittance Bank

Receivables lets you override your receipt remittance bank account at remittance time. If you set the Ignore Override option to Yes when creating your remittance batch, Receivables will override the receipt remittance bank information and select the receipt for this remittance batch, regardless of how you set the receipt's Override Bank Account flag. See: Entering Receipts, page 6-2.

If the Ignore Override option is set to No, Receivables will only override bank accounts for receipts and include them in this remittance batch if the receipt's Override Bank Account flag is set to Allow and both the receipt and batch remittance banks have the same accounting segments defined for unapplied, unidentified, and on-account receipts. If the receipt's Override Bank Account flag is set to Don't Allow, Receivables will only include it in this remittance batch if the receipt remittance bank is the same as the batch remittance bank.

**Note:** If the receipt status is Confirmed, you can manually update an automatic receipt's remittance bank information in the Receipts window.

### Prerequisites

- Define receipt classes and set the remittance method to:
  - *Standard*, for credit card payments

- *Standard, Factoring, or Standard and Factoring*, for all other automatic receipts
- Define print and transmission programs for your remittances
- Define the number of Auto Receipts Receipts per Commit in the System Options window, page 2-142

**Tip:** Set the Auto Receipts Receipts per Commit parameter to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic remittance batches. To help determine the Auto Receipts Receipts per Commit number, look at the log file for your largest Automatic Remittance Creation batch. You should only reduce this number if you run out of rollback segments.

- If using Automatic Remittances to pay foreign currency transactions, then set the AR: Default Exchange Rate Type profile option to a value other than *User*.

See: Overview of Receivables User Profile Options, page B-2.

Also, define daily exchange rates. See: Entering Daily Rates, *Oracle General Ledger User Guide*.

#### To create a remittance batch:

1. Navigate to the Remittances window.
2. Enter the Currency for this batch. The default is your functional currency, but you can change it.
3. Enter the Batch and GL Date. The default Batch Date is the current date, but you can change it. The GL date must be in an open accounting period. Receivables uses the GL Date to determine when to post this remittance batch to your general ledger.
4. Choose a Remittance Method. Choose Standard to remit this batch of receipts on the maturity date. Choose Factoring to borrow money against the receipts before the maturity date. Receivables only selects receipts using the remittance method you specify here when creating this remittance batch. Receivables selects all receipts that have a remittance method of Standard and Factoring. See: About Remittances, page 6-148.
5. Enter the Receipt Class, Payment Method, and Remittance Bank information for this batch, or select from the list of values. You can select both inactive and active payment methods for your remittance batches. You must select a remittance bank that has accounts assigned to the payment method you entered.

**Note:** The default remittance bank is generally the primary remittance bank account associated with the payment method and currency of your invoice. However, if it finds that a non-primary account for the same currency is the same as the customer account, Receivables uses this account. This avoids bank charges and allows funds to transfer more quickly.

6. To create this remittance batch automatically, choose Auto Create. Receivables saves your batch information. To create this remittance batch manually, see: Manually Creating a Remittance Batch, page 6-154.

7. Enter selection criteria for creating this remittance batch (optional). For example, enter the low and high values of the Maturity and Receipt Dates, Receipt and Document Numbers, and Customer Names or Numbers to select only those receipts for this batch. Leave a field blank if you do not want to limit the search to transactions matching that criteria. You can use both active and inactive customers as criteria for your remittance batches.

Receivables selects all confirmed automatic receipts and manual receipts that match the criteria you specify and have a receipt class with a remittance method of *Standard*, *Factoring*, or *Standard and Factoring*.

**Note:** If you remit Miscellaneous Receipts and you enter a range of Maturity Dates as selection criteria, Receivables looks at the transaction Deposit Date when determining whether it should be added to this remittance batch. (Miscellaneous Receipts do not have a maturity date.)

**Note:** Receivables keeps a running total of the total count and amount of the remittance batch, so you can ensure that it does not exceed a certain value. This is particularly useful if you intend to factor a remittance batch and you do not want to exceed the bank's short term loan limit.

8. To approve and format this remittance batch, check the Approve and Format boxes.
9. Choose OK, then choose Yes to acknowledge the message. Receivables assigns a unique Request ID number for your concurrent request. Receivables also assigns a batch name using the next batch number of the Automatic Receipts source. Use the Request ID to check the status of your remittance process in the View Concurrent Requests window.

Receivables creates the Automatic Receipts and Remittances Execution report when you submit your request. This report lists the number and amount of remittances in this batch. See: Automatic Receipts and Remittances Execution report, page 6-141.

## Manually Creating a Remittance Batch

1. Choose Manual Create.
2. Specify which receipts to include in this batch by selecting and deselecting transactions. You can control which transactions Receivables displays by modifying Selection Criteria. Enter a range of Payment Methods and Maturity Dates to display only those receipts, or choose from the following:

**Query Batch Only:** If you check this box, Receivables will only display receipts that are associated with this batch. If this is a new batch, this box is not checked by default.

**Ignore Override:** Check this box to display all receipts matching the selection criteria, regardless of the batch remittance bank and the receipt Override Bank Account flag.

Leave this box unchecked to display all confirmed automatic receipts and manual receipts that have the same remittance bank as the batch and a receipt class with a remittance method of *Standard*, *Factoring*, or *Standard and Factoring*.



**Select All:** Check this box to automatically mark all transactions that Receivables displays for inclusion in this remittance batch.

**Note:** If you remit Miscellaneous Receipts and you enter a range of Maturity Dates as selection criteria, Receivables looks at the transaction Deposit Date when determining whether it should be added to this remittance batch. (Miscellaneous Receipts do not have a maturity date.)

**Note:** Receivables keeps a running total of the count and amount of the remittance batch, so you can ensure that it does not exceed a certain value. This is useful if you intend to factor a remittance batch and do not want to exceed the bank's short term loan limit.

3. Query the receipts.
4. Check the box next to each receipt to add to this batch. Uncheck the box next to transactions you do not want to include in this batch.
5. To create the batch, save your work. To create and approve the batch in one step, choose Approve. To create, approve, and format the batch in one step, choose Format. Receivables assigns a unique Request ID number for your concurrent request. Receivables also assigns a batch name using the next batch number of the Automatic Receipts source. Use the Request ID to check the status of your remittance process in the View Concurrent Requests window.

Receivables creates the Automatic Receipts and Remittances Execution report when you submit your request. This report lists the number and amount of remittances in this batch. See: Automatic Receipts and Remittances Execution report, page 6-141.

### Scheduling the Automatic Remittances Creation Program

Use the Automatic Remittances Creation program to schedule the remittance process to run at predetermined times.

For example, if your enterprise processes a high volume of credit card receipts, then you might want to schedule the remittance process to run once every few hours.

You can initiate the Automatic Remittances Creation program using Standard Request Submission from the Receipts menu.

See: Submitting a Request, *Oracle Applications User Guide*

### Selected Parameters

**Batch Date:** Enter the batch date that you want to run the process for.

**Batch GL Date:** Enter the batch date for General Ledger that you want to run the process for.

**Approve:** Indicate if you want the Automatic Remittances Creation program to automatically approve this remittance batch.

**Format:** Indicate if you want the Automatic Remittances Creation program to automatically format this remittance batch.

**Remittance Total Range:** Enter the total remittance range that you want to run the process for.

## Related Topics

- About Remittances, page 6-148
- Approving Remittance Batches, page 6-156
- Formatting Remittance Batches, page 6-157
- Remittance Batch Management Report, page 11-110

## Approving Remittance Batches

After you create your remittance batch, you can review the receipts in the batch and add, delete, or update them. Before you submit the batch for approval, you can update the maturity date, remittance bank, customer bank, and bank charges information for each individual receipt. When you are satisfied with the content of a remittance batch, approve the batch to prepare it for formatting.

When you submit your request, Receivables assigns a concurrent request number. You can use this number to check the status of your remittance process in the View Concurrent Requests window. This concurrent process also produces a report giving you details of the batches that have been processed. If you choose to approve and format a batch simultaneously, Receivables initiates an additional process that creates the formatted batch information.

You can only make changes to a remittance batch if its status is Started Creation or Creation Completed.

### Prerequisites

- Create remittance batches, page 6-151

### To approve a remittance batch:

1. Navigate to the Remittances window.
2. Query the batch to approve.
3. To review or update this batch, choose Receipts.

If you are ready to approve the batch, go to step 7.

4. Add receipts to this batch by checking the check box next to each receipt. Remove receipts from this batch by unchecking the check box next to each receipt.

**Note:** Receivables keeps a running total of the count and amount of the remittance batch so you can ensure that it does not exceed a certain value. This is useful if you intend to factor a remittance batch and do not want to exceed the bank's short term loan limit.

5. To display additional receipts, uncheck the Query Batch Only check box, then choose one or both of the following:

**Ignore Override:** Check this box to display all receipts matching the selection criteria, regardless of the batch remittance bank and the receipt Override Bank Account flag.

Leave this box unchecked to display all transactions that have the same remittance bank as the batch and a receipt class with a remittance method of *Standard*, *Factoring*, or *Standard and Factoring*.

**Select All:** Check this box to automatically mark all transactions that Receivables displays for inclusion in this remittance batch.

6. Query the receipts, then repeat step 4.
7. To approve the batch, choose Approve, then choose Yes to acknowledge the message. To approve and format the batch in one step, choose Format, then choose Yes to acknowledge the message.

When you submit your request, Receivables creates the Automatic Receipts and Remittances Execution report. This report lists the number and amount of remittances in this batch. See: Automatic Receipts and Remittances Execution report, page 6-141.

## Related Topics

About Remittances, page 6-148

Formatting Remittance Batches, page 6-157

Remittance Batch Management Report, page 11-110

## Formatting Remittance Batches

Format approved automatic receipt remittance batches on paper or magnetic media to send payment information your remittance banks to initiate the transfer of funds from your customer's bank to your own. You format approved, manually entered remittance batches so the bank will credit your account when your customer's checks clear.

You can assign different remittance formats to your remittance banks and clearing institutions. You assign the formats to your remittance banks when you define payment methods, and to your clearing institutions when you define the clearing institution itself. See: Payment Methods, page 2-100 and Defining Banks, page 2-47.

You can customize the program Receivables uses to format your remittances to suit your specific needs. See: Formatting Remittance Layouts., page 6-149

There is no limit to the number of times you can format a remittance batch.

### Prerequisites

- Create remittance batches, page 6-151
- Approve remittance batches, page 6-156

### To format a remittance batch:

1. Navigate to the Remittances window.
2. Query the batch to format.
3. To review receipts within this batch, choose Receipts. You cannot update a remittance batch if its status is Approval Completed.
4. Choose Format. Receivables displays the Request ID of your concurrent request for formatting this batch of remittances and creates the Format Automatic Remittances report. This report displays details of how many remittances were formatted and the amounts involved. See: Format Automatic Remittances report, page 6-158.

## Related Topics

- About Remittances, page 6-148
- Creating Remittance Batches, page 6-151
- Approving Remittance Batches, page 6-156
- Remittance Batch Management Report, page 11-110

## Format Automatic Remittances Report

Use this report to review the standard format of your automatic and manual remittances. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, then modify it accordingly. This remittance report is sent to the bank to initiate the transfer of funds.

The report prints a list of remittances to be sent to a remittance bank branch. Remittance details include customer name, number and bank account, the payment method, the due date and the receipt number and amount. Receivables displays the total amount remitted for each bank branch.

## Related Topics

- Creating Remittance Batches, page 6-151
- Formatting Automatic Receipts, page 6-143
- Running Standard Reports and Listings, page 11-4
- Common Report Parameters, page 11-4
- Receipt Classes, page 2-113

## Automatic Clearing for Receipts

Submit the Automatic Clearing program to automatically clear remitted receipts and clear or risk eliminate factored receipts in Receivables. Clearing remitted receipts credits your cash account and debits your remittance or factoring account. Clearing factored receipts creates a short term debt to account for your risk in case of customer default. The debt will be cleared by the Automatic Clearing program  $y$  days after each receipt's maturity date, where  $y$  is the number of risk elimination days defined for the payment method/bank account combination assigned to the receipt.

Remitted receipts are cleared  $x$  days after their maturity date, where  $x$  is the number of clearing days defined for the payment method/bank account combination on each receipt. Factored receipts are cleared immediately on the remittance date. To eliminate risk created by clearing factored receipts, set the Eliminate Bank Risk parameter to Yes when you run the Automatic Clearing program. See: Factoring Remittances, page 6-151.

If you do not want to recognize the cash until it is deposited into your bank account, you can reconcile the bank statement with your accounts receivable system. This step is optional for both automatic and manual receipts.

For receipts to be cleared by the Automatic Clearing program, they must belong to a receipt class with an Automatic Clearance Method.

**Tip:** You can also use Oracle Cash Management to clear receipts. See: Using Oracle Cash Management to Clear Receipts., page 6-160

#### **Prerequisites**

- Define receipt classes with Require Clearance Method set to Automatic, page 2-113
- Remit receipts, page 6-151

#### **To run the automatic clearing program:**

1. Navigate to either the Submit Requests or the Clear/Risk Eliminate window.
2. Enter a request Name of Automatic Clearing for Receipts.
3. Enter parameters for submitting the Automatic Clearing program. To clear receipts with a Standard remittance method, enter Yes in the Clear Remitted Receipts field. To clear receipts with a Factored remittance method, enter Yes in the Clear Discounted Receipts field. To eliminate risk for cleared and factored receipts, enter Yes in the Eliminate Bank Risk field.
4. Enter parameters to select receipts to be cleared or risk eliminated. For example, enter a Payment Method, Remittance Bank Account or Remittance Batch Name, or enter a range of Receipt Numbers and Customer Names to select only those receipts for automatic clearing. Leave a field blank if you do not want to limit the search to receipts matching that criteria.
5. Choose OK.
6. To run Automatic Clearing more than once, enter Run Options. Enter the time and date To Start and to End Resubmission of the program.
7. To save the output of the Automatic Clearing program to a file, check the Save Output box.
8. Choose Submit. Receivables displays the Request ID of your concurrent request and creates the Automatic Clearing for Receipts Execution report. See: Automatic Clearing for Receipts Execution Report., page 6-159

#### **Related Topics**

About Remittances, page 6-148

Automatic Receipts, page 6-131

Using Oracle Cash Management to Clear Receipts, page 6-160

Bank Risk Report, page 11-33

#### **Automatic Clearing for Receipts Execution Report**

Use this report to review the results of your Automatic Clearing program. Receivables creates this report each time you run Automatic Clearing.

## Selected Report Parameters

**Clear Date:** Specify the date that Automatic Clearing should use as the clearance date when recording transactions. This is also the date that is used to make exchange rate adjustments. The default is today's date.

**Clear Discounted Receipts:** Choose whether to clear factored receipts.

**Eliminate Bank Risk:** Choose whether to eliminate risk on factored receipts.

**Exchange Rate Type:** Exchange rate adjustments are made for receipts that are in a different currency than the bank account currency. Enter the exchange rate type that should be used to determine the exchange rate.

**Remittance Bank Account:** Select and clear/risk eliminate receipts for the remittance bank account you specify.

## Related Topics

Automatic Clearing for Receipts, page 6-158

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

Bank Risk Report, page 11-33

## Using Oracle Cash Management to Clear Receipts

If you are using Receivables and Oracle Cash Management, there are two ways you can clear your receipts:

- Run the Automatic Clearing program (Submit Request window)
- Use the Clear Transactions window in Cash Management

If you use the Automatic Clearing program, your General Ledger balance might not match your Cash Management reports. This is because when you use Cash Management to clear receipts, Cash Management automatically generates reconciliation accounting entries which are posted to your general ledger. In Receivables, the Automatic Clearing program clears your receipts, but does not reconcile them against a bank statement.

**Tip:** Use either the Automatic Clearing program in Receivables *or* the Clear Transactions window in Oracle Cash Management to clear your receipts. We suggest that you do not use both methods of clearing as the two features duplicate functionality.

**Important:** You must use Oracle Cash Management to reconcile your receipts.

## Related Topics

Automatic Clearing for Receipts, page 6-158

Reconciling Receipts Using Oracle Cash Management, page 6-161

Manually Clearing and Unclearing, *Oracle Cash Management User Guide*

## Reconciling Receipts Using Oracle Cash Management

Use Oracle Cash Management to reconcile your bank statements with your outstanding balances, transactions, and receipts in Receivables. Oracle Cash Management improves bank reconciliation by automating the processing of bank statements and by providing appropriate management and exception reporting.

To reconcile your receipts in Oracle Cash Management, assign them to a Receipt Class that requires remittance and has a Clearance Method of By Matching. See: Receipt Classes, page 2-113.

Receivables also lets you periodically reconcile customer balances with your receivables accounts. By generating various Receivables reports, you can reconcile outstanding customer balances at the beginning of any period with the ending balances for that period. For more information, see: Reconciling Receivables, page 9-9.

### Related Topics

Reconciling Bank Statements Manually, *Oracle Cash Management User Guide*

Reconciling Bank Statements Automatically, *Oracle Cash Management User Guide*.

## Automated Receipt Handling for Credits

Whenever you credit a *paid* invoice, you must decide how to credit the overpaid funds to your customer. Do you want to put the credit amount on account? Or, do you want to issue a refund directly to your customer?

In Oracle Receivables, this process involves first unapplying the original invoice from a receipt, and then performing actions on the receipt, or *handling the receipt*, to generate a refund or put funds on account to allocate at a later time.

You can automate this process. When importing a credit memo against a paid invoice, AutoInvoice can identify the receipt and decide, based on your setup, how to handle the funds.

For example:

- If your enterprise processes a high volume of imported credit memos that require the creation of customer refunds, then you can set up your system to automatically *refund* credit card payments.  
  
(Receivables always puts on account all credits against transactions that were paid by payment types other than credit card and purchase card.)
- If your enterprise does not customarily provide refunds to your customers, then you can set up your system to automatically place all credits *on account*.

To set up your system to automatically handle receipts and create refunds, or place credits on account, see: Setting Up the Automated Receipt Handling Process, page 6-162.

**Important:** Receivables assumes that AutoInvoice imports only *approved* credit memos. Be sure to set up your feeder systems with business processes that support this assumption. See: RMA Processing, *Oracle Order Management User Guide*.

Alternatively, you can manually generate the refund. See: Crediting Transactions, page 3-76.

## Related Topics

Automated Receipt Handling Process Flow, page 6-162

Setting Up the Automated Receipt Handling Process, page 6-162

Exception Conditions for the Automated Receipt Handling Process, page 6-163

## Automated Receipt Handling Process Flow

If you set up your system to automatically manage receipts when importing credits, then the automated receipt handling process occurs as follows:

1. AutoInvoice reviews the transaction batch source for each submission, to determine if automated receipt handling is enabled.

See: Setting Up Automated Receipt Handling for Credits, page 6-162.

2. If enabled, then AutoInvoice evaluates each credit memo and its associated invoice to determine eligibility for automatic receipt handling.

To be eligible, the paid invoice's transaction type must be set to allow natural application only.

Additionally, the transaction must not be in doubt. See: Transactions in Doubt, page 6-163.

3. If eligible, then AutoInvoice unapplies the paid invoice (original transaction) from the receipt to be credited.
4. AutoInvoice automatically creates the credit memo in the amount of the requested credit, and applies the credit to the correct invoice.
5. If your policy is to automatically refund your customers, then AutoInvoice evaluates the receipt for refund eligibility.  
To be eligible, the receipt must not be in doubt. See: Receipts in Doubt, page 6-164.
6. Finally, AutoInvoice applies the appropriate receivable activity to the receipt, as determined by your batch source setup.

## Related Topics

Automated Receipt Handling for Credits, page 6-161

## Setting Up the Automated Receipt Handling Process

This section describes how to set up Oracle Receivables so that AutoInvoice can automatically generate customer credits according to the refund policies at your enterprise.

For example, you can tell AutoInvoice to automatically create a refund in preparation for remittance to your customer.

Under certain circumstances, AutoInvoice will not consider a credit memo for automated receipt handling, or will place the funds on account instead of creating a refund. See: Exception Conditions for the Automated Receipt Handling Process, page 6-163.

### To set up AutoInvoice to evaluate receipts for automatic handling:

1. Set your receipt handling policy in the Transaction Sources window.



See: Transaction Batch Sources, page 2-165.

2. If creating refunds, specify the minimum amount that AutoInvoice will create refunds for.

See: Miscellaneous System Options, page 2-142.

3. To process credit card refunds, use a receipt class with a remittance method of *Standard* on your original credit card transactions.

See: Setting Up Receivables for Credit Card Transactions and Payments, page 3-172.

4. For transactions for which you want to automate receipt handling for credits, be sure that the transaction type allows natural application only.

**Important:** If the transaction type is set to Allow Overapplication, then AutoInvoice will not begin the automated receipt handling process. Instead, you will need to manually manage the receipt.

See: Exception Conditions for the Automatic Receipt Handling Process, page 6-163.

## Related Topics

Automated Receipt Handling for Credits, page 6-161

Credit Card Refunds, page 3-179

Unapplying Cash when Crediting a Transaction, page 3-86

## Exception Conditions for the Automated Receipt Handling Process

AutoInvoice can evaluate credit memos that it imports into your system and handle receipts according to your setup, to create customer refunds or on-account credits. See: Setting Up the Automated Receipt Handling Process, page 6-162.

However, AutoInvoice will not create a refund if doubt exists as to whether a refund is appropriate.

Doubt can exist in relation to either:

- The original transaction, against which the credit memo is imported.
- The receipt that paid the original transaction.

## Transactions in Doubt

For each submission, AutoInvoice reviews the automatic receipt handling setting on the transaction batch source. If the setting is enabled, then AutoInvoice evaluates the credit memo and its associated invoice.

AutoInvoice will reject a credit memo from automated receipt handling if one of the following conditions exists on the transaction to be credited:

- The original invoice's transaction type is set to allow overapplication.
- An on-account credit memo was already applied against the invoice.
- An adjustment already exists against the invoice:
  - Regular adjustment
  - Chargeback adjustment

- Bills receivable assignment
- The credit memo is imported against an invoice with a negative creation sign.

If the credit memo is ineligible due to one of the conditions above, then AutoInvoice processes the credit memo using standard validation.

AutoInvoice takes this precaution so that you can evaluate the appropriateness of the credit request before taking action on it.

## Receipts in Doubt

AutoInvoice might automatically place on account the amount of a refund request, if:

- The receipt to be refunded has not yet been remitted.
- Multiple payment types (ACH, cash, credit card) exist on the same transaction to be credited.
- Installments exist and are not fully paid.
- The following items exist against the receipt:
  - Unresolved claims
  - Receipt chargebacks (noninvoice-related)
  - On-account credit memos
- The amount of the refund request is less than the minimum refund amount specified in your system options.

See: Miscellaneous System Options, page 2-142.

**Note:** The AutoInvoice Execution report lists all the receipts that were processed for receipt handling. See: Using AutoInvoice, page 3-201.

## Related Topics

Automated Receipt Handling for Credits, page 6-161

Automated Receipt Handling Process Flow, page 6-162

## Writing Off Receipts

In Oracle Receivables, you can write off the following:

- Unapplied receipt amounts
- Underpayments on receipts

## Unapplied Receipts

When you apply a receipt to debit items, a small unapplied amount may remain on the receipt. Receivables lets you write off unapplied receipt balances during or after receipt application.

With Receivables you can:

- Use the Applications window to manually write off unapplied receipt balances
- Use the Automatic Receipt Write-off program to automatically write off receipts

## Underpayments on Receipts

When a receipt underpays an invoice by a small amount, you can manually write off the underpayment rather than bill your customer for the difference.

## Reversal

To reverse the write off, you can unapply the original write-off application by unchecking the Apply check box in the Applications window for the write-off amount that you want to reverse.

## Exchange Rates

When you write off a foreign currency receipt, Receivables uses the same exchange rate information from the original receipt for the write-off record.

When you adjust the exchange rate of a foreign currency receipt, Receivables reverses the write-off with the original exchange rate and then applies the new exchange rate to the write-off. Receivables reverses the write-off only if the converted amount does not exceed the system level write-off limit. If the converted amount exceeds the system level write-off limit, Receivables leaves the write-off amount as unapplied.

## Creating Manual Receipt Write-Offs

The manual write-off process gives you the flexibility to write off both overpayments and underpayments when you enter and apply a receipt, or at any time.

You can enter multiple write-offs in the Applications window, provided that the total write-off amount does not fall outside the range of both your Receipt Write-off approval limits and system level write-off approval limits.

### Prerequisites

- Define your system level write-off limits for receipts, page 2-142
- Define Receipt Write-off approval limits, page 2-29
- Define receivable activities using the Receipt Write-off activity type, page 2-116

### To create a manual write-off:

1. Navigate to the Receipts window.
2. Enter the receipt information or query an existing receipt. See: Entering Receipts, page 6-2
3. Choose Apply.
4. In the Apply To field, select Receipt Write-off.
5. In the Amount Applied field, enter the amount to be written off. Receivables validates the value that you enter against your write-off approval limit.
6. In the Activity field, select a receivables activity. You can select from all active receivables activities defined with the activity type of "Receipt Write-off."

## Creating Automatic Receipt Write-Offs

Use the Automatic Receipt Write-off program to write off multiple receipts at once with minimum manual intervention to individual receipt records. When you submit

the Automatic Receipt Write-off program, a concurrent program creates the write-offs and closes the receipts.

**Important:** Use the Automatic Receipt Write-off program to write off only unapplied amounts on receipts.

Use the Create Receipt Write-off window to submit the Automatic Receipt Write-off program. When you submit the program, you must select a receivables activity with an activity type of Receipt Write-off. The receivables activity tells Receivables which GL account to credit in the write-off process.

**Note:** Always use the Generate Report Only option to preview the receipts that you want to write-off before submitting the program. You can only reverse the write-off by manually unapplying each write-off from the Applications window.

### Prerequisites

- Define your system level write-off maximum for receipts, page 2-142
- Define Receipt Write-off approval limits, page 2-29
- Define receivable activities using the Receipt Write-off activity type, page 2-116

### To create an automatic write-off:

1. Navigate to the Create Receipt Write-off window.
2. In the Selection region, enter the currency of the receipts to write off. The default value is your functional currency if the user level write-off limit has been defined for the functional currency. You can change the default value to another currency.
3. Enter either an unapplied amount or unapplied amount percentage, or both. If you enter an unapplied amount, Receivables validates that the amount entered is within your receipt write-off approval limit.
4. Use the remaining fields in the Selection region to enter additional selection criteria for the receipts that you want to write off.
5. Navigate to the Parameters region.
6. Choose a receivables activity. The receivables activity tells Receivables which GL account to credit for the write-off. This field is optional if you choose the Generate Report only option.
7. Enter the apply date. The value that you enter in this field becomes the apply date of the write-off record for the receipt.
8. Enter the GL Date. The value you enter in this field becomes the GL date of the write-off application.
9. Enter optional comments. You can view the comments that you enter here from the Applications window after Receivables creates the write-off record.
10. Navigate to the Options region.
11. Select either the Generate Report Only or Create Write-off option.
  - The Generate Report Only option produces the Write-off Unapplied Receipt Balances: Pre Write-off Report, which lists the receipts that were selected based

on the selection criteria that you defined. Use this option to preview the write-off results before you submit the process. Once you have previewed the results, you must submit the Automatic Receipt Write-off program using the Create Write-off option to process the write-off.

- The Create Write-off option submits the Automatic Receipt Write-off program that creates the write-off records, and then generates the Write-off Unapplied Receipt Balances: Write-off Report that displays the write-off records that Receivables processed based on your selection criteria.

## Write-Off Process

Both the manual and automatic write-off processes initiate a concurrent program to process the write-off records. This program validates the data that you enter and selects the records to write off. The program then creates the accounting entries and updates the receipt balances.

## Accounting Entries

See: Accounting for Transactions, page 9-30 for an example of the accounting entries that Receivables creates when writing off unapplied receipts.

## Create Receipt Write-off Field References

This section provides a brief description of the fields in the Create Receipt Write-off window.

**Receipt Currency:** The currency of the receipts that you want to write off. Only receipts with the same currency entered here are eligible for write-off.

**Unapplied Amount:** The maximum amount that you want to write off. Oracle Receivables selects receipts with unapplied amounts less than or equal to this value and that meet the other selection criteria.

**Unapplied Amount Percent:** The percentage of unapplied amount against the original receipt amount that you want to write off. For example, if you want to write off receipts with an unapplied balance of 5% or less of the original receipt amount, then enter 5 in the field.

**Receipt Date (Optional):** The date range for the receipts that you want to write off. Receivables selects receipt records that fall within the specified date range.

**Receipt GL Date (Optional):** The GL date range for the receipts that you want to write off. Receivables selects receipt records with a GL date that falls within the specified receipt GL date range.

**Payment Method (Optional):** If you specify a payment method Receivables selects receipt records with this specific payment method.

**Customer Name (Optional):** The name of a specific customer whose unapplied receipts you want to write off. Receivables defaults the Customer Name when a valid customer number is entered in the Customer Number field.

**Customer Number (Optional):** The number of a specific customer whose unapplied receipts you want to write off. Receivables defaults the Customer Number when a valid customer name is entered in the Customer Name field.

**Receipt Number** (Optional): When you select a receipt number from the list of values, the Customer Name and Customer Number fields are defaulted according to the selected receipt number. If you specify the Payment Method, Customer Number, or Customer Name, the list of values in the Receipt Number field filters the receipt numbers according to your selection criteria.

**Activity:** The selected receivables activity determines the GL account that Receivables credits for the write-off.

**Apply Date:** The value entered in this field becomes the apply date of the write-off record for the receipt.

**GL Date:** This date determines the GL date of the write-off record. The GL date defaults to the current date and, during the write-off process, is validated to make sure that it is in an Open or Future period. You can change this date.

**Comments** (Optional): Comments entered here can be viewed from the Applications window after the write-off record is created.

**Generate Report Only:** When this option is selected, Receivables generates a report that shows the receipts that will be processed using your selection criteria. No receipts are actually written off. This option gives you an opportunity to review the selected records and projected results, so that you can make changes if necessary.

**Create Write-off:** When this option is selected, the Automatic Receipt Write-off program is submitted.

## Working with Claims

Your customers can communicate disputes with you in a number of ways. One option is via their remittances.

For example, on a receipt, a customer might include short payments (deductions) or over payments due to promotional deals, short shipments, damages, and so on. If the remittance advice does not supply you with supporting details, such as an on-account credit memo number or promotional code, then additional research may be required to determine if the discrepancies between the billed amount and the paid amount are warranted.

Receivables integrates with Oracle Trade Management to let you manage these discrepancies, or claims.

Create claims:

- Manually, via the Applications or QuickCash window
- Automatically, via AutoLockbox and QuickCash processing

See: Creating Claims, page 6-169 and How AutoLockbox Creates Claims, page 6-84.

When you create a claim in Receivables, Receivables automatically passes the claim to Trade Management for further research. Trade Management assigns a claim number and the claim investigation process can begin. After a claim's validity is determined, the claim can be resolved directly from Trade Management without any manual intervention by a Receivables user.

See: Resolving Claims, page 6-169

In certain instances, however, claim resolution must occur directly in Receivables. In those cases, Trade Management sends settlement instructions to Receivables via Workflow notifications.

See: Claims Overview and Process Flow, *Oracle Trade Management User Guide*.

## Creating Claims

Receivables can automatically initiate claim creation during AutoLockbox and Post QuickCash processing. See: Using AutoLockbox, page 6-68.

Additionally, you can create claims when manually entering receipts in the Applications window or in the QuickCash window. See: Applying Receipts, page 6-8 and QuickCash, page 6-105.

You can also create claims directly in Trade Management. See: Creating a Claim or a Debit Claim, *Oracle Trade Management User Guide*.

Claims can be either invoice related or non-invoice related:

- If a customer short pays a particular invoice, then you can create an invoice related claim. Invoice related claims take the currency of the invoice.

This type of claim places the related invoice in dispute; the invoice remains open until the claim is resolved. You can choose to age or summarize disputed transactions in aging reports; see: Aging Buckets, page 2-26.

**Note:** In Receivables, invoice related claims are always short payments. If you receive an over payment that is related to an invoice, then you should fully apply the invoice and record the remaining amount as a non-invoice related claim using the Claim Investigation application type.

- If a customer includes a deduction or over payment on a remittance but does not indicate a related invoice number, then you can create a non-invoice related claim using the Claim Investigation application type. Non-invoice related claims take the currency of the receipt.

This type of claim is an open receipt credit; the receipt remains open until the claim is resolved. You can choose to age or summarize open credits; see: Viewing Account Balances by Aging Bucket, page 8-4.

**Note:** A negative claim investigation is a positive claim in Trade Management, because Trade Management and Receivables are on opposite sides of the balance sheet. Trade Management is a liability/expense product while Receivables is an asset/revenue product.

## Related Topics

Working with Claims, page 6-168

Accounting for Transactions, page 9-30

## Resolving Claims

After research on a claim is completed and its validity determined, the claim can be resolved directly from Trade Management. In cases where a Trade Management user

cannot resolve a claim directly, however, Workflow notifications alert you that the claim should be resolved in Receivables.

For example, see: Chargebacks and Adjustments, page 6-39.

To learn about settlement options in Trade Management, see: Claim Settlement Methods, *Oracle Trade Management User Guide*.

### Resolving a split claim

Trade Management users have the flexibility to split an existing claim into two or more separate claims. A split claim might be required, for example, in the case of a partial claim resolution.

When a claim is split in Trade Management, however, claim information is not immediately updated in Receivables.

Claim information is automatically updated in Receivables when one of the claims is resolved directly from Trade Management.

See: Splitting a Claim, *Oracle Trade Management User Guide*.

### Passing Claim Information from Oracle Trade Management

Trade Management users can create chargebacks to resolve invoice-related and noninvoice-related claims. See: Chargebacks and Adjustments, page 6-39.

Use the Receivables Transactions window to view these chargebacks. By default, Receivables populates the Reason field on the Reference Information tab with *Invalid Claim*. Or, complete the following setup steps to display the Trade Management claim reason for chargeback creation.

**Note:** Receivables displays the Trade Management claim reason on record when the chargeback was initially created. Subsequent changes to the claim reason in Trade Management are not reflected in Receivables.

#### To display the Trade Management claim reason:

1. In Receivables, create the same invoice and adjustment reasons. For example, *Invalid Promotion*.

Use both the Invoice Reason and Adjustment Reason lookup types in the Oracle Receivables Lookups window. See: Transaction Lookups, page 2-90.

2. In Trade Management, create claim reasons, and map them to the Receivables adjustment reasons that you already created.

See: Set Up Claim Reasons, *Oracle Trade Management Implementation Guide*.

### Related Topics

Trade Management Claims Overview, *Oracle Trade Management User Guide*

Working with Claims, page 6-168

Crediting Transactions, page 3-76

Creating On-Account Credit Memos, page 3-89

Reapplying Receipts, page 6-49

Writing Off Receipts, page 6-164



---

# Customers

This chapter covers the following topics:

- Customer Overview
- Data Quality Management Overview
- Setting Up Word Replacement Lists for Fuzzy Searches
- Searching Before Entering Parties or Customer Accounts
- Entering Parties and Customer Accounts
- Defining Customer Profile Classes
- Flexible Addresses
- Address Validation
- Oracle Exchange Customer Import Request Set
- Merging Customers
- Customer Interface

## Customer Overview

To understand the role of a customer in the context of your trading community, you should also understand other concepts such as a party and customer account.

A party is an entity that can enter into business and can be of the type Organization or Person. A party exists separately from any business relationship that it enters in to with another party. Information about a party such as addresses and contacts can be shared with the customer accounts of the party. For example, Vision Distribution could be a party within your trading community.

A customer is an organization or person with whom you have a selling relationship. This selling relationship can result from the purchase of products and services or from the negotiation of terms and conditions that provide the basis for future purchases. For example, a division of Vision Distribution could become one of your customers.

A customer account represents the business relationship that a party can enter in to with another party. The account has information about the terms and conditions of doing business with the party. For example, you could open a commercial account for purchases to be made by Vision Distribution for its internal use and a reseller account for purchases made by Vision Distribution for sales of your products to end-users .

You can create multiple customer accounts for a party to maintain information about categories of business activities. For example, to track invoices for different types of purchases, you can maintain an account for purchasing office supplies and another account for purchasing furniture.

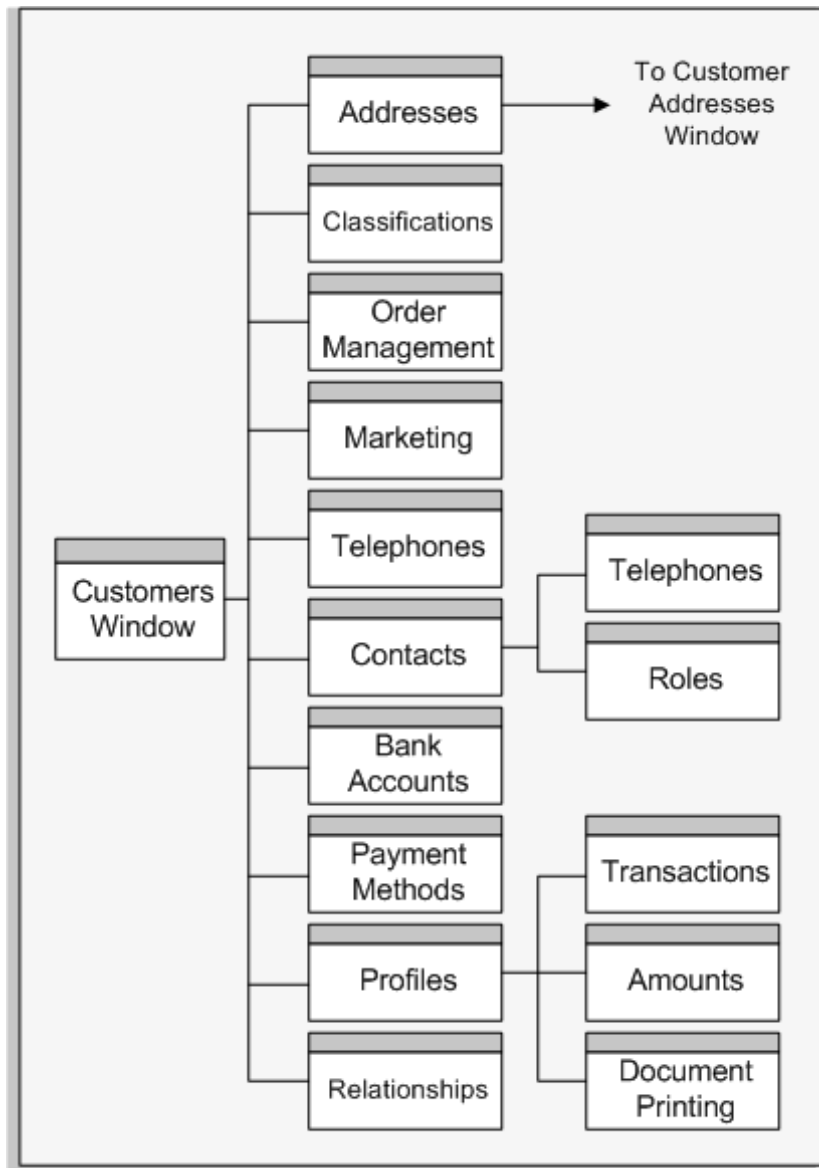
You can also maintain multiple customer accounts for a customer that transacts business with more than one line of business in your organization. You maintain separate customer profiles, addresses, and contacts for each customer account.

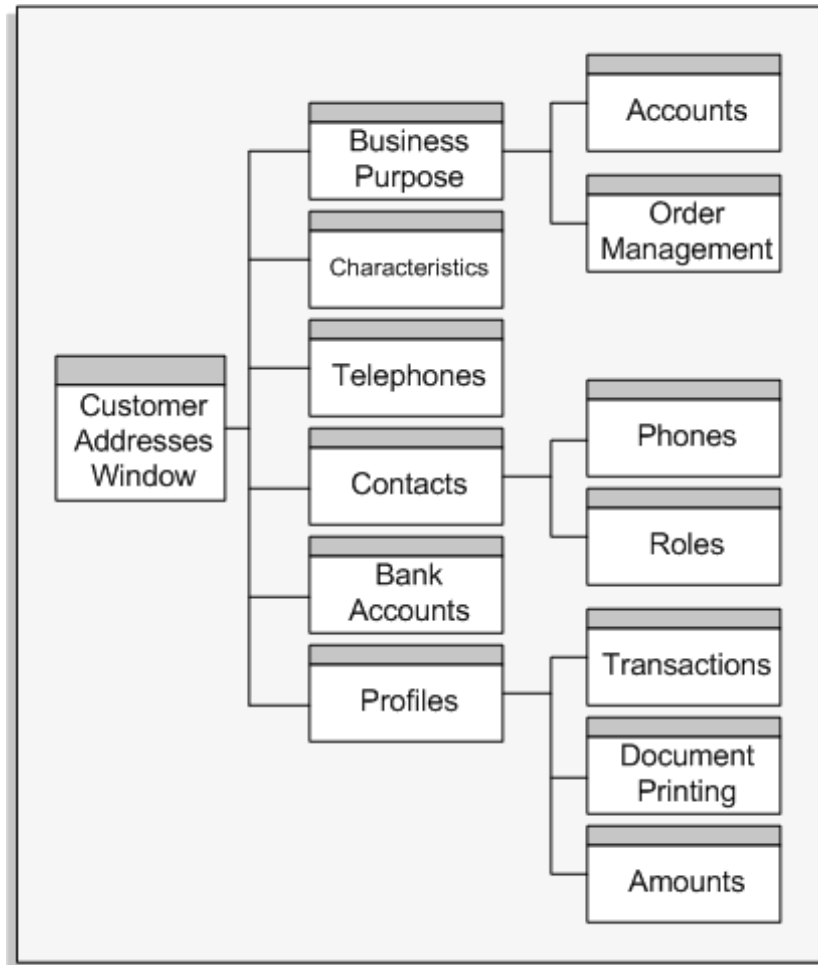
A party site is the location where a particular party is physically located. Every party has only one identifying address, but a party can have multiple party sites.

A customer address is a party site used in the context of a customer account for billing, shipping, or other purposes.

A contact communicates for or acts on behalf of a party or customer account. A contact can exist for a customer at the account or address level. A person usually acts as a contact for an organization, but can also be a contact for another person. For example, an administrative assistant could be the contact for an executive.

This diagram shows the relationships between different types of customer account information. You can define an unlimited number of items at each level. For example, you can define an unlimited number of addresses and contacts for each customer account.





For a text description of this graphic, see: Text Description of the Customers Overview Graphic, page K-8

## Data Quality Management Overview

Oracle Trading Community Architecture (TCA) Data Quality Management (DQM) provides functionality to keep party and customer account information free of duplicates as well as to perform powerful searches on that information. The DQM features in the Customers Workbench lets you:

- Perform advanced searches for parties and customer accounts with user-defined criteria in the Search Criteria window.
- Prevent duplicate entries by determining if the customer account that you are creating or updating is a potential duplicate of any existing account.

DQM must be set up to enable these features in the Customers Workbench. For example, if DQM is not set up, the Find/Enter Customers window appears instead of the Search Criteria window.

## Related Topics

Introduction, *Oracle Trading Community Architecture Data Quality Management User Guide*

Major Features, *Oracle Trading Community Architecture Data Quality Management User Guide*

Data Quality Management Process, *Oracle Trading Community Architecture Data Quality Management User Guide*

## Setting Up DQM

1. Define attributes and transformation functions.

See also: Defining Attributes and Transformation Functions, *Oracle Trading Community Architecture Data Quality Management User Guide*.

**Note:** The Search Criteria window displays the attribute names from the User Defined Name field of the Attributes and Transformation Functions window as the search criteria.

2. Generate the staged schema and *interMedia* indexes.

See also: DQM Staging Program, *Oracle Trading Community Architecture Data Quality Management User Guide*.

3. Optionally define match rules. You need to create separate match rules for search and duplicate identification.

**Tip:** To ensure accurate results from the DQM search, define all the acquisition attributes of a search match rule as scoring attributes also.

See also: Match Rules Overview, *Oracle Trading Community Architecture Data Quality Management User Guide*.

When defining match rule thresholds, keep in mind that:

- A record must have a match score that exceeds the match threshold to be considered:
  - A search match to display in the Search Results window.
  - A potential duplicate to display in the Duplicate List window.
- Records with match scores that exceed the override threshold are exceptionally strong duplicates of the new customer account. In this case, the new account cannot be saved unless the HZ: Duplicate Allowed profile option is set to *Yes*.

4. Compile all match rules.

See also: DQM Compile All Rules Program, *Oracle Trading Community Architecture Data Quality Management User Guide*.

5. Synchronize the staged schema with the TCA registry.

See also: DQM Synchronization Program, *Oracle Trading Community Architecture Data Quality Management User Guide*.

6. Set up profile options:

- **DQM Match Rule for Online Duplicate Identification** - Specify a seeded or user-defined match rule to use to identify potential duplicates.
- **DQM Match Rule for Search** - Specify the match rule to use to search for parties and customer accounts. The acquisition attributes in this match rule determine which search criteria appear in the Search Criteria window.

You can use a seeded or user-defined match rule. See: Seeded Search Match Rules, page H-1.

- **HZ: Duplicate Allowed** - Define whether new customer accounts can be saved or not when potential duplicates have match scores that exceed the override threshold.
- **HZ: Display Accounts for All Operating Units** - Determine the default of the View Only Current Operating Unit check box in the Search Criteria window. See: Searching for Parties and Customer Accounts with the Search Criteria Window, page 7-7.
- **HZ: Bypass Find/Enter Window** - Make sure that this profile option is either not set or set to *No*. If it is set to *Yes*, the Search Criteria window does not appear when you navigate to the Customers - Standard or Customers - Quick window.

## Related Topics

Overview of Receivables Profile Options, page B-2

Profile Options, *Oracle Trading Community Architecture Data Quality Management User Guide*

Seeded Match Rules, *Oracle Trading Community Architecture Data Quality Management User Guide*

## Setting Up Word Replacement Lists for Fuzzy Searches

Oracle Trading Community Architecture provides fuzzy search functionality for the Find/Enter Customers window. This feature lets you search for parties and customer accounts with more flexibility. See: Fuzzy Search., page 7-12

To use the fuzzy search method you must create word replacement lists in the Word Replacements window. See steps 1 through 6 of: Creating a Word Replacement List, *Oracle Trading Community Architecture Data Quality Management User Guide*.

If you later use the Search Criteria window instead of the Find/Enter Customers window, you can use the same word replacements for the Data Quality Management setup. See: Searching for Parties and Customer Accounts with the Search Criteria Window., page 7-7

## Searching Before Entering Parties or Customer Accounts

To minimize the possibility of creating duplicate party or customer accounts, search parties or customer accounts before entering new accounts. In organizations with more than one person entering or maintaining customer account information, duplicate parties or customer accounts might be created.

The default procedure, enforced by the Search Criteria or Find/Enter Customers window, requires that a search, as described in the next section, must be completed before you can create a new customer account. The Search Criteria window is used only

if Data Quality Management is set up. You also use the Search Criteria or Find/Enter Customers window to find the party or customer account that you want to update.

You can set up your application to directly enter a new customer account by setting the Bypass Find/Enter Window profile option to Yes. Bypassing a search of existing parties or customer accounts before entering a new party or customer account is not recommended because duplicate parties or customer accounts could be more frequently entered.

## Searching for Parties and Customer Accounts with the Search Criteria Window

Use the Search Criteria window to search for the party or customer account that you want to update or to determine if a party or customer account already exists. This window appears only if Data Quality Management is set up.

The search criteria are grouped under customer, address, contact, and communication. The DQM setup determines which search criteria are available.

You can search for either only active customer accounts or all accounts. You can also set the search results to customer accounts either in your operating unit or across all operating units. The setting of the HZ: Display Accounts for All Operating Units profile option determines the default of the View Only Current Operating Unit check box.

**Note:** Even if your search results include accounts outside your operating unit, you can only access accounts in your operating unit.

You can optionally expand your search beyond the Search Criteria window by clicking the Open Alternate Find/Enter window button, which opens the standard Find/Enter Customers window.

### Prerequisites

- Set up Data Quality Management. See: Setting Up DQM, page 7-5.

### To search for parties and customer accounts using the Search Criteria window:

1. Navigate to the Customers - Standard or Customers - Quick window.  
The Search Criteria window appears.
2. Use the View Only Current Operating Unit check box to specify whether you want the search results to include only customer accounts in your operating unit or accounts across all operating units.
3. Use the Show Only Active Accounts check box to specify whether you want the search results to include only active accounts or all accounts.
4. Select the DQM match rule that you want to use for this search.  
The default is the value that you entered for the DQM Match Rule for Search profile option.
5. Enter your search criteria.
6. Press the Find button.

### Viewing Search Results

Use the Search Results and Summary windows to view the results of your search from the Search Criteria window. The Search Results window provides a party or customer account view and sorts the results by the percentage of match to your search criteria.

The Search Results window displays the hierarchy down to the lowest level that you entered search criteria for. For example, if you entered search criteria only at the contact level, all levels are displayed except communication. The Search Results window also provides the option of adding a customer account to an existing party or creating a new customer account and party.

When you select a node in the hierarchy, the Summary window appears and displays the appropriate details. This window also lets you open the selected account, account site, or account site contact.

**Note:** If you searched with the View Only Current Operating Unit check box unchecked in the Search Criteria window, the search results include all customer accounts regardless of operating unit. You cannot open accounts that are not in your operating unit.

### Prerequisites

- Use the Search Criteria window to search for a party or customer account. See: Searching for Parties and Customer Accounts with the Search Criteria Window, page 7-7.

### To view search results and their details:

1. The Search Result window appears after you press the Find button in the Search Criteria window.

You can use the View By poplist to switch between the party view and customer account view.

2. Click on the nodes to expand or collapse them by a level.
3. Select one node at a time to view details in the Summary window.

The Match check box specifies which records match your search criteria.

4. If you are in the customer account view, you can open records when the Summary window displays the party, account, or account site level details:

- **Party level** - Open the selected account.
- **Account level** - Open the account, the selected account site, or the selected account site contact.
- **Account site level** - Open the account site or the selected account site contact.

5. In the Search Results window, press the Add Account button if you want to add a customer account to the selected party in the hierarchy.

**Note:** If an account, site, contact, or communication is selected, you add an account to the party that the selected entity belongs to.

Press the New Customer button if you want to create a new party and an associated customer account.

## Searching for Parties and Customer Accounts with the Find/Enter Customers Window

### Basic Tabbed Region

The Basic tabbed region includes three regions:



## Customer

In this region you can search on information about your customer's name and identifying numbers.

## Address

In this region you can search on information about your customer's location.

## Contact

In this region you can search on contact information for a customer account of the Organization or Person type. If you select the Person customer account type, the contact can be a different individual. For example, if the customer is an executive, the contact could be the executive's administrative assistant.

At the bottom of the Find/Enter Customers window, you can select an Exact or a Fuzzy search type. The default search type is Exact. You can perform a fuzzy search if you enter at least one of these search criteria:

- Name for an Organization customer account type
- First name and last name for a Person customer type
- Address
- Postal code
- First name and last name in the Contact region

For information on how to set up the fuzzy search method, see Fuzzy Search, page 7-12.

## Advanced Tabbed Region

The Advanced tabbed region provides some of the same fields available in the Basic tabbed region such as Name, Party Number, and Customer Number. The other fields in this window let you do more complex and specific searches. The Exact and Fuzzy search types are also available in this window. Fuzzy searches, however, can only be preformed on the Name field.

## Text Tabbed Region

The Text tabbed region provides a field for entering text or numbers.

To obtain valid matches with the text search, you must first run the Customer Text Data Creation and Indexing concurrent request, which extracts customer account data from the database and creates the text file used for the text search. You can run the Customer Text Data Creation and Indexing concurrent request on demand or your system administrator can set the concurrent request to run at regular intervals.

**Important:** You cannot enter a new customer account after doing a Simple search. Use the Basic or Advanced search method to enter a new customer account or to add information to an existing customer account. Use the Text search method to find and update existing customer accounts only.

## How to Find Party or Customer Account Information

1. Navigate to the Find/Enter Customers window.

2. Select a customer account type from the Customer Type drop-down list. The customer account type can be Organization, Person or All. The fields displayed in the Organization and All windows are the same. The default criterion is Organization.
3. Select the appropriate tabbed region; Basic, Advanced, or Text.
4. Select a Status of Active, Inactive, or All. The default criterion is Active. If you select All, both Active and Inactive customers will be searched for and displayed.

**Note:** A party merged with another party using the Trading Community Architecture Merge feature is not displayed among the search results.

5. Enter search criteria to try to identify your customer account. If you enter criteria that are unique to the customer, your search will be completed faster and will more closely match the customer. You must enter at least one search criterion. The default criteria of Organization party type and Active status are not sufficient to begin a search.
6. Select a Search Type. You can use the Fuzzy search method if your selection criteria values are one or more of the following
  - Person First Name
  - Person Last Name
  - Organization Name
  - Address
  - Contact First Name
  - Contact Last Name

The default Search Type is Exact, which requires that the search criteria values entered must exactly match the content of a record.

For information on how to set up the fuzzy search method, see: Setting Up Word Replacement Lists for Fuzzy Searches, page 7-6.

7. Click the Find button. The Match Results window displays possible matching parties and customer accounts, based on the search criteria you entered.

Note the following in the Match Results window:

- The title bar of the Match Results window displays the Customer Type used for the search and the search criteria.
- If a party has multiple customer accounts, the party name displays (indented to the right) in the Name column next to each customer account.
- When the results of a search for a Person customer type display, the First Name and Last Name fields from the Find/Enter Customers window are concatenated. For example, if you create a customer account for Frank Drake in the Customers - Standard window you enter "Frank" in the First Name field and *Drake* in the Last Name field, then the Name field in the Match Results window displays "Frank Drake".
- If you select the All customer type to find a person, because of the concatenation of a person's first and last name, you may have to use the wildcard character (%) before or after the first or last name. For example, if you use the All customer type

to find the concatenated name "Frank Drake" from the Find/Enter Customers window, you should enter either "Frank%" or "%Drake" in the Name field.

- The Match Results window displays both the Party Number and the Customer Number columns.
- If the Identifying Address Flag check box is checked, then other party sites could exist for this party.
- If you use the All customer type as a search criterion, one field in the Match Results window will be the Party Type field. This field displays either Organization or Person depending on the customer account type of the party or customer account.
- The Name and Customer Number fields can not be hidden in the view of the Folder.
- Do not resort the results using different fields. The resulting list of parties and customer accounts may appear confusing.

If no possible matches are found, click the New button to create both a new party and a new customer account at the same time. When you enter information about your customer both a new party and a new customer account are created. You do not have to separately create a new party and a new customer account.

The search criteria that you entered in the Customer region of the Find/Enter Customers window initially populate the Customers - Standard or Customer - Quick window where you can create the new party or customer account. If your search criteria included the All customer type, the customer type in the Customers - Standard window defaults to Organization.

Click the Cancel button to return to the Find/Enter Customers window.

8. Choose whether to view or update customer account information, create a new customer account for an existing party, create a new party and customer account, or return to the Find/Enter Customers window.
  - To view or update complete information for any party or customer account displayed in the Match Results window, highlight the appropriate row and then click the OK button.
  - To create a new customer account for an existing party, highlight the row for that party, then click the OK button. You can then enter information for a new customer account in either the Customers - Standard or the Customers - Quick window. Whether the Customers - Standard or Customers - Quick window appears at this point depends on the path you selected in the Oracle Application Navigator window.
  - If none of the results presented in the Match Results window matches your party or customer account, click on the New button to enter a new party and customer account in either the Customers - Standard or the Customers - Quick window. When you enter information about your customer both a new party and a new customer account are created. You do not have to separately create a new party and a new customer account.

**Note:** Other Oracle Applications can create a party without creating a customer account at the same time.

- Click the Cancel button to return to the Find/Enter Customers window.

## Fuzzy Search

The fuzzy search method widens the scope of a search and finds data comparable to the search criteria. In the Customer Find/Enter window you can perform a fuzzy search on several fields. The fields you can fuzzy search are:

- Person First Name
- Person Last Name
- Organization Name
- Address
- Contact First Name
- Contact Last Name

The fuzzy search method uses Word Replacement pairs to map a word, abbreviation, or special character that might be entered by a user as a search criteria to a similar word, abbreviation, or special character.

## Party or Customer Search Scenarios and Display Results

The following scenarios describe how the data you enter as search criteria determine the results the Match Results window displays after completing the search. The customer type also affects the display results in the Match Results window.

### **Scenario One: You enter only customer information.**

If you only enter customer information, such as name and customer number, the Match Results window displays a matching Party record with identifying address information, the customer accounts for that party, and all the customer addresses for that customer account.

### **Scenario Two: You enter only address information.**

If you only enter address information, the Match Results window displays all parties and customer accounts that match the address search criteria.

### **Scenario Three: You enter both customer and address information.**

If you enter both customer and address information, the Match Results window displays parties and customer accounts that have party and customer addresses matching the search criteria.

### **Display Results for the ALL Customer Type**

Default display fields:

- Name
- Party number
- Customer number
- Account name
- Party type
- Identifying address flag
- Address 1
- City

- State
- Postal code
- Country
- Active account flag

Optional display fields:

- Tax registration number
- Taxpayer ID
- Reference (original or legacy system reference)
- Type
- Category
- Class
- SIC code
- Site number
- Address 2
- Address 3
- Address 4
- County
- Province

### **Display Results for Organization Customer Type**

Default display fields

- Name
- Party number
- Customer number
- Account name
- Identifying address flag
- Address 1
- City
- State
- Postal code
- Country

Optional display fields

- Tax registration number
- Taxpayer ID
- Reference (original or legacy system reference)
- Type

- Category
- Class
- SIC code
- Site number
- Address 2
- Address 3
- Address 4
- County
- Province

### **Display Results for Person Customer Type**

#### Default display fields

- Name (First Name and Last Name concatenated)
- Party number
- Customer number
- Account name
- Identifying address flag
- Address 1
- City
- State
- Postal code
- Country

#### Optional display fields

- Tax registration number
- Taxpayer ID
- Reference (original or legacy system reference)
- Type
- Category
- Class
- SIC code
- Site number
- Address 2
- Address 3
- Address 4
- County
- Province

## Contact Search Scenarios

The following scenarios describe how entering search criteria in the Last Name, First Name, and Phone fields in the Contact region determine the results the Match Results window displays after completing the search.

### Scenario One: You enter only contact information.

If you only enter contact information, the Match Results window displays possible contact matches across customer accounts and customer address.

### Scenario Two: You enter customer and contact information.

If you enter customer and contact information the Match Results window displays matching contacts for that customer account level and the customer site level.

### Scenario Three: You enter address and contact information.

If you enter address and contact information the Match Results window displays contacts for that particular address and returns matching contacts at the customer address level across different customers.

### Scenario Four: You enter customer, address, and contact information.

If you enter customer, address and contact information the Match Results window displays that particular customer with matching address and contacts at that particular address and returns matching contacts at the customer address level.

## Related Topics

Party or Customer Search Scenarios and Display Results, page 7-12

Setting Up Word Replacement Lists for Fuzzy Searches, page 7-6

## Find a Customer Account Using Alternate Names

You can look up a Receivables customer account by entering their corresponding alternate name in the Quick Find By Alternate Name window. This can be useful if, for example, you know a customer's alternate name but not their official, business name as it appears in the Name field.

**Note:** You can enter an alternate customer name in the Customers window only if the profile option AR: Customers - Enter Alternate Fields is set to Yes. See: *Entering Parties and Customer Accounts*, page 7-16.

**Important:** The Quick Find By Alternate Name window is available from the Navigator only if your System Administrator has added the Quick Find By Alternate Name function to the menu that your responsibility uses. See: *Oracle Applications System Administrator's Guide*.

### To find a customer using its alternate name:

1. Navigate to the Quick Find By Alternate Name window.
2. Enter the Alternate Name you want to find, or select one from the list of values.
3. Press Tab or Return to execute your query.

## Entering Parties and Customer Accounts

You can enter multiple addresses for a customer account and assign a business purpose for each address. You can also define contact people, bank accounts, payment methods, telephone numbers, and relationships for each customer account. Oracle Receivables also lets you change a customer account's status from Active to Inactive and specify variable tax information.

You can enter as much or as little information in the customer accounts as you want. The only information that is required for a new customer account is a party name, account number, and address. When creating a new party and customer account, you can change the customer type until the time you save the party or customer account for the first time. If you do not assign a profile class, Oracle Receivables assigns the profile class 'DEFAULT' to each new customer account you enter.

The HZ: Change Customer Name profile option determines whether you can change a party's name after saving the party information. This profile option is set to Yes by default.

In the Customers-Standard window, you can click on the Third Party Data button to acquire data about the customer account from third party data sources. For example, you can use Oracle Trading Community Architecture Third Party Data Integration to purchase data from Dun & Bradstreet's Global Data Products database or to order a D&B Business Information Report.

For additional information about purchasing data from D&B, see: Searching for Companies in the D&B Database, *Oracle Trading Community Architecture User Guide*.

If you do use third party information and if Third Party Data Integration is set up to allow third party data to be displayed and used, the Customers Workbench displays and uses the single source of truth (SST) record. The SST record contains information from the highest ranked data sources that contain data. For certain types of information, such as address, the Customers Workbench would display and use information from all the selected data sources in the setup.

The Third Party Data Integration setup also includes rules that determine whether or not you can enter new information or update the SST record. See also: Introduction, *Oracle Trading Community Architecture User Guide* and Third Party Data Integration Overview, *Oracle Trading Community Architecture User Guide*.

If you are using the Multiple Organization support feature (multi-org), then you cannot enter a salesperson or a tax code at the customer account level; you can only assign this information to an account site (for example, Bill-to, Ship-to, or Dunning site). If you are *not* using multiple organizations, then you can assign a salesperson and tax code at both the customer account and site levels. For more information, see: Using the Multiple Organization Support Feature, page 2-100.

To assign a salesperson to a customer account site, see: Assigning a Business Purpose to a Customer Address, page 7-35.

If Data Quality Management is set up, you can check if the customer account that you are updating is a potential duplicate of any existing account. When you try to save a new account for the first time, this duplicate check automatically runs and alerts you if your new account is a potential duplicate. See: Checking for and Resolving Duplicates, page 7-23 and Setting Up DQM, page 7-5.

### Prerequisites



- Choose automatic or manual customer account and site numbering (optional). See: Defining Receivables System Options, page 2-129
- Choose automatic or manual organization and person numbering by setting the Generate Party Number profile option. See: Overview of Receivables User Profile Options, page B-2.
- Define customer profile classes, page 7-53 (optional)
- Define customer lookups, page 2-88 (optional)

### To view a range of customer accounts:

1. Navigate to the Customer Summary window.

**Note:** This is a folder window, so you can customize how you view your data.

2. Enter your search criteria, which can be any customer account attribute, then query the customer accounts to view.
3. To view the details of a specific customer account, choose Open. To view all addresses for a specific customer, choose Addresses.

### To enter information about existing customer accounts:

1. If the search produces a potential match, the Match Results window will display all existing parties and customer accounts which match the search criteria. Select the correct party or customer account from the list and choose OK.

If you have DQM set up, select the party or customer account in the Search Results window from the customer account view and press the appropriate button in the Summary window to open the account. See: Viewing Search Results, page 7-7.

2. The Customers - Standard window opens and displays the existing information about the customer. Choose the tab in which you want to enter new information. You can enter customer site information by selecting a specific address and choosing Open.

**Important:** If a party of the Person type is created using an Oracle Human Resources application, only an Oracle Human Resources application can be used to update the information about that person. This restriction prevents unauthorized changes to employee records from Oracle Receivables or other applications.

### To enter information about new customer accounts:

1. If the search does not produce a match, you will be prompted to proceed with entering new information. Choose the New button.
2. The Customers - Standard window is displayed. If the new customer account is for an existing organization or person, information about the organization or person will be displayed.
3. If the customer account does not yet have a customer account number, and you are not using Automatic Customer Numbering, enter a unique customer account number.

4. If the new customer account is for a person rather than an organization, you can enter information in these additional fields:  
Prefix, First Name, Middle Name, Last Name, Suffix
5. If your search did not produce a match with an existing organization or person, and you have not set the Generate Party Number profile option to Yes, then enter an organization number or person number.
6. Enter an Alternate Name for this customer account (optional). You can only enter information in this field if the profile option AR: Customers - Enter Alternate Fields is set to Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes. See: Overview of Receivables User Profile Options, page B-2.

**Note:** To use flexible address formats with the Alternate Name field in the Customer Addresses window, see: Implementing Flexible Addresses for the Address Alternate Name Field, page 7-74.

7. Indicate the status of the customer account by checking or unchecking the Active box. You cannot enter new transactions for an inactive customer account, but you can process and apply payments to existing transactions.
8. Enter the Taxpayer ID for this customer account as an additional reference (optional). The Taxpayer ID is used in many European countries as the principal means of identifying and querying customers.

**Note:** Oracle Receivables provides country-specific validation of the taxpayer ID number for Italy, Spain, and Portugal, also known as the NIF. If you entered either Italy, Spain, or Portugal in the Default Country field of the System Options window, and you set the Default Country profile option to the same value, Oracle Receivables validates the Taxpayer ID field based on the rules of your default country. If these values are different, Oracle Receivables performs no validation. For more information, see: Taxpayer ID Validation, *Oracle Payables User Guide*.

9. Enter the Tax Registration Number. This is the customer's unique taxpayer registration number, also known as the VAT number.
10. Enter an address for this account, page 7-29. This is required information.
11. Enter Classification information:
  - Assign a Profile Class to this customer account (optional). Receivables assigns the profile class 'DEFAULT' to new customer accounts, but you can choose any profile class that you have defined. To modify this profile class or assign a different profile class to this customer accounts, see: Assigning Profile Classes to Customers, page 7-57.

**Important:** The Profile Class field in the Customers window (Classification tabbed region) and the Customer Summary window is a display-only field. To update the profile class assigned to this customer, use the Profile:Transaction tabbed region.

- Enter a primary salesperson for this customer account (optional). Oracle Receivables uses this salesperson as the default when you enter transactions for this customer account. If the system option Require Salesperson is Yes, you must enter a salesperson when entering transactions in Receivables. You define salespersons in the Resource window. See: Salespersons, page 2-122.

**Note:** If you are using Oracle Order Management, all sales credits default to the primary salesperson when you enter an order or a return for this customer account in the Sales Orders or Returns window.

- Enter general customer information, such as Category, Tax Code, and Tax Calculation. For more information, see: Customers Field Reference, page 7-20.

**Note:** If you do not enter a value in the Reference field, the default value is the customer ID. You cannot change this value after you save your work. If you import customers using Customer Interface, Receivables generates a unique customer reference to identify each customer.

**Note:** You can only enter Tax Rounding and Tax Calculation values if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level. See: Tax Rounding System Options, page 2-136.

12. Enter Order Management information (optional). For a description of the Order Management fields, see Customers Field Reference, page 7-20
13. Enter customer contacts, page 7-42 (optional).
14. Enter customer and contact telephone numbers, page 7-45 (optional).
15. Save your work. If you are using Automatic Customer Numbering, Oracle Receivables assigns a unique customer number. If you set the Generate Party Number profile option to Yes, Oracle Receivables assigns a unique organization or person number.

## Related Topics

Entering Parties and Customer Accounts, page 7-16

Transactions and Customers System Options, page 2-137

Customer Overview, page 7-1

Customer Accounts Field Reference, page 7-20

Assigning Profile Classes to Customers, page 7-57

Assigning Payment Methods, page 7-26

Entering Marketing Information, page 7-27

Entering Customer Account Contacts, page 7-42

Assigning Banks to Customer Accounts, page 7-25

Creating Customer Account Relationships, page 7-51

Customer Detail/Summary Reports, page 11-59

Online Purchasing, *Oracle Trading Community Architecture User Guide*

## Customer Accounts Field Reference

This section provides a brief description of some of the fields in the Customers window.

See also: Addresses Field Reference, page 7-32.

### Classification Fields

These are some of the fields in the Classification tabbed region of the Customers-Standard window.

**Analysis Year:** (Marketing tabbed region) The fiscal year to which the financial information you enter for this customer refers (for example, number of employees; potential revenue).

**Category:** A category that you have previously defined in the Receivables Lookups window with the lookup type 'Categories for Customers'. This field is used for informational purposes only.

**Class:** A category that you have previously defined in the Receivables Lookups window with the lookup type 'Customer Class'. You can classify your customers by industry, location, or size. If you choose industry, you might want to define classes such as High-Tech, Real Estate, Wholesale, and Retail.

**End Month:** The month in which the fiscal year ends for this customer.

**Revenue:** (Marketing tabbed region) Use the Current Year and Next Year fields to estimate potential revenue for this customer for the current and next fiscal year.

**Search For:** (Simple tab in Find/Enter Customers window) The text you search for to find an existing customer. The search includes these fields in existing customer information:

- Customer Name
- Customer Number
- Phone Number
- Contact Names
- Mail Stop
- Email address
- Fax
- Tax Registration Number
- Tax Exemption Certificate Number
- Street Address
- City
- State
- Province
- Zip Code

- Country
- Location Name

**SIC Code:** The Standard Industry Classification (SIC) code for the party. Receivables does not validate this field.

**Tax Calculation:** If your Tax Method is VAT (value added tax), choose a tax calculation level. Choose 'Line' to calculate VAT for each invoice line. Choose 'Header' to calculate VAT once for each invoice for each rate.

You can only enter a Tax Calculation level if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level.

**Tax Code:** The tax code to assign to this customer. You define tax codes in the Tax Codes and Rates window. You can select any active tax code except those of type 'Location Based Tax'. If you are using the multiple organization support feature (multi-org), you can assign a tax code at the customer account site, but not at the customer account level.

If your tax method is Sales Tax and you want Receivables to calculate tax based on your ship-to or bill-to address, then do not enter a tax code in this field. Instead, open the Addresses window, select either the bill-to or ship-to address for this customer, then choose Open. Enter a Tax Code in the Business Purpose Detail window, then save your work. See: *Entering Customer Addresses*, page 7-29

**Tax Registration Number:** The customer's unique taxpayer registration number. This is also known as the VAT number. Oracle Receivables prints this number on your customer's invoices.

Oracle Receivables provides country-specific validation of the tax registration number. The validation rules are based on the value of the Default Country field in the System Options window and the setting of the Default Country profile option. If the value in the System Options window is the same as the Default Country profile option, Oracle Receivables validates the tax registration number based on the rules of your default country. If these values are different, Oracle Receivables performs no validation.

Oracle Receivables validates the tax registration number for the following countries:

- Austria
- Belgium
- Italy
- Netherlands
- Spain

For more information on the validation that Oracle Receivables performs for this field, see: *Tax Registration Number Validation*, *Oracle Payables User Guide*.

**Tax Rounding:** If your Tax Method is VAT (value added tax) and the Allow Override option in the System Options window is Yes, specify how you want Receivables to calculate your VAT amounts by choosing a Rounding Rule. Choose Up to round tax calculations to the greater amount, Down to round tax calculations to the lesser amount, or choose Nearest to round calculations to the nearest decimal point or integer.

You can only enter a Tax Rounding rule in the Customers window if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level.

**Type:** (Classification Tab) The type of customer you are entering. Internal is used to track customer accounts within your company while External is used to track customer accounts outside your company. The default is External.

## Order Management Fields

**Note:** These are some of the fields in the Order Management tab of the Customers - Standard window.

**Order Type:** Classification of an order. In Order Management, this controls an order's workflow activity, order number sequence, credit check point, and transaction type.

**Price List:** If you are using Oracle Order Management, choose the name of the price list that you want Order Management to use as the default value in the Sales Orders window when you enter an order for this customer account. Receivables does not let you enter this field if you do not have Order Management installed. Use the Price Lists window in Order Management to define and maintain your price lists.

**FOB (free on board):** The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the ship-to FOB and then the bill-to FOB as the default value when you enter transactions. You can define FOB categories in the Receivables Lookups window with the lookup type 'FOB'.

You can use this field as a source for your standard value rule sets in Oracle Order Management.

**Freight Terms:** The freight terms to associate with this customer account. Freight terms determine whether the customer is responsible for the freight charges for an order. You can use the Order Management Lookups window to define freight terms.

You can use this field as a default source for your standard value rule sets for the Freight Terms field in the Sales Orders window.

**GSA Indicator:** Indicates whether this customer is a government agency that orders against GSA (General Services Administration) agreements in Oracle Order Management.

**Over Return Tolerance:** The amount by which an over return can exceed the original order, expressed as a percentage.

**Over Shipment Tolerance:** The amount by which an over shipment can exceed the original order, expressed as a percentage.

**Overship Invoice Base:** Indicates whether to invoice for the ordered quantity or the fulfilled quantity.

**Request Date Type:** Determines whether the ship date or arrival date will be used as request date.

**Sales Channel:** The sales channel to associate with this customer account. Use the Order Management Lookups window to define new sales channels.

**Ship Method:** The shipping method that your organization intends to use to transport items. Receivables first uses the ship-to and then the bill-to freight carrier as the default

freight carrier during transaction entry. You can define freight carriers in the Freight Carriers window.

If you are using the Multiple Organization support feature, you cannot enter a carrier at the customer account level; you can only enter a carrier for a customer's Bill-to, Ship-to, or Dunning site. If you are not using multiple organizations, you can assign a carrier to a customer and each of their site uses.

You can use this field as a default source for your standard value rule sets for Freight Carriers fields in the Sales Orders window in Oracle Order Management. Oracle Order Management also uses this field as one of the default values for the Freight Carrier field in the Returns window (the RMA Default Source specifies the priority of the defaults).

You can use this field as a default source for your standard value rule sets for the Sales Channel field in the Sales Orders window.

**Under Return Tolerance:** The amount by which an under return can be less than the original order, expressed as a percentage.

**Under Shipment Tolerance:** The amount by which an under shipment can be less than the original order, expressed as a percentage.

**Warehouse:** The standard shipping warehouse to associate with this customer account in Oracle Order Management. You define warehouses using the Organizations window of Order Management.

You can use this field as a default source for your standard value rule sets for Warehouse fields in the Sales Orders window. Oracle Order Management also uses this field as one of the default values for the Warehouse field in the Returns window (the RMA Default Source specifies the priority of the defaults).

## Related Topics

Oracle Order Management Recommended Implementation (*Oracle Order Management Implementation Manual*)

Defining Order Management Transaction Types, *Oracle Order Management User Guide*

Tax System Options, page 2-132

## Checking for and Resolving Duplicates

Data Quality Management provides a duplicate identification feature that lets you check if the customer account that you are updating in the Customers - Standard or Customers - Quick window is a potential duplicate of any existing account. The Duplicate List window displays the existing accounts that are potential duplicates of your account.

This duplicate check automatically runs when you try to save a new customer account for the first time. If no existing accounts are identified as potential duplicates, the new account is saved. Otherwise, the Duplicate List window appears and displays the existing accounts that are potential duplicates of your new account.

The potential duplicates are hierarchically organized in the Duplicate List window and sorted by match score. This score is the total of the scores assigned to all matching attributes from the party level to the communication level.

The Duplicate List window always displays the party view. For more information, see the Party View section of the diagram in Viewing Search Results, page 7-7.

The parts of the hierarchy that are displayed depend on the matching attributes. For example, if the contact name of your customer account is the same as the contact name for an existing account, the Duplicate List window shows that contact in the hierarchy.

For an updated customer account, from the Duplicate List window, you can:

- Open the Match Details window to see the matching attributes and attribute values for specific potential duplicates.
- Return to the Customers - Standard or Customers - Quick window and continue with your account.
- Merge your updated account with a potential duplicate account.

The account that you are updating is the merge-from customer account and the selected account in the Duplicate List window is the merge-to account. The Customer Merge window opens with this information defaulted in. You can save the merge and run it later.

For a new customer account, from the Duplicate List window, you can:

- Return to the Customers - Standard or Customers - Quick window and modify or discard the account.
- Save the new account, if allowed to.

If there are strong potential duplicates with match scores that exceed the override threshold, you can save your account only if the HZ: Duplicate Allowed profile option is set to *Yes*. If there are only moderate potential duplicates, with match scores that are less than the override threshold, the Save New Account button is enabled.

#### **Prerequisites**

- Set up Data Quality Management. See: Setting Up DQM, page 7-5.

#### **To check for and resolve potential duplicates of an updated account:**

1. Update a customer account in the Customers - Standard or Customers - Quick window.
2. Save the account.
3. Press the Duplicate Check button in the Addresses tabbed region.

The Duplicate List window appears with potential duplicates, if any.

4. View the results and click on the nodes to expand or collapse them by a level.
5. Select a node and press the View Match Details button to open the Match Details window.

This table describes what the Match Details window displays for the hierarchy that the selected node belongs to, from party to communication level.



Field	Value
Matched Attribute	A matching attribute between your customer account and the potential duplicate, as well as the code of the entity that the attribute belongs to
Current Customer (Account Name, Account Number)	The value for the matching attribute from your customer account
Potential Duplicate (Account Name, Account Number)	The value for the matching attribute from the selected potential duplicate

6. Press the Close button to return to the Duplicate List window and repeat step 5 as needed.
7. To return to the Customers - Standard or Customers - Quick window, press the Close button.

To merge your updated account into a potential duplicate, select a customer account to merge into and press the Merge button to open the Customers Merge window. See: Merging Customers, page 7-86.

#### **To resolve potential duplicates of a new customer account:**

1. When you try to save your new customer account, the Duplicate List window appears if potential duplicates exist.
2. View the results and click on the nodes to expand or collapse them by a level.
3. To return to the Customers - Standard or Customers - Quick window, press the Close button.

To save the new account, if allowed to, press the Save New Account button.

## **Assigning Banks to Customer Accounts**

Assign bank accounts to customer accounts to allow funds to be automatically transferred from these accounts to your remittance bank accounts when using Automatic Receipts. Oracle Receivables allows multiple customer bank accounts in different currencies and lets you assign bank accounts to customer addresses.

The primary bank account for a particular currency is used as the default account when you use Automatic Receipts. You can define multiple, non-primary accounts in the same currency, even if the date ranges overlap.

#### **Prerequisites**

- Define banks, page 2-47
- Entering parties and customer accounts, page 7-16
- Enter a bill-to location (if you are assigning a bank account to a customer address)

#### **To assign bank accounts to a customer accounts or address:**

1. Navigate to the Customers-Standard or the Customer Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account or address that you want to assign bank information to.

3. If you are in the Customer Summary window, choose Open.

To assign a bank account to a specific address, open the Addresses tabbed region, select the address, then choose Open.

**Important:** You cannot assign a bank account to a customer account address unless that address has a bill-to location.

4. Open the Bank Accounts tabbed region.
5. Enter either the Account Name or Account Number for this bank account, or select an account from the list of values.

**Note:** If the profile option AR: Mask Bank Account Numbers is set to Yes, some of the digits in bank account numbers appear as asterisks (\*). See: Overview of Receivables Profile Options, page B-2.

6. Check the Primary box if this bank account is the primary one for this customer account or site.

You may only assign one active, primary account per currency for the customer account or site.

7. Enter the dates you want this bank account to be active in the From and To fields. If you do not specify an end date, Oracle Receivables will use this bank account indefinitely.

## Related Topics

Entering Customer Addresses, page 7-29

Automatic Receipts, page 6-131

Bank Charges, page 2-61

## Assigning Payment Methods to Customer Accounts

Assign automatic payment methods to your customers' accounts if you are using Automatic Receipts. Payment methods determine the required processing steps for your automatic receipts, such as confirmation, remittance, and reconciliation.

You can assign manual payment methods to your customer accounts to indicate which form of payment will be used to pay that customer's transactions, such as a check or wire transfer. You can assign multiple payment methods to a customer account as long as the start and end dates of each method do not overlap.

During transaction and receipt entry, Oracle Receivables uses the primary payment method that you defined for your customer account addresses as the default.

### Prerequisites

- Define payment methods, page 2-100
- Entering parties and customer accounts, page 7-16
- Enter a Bill-To Location (if you are assigning a payment method to a customer account address)

**To assign a payment method to a customer account or address:**

1. Navigate to the Customer-Standard or the Customer-Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account or address that you want to assign a payment method to.
3. If you are in the Customer Summary window, choose Open.  
If you are assigning a payment method to a customer account, skip to the next step.  
If you are assigning a payment method to an address, open the Addresses tabbed region, select the address, then choose Open.  
**Important:** To assign a payment method to a customer account address, the address must have a bill-to location.
4. Open the Payment Methods tabbed region.
5. Enter the Payment Method Name or select one from the list of values.
6. Enter the dates that this payment method will be active. Change the From field to a date in the future if necessary. Leave the To field blank if you want the payment method to be active indefinitely.
7. To use a particular payment method as the default, check the Primary box next to that payment method.

**Related Topics**

Entering Customer Addresses, page 7-29

Payment Methods, page 2-100

**Entering Marketing Information**

You can optionally enter certain marketing information to help track your customers.

**Prerequisites**

- Enter customers, page 7-16

**To enter marketing information for a customer:**

1. Navigate to the Customer Summary or the Customers window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer that you want to assign marketing information to.  
If you are using the Customer Summary choose Open, then continue with this step.  
If you are assigning marketing information to a customer, skip to the next step.  
If you are assigning a marketing information to an address, open the Addresses tabbed region. Select the address to which you want to assign the marketing information, then choose Open.
3. Open the Marketing tabbed region.
4. Enter statistical information such as number of employees and year established.
5. Enter the ending month for the analysis year and the analysis year (fiscal year).
6. Enter revenue for the current year and projected revenue for the next year.

If you are entering information for an account that is a new address for an existing company, that account inherits fiscal information from its company. You can change the information for an account if it differs from the previous listing.

7. Enter the customer's mission statement.

## 1099 Eligibility for Customers

You can indicate that a customer is subject to IRS Form 1099 reporting. The IRS may require this form when you write off debts for a customer, or when a customer abandons property that they used as security for a loan from your company.

You can create more than one eligibility period for a customer, as long as the periods do not overlap.

### Prerequisites

- Enter customers, page 7-16

### To indicate whether or not a customer should receive Form 1099:

1. Navigate to the Customers - Standard, Customers - Quick, or Customer Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer whose Form 1099 eligibility you want to modify.
3. From the Tools menu, select 1099 Indicator. The IRS 1099 Eligibility window appears.
4. Enter Form 1099 eligibility information for the customer:
  - If you want to indicate that the customer is eligible for Form 1099 reporting, enter a start date and, if known, an end date.
  - If you want to define a new eligibility period, place your cursor in either of the date fields and add a new record. Enter the start date and, if known, an end date for the new eligibility period.

**Note:** The period you define cannot overlap the dates of an existing eligibility period. You must end date an existing period before you can enter a new eligibility period.

- If an eligibility period exists, but you want to indicate that the customer should no longer receive Form 1099, enter an end date for this eligibility period.

**Note:** If the end date that you enter is before the system date, then Receivables immediately sets the 1099 Eligible field to No after you save your work. If the end date is the system date or later, then the 1099 Eligible field remains Yes until 12:00 a.m. the following day.

### To view a customer's Form 1099 eligibility history:

1. Navigate to the Customers - Standard window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer whose Form 1099 eligibility you want to view.
3. From the Tools menu, select 1099 Indicator.

4. Click View History. This button is available only if the customer has an existing or previous 1099 eligibility record.

## Entering Addresses for Customer Accounts

Oracle Receivables lets you enter, add, change, or deactivate address information for party and customer accounts. You can enter multiple addresses for each of your customer accounts and specify one or more business purposes for each address (such as Ship-to, Bill-to, or Statements). You can also enter various levels of information for your customer account addresses. For example, you can enter telephone numbers for a specific address or for a specific customer account contact.

You can validate your addresses using flexible address formats or the address validation system option. If your tax method is Sales Tax, Oracle Receivables uses validated customer account address information to determine tax liability on your customer's transactions.

In a sales tax based system, Receivables calculates tax based on the address components of your sales tax structure (for example, State.County.City). Since tax rates can change over time, modifying one of these components for a customer account's address could cause the tax for transactions previously assigned to this address to be invalid, and be in violation of US sales tax audit requirements. This restriction also applies to the Country and Postal Code address components and if your tax method is 'VAT'.

Oracle Receivables will *not* let you update the components of an address if the following are true:

- The system option Allow Change to Printed Invoices is No.
- At least one printed, posted, or applied transaction exists for this bill-to or ship-to site in Receivables and that transaction has associated tax lines.

You can modify the Address field (street address) at any time, regardless of the restrictions mentioned above.

Addresses assigned to bill-to business purposes are used for all transactions. Addresses assigned to ship-to business purposes are used for all transactions except commitments, since commitments do not need a ship-to address.

## Synchronizing Party And Account Sites

When you create a new account site address, its status defaults to the associated party site's status. If you want to create an account site, but a party site does not already exist, then the application creates a new party site using the active or inactive status that you specified for the account site. The status assigned to this new party site determines the status of the account site that you want to create.

You can make an address *active* by checking the Active box in the Customer Addresses window.

- Activating a party site activates all associated account sites.
- Activating an account site activates the associated party site, thus activating all account sites associated with that party site.

You can make an address *inactive* by unchecking the Active box in the Customer Addresses window.

- Inactivating a party site inactivates all of its account sites, party site uses, and account site uses.
- Inactivating an account site inactivates its party site, thus inactivating all account sites, party site uses, and account site uses associated with that party site.

**Note:** To discontinue the use of an existing account site without affecting its party site and other associated account sites, you must inactivate the account site uses for only that account site. To discontinue the use of an existing party site without affecting its account site and other associated party sites, you must inactivate the party site uses for only that party site.

When you make an address inactive, you can no longer create new transactions for this address. You can, however, process existing transactions that use this address. AutoInvoice does not import transactions that have inactive addresses.

Values that you assign on a customer account site (address) level take precedence over values that you enter at the customer account, profile class, or system options level.

If you acquire and use third party address information and a subsequently acquired address significantly differs from the existing address from the third party data source, the old party site would be deactivated. A new location and party site would be created for the party. You cannot reactivate the old party site, and queries for the active addresses would not include the deactivated address.

#### **Prerequisites**

- Define Flexible Address Styles, page 7-73 (optional)
- Choose Address Validation Options, page 7-79
- Entering parties and customer accounts, page 7-16

#### **To view all addresses for a customer account:**

1. Navigate to the Customers - Standard window or the Customers - Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to view addresses for.
3. If you are using the Customers - Summary window, query for the customer.
4. If you are in the Customer - Standard window, choose the Addresses tab. If you are in the Customers - Summary window, choose the Addresses button. The Addresses tabbed region of the Customers - Standard window is displayed.
5. In the Addresses tab, select a specific address and choose Open to view details for that address.

**Note:** You can use the Show Only Active Addresses check box to view only active addresses or all addresses. The HZ: Show Only Active Addresses profile option determines the default for this check box.

#### **To enter a new address for a customer account:**

1. Navigate to the Find/Enter Customers window or the Customers - Summary window.

2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to enter a new address for.
3. If you are using the Customers - Summary window, query the customer account.
4. If you are in the Customers - Standard window, choose the Addresses tab. If you are in the Customers - Summary window, choose the Addresses button. The Addresses tabbed region of the Customers - Standard window is displayed.
5. In the Addresses tab choose New.
6. In the Site Number field of the Customer Addresses window, you can select any site that was defined for the party. It does not matter which operating unit this site was defined in. If you do not select an existing site, and you did not set the Generate Party Site Number profile option to Yes, then enter a unique site number.

**Note:** The Generate Party Site Number profile option must be set to Yes or No. It cannot be set to null.

7. Enter the Country for this address. The default is the value of the Default Country field in the System Options window, but you can change it.

**Important:** If this country has a flexible address style assigned to it, a pop-up window will display the associated address format. For more information, see: Flexible Addresses, page 7-61.

8. In the Address field(s), enter the street address for this customer account.  
Use country and state to determine the Remit-To address for your printed documents.
9. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers - Enter Alternate Fields is set to Yes. See: Overview of Receivables Profile Options, page B-2.
10. Enter additional address information for this customer, such as City, State, Postal Code, and County.

If you use third-party tax software, Receivables displays tax rate and geocode information associated with city and postal code fields so that you can select the correct postal code for a customer.

If you are using Address Validation and are not using a flexible address format, Oracle Receivables tries to default elements of your address based on locations you have already entered or imported using the Sales Tax Rate Interface. (To enable this feature, you must set the Address Validation Level in the System Options window to Error.) See: Using Sales Tax Rate Interface, *Oracle Receivables Tax Manual*.

For example, if you enter a unique city name, Oracle Receivables populates the County and State fields. If that city has only one postal code, Oracle Receivables also populates the Postal Code field (otherwise you must enter a Postal Code). Alternatively, if you first enter a unique Postal Code, Oracle Receivables populates the City, State, and County fields. If you enter only part of the City name, Oracle Receivables displays a list of choices from which you can select the correct city.

**Important:** Some of your address components might be required if you are using sales tax and/or address validation. Since you

entered values in the Postal Code range field in the System Options window during Receivables setup, you must enter a postal code. See: Defining Receivables System Options, page 2-129.

11. Check the Identifying Address check box if you want to designate this address as the customer account's identifying address. You can designate only one address for a party as the Identifying Address. This Identifying Address is not per account but per party.
12. Enter the EDI location code for this customer account address (optional).
13. If you are using a flexible address format, choose OK in the address pop-up window after you enter the address.
14. Assign a Business Purpose to this customer account address., page 7-35 (optional)
15. Enter Characteristics information for this customer account address, page 7-34 (optional).
16. Enter Telephone information for this customer account address (optional).
17. Enter contacts for this customer account address, page 7-42 (optional).
18. Save your work. If you have set the Generate Party Site Number profile option to Yes, a unique site number will be generated automatically.

**Important:** You cannot access any of the Profile regions such as Profile:Transaction, Profile: Document, and Profile Amt's until you save the address information.

**Note:** If you have assigned an active bill-to business purpose to this address and have saved the address information, you can also enter information in the Payment Methods and Bank Accounts tabbed regions.

## Related Topics

Addresses Field Reference, page 7-32  
Characteristics Field Reference, page 7-34  
Assigning Banks to Customer Accounts, page 7-25  
Assigning Payment Methods to Customers Accounts, page 7-26  
Entering Customer and Contact Telephones, page 7-45  
Creating Customer Account Relationships, page 7-51  
Address Validation, page 7-79

## Addresses Field Reference

**EDI Location:** The Electronic Data Interchange (EDI) location code for this address. When an EDI transaction is sent or received, this code identifies the address to use for the ship-to or bill-to information. For more information, refer to the *Oracle e-commerce Gateway User Guide*.

**Identifying Address:** You can designate one address per party as an Identifying Address.



**Site Number:** The Site Number for an organization or person. If you set the Generate Party Site Number profile option to Yes, then Oracle Receivables generates a unique site number. If this profile option is set to No, then you enter a unique number.

## Profile Tabbed Regions

The following fields are in the Profile: Transaction, Profile: Document Printing, and Profile: Amounts tabbed regions of the Customer Addresses window. You can access these tabbed regions if you have assigned an active bill-to business purpose to the customer account address.

**AutoReceipts Include Disputed Items:** Indicates whether to include items that are in dispute when you create your automatic receipts for this customer account.

**Credit Classification:** The credit classification that you assigned to this customer. The classification defaults from the assigned profile class, but you can change it.

**Clearing Days:** The number of days it will take for a bank to clear a receipt that has been remitted to it. For a factored receipt, this is also the number of days after the maturity date when the customer risk of non-payment is eliminated.

You can also enter the clearing days at the Payment Method/Bank level. However, the clearing days at the customer account or site level override those defined for the payment method and bank account.

**Charge Interest:** Check this box to charge interest to customer accounts using this profile and display these charges on dunning letters and statements.

**Collectable:** The percentage amount of this customer's account balance that you expect to collect regularly.

**Days In Period:** The daily interest rate is equal to the interest rate that you specify divided by the number of days that you enter for Days in Period. For example, if you want an interest rate of 1.3% per month, enter 1.3 in the Interest Rate field and 30 for the Days In Period field.

**Discount Grace Days:** The number of days after the discount term that this customer can take discounts. For example, if you enter 5, Oracle Receivables gives this customer account an earned discount for up to 5 days after the discount expiration date.

**Grouping Rule:** Grouping rules are used with AutoInvoice. Define your grouping rules in the Grouping Rules window.

**Letter Set:** You define dunning letters in the Maintain Dunning Letters window, and you define dunning letter sets in the Maintain Dunning Letter Sets window. You cannot assign a dunning letter set to a profile class if the high-end value of the Days Past Due date range of its first dunning letter is less than the number of receipt grace days that you assign to this profile class.

The default is the value you entered for the Invoice Printing system option in the System Options window. The tax printing options include European Tax Format, Itemize and Sum, Itemize Taxes, Itemize With Recap, Recap, Sum Taxes, Summarize By Tax Name, and Total Tax Only. If you have not entered a value in the System Options window and you do not specify one here, then Receivables uses Total Tax Only as the default value when printing invoices.

**Override Terms:** Indicates whether you can enter payment terms that are different from the terms which default from your customer or transaction type during transaction entry.

**Payment Terms:** If you do not have a payment term assigned to the bill-to site use, the payment term assigned to the customer account or site profile defaults during transaction entry. If you do not assign payment terms to either your customer profile or site use, the payment terms assigned to the transaction type will default during transaction entry. You define payment terms in the Payment Terms window.

**Receipt Grace Days:** Receivables uses receipt grace days when calculating finance charges for statements and dunning letters. Receivables also uses the receipt grace days when it creates dunning letters for your customers. For example, if your customer has 5 receipt grace days and their oldest invoice is 4 days past due, Receivables does not select this invoice for dunning. However, if this customer has an invoice that is 7 days past due (still assuming that this customer has 5 receipt grace days) and another invoice that is 3 days past due, Receivables automatically selects both past due invoices for dunning. Oracle receivables verifies that this value is less than the high end of the date range of the first dunning letter in the dunning letter set you have chosen for this customer. Oracle Receivables warns you if the number of receipt grace days is greater than this date.

**Send Credit Balance:** Indicates whether to send statements to customers who have a credit balance on their accounts.

**Send Letters:** Indicates whether to send dunning letters to customers of this profile class when they have invoices, debit memos and chargebacks that become past due.

## Characteristics Field Reference

In the Characteristics tab, you can enter descriptive information about the customer account site.

**Translation:** You can enter your customer's name in another language. This will be used to replace the customer name on external documents. This field is used with the Language field.

**Language:** In the Language field, select your language of operations from the list of installed languages at your site.

**Note:** The Language field indicates the primary language used at this site. Receivables will create external documents, such as statements and dunning letters, in this language.

**Geo Override:** If your sales tax vendor is Taxware Sales/Use Tax System or Vertex Quantum, enter a Geo Override value for this address (optional).

**Note:** Taxware and Vertex use a two or nine digit code when the state, city, and zip code do not uniquely identify a tax jurisdiction. This value determines the point of order acceptance (Vertex) or point of order origin (Taxware) your tax vendor uses to calculate tax for transactions assigned to this address. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System, Release 11i* or *Integrating Oracle Receivables with Vertex Quantum, Release 11i*.

**Note:** If you entered a value in the Geo Override field and the tax jurisdiction for this address is within city limits, check the Inside City Limits box. This check box is enabled only if your sales tax vendor is Vertex Quantum.

**Reference:** You can enter a Reference for this address before you have saved your work (optional). If you do not enter a value in this field, the assigned default is the unique identification number of this account site. If you import customers using Customer Interface, Oracle Receivables displays the original system address reference for the account site in this field. You cannot change this value after you save your work.

**Territory:** This field stores the NLS\_TERRITORY attribute for this address. The NLS\_TERRITORY attribute is used to determine the appropriate date and numeric formats used on printed documents.

**Category:** (optional) The category for this address. You can define address categories in the Receivables Lookups window. Oracle Inventory lets you define customer items at the Address Category level. For example, if you ship an item to multiple customer ship-to sites that have been grouped as an address category, you can define the customer item for that address category. See: *Defining Customer Items, Oracle Inventory User Guide* and *Defining Receivables Lookups*, page 2-86.

## Assigning a Business Purpose to a Customer Address

Oracle Receivables lets you add, change, or deactivate business purpose information for a specific address. Since customer accounts can have multiple addresses, business purposes let you describe which functions are performed at a particular customer account site. For example, assign a ship-to business purpose to the address where you ship your goods and a Dunning business purpose to the address where you will send Dunning Letters.

When you assign a business purpose to an address, its default status is Active. You can make the business purpose inactive by unchecking the Active check box in the Business Purposes tabbed region.

Addresses can have multiple business purposes, such as shipping, billing, or sending statements, dunning letters, marketing collateral, and legal documents. You can also define your own business purposes in the Receivables Lookups window. See: *Customer Lookups*, page 2-88

**Note:** An address assigned to a ship-to business purpose is also referred to as a 'Ship-To site', an address assigned to a Dunning business purpose is referred to as a 'Dunning site', and so on.

## Business Purposes and Multiple Organization Support

If you are using the Multiple Organization support feature, you can assign a salesperson to a customer account site. If you are *not* using multiple organizations, you can assign a salesperson to a customer account *and* to each of their site uses. You can also create a centralized statement and dunning site for each customer account in a multiple organization environment.

Business purposes in a multiple organization environment are organization specific. For example, only the transactions associated with a bill-to site for a specific organization appear on a statement or dunning letter. If the same bill-to site is used by more than one organization, then you must set up the address and associated business purpose of this bill-to site in each organization. Then, for each organization, you must run separate statements and dunning letters for this same bill-to site.

Consolidated statements and dunning letters for a single customer are also organization specific. When you run a consolidated statement or dunning letter, Receivables consolidates all organization-specific transactions for the customer into a single

document and sends the document to the bill-to address with the relevant business purpose (Statement or Dunning).

For example, Sites A and B belong to organization MiniCo, and sites B and C belong to organization BigCo. Receivables will record transactions for site B in both organizations. However, when you run consolidated documents, only the transactions created by MiniCo appear on MiniCo documents and only the transactions created by BigCo appear on BigCo documents. Because MiniCo and BigCo are separate organizations, the activity for site B is not duplicated on both organizations' documents.

For more information, see: Using the Multiple Organization Support Feature, page 2-100.

## Common Types of Business Purposes

**Bill To:** Send invoices to this address. The bill-to address can be different from this customer account's ship-to address.

**Drawee:** Designate this address as a customer account drawee. A customer drawee is a customer account site responsible for paying bills receivable. See: Defining Customer Drawee Sites, page 7-38.

**Ship To:** Send your goods or services to this address. The ship-to address can be different from this customer account's bill-to address.

**Statements:** Send your customer's statements to this address.

You can only define one active statement business purpose for each customer account. Receivables produces one statement for your Statement business purpose.

If you define a statement business purpose and you want to use the statement profile from this site, then you must set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes. Otherwise, Receivables uses the statement profile that is defined at the customer account level.

If you do not define a statement business purpose, Receivables generates a statement for each of this customer's addresses that is defined as a bill-to business purpose when you print account statements.

**Dunning:** Send your customer's dunning letters to this address.

You can only define one active dunning business purpose for each customer account. Receivables produces one dunning letter for your dunning business purpose.

If you define a dunning business purpose and you want to use the dunning profile from this site, then you must set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes. Otherwise, Receivables uses the dunning profile that is defined at the customer account level.

If you do not define a dunning business purpose, Receivables generates a dunning letter for each of this customer's addresses that is defined as a bill-to business purpose when you print dunning letters.

**Legal:** Use this address as the customer account's legal site. A legal site is responsible for all government reporting requirements.

**Marketing:** Send marketing collateral to this address.

Oracle Receivables uses the following hierarchy to determine the order of default values during transaction entry:

- Ship-to address

- Bill-to address
- Information at the customer account level

Therefore, information that you enter at the address level overrides information that you enter at the customer account level. For example, you define Federal Express as the freight carrier at the account level and DHL as the freight carrier at the bill-to site level. When you enter transactions, Receivables enters 'DHL' as the default freight carrier.

If you are using Oracle Order Management, the values you enter here become default values in the Enter Sales Orders and the Returns windows according to the Standard Value Rule Sets you define in Oracle Order Management. You can override most defaults when entering orders. For example, you can set up rules to default payment terms from the values you define for ship-to payment terms, bill-to payment terms, payment terms defined at the customer account level, and payment terms that you define for your price lists.

If you do not wish to deactivate an entire address, you can deactivate a single business purpose for an address. For example, if you have an address with a bill-to and ship-to business purpose, and you want to continue billing to - but not shipping to - that address, you can deactivate the ship-to business purpose for that address.

#### **Prerequisites**

- Enter customer account addresses, page 7-29

#### **To assign business purpose information to an address:**

1. Navigate to the Customers - Standard window.
2. Use the Search Criteria window to find the customer address that you want to assign a business purpose to. If Data Quality Management is not set up, use the Find/Enter Customers window to find the customer account.
3. If you used the Find/Enter Customers window, in the Addresses tabbed region of the Customers - Standard window, select a specific address and choose Open.
4. The Customer Addresses window opens.

If the Business Purpose region appears as check boxes, you are using the Quick business purpose entry window. Define the business purposes for this address by checking the appropriate check boxes (see: Types of Business Purposes, page 7-36).

**Note:** If you are using the Quick business purpose entry window, you cannot update the location name or number, or make this business purpose inactive or non-primary. To update this information, query this customer account in the Customers - Standard or the Customer Summary window, then navigate to the Customer Addresses window. Check or uncheck the Active or Primary boxes as necessary.

#### **To assign detailed business purpose information to an address:**

1. In the Usage field, enter the business purpose for this address. Some of the valid business purposes are Bill-to, Dunning, Legal, Marketing, Ship-to, or Statements. Each business purpose you choose is active and non-primary by default. You cannot assign a duplicate active business purpose to an address.

**Note:** You might not have access to this window. See: Function Security in Oracle Receivables., page C-1

**Important:** You can only have one active Statement and Dunning business purpose for each customer account.

2. If Automatic Site Numbering in the Receivables System Options window is set to No, enter a name for this business purpose in the Location field. Otherwise, Oracle Receivables assigns a location number when you save your work.

**Note:** Receivables sequentially assigns every other number, for example 100, 102, and so on.

Location names are a shorthand way for you to refer to a customer account's address. For example, by naming a ship-to address 'Warehouse 10' or 'Salt Lake City Office', you will be able to quickly choose the correct address when creating transactions for this customer.

3. If you assigned a ship-to business purpose to this address, you can enter a value in the bill-to Location field. Valid bill-to locations include all bill-to sites for this customer, and all bill-to sites of related parent customer accounts.

**Important:** To select a bill-to location you must create and save at least one bill-to site.

If you choose this ship-to business purpose during either invoice or order entry, Receivables uses this address as the default bill-to address.

**Note:** If the bill-to business purpose for this address is inactive, AutoInvoice will not import invoices and credit memos that have this as their remit to address.

4. If this is the primary business purpose for this address, check the Primary box. You can only have one active, primary business purpose site for each customer account. For example, you can only have one active, primary bill-to site per account.
5. Choose Open, then choose the Details, Accounts, or Order Management tab to enter detailed information for this business purpose. See: Business Purposes Field Reference., page 7-39

## Defining Customer Account Drawee Sites

Define customer account addresses as drawees for bills receivable. You must define a drawee site for each customer account for whom you create bills receivable. You can define more than one address as a drawee, but for each account you can designate only one address as the primary drawee site.

For each drawee site, assign the business purpose 'Drawee' and define bills receivable accounts. You can assign bills receivable, unpaid bills receivable, remitted bills receivable, and factored bills receivable accounts to each drawee site. If you want to default the bills receivable creation payment method or bank account to transactions that you enter manually or import with AutoInvoice, set the payment method and bank account as primary at the customer account level or customer account bill-to site level.

**Note:** If the bills receivable creation payment method uses the grouping rule One Per Customer or One Per Customer Due Date, then you must

designate the customer drawee as primary to generate bills receivable automatically.

#### **Prerequisites**

- Enter customer accounts and customer account addresses
- Assign banks to customer accounts, page 7-25
- Define bills receivable creation payment methods, page 2-106

#### **To define a customer drawee site:**

1. Navigate to the Search Criteria or Find/Enter Customers window.
2. Find the customer account for which you want to assign a business purpose.
3. Open the Customer Addresses window for the first customer address that you want to define as a drawee site.
4. Open the Business Purposes tabbed region.
5. Enter Drawee in the Usage field.
6. Enter the Location for this site.
7. If this is the primary drawee site, check the Primary box.
8. Choose Open.
9. In the Accounts region, enter the bills receivable accounts for this drawee site.

**Important:** Before you can enter accounts for this drawee site, a bill-to site must exist for this customer account.

10. Save your work.
11. Repeat steps 2 to 9 for each customer account address that you want to define as a drawee site.

#### **Related Topics**

Entering parties and customer accounts, page 7-16

Customer Interface, page 7-97

Payment Methods, page 2-100

Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 5-8

#### **Business Purposes Field Reference**

This section provides a brief description of some of the fields in the Details, Tax, and Accounts tabs of the Business Purposes tabbed region in the Customer Addresses window.

**Note:** The Order Management tab in the Business Purpose window includes the same fields as the Order Management tab in the Customers - Standard window. See Customers Field Reference, page 7-20

The Details tabbed region includes the following fields.

**Bill to Location:** The bill-to location to associate with this ship-to address. Receivables uses the address associated with this bill-to location as a default during transaction entry. For example, if you have a company with 6 different ship-to locations which you named Warehouse 1 to Warehouse 6, but they all share one bill-to location, Central Billing Office, you could select Central Billing Office as the bill-to location for all six ship-to locations.

Bill To corresponds to Invoice To in the Oracle Order Management Enter Sales Orders window. If you have Oracle Order Management fully installed with Receivables, and you send goods to this ship-to business purpose, Receivables sends transactions to this bill-to location. For example, whenever you ship to Warehouses 1 through 6, Receivables sends transactions to Central Billing Office.

If you are using internal sales orders in Order Management with Purchasing, you must assign a bill-to location to each ship-to location so that Order Management can automatically have an Invoice To Location when you transfer an internal requisition from Purchasing.

**Charges Activity:** The default finance charges activity for this customer account. You can define accounting rules for your Receivables Activities to specify how Receivables accounts for tax on finance charges. When calculating tax on finance charges, Receivables searches for a Receivables Activity first at the customer ship-to site, then the bill-to site, and then the System Options window, stopping when one is found. See: Receivables Activities, page 2-116.

**Contact:** The primary contact person for this business purpose for this address.

**Demand Class:** A classification of demand to allow the master scheduler to track and consume different types of demand. You define Demand Classes in the Demand Class window. This field is used by Oracle Manufacturing.

**Location:** A location name is a brief way to refer to a customer account's address. For example, by naming a ship-to address 'Warehouse 10' or 'San Francisco Office', you will be able to quickly choose the correct address when creating transactions for this customer account.

**Order Type:** The order type you want Oracle Order Management to use as the default in the Returns window when you enter a return for this business purpose. Order types determine order characteristics such as order cycle, standard value rules, and demand class.

**Payment Terms:** Receivables uses this as a default value during transaction entry. If you do not enter a value here, the payment terms default from your customer or site.

**Revenue Account:** The Revenue account for this address. AutoAccounting uses this value if you chose to derive the Revenue account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.

**Sales Territory:** The Territory Flexfield to associate with this address. You define Territories in the Countries and Territories window.

**SIC Code:** The Standard Industry Classification (SIC) code for your business. Receivables does not validate this field.

**Tax Account:** The Tax account for this address. AutoAccounting uses this value if you chose to derive the Tax account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.



**Tax Code:** The tax code assigned to this address. If your tax method is Sales Tax and you want Receivables to calculate tax based on your ship-to or bill-to address, do not enter a value in this field. If this field is null, Receivables uses the tax code and rate you assigned to this customer account in the Customers window.

**Territory:** The Territory Flexfield to associate with this address. You define Territories in the Countries and Territories window.

Order Management only uses this field if you also have Oracle Receivables fully installed.

**Unbilled Receivable Account:** The Unbilled Receivable account for this address. AutoAccounting uses this value if you chose to derive the Unbilled Receivable account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.

**Unearned Revenue Account:** The Unearned Revenue account for this address. AutoAccounting uses this value if you chose to derive the Unearned Revenue account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.

**Warehouse:** The shipping warehouse to associate with this business purpose in Oracle Order Management.

**Usage:** To state the purpose for which this site is used.

### Internal Region (Details tab)

You can only enter values in this region if this is a ship-to site.

**Location:** The location of inventory for this business purpose address. If your site uses Oracle Purchasing, enter the Internal inventory Location and Organization for your ship-to business purpose. Oracle Purchasing uses the customer account site use information to create internal sales orders when you enter an internal requisition for the location. You cannot change the inventory location of a ship-to site if the location is being used on a requisition. Also, you cannot assign the same inventory location to more than one ship-to site.

**Organization:** This field is for display only. If the inventory location you entered is associated with an organization, Oracle Receivables displays the organization name in this field.

### Tax Region (Details tab)

You can only enter values in this region if this is a bill-to site and Allow Override is set to Yes in the Tax tabbed region of the System Options window. The values you enter here take precedence over those defined at the customer account or system options level.

**Classification:** Choose one of the Tax Classifications that you defined in the Receivables Lookups window (for example, Country, Province, or State).

**Calculation:** If your Tax Method is VAT (value added tax), choose a tax calculation level. Choose Line to calculate VAT for each invoice line. Choose Header to calculate VAT once for each invoice for each rate.

**Rounding:** Choose a tax rounding rule for transactions billed to this site. Choose one of the following rounding rules:

- **Up:** Choose this option to round tax calculations to the greater amount.
- **Down:** Choose this option to round tax calculations to the lesser amount.

- **Nearest:** Choose this option to round calculations to the nearest decimal point or integer.

## Accounts Region

**Clearing Account:** The AutoInvoice Clearing account for this address. AutoAccounting uses this value if you chose to derive the AutoInvoice Clearing account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.

**Freight Account:** The Freight account for this address. AutoAccounting uses this value if you chose to derive the Freight account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.

**Receivable Account:** The receivable account for this address. AutoAccounting uses this value if you chose to derive the Receivable account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.

## Related Topics

Customer Lookups, page 2-88

## Entering Contacts

Use the Contacts tabbed region of the Customers - Standard window to enter information about people who receive communications for a customer account. You can enter as many contacts as you need, as well as multiple contact points for each contact. For more information about contact points, see Entering Contact Points, page 7-45.

If a contact receives communications specifically about receivables credit and collections, you can specify telephone and facsimile numbers to be used as part of your credit and collections activities.

### Prerequisites

Before you can enter contacts for a customer account, you must create the customer account.

- Define customer lookups, page 2-88
- Entering parties and customer accounts, page 7-16

### To enter a contact:

1. Navigate to the Customers - Standard window or the Customers Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to enter a contact for.
3. If you are using the Customers - Summary window, query for the customer account.
4. In the Customers - Summary window, select the customer account for which you want to enter search criteria. Choose the Open button. The Customers - Standard window is displayed.
5. If you are assigning a contact to a customer account, open the Contacts tabbed region.

If you are assigning a contact to an address, open the Addresses tabbed region. Select the address to which you want to assign the contact, then choose Open.

6. Enter the contact details, including last and first name, title, job, mail stop, reference, and email. If you have not set the Generate Contact Number profile option to Yes, then enter a unique contact number.

**Important:** The list of values for the contact names shows all the contacts for the account's party and all person parties. Review this list to ensure that you are not entering a duplicate contact. The Related with Current Account column in the list of values displays *Yes* for the contacts that are already assigned to your account.

7. Enter the contact point information in the Communication region. See *Entering Contact Points*, page 7-45.
8. Enter contact roles, page 7-44 (optional).
9. Save your work. If you set the Generate Contact Number profile option to Yes, a unique contact number will be generated.

#### **To assign a primary customer account contact to a business purpose:**

1. Navigate to the Customers - Standard window or the Customers Summary window and find the customer account.
2. Define contacts at the account level., page 7-42
3. Define contacts at the address level.
4. Open the Addresses tabbed region. Select the address to which you want to assign this business purpose, then choose Open.
5. Open the Business Purposes tabbed region.

**Important:** If the Business Purposes region appears as check boxes, you are using the Quick business purpose entry window. To assign a contact to a business purpose, use the Standard business purpose window. You can access this window from either the Customers - Standard or the Customer Summary window. If you do not have access to either of these windows, you will not be able to assign a contact to a specific business purpose. See: *Function Security in Receivables*, page C-1.

6. Select the business purpose to which you want to assign a primary customer account contact, then choose Open.
7. Choose the Details tab.
8. In the Contact field, choose the primary customer contact for this business purpose. You can choose any contact person whom you previously defined for this customer or any of its addresses.

You can use this contact as a source in your standard value rule sets in Oracle Order Management as the Invoice-To Location Contact and Ship-To Location Contact.

#### **Related Topics**

Entering Customer Telephone Numbers, page 7-45

Record A Call, page 8-13

Defining Receivables Lookups, page 2-86

Enter Customer Account Addresses, page 7-29

Entering Customer Contact Roles, page 7-44

## Entering Customer Account Contact Roles

Use the Contacts Roles tabbed region to define roles for your contacts, such as Bill-to, Ship-to, Statements, or Marketing. Contact roles let you assign a contact to a particular business purpose or function. For example, you may have a customer account address with a ship-to and bill-to business purpose. If you have two contact people for that address (for example, a shipment receiving agent and an accounts payable clerk), you may want to assign a ship-to role to one and a bill-to role to the other.

Contact roles are for informational purposes only.

### Prerequisites

- Entering parties and customer accounts, page 7-16
- Enter contacts at the account level, page 7-42
- Define customer lookups, page 2-86

### To enter customer account contact roles:

1. Navigate to the Customers - Standard window or the Customers Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to enter contact roles for.
3. If you are using the Customers - Summary window, query the customer.
4. In the Customers - Summary window, select the customer account whose contact role you want to enter. Choose the Open button. The Customers - Standard window is displayed.
5. If you are entering a role for a contact at the account level, skip to the next step.  
If you are entering a role for an address contact, open the Addresses tabbed region. Select the address for which you want to enter the contact role, then choose Open.
6. Open the Contacts Roles tabbed region.
7. Select the contact to which you want to assign a role.
8. Use the list of values in the Description field to indicate the contact's function. Each contact can have multiple roles.
9. To indicate that this is the primary role for this contact, check the Primary check box. A contact can have only one primary role.

### Related Topics

Entering Parties and Customers, page 7-16

Contacts and Roles Field Reference, page 7-45

## Contacts and Roles Field Reference

This section provides a brief description of some of the fields in the Contacts and Roles tabbed region of the Customers and Customer Addresses windows.

**Active:** This check box indicates whether this contact is active. Oracle Receivables only lets you choose contact people who have a status of Active in the Contact fields of the Sales Orders window. You can choose from both active and inactive contacts in the Returns window. You cannot select inactive contacts in the Contact field of the Call or Transaction window.

**Description:** The role of this contact person such as Bill-to, Ship-to, Statements, or Marketing.

The value you enter in this field controls where this contact appears on the Sales Orders and Returns windows in Order Management. Ship To contacts and contacts with no primary role show up in the list of values for the Ship To and Receive From fields. Bill To contacts and contacts with no primary role show up in the list of values for the Invoice To and credit To fields. All contacts show up in the first Contact field list of values for these windows.

**Email:** The electronic mail address for this contact.

**Job:** The job title that you enter for your contact person appears in the Job Title field of the Customer Calls window when you select this contact person.

The job title that you enter for your contact person appears in the Contact field list of values in the Oracle Order Management Sales Orders window.

**Mail Stop:** The mailing location for this contact.

**Number:** A unique number assigned to each contact either automatically or manually.

**Reference:** Reference information for this contact. This field is for informational purposes only, but the value you enter must be unique for each contact at this customer account or site. The reference value will be generated automatically if the system profile option HZ: Generate Contact Number is checked.

## Related Topics

Entering Customer Contact Roles, page 7-44

Entering Customer Account Contacts, page 7-42

## Entering Contact Points

Use the Communications tabbed region or the Communication region of the Contacts tabbed region in the Customers - Standard window to define contact points to customers and customer sites. You can use these contact points to initiate communications to customers. Telephone numbers, mobile phone numbers, and email addresses are examples of contact points.

When you create a contact point, you can:

- Specify contact points for the customer account and customer account site.
- Create one or more contact points for each contact point type.
- Identify the purpose for each contact point.
- Select a primary contact point for each contact point type.

- Select a preferred contact point for each purpose.

The contact point information that you enter for a customer account belongs to a party of the Organization or Person type, not to a customer account. The contact point information that you enter for a customer account address belongs to the party site that the account address uses. If you use the same party site for customer addresses in other customer accounts, you do not need to reenter the same contact point information.

### Prerequisites

Before you can enter contact points for a customer account or site, you must first create the customer account. For more information, see:

- Entering parties and customer accounts, page 7-16
- Enter addresses, page 7-29
- Enter a communication type lookup, page 2-86

### To enter contact points for an existing customer:

1. Navigate to the Customers - Standard window or the Customers Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to enter contact points for.
3. If you are using the Customers - Summary window, query for the customer.
4. In the Customers - Summary window, select the customer whose contact point information you want to enter. Press the Open button in the Customers - Summary window.
5. Navigate to the Communication tabbed region in the Customers - Standard window to enter a contact point for a customer account or the Communication region of the Contacts tabbed region to enter a contact point for a customer account site.
6. In the Communication Type field, select either Telecommunications or Email/Web.
7. For a telecommunications contact point, enter:
  - Country code
  - Area code
  - Telephone number
  - Telephone number extension
  - Type of telephone. Use the General type for regular voice communications.

**Tip:** Enter the telephone numbers for use in receivables collection with a type of general or fax, because general and fax numbers appear in the Phone and Fax fields of the Customer Calls window.
8. For an email. web contact point, enter:
  - Email address or Uniform Resource Locator (URL).
  - Format for email contact points.
9. In the Purpose field, select the purpose of the contact point.
10. For each communication type, check the Primary check box to identify one primary contact point. For example, for the Telecommunications communication type you

can define general, pager, and mobile contact points. You can select one of these contact points as the primary telecommunications contact point.

11. For each purpose, check the Preferred check box to select one contact point as the preferred contact point. For example, you can define three contact points with the Business purpose. You can select one of these contact points as the preferred business contact point..
12. Repeat steps 7 through 11 until you enter all contact points for this account, address, or contact.

## Related Topics

Entering Parties and Customer Accounts, page 7-16

Entering Contacts, page 7-42

Entering Customer Contact Roles, page 7-44

## Defining Party Relationships

Use the Party Relations window to view, update, and create relationships for parties. These relationships model your party registry as a realistic business world so that you can better understand and make decisions about the parties that you transact with.

Relationship types categorize relationships. For example, the Parent/Subsidiary relationship type includes the Parent Of and Subsidiary Of relationships. Reciprocal and hierarchical relationships are supported, and in some cases, you can relate parties to themselves. For example, a party can be the headquarters of not only its subsidiaries but also of itself.

You can create multiple relationships between any parties with the predefined relationship types. The party that you define relationships for is the subject, and the party that you relate to is the object. For example, party 1 is the parent of party 2, and you want to define the relationship for party 2. Party 2 is then the subject, party 1 is the object, and Subsidiary Of is the relationship.

### Prerequisites

- Enter parties and customer accounts, page 7-16
- (Optional) If you want to create a party paying relationship, then you must first use Oracle Trading Community Architecture Administration to assign one phrase of a relationship type to the Customer Account Information relationship group. You can then use that relationship type to create a party paying relationship in the Party Relations window. See: Creating Party Paying Relationships, page 7-49.

### To view, update, or create relationships for a party:

1. Navigate to the Customers - Standard window and open a customer account of the subject party.
2. Press the Relationships button.  
  
The Party Relations window appears displaying the subject party's type, name, number, and existing relationships.
3. For a new relationship:
  - Select the relationship type and relationship.

- Enter the party to relate to in the Object field. The party type of the object defaults in the Object Type field.
- Enter the date range for the relationship to be active and any comments.

For existing relationships, you can update the date range and comments.

## Using Party Paying Relationships

You can create and manage relationships between parties using Oracle Trading Community Architecture Relationship Manager. The party relationships that you can use in Receivables for various payment-related functions are called *party paying relationships*.

In Receivables, a party paying relationship is a relationship where all corresponding accounts and transactions that are associated with one party are accessible to another party. For example, if you create a party paying relationship between Business World and Acme Worldwide, then you can select from among both Business World and Acme Worldwide transactions when applying a Business World receipt.

Customer account relationships also provide this type of access. See: Creating Customer Account Relationships, page 7-51.

Customer account relationships, however, build only flat hierarchies that can be difficult to maintain when multiple parties are involved. With party paying relationships, you can define groups of related parties that are easy to create and maintain in Relationship Manager. You can therefore use this flexibility to efficiently model the complex business relationships within your trading community.

**Note:** Paying parties must have at least one account.

Receivables supports the use of both party paying relationships and customer account relationships. Receivables considers both types of relationships during the following activities:

- Applying receipts, including:
  - manual receipts
  - Search and Apply receipts
  - QuickCash receipts
  - Lockbox receipts
- Applying invoices against commitments and bills receivable
- Adjusting or crediting transactions
- Entering, on the Transactions workbench, the paying customer for a transaction
- Creating automatic receipts (via the paying customer that you specified on the Transactions workbench)

**Note:** In Oracle Order Management's Sales Orders window, you can enter an agreement that you defined for either a selected customer or related customers. Order Management recognizes related customers, however, only if the relationships were built via customer account relationships.



If you want to let a party pay for another party's transactions, you do not have to define relationships for each of these. You can simply set the system option Allow Payment of Unrelated Invoices to Yes. See: Defining Receivables System Options, page 2-129.

Use the Customer Relationships Listing to view a listing of all relationships that exist for a customer. See: Customer Relationships Listing, page 11-66.

## Creating Party Paying Relationships

To create a party relationship, you begin by selecting the subject party (the party that you want to create a relationship for) and a relationship type from the Overview page in Relationship Manager. A relationship type controls the characteristics of the relationship. See: Creating Relationships, *Oracle Trading Community Architecture User Guide*.

When creating a party relationship, you can select an existing relationship type or you can define a new one. See: Creating Relationship Types, *Oracle Trading Community Architecture Administration User Guide*.

In both cases, the relationship type that you use to create a party paying relationship must meet these two requirements:

- The relationship type must be hierarchical, and the subject and object parties must be of type Organization.
- The relationship type must be assigned to one of these relationship groups, either:
  - Pay Within
  - Pay Below

A relationship group indicates the type of paying relationship that you want to create for use in Receivables.

To assign a relationship type to a relationship group, you assign one phrase of the relationship type to the group. Relationship phrases describe the roles of the subject and object parties within each direction of the relationship.

See: Assigning Relationship Phrases and Roles to Relationship Groups, *Oracle Trading Community Architecture Administration User Guide*.

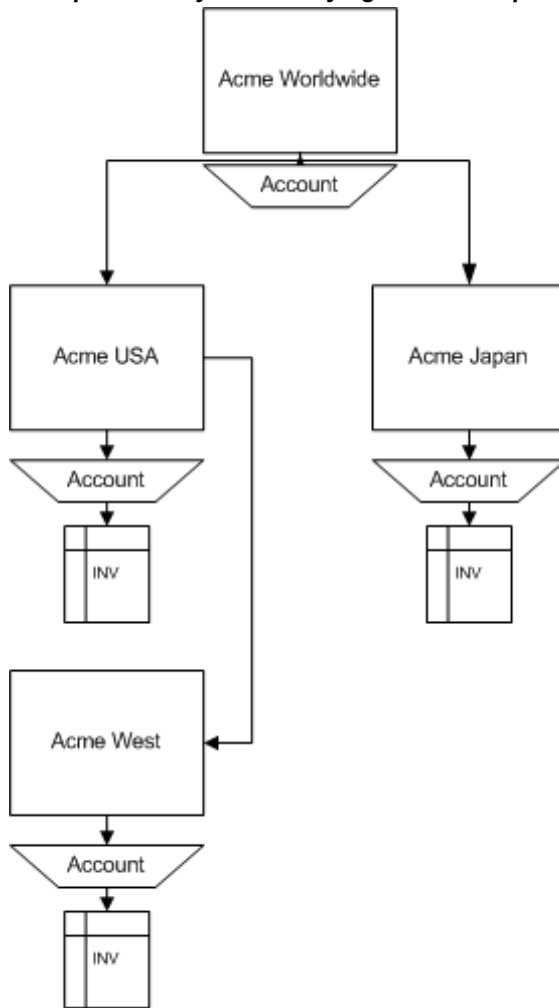
**Note:** To create party paying relationships in the Party Relations window, you must also assign one phrase of the relationship type to the Customer Account Information relationship group. See: Defining Party Relationships, page 7-47.

## Pay Within Paying Relationships

If you assign one phrase of a relationship type to the Pay Within relationship group, then relationships that you create using that relationship type are Pay Within paying relationships. This means that any party within the relationship can pay for the accounts of any other party within the relationship.

The diagram below illustrates several parties within a Pay Within paying relationship. In this scenario, all accounts of each party in the relationship are available to all other parties in the relationship for receipt application, commitment application, and so on.

#### ***Example of a Pay Within Paying Relationship***



In other words:

- Acme Worldwide can pay for Acme USA, Acme Japan and Acme West
- Acme USA can pay for Acme Worldwide, Acme Japan, and Acme West
- Acme Japan can pay for Acme Worldwide, Acme USA, and Acme West
- Acme West can pay for Acme Worldwide, Acme USA, and Acme Japan

#### **Pay Below Paying Relationships**

If you assign one phrase of a relationship type to the Pay Below relationship group, then relationships that you create using that relationship type are Pay Below paying relationships. A Pay Below paying relationship is a parent-child relationship where each party can pay for its own transactions, as well as the transactions of all parties that are lower in the hierarchy (children, grandchildren, and so on).

If the parties in the same diagram above are in a Pay Below paying relationship, then all accounts of each child party in the relationship will be available to each parent party in the relationship for receipt application, commitment application, and so on.

In other words:

- Acme Worldwide can pay for Acme USA, Acme Japan, Acme West, and its own transactions.
- Acme USA can pay for Acme West and its own transactions.
- Acme Japan can pay for its own transactions.

### **Relationship Types and Relationship Groups**

You can assign one phrase of a relationship type to more than one relationship group. For party paying relationships, however, you should not assign the same phrase to both the Pay Within and Pay Below relationship groups, because Receivables will recognize only the Pay Within group.

Therefore, if Business World wants to create a Pay Within paying relationship with Company A and a Pay Below paying relationship with Company B, they must:

- Define two different relationship types.
- For each relationship type, assign one phrase to a relationship group, either Pay Within or Pay Below.
- Use the two relationship types to create two paying relationships, one for Company A and one for Company B.

### **Related Topics**

Administering Relationships, *Oracle Trading Community Architecture Administration User Guide*

Relationships Overview, *Oracle Trading Community Architecture User Guide*

Searching for Parties and Viewing Results, *Oracle Trading Community Architecture User Guide*

Creating Relationships, *Oracle Trading Community Architecture User Guide*

## **Creating Customer Account Relationships**

Define relationships between customer accounts to control payment and commitment application. You can create relationships between any customer accounts and indicate that the relationship is either one-way or reciprocal.

You must also indicate if the relationship is a bill-to or ship-to relationship, or both. When you specify a customer account for billing, you enable the relationship in Receivables and establish a one-way, or parent-child, relationship unless you indicate that the relationship is reciprocal.

When you specify a relationship for one account, Receivables automatically sets up the relationship for the related account. For example, if you check the Bill To and Ship To check boxes for the parent account, the check boxes are automatically checked for the related account.

When you apply receipts to an invoice in a one-way relationship, the parent account can apply receipts to the invoices in the related account, but receipts in the related account cannot be applied to the parent account's invoices. When applying invoices to commitments, an account can only apply invoices to commitments that it owns or to commitments of a parent customer account to which it is related.

Reciprocal account relationships allow parties to pay each other's debit items and enter invoices against each other's commitments.

**Important:** In Receivables, you can also create relationships between parties using Oracle Trading Community Architecture Relationship Manager. See: Using Party Paying Relationships, page 7-48.

If you want to let a party pay for another party's transactions, you do not have to define relationships for each of these. You can simply set the system option Allow Payment of Unrelated Invoices to Yes. See: Defining Receivables System Options, page 2-129.

You can define an unlimited number of customer account relationships.

In Order Management, related customers share agreements, commitments, invoice-to and ship-to addresses, and contacts.

Oracle Order Management provides a Setup Parameter, Customer Relationships, that you can use to determine how to process customer account relationships when entering orders. If you check the Customer Relationships check box, then you can choose agreements, commitments, invoice-to and ship-to addresses, and contacts of a related customer. If you clear the check box, then relationships are not used, and therefore you can only select agreements, commitments, invoice-to and ship-to addresses, and contacts of the sold-to customer.

#### **Prerequisites**

- Define customer lookups, page 2-88
- Entering parties and customer accounts, page 7-16

#### **To view customer account relationships:**

1. Navigate to the Customers - Standard window or the Customers - Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to view relationships for.
3. If you are using the Customers - Summary window, query the customer.
4. In the Customers - Summary window, select the customer whose relationships you want to view. If you are in the Customers - Standard window, choose the Relationships tabbed region. If you are in the Customers - Summary window, choose the Relationships button. The Relationships tabbed region of the Customers - Standard window is displayed.

#### **To create a relationship between two customer accounts:**

1. Navigate to the Customers - Standard window or the Customers - Summary window.
2. Use the Search Criteria or Find/Enter Customers window to find the customer account that you want to create relationships for.
3. If you are using the Customers - Summary window, query the customer account.
4. In the Customers - Summary window, select the customer for which you want to define a relationship. If you are in the Customers - Standard window, choose the Relationships tabbed region. If you are in the Customers - Summary window, choose the Relationships button. The Relationships tabbed region of the Customers - Standard window is displayed.
5. Enter the Name or Number of the customer account you want to relate to the queried account, or select an account from the list of values. You can choose from

any account you previously defined. When you enter a customer name, Oracle Receivables displays the related customer number, and vice versa

6. Check the Bill To check box to indicate a billing relationship.
7. Check the Ship To check box to indicate a shipping relationship.
8. If you do not want this relationship to be active, uncheck the Active check box. By default, the account relationships that you create in Receivables are Active.
9. To create a reciprocal relationship between the two customer accounts, check the Reciprocal check box.
10. Enter the Type of relationship to use to classify your customers, or select a type from the list of values. This field is only for informational purposes. Receivables provides the relationship type 'All' but you can define your own types in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups, page 2-87.
11. Enter any additional information about this customer or relationship in the Comment field (optional).

## Related Topics

Customer Overview, page 7-1

Customer Relationships Listing, page 11-66

## Defining Customer Profile Classes

Use Customer Profiles to group customer accounts with similar credit worthiness, business volume, and payment cycles. For each profile class you can define information such as credit limits, payment terms, statement cycles, invoicing, and discount information. You can also define amount limits for your finance charges, dunning, and statements for each currency in which you do business.

Define your standard customer profiles in the Customer Profile Classes window. These profiles contain generic options that you can use to group your customers into broad categories.

For example, you might define three categories: one for prompt paying customers; one for late paying customers with high finance charge rates; and a third for customers who mostly pay on time, with discount incentives for early payment. You can also use the profile class 'DEFAULT,' which Oracle Receivables provides.

You can assign a profile class to customers and addresses through the Customers-Standard window. The customer profile class you assign provides the default values, which you can optionally customize to meet specific requirements for each customer or address.

If a profile is assigned to a customer and an address of the same customer, the options set at the address level take precedence over those set at the customer level. For statement site and dunning site profile amounts, however, Receivables uses the options at the address level *only* if you set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes.

### Prerequisites

- Define customer profile lookups, page 2-89
- Define statement cycles, page 2-128

- Define dunning letters, page 2-72
- Create dunning letter sets, page 2-76
- Define collectors, page 2-62
- Define credit analysts, *Oracle Credit Management User Guide*
- Define payment terms, page 2-109
- Define AutoCash rule sets, page 2-40
- Define System Options, page 2-129
- Define grouping rules, page 2-80
- Define currencies, *Oracle General Ledger User Guide*

## To define a new customer profile class:

1. Navigate to the Customer Profile Classes window.
2. Enter a Name and a brief description of this profile class.
3. Check the Active check box to make this profile class active.

Active profile classes appear in the Profile Class field list of values in the Customers windows.

4. Enter other profile class information. For example:

**Collectors:** Enter a default Collector for customer accounts that use this profile class.

**Receipts:** Enter a Match Receipts By rule to indicate the number that customers will use to match receipts with invoices during AutoLockbox validation (optional). Enter an Auto Cash Rule Set for this profile class (optional). If you do not assign an Auto Cash Rule Set to this profile class, Oracle Receivables uses the Auto Cash Rule Set that you specify in the System Options window.

You can enter a number of Clearing Days (optional) under the Profiles : Transaction tab in the Customers-Standard window. This is the number of days that it will take for a bank to clear a receipt that has been remitted (for factored receipts, this is also the number of days after the maturity date when the customer risk of non-payment is eliminated).

Enter a Remainder Rule Set to specify how Post QuickCash applies any leftover receipt amounts created by a partial receipt application (optional). If you do not enter a Remainder Rule Set, Receivables marks the remaining amount Unapplied. Check the AutoReceipts Include Disputed Items check box to include debit items that have been placed in dispute when you create automatic Receipts for customers using this profile class.

**Statements:** To send statements to customers using this profile class, check the Send Statement check box. To send statements to customers with this profile class even if they have a credit balance, check the Send Credit Balance check box. If you check the Send Statement check box, enter a Statement Cycle. Statement cycles indicate how often to print your statements.

**Dunning:** To send dunning letters to customers when they have invoices, debit memos, and chargebacks that are past due, check the Send Letters check box. If you check the Send Letters check box, enter the Letter Set to assign to customers using this profile class.

**Terms:** Enter the default payment terms for customers assigned to this profile class. To be able to change the default payment terms when entering transactions for customers using this profile class, check the Override Terms check box. To provide discount incentives for early payment to customers using this profile class, check the Allow Discount check box. If you allow discounts, enter the number of Discount Grace Days after the discount term date that customers using this profile class can take. If you do not allow discounts, Oracle Receivables skips this field. See: Discounts, page 6-124.

Enter the number of Receipt Grace Days that you allow customers using this profile class to be overdue on receipts before they will be assessed finance charges. For example, if you enter 10, customers with this profile class have 10 days beyond the transaction due date to pay before they incur a penalty or finance charges. See: Defining Dunning Profiles for Customers and Customer Sites., page 8-25

**Note:** Receipt Grace Days do not affect how Receivables calculates finance charges on customer statements. This feature determines whether an item is included in a dunning letter and how finance charges are calculated on each item included in the letter.

**Finance Charges:** To charge finance charges for customers using this profile class, check the Charge Interest check box. To calculate finance charges on customer's outstanding balances including previously assessed finance charges, check the Compound Interest check box. If you check the Charge Interest check box, enter the number of Days In Period over which the interest charges will be calculated.

**Invoicing:** To indicate how to print tax on invoices for customers to whom you assign this profile class, enter a Tax Printing value. If you did not enter a default Tax Printing value in the System Options window and you do not specify one here, Oracle Receivables uses Total Tax Only as the default value when you print invoices. See: Tax System Options, page 2-132. Enter the Grouping Rule to use for customers to whom you assign this profile class. See: Grouping Rules, page 2-80.

**Consolidated Billing Invoice:** To send a single, consolidated billing invoice to customers using this profile class, check the Enable check box. If you check the Enable check box, select a type of printing format for your consolidated billing invoice. See: Consolidated Billing, page 3-255.

5. Open the Credit Profile tabbed region, then enter default credit information for customers and accounts assigned to this profile class.

This information is relevant to Oracle Credit Management. Note that when a credit review is performed for a customer who has relationships with other customers, accounts, and sites, Credit Management consolidates this information in the case folder.

**Classification:** Select the default credit classification for this profile class.

**Periodic Review Cycle:** Select a review cycle period from the list of values. The periodic review cycle specifies how often to perform a credit review in Credit Management.

The next credit review date for an account is calculated based upon the last review date and the review cycle period. All eligible accounts meeting the criteria are selected when you submit the Periodic Credit Review concurrent program.

**Credit Analyst:** Select the default credit analyst for this profile class. Credit Management automatically assigns this analyst to credit review requests for accounts with this profile class.

**Credit Check Tolerance:** Enter the credit check tolerance (percentage over the credit limit). If a customer account exceeds this tolerance when credit checking is performed, then new orders for this account are put on hold.

**Credit Check:** Oracle Order Management will check the customer's credit before creating a new order, if you select the Credit Check box, and if the Payment Term and the Order Type associated with the order also require credit checking. Receivables does *not* check your customer's credit when you create transactions in Receivables.

If credit checking is active for your customer and the customer exceeds its credit limit, then all new orders for the customer are put on hold in Order Management, and Order Management automatically initiates a credit review request.

If the credit analyst determines that a customer should be placed on credit hold, then Credit Management automatically updates the Credit Hold check box in the Customer Accounts window.

**Important:** If you use Credit Management, then you should not update the Credit Hold check box in the Customer Accounts window.

After you place the credit hold, you cannot create new orders in Order Management, nor can you create invoices for this customer in Oracle Projects. However, you can still create new transactions for this customer in Receivables. See Credit Holds, page 8-19.

6. Open the Profile Class Amounts tabbed region, then enter the Currency in which customers assigned to this profile class will do business. For each currency that you enter, define the currency rates and limits for customers using this profile class, including Minimum Invoice Balance for Finance Charges, Minimum Dunning Amount, and Credit Limit. See: Customer Profile Classes Field Reference, page 7-59.

**Important:** If you do not assign an interest rate to a currency, Receivables does not calculate finance charges for past due items in that currency. See: Currencies Without Rates, page 8-40.

**Note:** If Credit Management is installed, then Credit Management matches the currencies assigned in the profile class with the credit usage rules in Order Management to identify the transactions to include in a credit review.

## Related Topics

Assigning Profiles to Customers, Accounts, or Addresses, page 7-57

Updating a Customer Profile Class, page 7-58

Customer Profile Classes Field Reference, page 7-59

Discounts, page 6-124

Processing Credit Reviews, *Oracle Credit Management User Guide*



## Assigning Profile Classes to Customers, Accounts, or Addresses

After you define your standard profile classes, you can assign them to your customers, accounts, and addresses. You can also update specific information for a customer when you assign a new profile class.

When you enter a new customer, Receivables assigns the profile class 'DEFAULT.' You can use this profile class, modify this profile class information, or choose one of the profile classes that you have defined.

### Prerequisites

- Enter customers, page 7-16
- Enter customer addresses and define one address as a bill-to location, page 7-29
- Define customer profile classes, page 7-53

### To assign a profile class:

1. Navigate to the Customer Summary or the Customers-Standard window.
2. If you are using the Customer Summary window, query the customer that you want to assign a profile class to, choose Open, then continue with this step.
3. To assign a profile class at the customer level, open the Profile: Transaction tabbed region, and then enter a Profile Class or select one from the list of values.

**Note:** Not all fields in the Customer Profile Classes window appear in the Profile: Transaction tabbed region.

To assign a profile class to an address, open the Addresses tabbed region, select the address, and then choose Open. Open the Profile: Transaction tabbed region, and then enter a Profile Class, select one from the list of values, or accept the default from the customer level.

**Note:** You must save the profile class assigned to this address before you can access the tabbed regions described below. Otherwise, a profile class is not assigned at the address level, and the Customer Listing Detail report does not print a profile class for this address.

4. To update profile class information for this customer, modify information in the following tabbed regions:

**Profile: Transaction:** Open this region to update credit and collections, payment terms, or receipt information.

**Profile: Document Printing:** Open this region to update statement, dunning, finance charges, invoicing, and consolidated billing information.

**Profile: Amounts:** Open this region to update rates and limits for each currency in which this customer does business.

**Important:** The changes you make at the customer level only affect the profile class for *this* customer; they do not affect other customers using this profile class.

### To view a customer profile class:

1. Navigate to the Customer Summary or the Customers-Standard window.

2. Query the customer whose profile class you want to view.  
If you are using the Customer Summary window, choose Open.
3. Open the Profile: Transaction, Profile: Amounts, or Profile: Document Printing tabbed region.

## Related Topics

Entering Parties and Customers, page 7-16

Entering Customer Addresses, page 7-29

Defining Customer Profile Classes, page 7-53

Customer Profile Classes Field Reference, page 7-59

Updating a Customer Profile Class, page 7-58

## Updating a Customer Profile Class

You can modify an existing customer profile class in the Customer Profile Classes window. When you modify profile class information using this window, Receivables requires that you indicate whether and in what way your changes will affect other customers using this profile class.

To update profile class information for a specific customer, use the Customers window. See: Assigning Profile Classes to Customers, page 7-57.

### Prerequisites

- Define profile classes, page 7-53

### To update a customer profile class:

1. Navigate to the Customer Profile Classes window.
2. Query the profile class to update.
3. Update information in the Profile Class, Credit Profile, and Profile Class Amounts tabbed regions as necessary.
4. Save your work. Oracle Receivables displays a pop-up window that lets you decide how to apply your changes. Choose one of the following options:

**Do Not Update Existing Profiles:** Choose this option if you do not want to update existing customer profiles with your new profile class values. When you choose this option, Oracle Receivables only assigns the new profile values to new customers to whom you assign this profile class.

**Update All Profiles:** Choose this option to update your new profile class values for all existing customers whom you previously assigned to this profile class. To preserve your customizations to a customer's individual profile, this option does not update every field on a customer's profile with values from the newly modified profile class; only the fields you changed for this profile class will affect your customer's profile. When you choose this option, Oracle Receivables automatically generates the Update Customer Profiles report so you can review your changes.

**Update All Uncustomized Profiles:** Choose this option to update only customer profiles for which the corresponding options have the same original setting.

For example, you change the Statement Cycle for a profile class from Weekly to Monthly. When you choose Update All Uncustomized Profiles, Oracle Receivables selects all customers who are using the profile class that have a Statement Cycle currently set to Weekly and changes this option to Monthly. All of the other profile class options remain the same.

When you choose this option, Oracle Receivables generates the Update Customer Profiles report. Refer to the 'Exceptions' section of this report to review the customized profile classes that were excluded from the update process. You can then use the Customers window to update customers whose profile classes were not automatically updated.

## Related Topics

Entering Customers, page 7-16  
Entering Customer Addresses, page 7-29  
Assigning Profiles to Customers, page 7-57  
Customer Profile Classes Field Reference, page 7-59  
Update Customer Profiles Report, page 11-136

## Customer Profile Classes Field Reference

This section provides a brief description of some of the fields in the Customer Profile Classes and Customer-Standards windows.

**Account Status:** The status of this account. You can define additional account statuses in the Receivables Lookups window by selecting the lookup type 'Account Status.' The Account Status field appears under the Profiles: Transaction tab in the Customer-Standard window.

**Credit Analyst:** Indicates who is responsible for monitoring the creditworthiness of the account and for assisting in the resolution of credit-related issues.

**Credit Limit:** The total amount of credit in this currency to give to customers to whom you assign this profile class. This field is used by Oracle Order Management. If credit checking is active for this customer and their outstanding credit balance exceeds this amount, then all new orders for this customer are automatically put on hold in Oracle Order Management.

A customer's outstanding credit balance is calculated using Credit Check Rules that you define in Oracle Order Management. For more information, see: Define Credit Checking Rules in the *Oracle Order Management Implementation Guide*.

**Note:** If you are using Oracle Credit Management, then you should update credit limits only via the submission of credit recommendations following a credit review.

**Credit Rating:** The credit rating for this customer. You can define additional credit rating names in the Receivables Lookups window by selecting the lookup type 'Credit rating for customers.' The Credit Rating field appears under the Profiles: Transaction tab in the Customer-Standard window.

**Important:** Credit Management does not use the credit rating for credit reviews. Instead, it uses the credit classification that is assigned to the

customer either in Credit Management, or through the Assign Customer Credit Classification concurrent program.

**Currency:** The currency for which you want to define amount limits. You define currencies in the Currencies window.

**Finance Charges Interest Rate (%):** The interest rate charged to customers for this currency. Finance charges are calculated on statements and dunning letters.

**Maximum Interest Per Invoice:** If the amount of interest that Oracle Receivables calculates for a past due debit item in this currency is greater than the amount that you enter here, Oracle Receivables charges this amount.

**Minimum Customer Balance for Finance Charges:** If the customer balance of past due items in this currency is less than the minimum amount that you specify here, Receivables does not assess finance charges when you submit dunning letters or statements for this customer.

**Minimum Invoice Balance for Finance Charges:** If the balance of a past due invoice in this currency is less than the minimum invoice amount that you specify here, Receivables does not assess finance charges on this item when you submit dunning letters or statements for this customer.

**Minimum Receipt Amount:** Oracle Receivables does not generate automatic receipts in this currency that are less than this amount. You can also define a minimum receipt amount for a payment method. Receivables will use the larger of the two minimum receipt amounts when creating automatic receipts.

**Minimum Statement Amount:** The minimum outstanding balance in this currency that the customer to whom you assign this profile class must exceed in order for Receivables to generate a statement. For example, if you enter 100 in U.S. dollars, Receivables does not generate a statement if the customer's outstanding balance is less than or equal to 100 USD. The default minimum statement amount is 0.

**Minimum Dunning Amount:** If a customer has a past due balance in this currency that is greater than the minimum dunning amount specified for this currency, Receivables selects this customer for dunning. The dunning letter that is selected when you choose to print sample or actual dunning letters does not include past due debit items in currencies with minimum dunning amounts that have not been exceeded.

**Minimum Dunning Invoice Amount:** Customers do not receive dunning letters if the amount that you enter here is greater than the debit balance of each of their past due items in this currency. Receivables only compares the amount that you entered to debit items. Credit items will appear as negative amounts on dunning letters that Receivables sends to customers.

**Order Credit Limit:** The maximum amount of an individual order. This field is used by Oracle Order Management. If credit checking is active for this customer and they exceed this amount on a new order, all new orders for this customer are put on credit hold in Oracle Order Management.

The default order credit limit is the amount you enter in the Credit Limit field. If you enter a Credit Limit, you must either enter an Order Credit Limit or accept the default. The limit per order must be less than or equal to the Credit Limit. You must enter a Credit Limit before entering an Order Credit Limit.

**Note:** If you are using Oracle Credit Management, then you should update credit limits only via the submission of credit recommendations following a credit review.

**% Collectable:** The percentage amount of this customer's account balance that you expect to collect regularly. The % Collectable field appears under the Profiles: Transaction tab in the Customer-Standard window.

**Review Cycle:** Specifies how often to review the credit status of the customer account. For example, you can specify that the creditworthiness of the account is reviewed each month.

**Risk Code:** The credit risk code for your customer. You can define additional risk codes in the Receivables Lookups window by selecting the lookup type 'Customer credit risk.' The Risk Code field appears under the Profiles: Transaction tab in the Customer-Standard window.

## Related Topics

Defining Customer Profile Classes, page 7-53

## Flexible Addresses

Oracle Applications let you enter customer, supplier, bank, check, and remit-to addresses in country-specific formats. For example, if you have customers in Germany, you can enter German addresses in the format recommended by the Bundespost, or you can enter addresses for customers in the United Kingdom in the format recommended by the Royal Mail.

This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The flexfield window opens if the country you enter has a flexible address style assigned to it, which lets you enter an address in the layout associated with that country. If there is no address style associated with the country, Oracle Receivables uses the standard address format.

**Important:** (Receivables users only) If you use a Sales Tax Location Flexfield that contains a segment other than country and wish to set up a flexible address format for your home country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Flexible Addresses with the Sales Tax Location Flexfield, page 7-72.

## Address Style

An address style tells Oracle Applications how to format and arrange the address fields so that they best suit the address entry requirements of a particular country. Many countries can use the same address style, although a country can only use one address style at a time.

You assign address styles to countries using the Countries and Territories window. You can assign one of the address styles provided or you can create your own. See: Address Style Mappings, page 7-62.

## Address Validation

You can define country-specific validation on any element of your address style. This controls the information you enter in these address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or restrict a postal code to a certain range of numbers. See: *Defining Flexible Address Validation*, page 7-81.

## Customized Address Styles

You can define your own address formats if you have specific address entry requirements not covered by the address styles Oracle Receivables provides. You can also set up validation against any address styles you define. See: *Creating Custom Address Styles*, page 7-75.

## Default Country

The Default Country profile option expedites address entry. For example, if most of the addresses you enter are in France, you can set the profile to 'France' so that this will be the default country for all addresses entered.

This profile is also used for Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation for banks, customers, and suppliers.

## Related Topics

Entering Flexible Addresses, page 7-78  
Defining Banks, page 2-47  
Entering Parties and Customers, page 7-16  
Suppliers, *Oracle Payables User Guide*  
*Oracle Applications Flexfields Guide*

## Address Style Mappings

Oracle Applications provides five predefined address styles. These address styles cover the basic entry requirements of many countries. The following address styles are provided:

- Default, page 7-63
- Japanese, page 7-64
- Northern European, page 7-65
- Southern European, page 7-66
- South American, page 7-67
- United Kingdom/Asia/Australasia, page 7-69
- United States, page 7-70

Address information is stored in different tables for different functions, so there are different mapping of address elements to the database columns for each of the following:

- Customer and remit-to addresses
- Bank addresses

- Supplier addresses
- Payment addresses

The following tables show the address elements contained in each of the seeded address styles and the mappings of these address elements to the database columns.

## Default Address Style

### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(50)
Address 2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(50)
Address 3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(50)
Address 4	HZ_LOCATIONS	ADDRESS4	VARCHAR2(50)
City	HZ_LOCATIONS	CITY	VARCHAR2(50)
County	HZ_LOCATIONS	COUNTY	VARCHAR2(50)
State	HZ_LOCATIONS	STATE	VARCHAR2(50)
Province	HZ_LOCATIONS	STATE	VARCHAR2(50)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(20)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 4	PO_VENDOR_SITES	ADDRESS_LINE4	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
County	PO_VENDOR_SITES	COUNTY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State	PO_VENDOR_SITES	STATE	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Province	PO_VENDOR_SITES	PROVINCE	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		

## Japanese Address Style

### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:



User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(20)
Province	HZ_LOCATIONS	STATE	VARCHAR2(25)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(20)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Province	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		

### Northern European Address Style

#### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
Country Code	HZ_LOCATIONS	STATE	VARCHAR2(2)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Country Code	PO_VENDOR_SITES	STATE	VARCHAR2(2)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		

### Southern European Address Style

#### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)
State	HZ_LOCATIONS	STATE	VARCHAR2(25)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		

### South American Address Style

#### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)
Province	HZ_LOCATIONS	PROVINCE	VARCHAR2(25)
State	HZ_LOCATIONS	STATE	VARCHAR2(25)
State Code	HZ_LOCATIONS	COUNTY	VARCHAR2(2)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
Province	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	PROVINCE	VARCHAR2(25)
State	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
State Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	COUNTY	VARCHAR2(2)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

## United Kingdom/Africa/Australasia Address Style

### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
Town/City	HZ_LOCATIONS	CITY	VARCHAR2(25)
County	HZ_LOCATIONS	STATE	VARCHAR2(25)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Town/City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
County	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		

### United States Address Style

#### Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(50)
Address 2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(50)
Address 3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(50)
Address 4	HZ_LOCATIONS	ADDRESS4	VARCHAR2(50)
City	HZ_LOCATIONS	CITY	VARCHAR2(50)
County	HZ_LOCATIONS	COUNTY	VARCHAR2(50)
State	HZ_LOCATIONS	STATE	VARCHAR2(30)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(20)

### Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 4	PO_VENDOR_SITES	ADDRESS_LINE4	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
County	PO_VENDOR_SITES	COUNTY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State	PO_VENDOR_SITES	STATE	VARCHAR2(30)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		

### Related Topics

Entering Parties and Customers, page 7-16

Flexible Addresses, page 7-61

Setting Up Flexible Addresses, page 7-73

Creating Custom Address Styles, page 7-75

Entering Flexible Addresses, page 7-78

Banks, page 2-47

Suppliers, *Oracle Payables User Guide*

Remit-To Addresses, page 2-121

## Flexible Addresses with the Sales Tax Location Flexfield

During Receivables setup, you must choose a Location Flexfield Structure in the System Options window. The Sales Tax Location Flexfield, along with several other system options, affect the way tax is calculated for your transactions and the way you enter your customer addresses in Receivables. This section describes the issues you need to consider when implementing flexible addresses with the Sales Tax Location Flexfield. Your choices depend on the type of flexible address formatting you wish to perform as well as your location-based taxing requirements. See: *Defining a Sales Tax Location Flexfield Structure, Oracle Receivables Tax Manual*.

### Implement Flexible Formats For All Addresses

If you wish to use flexible address formats to enter and validate your customer address information and are not required to charge your customers tax based on their shipping address, we recommend that you implement the seeded Sales Tax Location Flexfield structure 'Country - No Validation' and set the Address Validation system option to None. All countries are validated against the values defined in the Maintain Countries and Territories window, so setting the Address Validation system option would have no effect. If necessary, you can use flexible address formats to validate other address segments. See: *Address Validation, page 7-79*.

### Implement Flexible Foreign Addresses

If you use a Sales Tax Location Flexfield for tax calculation or address validation and wish to set up flexible address formats to enter and validate customer addresses in *foreign* countries, you can use the flexible address features described in this document (the Sales Tax Location Flexfield only applies to customer addresses in your home country).

### Implement Flexible Home Addresses

If you use a Sales Tax Location Flexfield that contains a segment other than country and you wish to set up a flexible address format for customers in your home country (defined in the Default Country field of the System Options window), every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. This is because all components of your Sales Tax Location Flexfield are mandatory during customer address entry.

Additionally, if your Address Validation system option is set to 'Error' or 'Warning,' it is advisable to create value sets on your flexible address segments which return the same lists of locations as the value sets on your Sales Tax Location Flexfield. You cannot use the same value sets because the Sales Tax Location Flexfield value sets return location identifiers and the flexible address descriptive flexfields require you to return a location name. Also, if the Sales Tax Location Flexfield has multiple segments, you should set up the same parent-child validation on your new value sets as exists on the Sales Tax Location Flexfield value sets. For details about the Sales Tax Location Flexfield value sets, see: *Defining a Sales Tax Location Flexfield Structure, Oracle Receivables Tax Manual*.

## Related Topics

Flexible Addresses, page 7-61

Setting Up Flexible Addresses, page 7-73

Creating Custom Address Styles, page 7-75

Entering Flexible Addresses, page 7-78



## Setting Up Flexible Addresses

Flexible Address Formats let you enter and validate addresses in country-specific formats. Following are the setup steps you need to perform to implement this feature.

### Prerequisites

If you are using Receivables, Order Management, or Projects:

- Define your Default Country system option. See: Miscellaneous System Options, page 2-142

If you are using Payables or Purchasing:

- Define the financials option member state. See: Financials Options, *Oracle Payables User Guide*

### To implement flexible address formats:

1. Choose an address style.

Before you can enter an address using the flexible addresses functionality, you must decide which address styles best suit your address entry requirements. Receivables provides five predefined address styles, but you can also create customized address styles. See: Creating Custom Address Styles, page 7-75.

2. Define address validation.

You can use specific validation for a particular country that uses a flexible address format. See: Address Validation, page 7-79.

3. Assign an address style.

Once a country has been assigned an address style, all addresses entered or modified for that country will use the flexible address functionality. See: Assigning an Address Style to a Country, page 7-74.

4. Assign a value to the Default Country profile option. See: Profile Options in Oracle Application Library, page B-25.

The flexible address formats feature checks the value in the Country field of the address region to determine which address style to use. The country assigned to the Default Country profile option will be the default for the Country field in this window.

The Default Country profile option is not mandatory; it lets you change the default country by user, responsibility, site, or application. If you do not set the profile, the default value is the Default (home) Country defined in the System Options window. See: Miscellaneous System Options, page 2-142.

If you are using Payables or Purchasing and do not set the Default Country profile option, the default value is the Member State in the VAT Registration Information region of the Financials Options window.

5. Assign a value to the AR: Item Flexfield Mode profile option. See: Overview of Receivables User Profile Options, page B-2.

If this option is set to 'Always Pop a Flexfield Window,' the descriptive flexfield opens automatically when you navigate to an address field. If it is set to 'Concatenated Segment Entry,' the descriptive flexfield will not open when you navigate through the field. If this option is set to 'No Window for a Single Segment Flexfield,' the descriptive flexfield will only open if it has more than one segment enabled.

## Assigning an Address Style to a Country

To assign address styles to a country:

1. Navigate to the Countries and Territories window.
2. Query the countries to which you want to assign a flexible address.
3. Select the address style you want from the list of values for the address style field.

**Note:** Setting the Address Style back to a blank value will turn off the flexible address functionality for that country.

4. Save your work.

**Note:** Addresses within a country that is not assigned an address style will use the standard address format.

## Implementing Flexible Addresses for the Address Alternate Name Field

If you want to use the flexible address format with the Alternate Name field in the Customer Addresses window, perform the following setup steps.

**To set up flexible address formatting for the Alternate Name field in the Addresses window:**

1. Choose the Application Developer responsibility, then navigate to the Descriptive Flexfield Register window.
2. Query the descriptive flexfield 'Remit Address,' then choose Columns.
3. Check the Enabled check box for the column name 'ADDRESS\_LINES\_PHONETIC.'
4. Save your work.
5. Navigate to the Descriptive Flexfield Segments window.
6. In the Title field, query the descriptive flexfield 'Remit Address.'
7. Select the Context Field Value 'JP' (Japanese Address Style), then choose Segments.
8. Add the segment 'Alternate Address' and the column ADDRESS\_LINES\_PHONETIC, then choose Open.
9. Enter segment information. For example:
  - **Name:** Alternate Address
  - **Number:** 7
  - **Required:** No
  - **Security Enabled:** No
  - **Display Size:** 50
  - **Description Size:** 50
  - **List of Values:** Alternate Address
  - **Window:** Alternate Address
  - **Concatenated Description Size:** 25

## Related Topics

Flexible Addresses, page 7-61

Entering Flexible Addresses, page 7-78

Update Personal Profile Options, page B-1

Defining Value Sets, *Oracle Applications Flexfields Guide*

Descriptive Flexfield Concepts, *Oracle Applications Flexfields Guide*

## Creating Custom Address Styles

If the five address styles that Receivables provides do not suit the requirements of the countries in which you do business, you can create your own, custom address styles. You can then use these custom address styles for entering addresses for your customers, banks, suppliers, payments, and remit-to sites.

### To create a custom address style:

1. Choose address style database columns.

**Important:** When you set up a new address style you must decide which columns from the database you are going to use and how you are going to order them. See: Choosing address style database columns, page 7-75.

2. Map address style to database columns.

Define the appearance of your flexible address window and the information it will include. See: Mapping address style to database columns, page 7-76.

3. Add address style to the address style lookup.

Add the address style name to the Address Style Special lookup so that you will be able to assign the style to countries and territories. See: Adding a new style to the address style lookup, page 7-77.

4. Assign the address style to the appropriate country using the Countries and Territories window. See: Assigning an address style to a country, page 7-74.

## Choosing address style database columns

### To choose address style database columns:

Decide which columns from the database you are going to use and how you are going to order them.

All the seeded address styles use the following database columns. See: Address Style Mappings, page 7-62.

- Bank Addresses
  - AP\_BANK\_BRANCHES.ADDRESS\_LINE1
  - AP\_BANK\_BRANCHES.CITY
  - AP\_BANK\_BRANCHES.STATE
  - AP\_BANK\_BRANCHES.ZIP
- Customer and Remit-To Addresses

- HZ\_LOCATIONS.ADDRESS1
- HZ\_LOCATIONS.CITY
- HZ\_LOCATIONS.POSTAL\_CODE
- HZ\_LOCATIONS.STATE
- Supplier Addresses
  - PO\_VENDOR\_SITES.ADDRESS\_LINE1
  - PO\_VENDOR\_SITES.CITY
  - PO\_VENDOR\_SITES.STATE
  - PO\_VENDOR\_SITES.ZIP
- Payment Addresses
  - AP\_CHECKS.ADDRESS\_LINE1
  - AP\_CHECKS.CITY
  - AP\_CHECKS.STATE
  - AP\_CHECKS.ZIP

For example, notice in the Japanese address style that the address element called Province maps onto the STATE database column and that in the United Kingdom/Africa/Australasia address style the address element called County also maps onto the STATE database column.

We recommend that all custom address styles also include at least the above database columns because these address columns are used extensively throughout Oracle Receivables for printing and displaying.

**Warning:** Most reports do not display the PROVINCE, COUNTY, or ADDRESS4/ADDRESS\_LINE4 database columns for addresses.

## Mapping address styles to database columns

### To map address styles to database columns:

To do this mapping, you must create a new context value for each of the descriptive flexfields as described in this table:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit-to Address, Customers
Payment Address	Payment Summary, Payment Overview
Site Address	Suppliers

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield and uncheck the Freeze Flexfield Definition check box.

3. Navigate to the Context Field Values region. This region contains the address styles that have already been defined for the flexfield.
4. Enter a name and description for your new address style. The name should be a short, unique code similar to the ones already provided.
5. Choose Segments, then create address elements for your address style. Each segment consists of a database column, which will store the address information, and the prompt the user will see inside the address window. The columns you assign to your address elements are restricted to the address columns that have been predefined for the flexfield.

You can also define any validation you want to use on a particular segment of your address in this region. To do this, enter an existing Value Set, or choose Value Set, then enter a new value set. See: Address Validation, page 7-79.

6. Recheck the Freeze Flexfield Definition check box, then save your new address style.
7. Follow the above steps to set up the same address style for each address descriptive flexfield that you use.

The address styles must be identical across all address flexfields; otherwise, you risk creating addresses that are incompatible with different windows.

### Adding a new style to the address style lookup

To add a new style to the address style lookup:

1. Using the Application Developer responsibility, navigate to the Application Object Library Lookups window.
2. Query the ADDRESS\_STYLE lookup.

Receivables displays all of the address styles used by Flexible Addresses.

3. To add your new address style, enter the following information:

- Language
- Code

This must correspond *exactly* to the name you assigned your flexfield context value in the Context Field Values region of the Descriptive Flexfield Segments window.

- Meaning

This should correspond to the short description you provided for your address style in the Context Field Values region of the Descriptive Flexfield Segments window.

**Note:** Do not enter a start or end date.

4. Enable this style by checking the Enabled check box.

### Related Topics

Flexible Addresses, page 7-61

Setting Up Flexible Addresses, page 7-73

Entering Flexible Addresses, page 7-78

## Using Flexible Addresses

### Prerequisites

- Set Up Flexible Addresses, page 7-73

## Entering Flexible Addresses

### To enter a flexible address:

1. Navigate to the window in which you want to enter your flexible address.

Flexible address regions are provided in the following windows:

- Customers (Receivables, Order Management, and Projects)
- Suppliers (Payables and Purchasing)
- Banks (Payables and Receivables)
- Remit-To Addresses (Receivables)
- Payments Summary (Payables)

2. To determine whether an address is to be entered using the standard layout or a flexible address format, you must first enter a value in the Country field.

If you enter the name of a country that does not have an address style assigned to it, the address will be entered using the standard layout. If you enter a country that has an address style assigned to it, a window opens containing the address elements defined for the address style associated with that country.

3. Enter the address, then choose OK.

Oracle Receivables displays the concatenated address in the standard address fields. Whenever you move the cursor into any of the address fields, the window opens. This prevents you from using the standard address entry for an address entered using flexible addresses.

### To query a flexible address:

1. Navigate to the window in which you want to query your flexible address. For a list of windows in which flexible addresses are available, see: Entering Flexible Addresses, page 7-78.

Any addresses entered using the flexible address functionality can be queried using the standard querying methods. However, you can also query the address in the same format in which it was entered.

2. Select Enter from the Query menu.
3. Enter the Country name.
4. Execute the query to return all addresses for that country. Or, navigate to the address fields to enter additional query criteria.

If the country you choose has a flexible address style assigned to it, Receivables opens a window when you navigate to the address fields.

5. Choose OK.
6. Execute the query.

## Related Topics

Flexible Addresses, page 7-61  
Setting Up Flexible Addresses, page 7-73  
Creating Custom Address Styles, page 7-75  
Address Validation, page 7-79  
Entering Parties and Customers, page 7-16  
Defining Banks, page 2-47  
Suppliers, *Oracle Payables User Guide*  
Remit-To Addresses, page 2-121  
*Oracle Applications Flexfields Guide*

## Address Validation

You can define country-specific validation rules on any element of your address style. Validation rules determine the information you can enter in these address elements. The validation rules Oracle Receivables uses to verify your address information during address entry depend on the following:

- your home country and the country of the address you are entering
- the Sales Tax Location Flexfield structure you are using
- the address validation level you choose
- the flexible address format and validation rules assigned to the country of the address you are entering

## Home Country

You define your home country in the Default Country field of the System Options window. Oracle Receivables uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses; however, you can override this value by setting the user profile option 'Default Country'. See: Overview of Receivables User Profile Options, page B-2.

**Note:** If you assign a flexible address style to your home country to validate address information, please refer to Implementing Flexible Addresses with the Sales Tax Location Flexfield, page 7-72 for information on the recommended Sales Tax Location Flexfield structure to use.

## Sales Tax Location Flexfield Structure

Your Sales Tax Location Flexfield structure validates addresses within your home country and calculates sales tax based on your customer's shipping address. You must enter a Location Flexfield Structure in the System Options window whether your Tax Method is Sales or VAT.

## Address Validation Level

You can choose how Oracle Receivables will respond when you enter an invalid address. You can choose to display an error message, a warning, or simply choose 'No Validation'.

## Flexible Address Format and Validation Rules

The Country field is the first field of the address region on every window because it determines the format and validation for the rest of the address fields.

If you are using a location-based tax method and you enter the value for your home country in this field, Oracle Receivables requires you to enter a value for every component of your Sales Tax Location Flexfield.

If you implement the Flexible Address Formats feature, when you enter a value in the Country field that has been assigned to an address style, a window opens with the address elements defined for that style. See: Flexible Addresses, page 7-61.

## Related Topics

Defining Receivables System Options, page 2-129

Sales Tax Location Flexfield Structure, page 7-80

Address Validation Level, page 7-81

Entering Customer Addresses, page 7-29

## Sales Tax Location Flexfield Structure

The Sales Tax Location Flexfield structure validates addresses within your home country and calculates sales tax based on your customer's shipping address. You must enter a value for this structure in the System Options window regardless of the tax method you are using. To see how Oracle Receivables uses this structure to calculate sales tax, see the tax flowcharts in the Calculating Tax essay.

To ensure that location-based taxation will function properly, you must have values for each customer address in your home country. Therefore, every component of your Sales Tax Location Flexfield structure is mandatory when entering addresses in your home country. This requirement is not affected by the address validation level you choose, since Receivables only requires that these address components exist, it does not check whether the components are valid.

**Important:** Even if the Required field of the Key Flexfield Segments window is set to No for a segment of the structure, that segment will still be required when you enter an address.

You can also define your own structure using any combination of state, county, city, province, postal code, and address. See: Customizing Your Sales Tax Location Flexfield Structure, *Oracle Receivables Tax Manual*.

**Warning:** You should not update the Sales Tax Location Flexfield structure after you have entered customer addresses or transactions.



## Related Topics

Calculating Tax, *Oracle Receivables Tax Manual*

Address Validation Level, page 7-81

Setup Steps for U.S. Sales Tax, *Oracle Receivables Tax Manual*

## Address Validation Level

You set your address validation level in the System Options window. This information only validates addresses that are in your home country. This lets you enter international addresses with address formats different from that of your Sales Tax Location Flexfield structure, even if you are using the address validation feature.

Oracle Receivables validates customer addresses with locations that you enter in the Tax Locations and Rates window or from locations loaded from a third party vendor using the Sales Tax Rate Interface program. For each address you enter, Oracle Receivables will validate all segments of your Sales Tax Location Flexfield structure.

There are three levels of address validation:

### Error

This level ensures that all components of your customer address are valid before you can save it in the Customer windows. If the location that you enter does not already exist, you will receive an error and must manually add the location in the Tax Locations and Rates window before you can save the address.

### Warning

This level lets you save an address even if all of the locations do not exist, but displays a warning message informing you of locations that are not defined. If these locations do not exist, Oracle Receivables creates them for you, but does not create the corresponding rates for these new locations.

### No Validation

This level lets you save an address without displaying a warning message, even if all of the locations do not exist. If these locations do not exist, Oracle Receivables creates them for you but does not create the corresponding rates for these new locations.

**Tip:** If you are using Sales Tax, you should ensure that all your existing locations have rates. In this case, we suggest you have address validation set to Error, so that new locations will not be automatically created with no corresponding rate.

## Related Topics

Defining Receivables System Options, page 2-129

Tax Locations and Rates, page 2-149

Address Validation, page 7-79

Defining Flexible Address Validation, page 7-81

Sales Tax Rate Interface, *Oracle Receivables Tax Manual*

## Defining Flexible Address Validation

Use the Flexible Address Formats feature to enter and validate addresses in country-specific formats. See: Flexible Addresses, page 7-61.

For each address style, you can define country-specific validation that controls the information you enter in certain address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or you may want to restrict a postal code to a certain range of numbers.

Validation can take the form of a simple list of values or a complex parent-child relationship between address elements. This section discusses how to implement list of value validation on your flexible address formats. Refer to the *Oracle Applications Flexfields Guide* for information on complex validation.

This section uses the Southern European address style for Spanish and French address entry to demonstrate how to set up a list of values on an address style. Assume that within this flexfield you want to have a list of values on the City field that will list either Spanish or French cities, depending upon the country of the address you are entering. For more information about the Southern European and other address styles, see: Address Style Mappings, page 7-62.

#### **Prerequisites**

- Set up flexible addresses, page 7-73
- Create custom address styles, page 7-75 (optional)

#### **To define flexible address format validation:**

1. Decide which values you want to display in your list of values.  
This example uses the following locations: France, Spain, Bordeaux, Barcelona, Lyon, Balboa, Paris, and Madrid.
2. Navigate to the Countries and Territories window.
3. Query the countries for which you wish to validate address information.
4. Note the two character short code which identifies each of the countries you want to validate against in the list of values.

The country codes for Spain and France are 'ES' and 'FR', respectively.

**Important:** It is very important to identify the correct country code. Otherwise, the list of values will return no data for these countries and you will be unable to enter any information in the address element to which the value is assigned.

5. Create a valid list of values for each address component you wish to validate. See: Creating a valid list of values for address components, page 7-83.
6. Define a value set listing your location values, page 7-83. This value set will be attached to the appropriate segment of the address style.
7. Assign the value set to the appropriate address element in each of the address descriptive flexfields. See: Assigning a value set to an address element, page 7-84.

**Warning:** The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

## Creating a valid list of values for address components

To create a valid list of values for each address component you wish to validate:

1. Using the Application Developer responsibility, navigate to the Special Lookups window.
2. Enter your new lookup Type.

The lookup should belong to the Application Object Library application and should have an Access Level of System.

You should name all of your flexible address lookups consistently to avoid confusion. For example, FAF\_<column\_name>, where <column\_name> is the name of the address column to which you are assigning the list of values choice. In this example you would call your lookup type FAF\_CITY.

**Important:** If more than one country uses a particular address style, you can only have one lookup type for each address element. For example, you can only have one City lookup type for all countries using the Northern European address style. It is advisable to adopt this policy for all lookup types, regardless of the number of countries using them, because they will be easier to maintain.

3. Enter a list of valid locations. You only need to enter three pieces of information: Language, Code, and Meaning.

The Code is a unique identifier which will enable Oracle Receivables to identify which city to select when it displays the list of values. Therefore, the Code column must be called <country\_code><n>, where <country\_code> is the two character short code for the country of the address information you are entering, and <n> is a sequential number which ensures the Code is unique.

4. Enter the actual information you wish to retrieve in the Meaning column.

In this example, the code and meaning values would look as follows in this table:

Code	Meaning
ES1	Barcelona
ES2	Balboa
ES3	Madrid
FR1	Bordeaux
FR2	Lyon
FR3	Paris

## Defining a value set

To define a value set that lists your location values:

1. Using the Application Developer responsibility, navigate to the Value Sets window.
2. Enter the name of your value set.

For example, FAF\_<address\_column>, where <address\_column> is the name of the column that you will attach to the value set. In this example you would call your value set FAF\_CITY.

3. Ensure that the Format Type and Maximum Size correspond to the type and size of the column you will be populating with this value set.
4. Set the Validation Type to Table.
5. Choose Edit Information.
6. Enter Application Object Library as the Table Application.
7. Enter FND\_LOOKUP\_VALUES as the Table Name.
8. Enter MEANING as the Value Column.
9. Enter the following statement in the WHERE / ORDER BY region:

```
WHERE LOOKUP_TYPE = '<lookup_name>' AND SUBSTR(LOOKUP_CODE,1,2)
=:GLOBAL.FLEX_COUNTRY_CODE
```

Where <lookup\_name> is the name of the lookup you defined which contains the valid values you want to include in the list of values. See: Creating a valid list of values for address components, page 7-83.

In this example the following statement would be used:

```
WHERE LOOKUP_TYPE = 'FAF_CITY' AND SUBSTR(LOOKUP_CODE,1,2) =:GLO
BAL.FLEX_COUNTRY_CODE
```

The two-character country code of the country that you enter in all windows with flexible addresses is stored in the :GLOBAL.FLEX\_COUNTRY\_CODE field. Use this country code to develop country-specific validation within a flexfield that can be used in many countries.

## Assigning a value set to an address element

In this example, we will assign the value set to the City segment in the Southern European address style for the Site Address descriptive flexfield.

### To assign a value set to the appropriate address element in the descriptive flexfield:

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield, then uncheck the Freeze Flexfield Definition check box.

Oracle Receivables provides the following address descriptive flexfields, as described in this table:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit-to Address, Customers
Check Address	Payment Summary, Payment Overview
Site Address	Suppliers

3. Navigate to the Context Field Values tabbed region, then select the address style to which you are assigning the value set.

In this example the value set will be added to the Southern European address style.

4. Choose Segments, then select the relevant address segment.

In this example it is the City segment.

5. Enter the name of the Value Set that you created (in this example it is FAF\_CITY).
6. Return to the Descriptive Flexfield window and check the Freeze Flexfield Definition check box.
7. Save your work.
8. Follow the above steps to set up the same validation for each address descriptive flexfield.

The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

**Warning:** Do not assign a value set to a flexfield if *any* of the countries using that flexfield do not have any data defined in the lookup. Using the list of values will return no data for these countries and you will be unable to enter any information in the address element on which the value set is used.

## Related Topics

Flexible Addresses, page 7-61

Address Style Mappings, page 7-62

Setting Up Flexible Addresses, page 7-73

Creating Custom Address Styles, page 7-75

Entering Flexible Addresses, page 7-78

Maintaining Countries and Territories, page 2-164

## Oracle Exchange Customer Import Request Set

Use the Oracle Exchange Customer Import request set to import your Oracle Exchange customer data into Receivables.

The Oracle Exchange Customer Import request set populates the Receivables interface tables with customer information about your registered parties in Exchange. Once the import data is loaded into the interface tables, the request set automatically submits the Customer Interface program to validate the data and convert it into Receivables customer information.

The Oracle Exchange Customer Import request set includes these programs:

1. Oracle Exchange Customer Data Feeder program (AREXCUSP) - The feeder program that extracts data from Exchange and stores it in the Customer interface tables in Receivables
2. Oracle Receivables Customer Interface program

Customer information that is imported from Exchange includes:

- Customer name and address
- Customer contact
- Customer bank account
- Customer payment method

**Note:** Customers that are imported from Exchange are assigned the predefined DEFAULT profile class.

Please refer to the *Oracle Exchange and Oracle Sourcing System Operator Implementation Guide*, Release 6.2.2 and above, for complete information on the Oracle Exchange Billing integration with Receivables.

## Merging Customers

Use Customer Merge to consolidate any duplicate customers or transfer site use activity from a customer or site that is no longer active.

After the merge completes successfully, all activity that was previously associated with the old customer or site is now associated with the new customer or site. Activity includes invoices, debit memos, commitments, credits, receipts, adjustments, and chargebacks. The merge process also checks for records in the AutoInvoice interface tables.

You can also retain links to external systems, such as legacy and third party systems, by using the Oracle Trading Community Architecture Source System Management (SSM) feature. You can use SSM to map external systems to the entities in the TCA registry. After you map Source names and codes to TCA entities, the merge-to customer retains the cross references to the external systems of both the merge-from and the merge-to customers. For more information on SSM, see Source Systems Management in the *Oracle Trading Community Architecture Administration User Guide*.

**Important:** In a sales tax based system, Receivables calculates tax based on the address components of your Sales Tax Structure (for example, State.County.City) that you define in the System Options window. Since tax rates can change over time, modifying one of these components could cause the tax for transactions previously assigned to this address to be invalid, and be in violation of US sales tax audit requirements.

For this reason, you can only merge customers or sites if the address components of their Sales Tax Structure are the same. For example, if your Sales Tax Location Flexfield Structure is State.County.City, you can only merge customers or sites that have the same flexfield location structure. See: Setup Steps for US Sales Tax, *Oracle Receivables Tax Manual*.

## Merge Customers or Sites

You can either merge site uses for the same customer or all of the site uses for two different customers. Predefined site uses include Bill-to, Ship-to, Statements, Marketing, Legal, and Dunning. You can only merge a bill-to site with a bill-to site, a ship-to site with a ship-to site and so on whether you are merging different customers or two sites for the same customer.

You can also choose to either inactivate or delete your old customer and sites use information. If you choose to delete the customer or site use information, then it is removed from the database and Receivables does not maintain an audit trail of this data. Note that you cannot directly delete a customer. You must use the Customer Merge process with the Delete after Merge check box selected to merge your customer (called the From Customer) to a dummy customer (called the To Customer). This process deletes the merged (From) customer. If you are merging sites for the *same* customer, then you cannot choose to delete the old customer information (since the customers are the same).

Whether you can inactivate or delete the merge-from customer depends on the account sites. If the merge-from customer has:

- Only sites in your operating unit - You can delete or inactivate the merge-from customer.
- Inactive sites in other operating units - You can inactivate but not delete the merge-from customer.
- Active sites in other operating units - You cannot inactivate nor delete the merge-from customer.

Old customers and site uses that are merged are assigned a status of 'Inactive' after the merge process is complete. Inactive customers cannot generate new transactions, but you can view their information or reactivate them at any time in the Customers window.

## Merge Individuals or Organizations

Customer Merge distinguishes individual customers (consumers) from organizations and can merge both of these entities. You can merge individuals with individuals or with organizations, and vice versa.

For example, an individual places several orders with your company, but you later discover that these purchases were made on behalf of an organization that is one of your existing customers. Use Customer Merge to merge the individual with the company account to track and view all orders within a single entity.

All of the requirements described in Merging Sites for the Same Customer, page 7-89 and Merging Different Customers, page 7-91 are true whether you are merging individuals or organizations.

## Identify Duplicate Customers

Use the Duplicate Customer Report to see a list of all duplicate customers before you initiate the customer merge program. This report tries to match duplicate customer names based on the search criteria that you specify.

## Review Customer Details

To see active or inactive customer information, use the Customer Listing Summary and Detail reports, page 11-59. The Detail report displays contacts, addresses, and relationships for each customer you choose in your search criteria. The Summary report displays a list of your customers and their addresses.

## Merge Transactions From Other Applications

If you have any of the following applications installed and you run customer merge, Oracle Receivables automatically merges all transactions associated with the merge candidates in those applications as well:

- Customer Service
- Federal Financials
- Grants Accounting
- Inventory
- Master Scheduling /MRP Planning
- Order Management
- Payables
- Pricing
- Projects
- Property Manager
- Public sector financials
- Purchasing
- Quality
- Shipping
- Training Administration

## Update Transaction Information

When you merge customers, Customer Merge updates the customer information for all of the old customers transactions. For example, if you merge ACME with Customer XYZ, the program updates all of ACME's transactions with Customer XYZ's ship-to and bill-to information.

## Maintain Custom Data Integrity

If you have custom tables in your AR account that have foreign keys to the HZ\_CUST\_ACCOUNTS, HZ\_CUST\_ACCTS\_SITES, or HZ\_CUST\_SITE\_USES\_ALL table, you can use the package ARP\_GENERIC\_CMERGE to ensure that the foreign keys remain valid. This package needs to be modified to include your custom table names and foreign keys. Use the \$AR\_TOP/install/sql/arplbtrx.sql file as a guideline on how to modify this package.

## Related Topics

Submitting the Merge Process, page 7-94

Merging Sites for the Same Customer, page 7-89

Merging Different Customers, page 7-91



## Merging Sites for the Same Customer

If a customer is closing one of their sites and there is activity assigned to this site, you can use Customer Merge to transfer all activity from the old site to one of this customer's existing sites. For example, ACME currently has two bill-to sites, but they are planning to close one of these locations. Customer Merge lets you transfer all of their activity from the site that will be closed to their remaining open site.

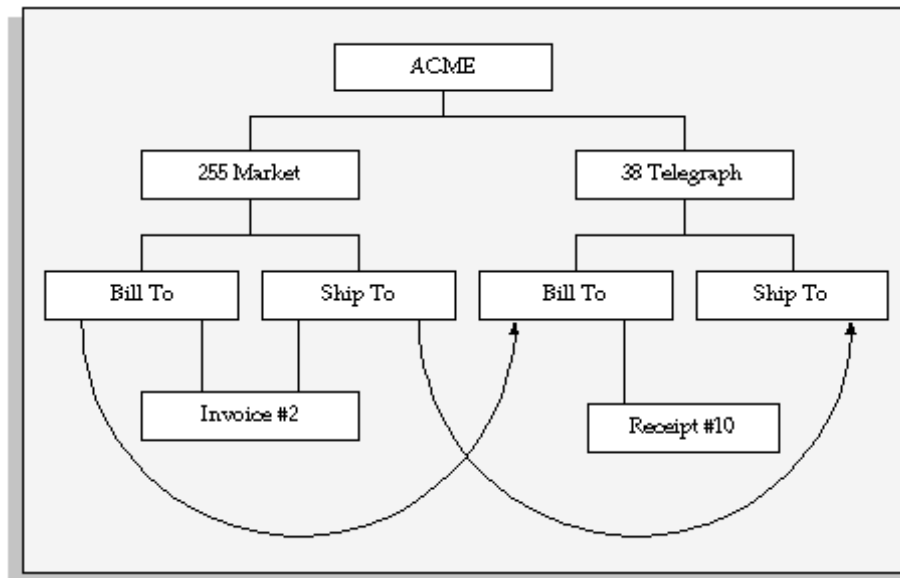
Any predefined site uses or site uses that you defined in the Receivables Lookups window must be merged with similar site uses. For example, you are merging two of Customer ABC's sites. This customer has defined the following sites as described in this table:

Address	Site Usage
Address1	Bill-to
Address1	Ship-to
Address2	Ship-to

In this example, you can only merge the ship-to site of Address1 with Address2 because they are both ship-to sites of different addresses.

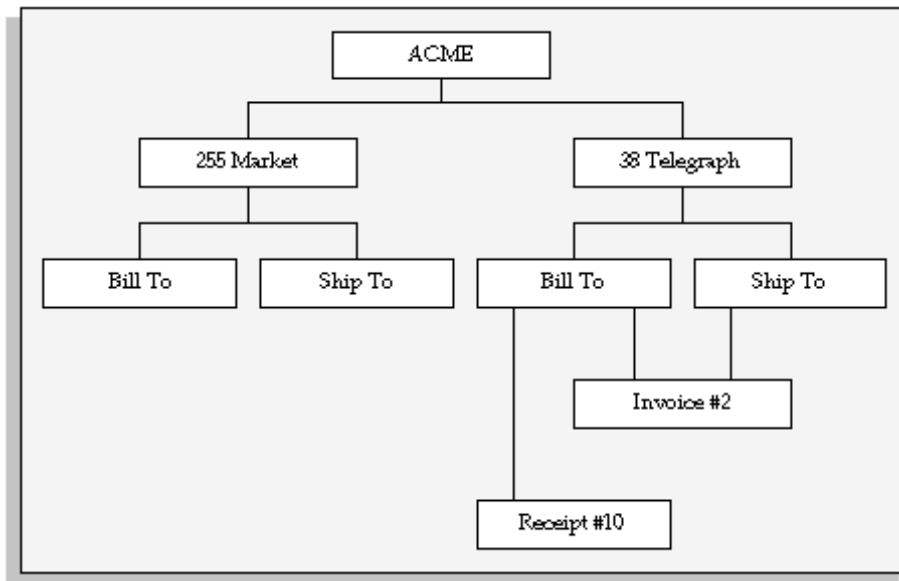
The diagrams below illustrate what happens when ACME closes one of its locations. Customer Merge transfers all of ACME's activity from the site that is closed to the remaining open site.

### ***Before the Merge***



For a text description of this graphic, see Text Description of the Merging Sites for the Same Customer illustration (Before the Merge), page K-9.

### After the Merge



For a text description of this graphic, see Text Description of the Merging Sites for the Same Customer (After the Merge) illustration, page K-9.

**Important:** When merging two sites for the same customer, you cannot submit the merge if Delete After Merge is set to Yes.

### Prerequisites

- Complete Auto Invoice processing (optional). This minimizes the number of rows to be merged in the interface tables. The merge process can then run more efficiently.
- Generate the Customer Listing report to see detailed information about the customer and site uses (optional). See: Customer Listing Detail/Summary reports, page 11-59.
- Create a map that shows the site uses you want to merge and the sites you want to maintain. Check that you are merging like site uses (for example, Bill-To's merged with Bill-To's).
- Determine whether to inactivate or delete old site use information.

### To merge site usages for the same customer:

1. Navigate to the Merge Customers window.
2. In the From region, select the Type of customer you are merging, then enter the name of the customer.

**Note:** If merging an individual, you can use the list of values to search for the person's first or last name.

3. In the To region, enter the same customer name or select it from the list of values.
4. In the From region, enter or select from the list of values each Address and Usage you want to merge.

5. In the To region, enter the new Address and Usage for each Usage you entered in the From region.

For example, for each old bill-to site use, enter a new bill-to. You must merge like site uses, so in this example, only existing bill-to addresses are available in the To Address region.

6. To save your merge details *without* submitting the merge, save your work. This lets you review your mapping for accuracy before actually merging your customer and site information.

**Note:** At any time before you choose the Merge button, you can use the Cancel button to cancel the merge

To submit the merge process immediately, choose Merge. Because batch processing is more efficient, you can decide to save the merge for later batch processing or to immediately continue with processing. To immediately process the merge, choose Continue. To save the proposed merge for later batch processing, choose Save. See: Submitting the Merge Process, page 7-94.

## Related Topics

Merge Customers, page 7-86

Merging Customers, page 7-94

Merging Different Customers, page 7-91

## Merging Different Customers

When merging two different customers, you must merge all site uses associated with the customer being merged. For example, ACME purchases Pacific Express and each has one bill-to site and one ship-to site. You can transfer activity from Pacific Express to ACME by merging like site uses assigned to Pacific Express (for example, Bill-to's merged with Bill-to's). Oracle Receivables automatically associates all transaction activity and customer relationships with the new customer.

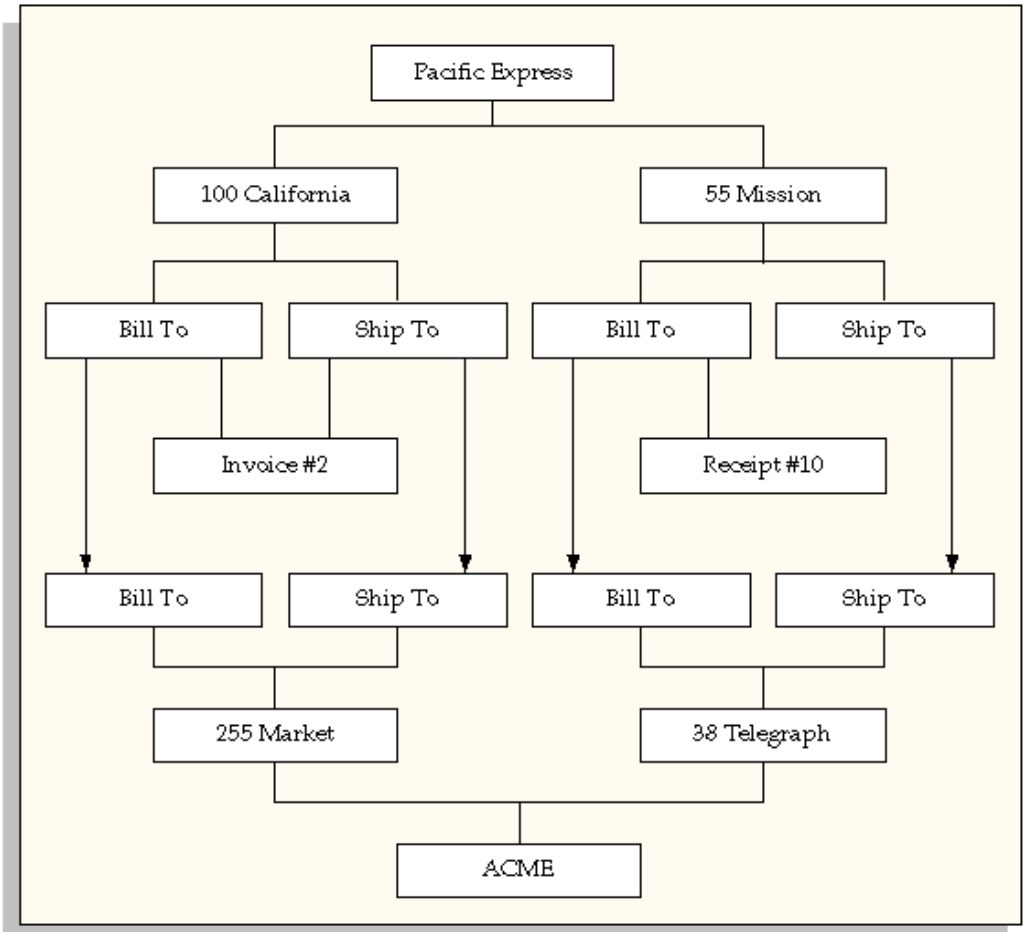
Customer Merge ensures that you inactivate or delete *all* site uses for the old customer; you cannot inactivate some site uses and delete others. In addition, you must assign all of the old customer site uses to one or more of the new customer's site uses. For example, you want to merge the following customers that have sites as described in this table:

Customer ABC	Customer XYZ
Address1 (bill-to)	Address1 (bill-to)
Address2 (ship-to)	Address1 (ship-to)
Address3 (statements)	

You cannot merge these customers because Customer XYZ does not have a 'Statements' site defined. To merge these customers, define a Statements site for Customer XYZ, map Address3 with this site in the Customers Merge window, then resubmit the merge. You can do this automatically by using the Create Same Site check box.

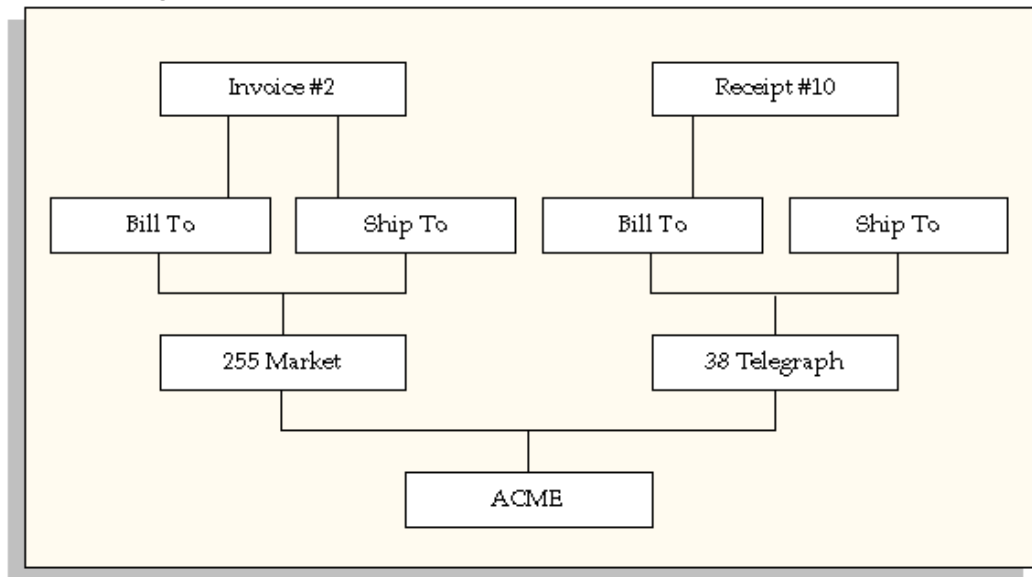
The diagrams below illustrate what happens when ACME purchases Pacific Express. Customer Merge transfers activity from Pacific Express to ACME by merging like site uses assigned to Pacific Express.

**Before the Merge**



For a text description of this graphic, see Text Description of the Merging Sites for Different Customers Graphic (before the merge), page K-9.

### After the Merge



For a text description of these graphics, see Text Description of the Merging Sites for Different Customers Illustration (After the Merge), page K-9.

### Prerequisites

- Generate the Duplicate Customers Report to see a list of potential duplicated customers (optional). See: Duplicate Customer Report, page 11-75.
- Create a map that shows the site uses for the old customer that you want to merge with the To customer. Check that you are merging like site uses (for example, Bill-to's merged with Bill-to's).
- Create new site uses for the To customer (if the old customer has any site uses which does not exist for the To customer).
- Determine whether to inactivate or delete the old customer.

### To merge two different customers:

1. Navigate to the Customers Merge window.
2. In the From region, select the Type of customer you are merging, then enter the name of the customer to merge.  
**Note:** If merging an individual, you can use the list of values to search for the person's first or last name.
3. In the To region, select the customer Type, then enter the name of the customer to merge.
4. For each address and site usage in the From region, enter an address in the To region with the same site usage, or select from the list of values.

To copy an address and site usage from the From region to the merge-to customer, check the Create Same Site box. The merge-from value in the Location field is also transferred to the merge-to customer location.

In any operating unit, the location must be unique for each combination of customer account and site use type, or business purpose. If the location transfer violates this validation for the merge-to customer, you can choose to either transfer the location with "-C" appended or manually enter the merge-to customer location.

**Note:** You can update the Location field only if the HZ: Location Updatable profile option is set to Yes. If you cannot update the field, a unique, sequential value is automatically assigned as the merge-to customer location.

5. Choose to delete or inactivate the old customer information.

To keep an audit trail of the old customer information, do not check the Delete After Merge check box. Oracle Receivables assigns a status of 'Inactive' to the old customer after you complete the merge.

To delete the old customer information, check the Delete After Merge check box.

6. To save your merge details *without* submitting the merge, save your work. This lets you review your mapping for accuracy before actually merging your customer and site information.

**Note:** At any time before you choose the Merge button, you can use the Cancel button to cancel the merge

To submit the merge process, choose Merge. Because batch processing is more efficient, you can decide to save the merge for later batch processing or to immediately continue with processing. To immediately process the merge, choose Continue. To save the proposed merge for later batch processing, choose Save. See: Submitting the Merge Process, page 7-94.

## Related Topics

Merging Customers, page 7-86

Merging Sites for the Same Customer, page 7-89

## Submitting the Merge Process

You can submit the customer merge process immediately after entering your merge details, or you can save your work and submit the merge later. You may not want to submit the merge immediately if, for example, you want to review the merge candidates before transferring the customer and/or site information.

You can run the Customer Merge program from the Customers Merge window for individual merges or the Standard Request Submission windows for batch merges. View detail results of the Customer Merge program in the Customer Merge Execution Report, page 7-96.

## Merging Individually

Use the Customer Merge window to submit the Customers Merge program for one merge at a time.

### Prerequisites

- Enter merge details. See: Merging Different Customers, page 7-91 or Merging Sites for the Same Customer, page 7-89.

**To submit an individual merge:**

1. Navigate to the Customers Merge window.
2. When you are certain that all of the information in the Merge Customers window is correct, choose Merge. Because batch processing is more efficient, you can decide to save the merge for later batch processing or to immediately continue with processing. To immediately process the merge, choose Continue. To save the proposed merge for later batch processing, choose Save. If you choose Continue, Oracle Receivables submits the Customer Merge program as a concurrent process and assigns a Request ID.

The Process Flag field displays the current status of a merge as Processing, Completed, Failed, or Saved. After merge processing ends, the Process Flag field displays either Completed or Failed. If the merge failed, then the Error Message field displays a detailed error message. Using the information provided in the error message, you can correct the information in the Customers Merge window and then choose Merge again or choose Save to include the merge in a batch for future processing.

**Merging in Batch Process**

Use the Customer Merge program to run customer merges in a batch process. When you submit merges from the Customers Merge window, you run the Customer Merge program for only one merge at a time. From the Standard Request Submission windows, however, you can run this program to merge all saved merge processes.

The Customer Merge program groups the merge processes into merge sets and sequentially runs and saves each set. The setting for the AR: Customer Merge Commit Size profile option determines the size of the merge sets. For more information, see: Overview of Receivables User Profile Options, page B-2

Use the Standard Request Submission windows to submit the Customer Merge program. See: Standard Request Submission, *Oracle Applications User Guide*.

The Customer Merge Execution report for a batch identifies any unsuccessful merge processes and provides the appropriate error messages. You can view and correct the information about the unsuccessful merge in the Customers Merge window. Viewing the unsuccessful merge in the Customers Merge window displays FAILED in the Process Flag field and a detailed error message in the Error Message field. After correcting the merge information, you must change the Process Flag to SAVED and then either choose Save to include the merge in another batch for future processing or choose Merge to immediately process the merge.

**Prerequisites**

Before you run the Customer Merge program, you must create merge batches to merge sites for the same customer or to merge different customers.

**Related Topics**

Merging Customers, page 7-86

Customer Merge Execution Report, page 7-96

## Customer Merge Execution Report

Use the Customer Merge Execution report to review the customers and site uses involved in the merge process. Receivables automatically generates this report when you initiate the Customer Merge program. See: Submitting the Merge Process, page 7-94.

The report heading displays the request ID for your concurrent process. The report body displays Inactive or Delete in the Status column to indicate the status of your old customer or site use. It displays an error message if the Customer Merge program failed.

You can also review details of past merges online using the Customers Merge window. See: Reviewing Merged Customers, page 7-96.

### Report Headings

**Request ID:** The request ID for your concurrent process.

### Column Headings

**Address:** The address associated to the business purpose of the old and new customers that you merged.

**Location:** The location for the business purposes of the old and new customers that you merged.

**Name [Number]:** The name and number of the old and new customers that you merged.

**Primary:** Receivables prints Yes or No to indicate whether this is the primary Site Use.

**Site Use:** The business purpose of the old and new customers that you merged.

**Status:** Receivables displays Inactive or Delete to indicate the status of your old customer, address, and business purpose. If you choose to delete old customer information, Receivables removes this information from the customer tables.

### Related Topics

Merging Customers, page 7-86

## Reviewing Merged Customers

You can review details of your merged customer online using the Customers Merge window.

### Prerequisites

- Enter merge details. See: Merging Different Customers, page 7-91 or Merging Sites for the Same Customer, page 7-89.
- Submit the merge process, page 7-94.

### To review previously merged customers:

1. Navigate to the Customers Merge window.
2. Query a specific customer or query all Processed customers.
3. Execute the query. Oracle Receivables will display the concurrent request ID of the customer merge.



## Related Topics

Merging Customers, page 7-86

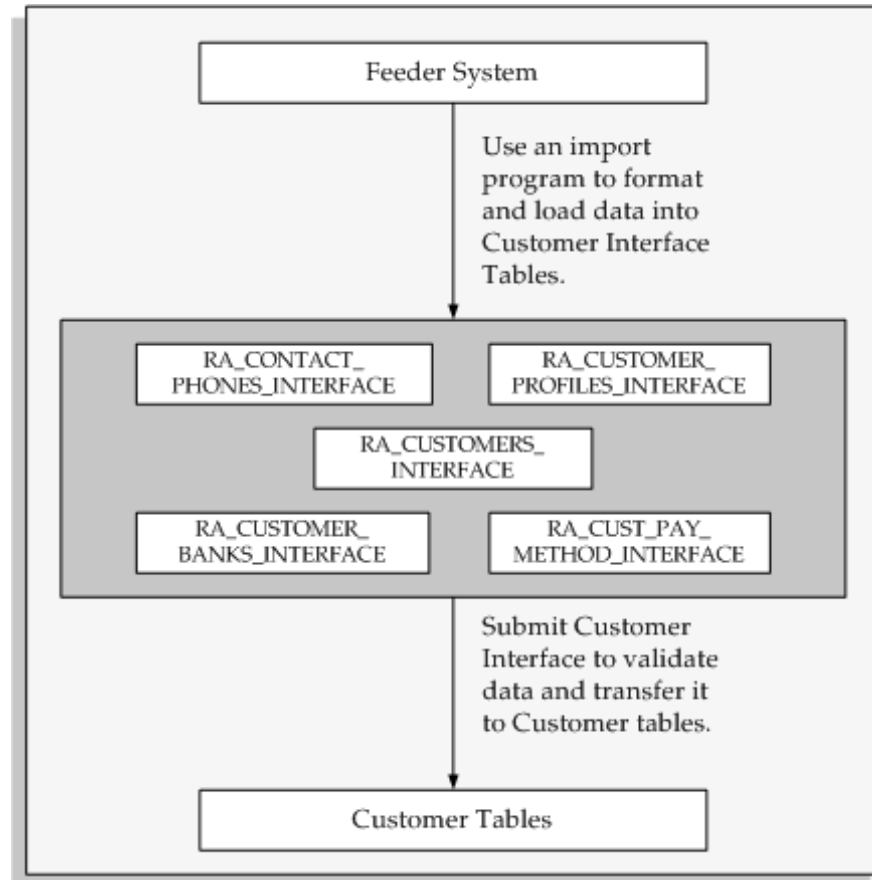
Submitting the Merge Process, page 7-94

## Customer Interface

Use Customer Interface to import and validate current or historical customer information from other systems into Receivables. Once customer information is imported into Oracle Receivables, you can use Customer Interface to import additional data for that customer (such as additional contacts or addresses) and to update existing information. You can also manually update and enter new information using the Customer windows.

The following diagram shows how customer information is imported into the Oracle Receivables tables.

### Customer Interface



For a text description of this illustration, see: Text Description of the Customer Interface Graphic, page K-10.

## Customer Interface Validation Rules

The Customer Interface program validates the data you load in the Customer Interface tables by ensuring that the columns in the interface tables reference the appropriate

values and columns in the rest of Oracle Receivables. The interface supports the same data relationship for customer information as the customer window. See: Customer Overview, page 7-1.

Customer Interface will not create location combinations for foreign locations. Oracle Receivables considers a customer's address to be foreign if the country segment is not the same as the Default Country you defined in the System Options window. See: Defining Receivables System Options, page 2-129.

If you are trying to perform updates, Customer Interface ensures that the record to be updated already exists within Oracle Receivables. If the record does not exist in Receivables, or it only exists in a Customer Interface table in the Insert mode, the program displays an error.

Additionally, Customer Interface ensures that certain column values are consistent with each other. For example, if a profile class is not assigned to a customer, the interface program ensures that interest charge, collector, discount terms, and other profile class information is defined in the appropriate columns.

Customer Interface also ensures that records marked for insertion are unique.

## Import Program

An import program is a custom program that you write which converts data from your feeder system into a standard data format that Customer Interface can read. The data can then be transferred into the Receivables interface tables. Once the import data is loaded into the interface tables, you can run Customer Interface to validate the data and convert it into Receivables customer information.

The type of feeder program you write depends on the environment from which you are importing data. For example, you can use SQL\*Loader, SQL\*Report, PL/SQL, or C to write an import program to import data from a non-Oracle system. You can also write a conversion program to import historical data from your original customer database. Regardless of the type of import program you write, the output should be in a standard data format that Customer Interface can use to import the information into Receivables.

## Inserting and Updating Customer Information

When importing data into the interface tables, the column `INSERT_UPDATE_FLAG` indicates whether you are inserting new or updating existing information. This column is required in `RA_CUSTOMERS_INTERFACE`, `RA_CONTACT_PHONES_INTERFACE`, and `RA_CUSTOMER_PROFILES_INTERFACE`. Set this flag to I only if you are importing customer information into the interface tables and Oracle Receivables for the first time (for example, when you initially import data from a legacy system). Set this flag to U if the customer already exists in Receivables and you want to update specific information.

When updating existing information, the data you import into the interface tables must contain information in each of the required columns, regardless of whether you want to update that information. For example, to modify a customer's name you must specify a value for the `CUSTOMER_NAME` column and all of the other required columns in `RA_CUSTOMERS_INTERFACE`, such as `CUSTOMER_NUMBER`, `CUSTOMER_STATUS`, and `LAST_UPDATED_BY`.

When you import a party, the HZ: Generate Party Number and HZ: Generate Party Site Number profile options determine whether you must import corresponding

party numbers and party site numbers. If you set the HZ: Generate Party Number and HZ: Generate Party Site Number profile options to *No*, you must populate the PARTY\_NUMBER and PARTY\_SITE\_NUMBER columns in the interface table. If you set these profile options to *Yes*, Oracle Receivables automatically generates party and party site numbers, and you cannot populate the interface table with these numbers.

If you do not populate the ORIG\_SYSTEM\_PARTY\_REF column with an original system reference number for a party, Oracle Receivables assigns the imported customer reference number from the ORIG\_SYSTEM\_CUSTOMER\_REF column to the party as well as to the customer account. During the import process, you must provide the existing party's original system reference number when you create a new customer account for an existing party.

If the INSERT\_UPDATE\_FLAG is not set correctly or a required column is missing a value, Customer Interface rejects the entire customer record, not just the attribute(s) you want to update.

**Tip:** Before you load data into the interface tables, create a copy of your import file. Then, if you want to update customer attributes later, you can set the insert update flag to U in your import file, modify only the values you want to update, and then reimport the data. This eliminates the need to recreate a new import file each time you want to update existing information.

**Note:** You cannot use Customer Interface to update information in the SITE\_USE\_ATTRIBUTE1-15 columns. These columns are used for descriptive flexfield information, and Customer Interface performs no validation on them.

## Related Topics

Preparing Receivables, page 7-99

Interface Data Required to Run Customer Interface, page 7-100

System Tables Updated by Customer Interface, page 7-104

A Sample Customer Import, page 7-105

Importing Customers Using Customer Interface, page 7-108

Customer Interface Transfer Report, page 7-110

Using the Customer Interface Program (*Oracle Financials Common Country Features User Guide*)

## Preparing Receivables

To ensure that Customer Interface runs smoothly, you need to prepare Receivables for any new data that you require Customer Interface to import. This data can include the following:

- AutoCash Rule Sets
- AutoInvoice Grouping Rules
- Collectors
- Customer Addresses

**Note:** If you have implemented US Sales Tax and your tax vendor is either Taxware or Vertex, you need to validate your customer addresses before running Customer Interface. To do this, run the Sales Tax Rate Interface program with the Address Validation system option set to 'Error.' For more information, refer to *Importing Address Validation Data and Sales Tax Rates* in the *Oracle Receivables Tax Manual*. Additionally, refer to the Monthly Procedures section in either *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

- Customer Bank Information
- Customer Exemptions
- Customer Profile Classes
- Demand Classes
- Dunning Letter Sets
- Freight Carriers
- Payment Methods
- Payment Terms
- Lookups
  - Countries
  - Site Use Codes
  - Credit ratings
  - Risk Codes
  - Account Statuses
  - Communication Types
  - Customer Classes
- Statement Cycles
- Tax Codes

## Related Topics

Interface Data Required to Run Customer Interface, page 7-100

System Tables Updated by Customer Interface, page 7-104

A Sample Customer Import, page 7-105

Overview of Setting Up, page 2-2

## Interface Data Required to Run Customer Interface

This section lists the required columns for each Customer Interface table. For example, to enter a new contact for a previously entered customer, you must enter values for ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_CONTACT\_REF, INSERT\_UPDATE\_FLAG and CONTACT\_LAST\_NAME.

You can use Customer Interface to import other pieces of information not listed in this section by populating additional "optional" columns. For example, you can optionally populate the LANGUAGE column for a customer site.

For a list of the validation for both required and optional columns and to see a list of optional columns, see: Customer Interface Table Descriptions and Validation, page F-1.

## **RA\_CUSTOMERS\_INTERFACE**

To import a customer, address, or business purpose, populate the following mandatory columns of RA\_CUSTOMERS\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- INSERT\_UPDATE\_FLAG
- CUSTOMER\_NAME
- CUSTOMER\_NUMBER (if you are *not* using Automatic Customer Numbering)
- CUSTOMER\_STATUS
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE
- If you are importing an individual person, set the PERSON\_FLAG to Y and populate the PERSON\_FIRST\_NAME column. PERSON\_LAST\_NAME is optional.

If you are importing an address and a business purpose, you must also populate the following columns:

- PRIMARY\_SITE\_USE\_FLAG (if you are inserting an address)
- LOCATION (if you are *not* using Automatic Site Numbering)
- SITE\_USE\_CODE (if you are inserting an address)
- ADDRESS1

Receivables requires that you separate your city, state, and postal codes, whereas your current system may not. To save time, separate these components in your current system before importing customers into Receivables.

- ORIG\_SYSTEM\_ADDRESS\_REF

You must enter values for the columns you reference in your Tax Location Flexfield if you are calculating sales tax and your Address Validation option is set to 'Error.' (You define this option in the System Options window, Tax tabbed region.)

- COUNTRY

## **RA\_CUSTOMER\_PROFILES\_INTERFACE**

A customer level profile must exist in RA\_CUSTOMER\_PROFILES\_INTERFACE for new customers.

- ORIG\_SYSTEM\_CUSTOMER\_REF
- INSERT\_UPDATE\_FLAG

- CUSTOMER\_PROFILE\_CLASS\_NAME

If you did not pass a value in this column, you must enter values in the following columns:

- COLLECTOR\_NAME
- CREDIT\_BALANCE\_STATEMENTS
- CREDIT\_CHECKING
- AUTO\_REC\_INCL\_DISPUTED\_FLAG
- DISCOUNT\_TERMS
- DUNNING\_LETTERS (if 'Y,' you must also enter a value in DUNNING\_LETTER\_SET\_NAME)
- INTEREST\_CHARGES (if 'Y,' you must also enter values in INTEREST\_PERIOD\_DAYS and CHARGE\_ON\_FINANCE\_CHARGE\_FLAG)
- STATEMENTS (if 'Y,' you must also enter a value in STATEMENT\_CYCLE\_NAME)
- TOLERANCE
- OVERRIDE\_TERMS
- CREDIT\_HOLD
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE

If you are entering a profile for a customer address, you must also enter a bill-to, dunning, or statements site in ORIG\_SYSTEM\_ADDRESS\_REF.

If you populate the ORIG\_SYSTEM\_ADDRESS\_REF column, the corresponding address, either a new one in the RA\_CUSTOMERS\_INTERFACE table or an existing address, must have an active bill-to, dunning, or statements business purpose. These business purposes can be either existing ones or new purposes that you are importing. If you do not populate the ORIG\_SYSTEM\_ADDRESS\_REF column, those business purposes are created without any profile attached.

## **RA\_CONTACT\_PHONES\_INTERFACE**

To import telephone numbers for customers, addresses, and contacts, populate the following mandatory columns of RA\_CONTACT\_PHONES\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- ORIG\_SYSTEM\_TELEPHONE\_REF
- INSERT\_UPDATE\_FLAG
- TELEPHONE
- TELEPHONE\_TYPE
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE

- CREATED\_BY
- CREATION\_DATE

If you are entering a telephone number for an address, you must also enter a value in ORIG\_SYSTEM\_ADDRESS\_REF.

If you are entering a telephone number for a contact, you must also enter a value in ORIG\_SYSTEM\_CONTACT\_REF and CONTACT\_LAST\_NAME.

### **RA\_CUSTOMER\_BANKS\_INTERFACE**

To import banks for customers and bill-to business purposes, populate the following mandatory columns of RA\_BANKS\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- PRIMARY\_FLAG
- START\_DATE
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE
- BANK\_ACCOUNT\_NAME
- BANK\_ACCOUNT\_CURRENCY\_CODE
- BANK\_ACCOUNT\_NUM
- BANK\_BRANCH\_NAME

If you are entering a bank for a customer address, you must also enter a bill-to site in ORIG\_SYSTEM\_ADDRESS\_REF.

### **RA\_CUST\_PAY\_METHOD\_INTERFACE**

To import payment methods for customers and bill-to business purposes, populate the following mandatory columns of RA\_CUST\_PAY\_METHOD\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- PAYMENT\_METHOD\_NAME
- PRIMARY\_FLAG
- START\_DATE
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE

If you are entering a payment method for a customer address, you must also enter a bill-to site in ORIG\_SYSTEM\_ADDRESS\_REF.

## Related Topics

System Tables Updated by Customer Interface, page 7-104

A Sample Customer Import, page 7-105

Creating Unique Customer References, page 7-107

Importing Customers Using Customer Interface, page 7-108

Customer Interface Table Descriptions and Validation, page F-1

## System Tables Updated by Customer Interface

Customer Interface transfers customer data from the interface tables into the following tables:

- HZ\_CONTACT\_POINTS
- HZ\_CUST\_ACCT\_RELATE\_ALL
- HZ\_CUST\_ACCT\_ROLES
- HZ\_CUST\_ACCT\_SITES\_ALL
- HZ\_CUST\_ACCOUNTS
- HZ\_CUST\_PROFILE\_AMTS
- RA\_CUST\_RECEIPT\_METHODS
- HZ\_CUST\_SITE\_USES\_ALL
- HZ\_CUSTOMER\_PROFILES
- HZ\_LOCATIONS
- HZ\_ORG\_CONTACTS
- HZ\_PARTIES
- HZ\_PARTY\_SITES
- HZ\_PERSON\_PROFILES
- AP\_BANK\_ACCOUNT\_USES
- AP\_BANK\_ACCOUNTS
- AP\_BANK\_BRANCHES

The Customer Interface program will not allow updates to the following tables:

- HZ\_CUST\_ACCT\_RELATE\_ALL
- HZ\_CUST\_SITE\_USES\_ALL
- RA\_CUST\_RECEIPT\_METHODS
- AP\_BANK\_ACCOUNT\_USES
- AP\_BANK\_ACCOUNTS
- AP\_BANK\_BRANCHES

**Caution:** The Customer Interface Transfer Report will not display errors for records attempting to update these tables; the records will simply not be processed.



## Related Topics

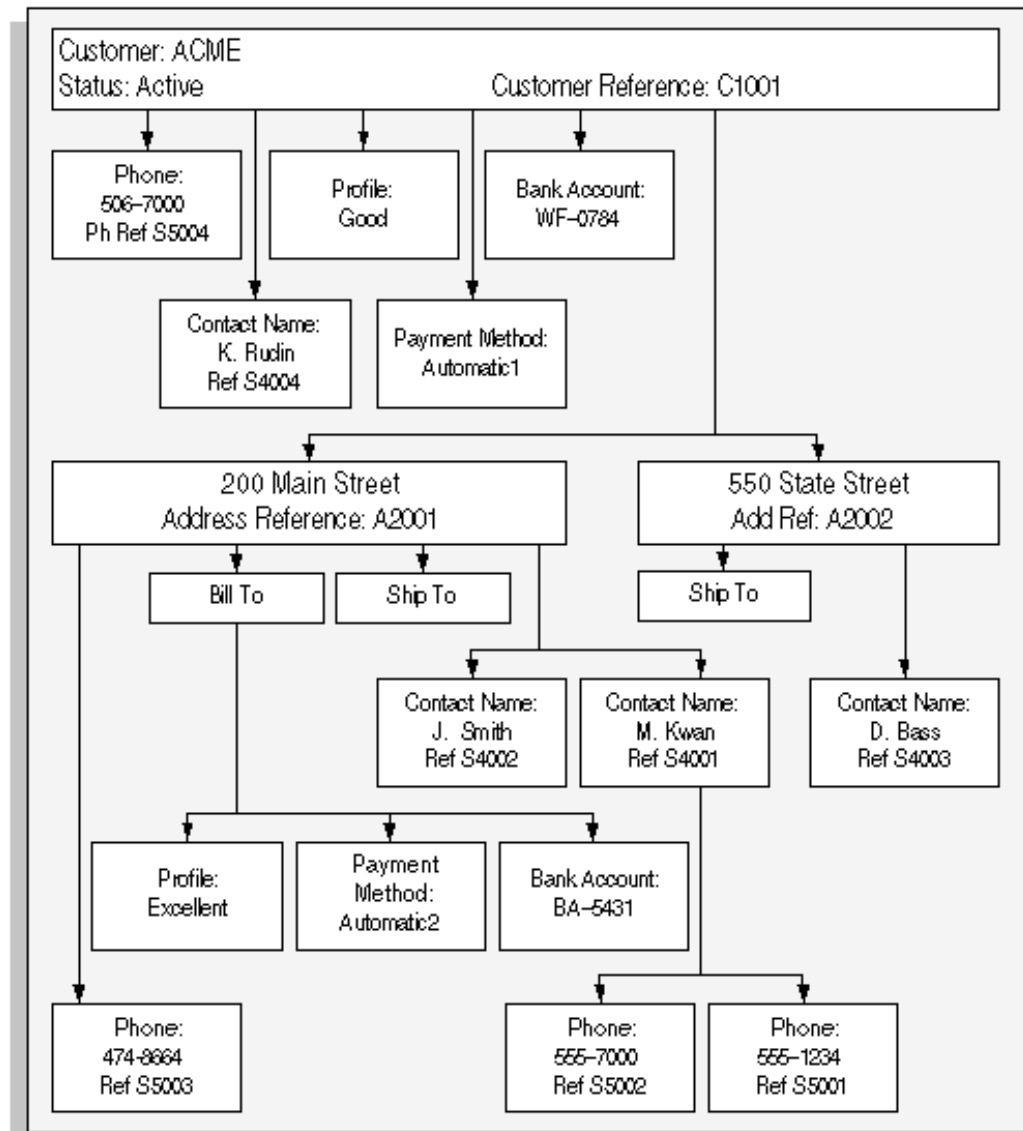
Interface Data Required to Run Customer Interface, page 7-100

Customer Interface Table Descriptions and Validation, page F-1

## A Sample Customer Import

The following diagram shows a customer with several addresses, customer profiles, contacts, telephone numbers, business purposes, bank accounts, and payment methods. Compare this diagram to the data examples that follow to see how you would prepare your interface to successfully import this information.

### Sample Customer Import



For a text description of this graphic, see: Text description of the Sample Customer Import Graphic, page K-10.

To import the customer illustrated in the previous diagram, your import program should load the Customer Interface tables as follows:

This table illustrates how your import program should load the RA\_CUSTOMERS\_INTERFACE table:

Customer Reference	Name	Address Reference	Address	Site Code
C1001	ACME	A2001	200 Main	BILL_TO
C1001	ACME	A2001	200 Main	SHIP_TO
C1001	ACME	A2002	550 State	SHIP_TO

**Tip:** Receivables requires that you separate your city, state, and postal codes, whereas your current system may not. To save time, separate these components in your current system before importing customers into Receivables.

This table illustrates how your import program should load the RA\_CUSTOMER\_PROFILES\_INTERFACE table:

Customer Reference	Address Reference	Profile Name
C1001		Good
C1001	A2001 (This address reference refers to the bill-to site)	Excellent

This table illustrates how your import program should load the RA\_CONTACT\_PHONES\_INTERFACE table:

Customer Reference	Address Reference	Contact Reference	Last Name	Phone Reference	Phone Number
C1001	A2001	S4001	KWAN	S5001	555-1234
C1001	A2001	S4001	KWAN	S5002	555-7000
C1001	A2001	S4002	SMITH		
C1001	A2001			S5003	474-8664
C1001	A2002	S4003	BASS		
C1001		S4004	RUDIN		
C1001				S5004	506-7000

This table illustrates how your import program should load the RA\_CUSTOMER\_BANKS\_INTERFACE table:

Customer Reference	Address Reference	Bank Account
C1001		WF-0784
C1001	A2001 (This address reference refers to the bill-to site)	BA-5431

This table illustrates how your import program should load the RA\_CUST\_PAY\_METHOD\_INTERFACE table:

Customer Reference	Address Reference	Bank Account
C1001		Automatic1
C1001	A2001 (This address reference refers to the bill-to site)	Automatic2

## Related Topics

Customer Import, page 7-97

Creating Unique Customer References, page 7-107

Importing Customers, page 7-108

## Creating Unique Customer References

Each attribute of a customer must be unique. For example, each contact for a customer or for a customer address must have a unique identifier. Following are some tips on how to create unique identifiers for imported customer information.

### To select useful original system reference values:

- Choose a value that you can easily derive from your original customer database. For example, if your original customer database has a 4 digit customer id, a 6 digit address id, a 5 digit contact id, and a 7 digit telephone id, you could create the following standard format for these values:

**ORIG\_SYSTEM\_CUSTOMER\_REF**

CUST0001

**ORIG\_SYSTEM\_ADDRESS\_REF**

CUST0001-ADDR000001

**ORIG\_SYSTEM\_CONTACT\_REF**

CUST0001-ADDR000001-CONT00001

**ORIG\_SYSTEM\_TELEPHONE\_REF**

CUST0001-ADDR000001-CONT00001-TELE0000001

**Tip:** If the value you enter is numeric, add an alpha character to the end to ensure that this number never conflicts with a system-generated ID number.

**To import a customer with multiple addresses:**

- Enter multiple records into RA\_CUSTOMERS\_INTERFACE\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF values, but different ORIG\_SYSTEM\_ADDRESS\_REF values.

**To import a customer with multiple contacts:**

- Enter multiple records into RA\_CONTACT\_PHONES\_INT\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF values, but different ORIG\_SYSTEM\_CONTACT\_REF values.

**To import a customer with multiple telephone numbers:**

- Enter multiple records into RA\_CONTACT\_PHONES\_INT\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF values, but different ORIG\_SYSTEM\_TELEPHONE\_REF values.

**To import an address with multiple business purposes:**

- Enter multiple records into RA\_CUSTOMERS\_INTERFACE\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF values, but different SITE\_USE\_CODES values.

**To import an address with multiple contacts:**

- Enter multiple records into RA\_CONTACT\_PHONES\_INT\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF values, but different ORIG\_SYSTEM\_CONTACT\_REF values.

**To import an address with multiple telephone numbers:**

- Enter multiple records into RA\_CONTACT\_PHONES\_INT\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF values, but different ORIG\_SYSTEM\_TELEPHONE\_REF values.

**To import a contact with multiple telephone numbers:**

- Enter multiple records into RA\_CONTACT\_PHONES\_INT\_ALL with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_CONTACT\_REF values, but different ORIG\_SYSTEM\_TELEPHONE\_REF values.

**Related Topics**

Entering Parties and Customer Accounts, page 7-16

Importing Customers, page 7-108

A Sample Customer Import, page 7-105

**Importing Customers Using Customer Interface**

Use the Customer Interface program to import and validate customer information from the interface tables into Receivables tables.

The interface tables receive data from an import program which converts data from your feeder system into a standard format that Customer Interface can read. For each record

that passes validation, Customer Interface imports new or updates existing customer information in Oracle Receivables. See: Customer Interface, page 7-97.

You must write an import program that is compatible with the environment from which you want to import your data. For example, you can use SQL\*Loader, SQL\*Report, PL/SQL, or C to write an import program to import data from an external system. You can also write a conversion program to import historical data from your original customer database.

**Important:** Customer Interface does *not* import territory flexfield information.

### Prerequisites

- Review the validation rules for each column of the Customer Interface tables. See: Customer Interface Validation Rules, page 7-97.
- Perform all required set up steps preceding customer entry to ensure that values exist in Oracle Receivables for the columns of the Customer Interface tables that require predefined values. See: Overview of Setting Up, page 2-2.
- Write an import program to transfer customer information from an external system.
- Validate customer addresses (if you are using US Sales Tax). See: Preparing Receivables, page 7-99.

### To import customers and customer related information into Receivables using the Customer Interface program:

1. Run your import program to load the Customer Interface tables.

**Caution:** When loading the interface tables, you should remove all trailing spaces from the import data. Otherwise, if you attempt to load two records with the same customer name, but one of the records has trailing spaces, Customer Interface will treat each record as unique. If you are using SQL\*loader to load the interface tables, you can easily remove all trailing spaces from the import data.

For more information, refer to the *Oracle Server Utilities User's Guide* that corresponds to your version of Oracle Server (Oracle8 Server, Oracle9 Server, etc.).

2. Navigate to the Run Customer Interface or Submit Requests window.
3. Enter a report name of Customer Interface.
4. Enter *Yes* or *No* in the CREATE\_RECIPROCAL\_FLAG parameter to indicate if you want to create reciprocal customers or not. The default is No.

**Tip:** If you are importing a large number of customers, use the Customer Interface Master concurrent program to invoke parallel workers that process data at the same time. Before you run this program, define the number of workers to use in the HZ: Number of Workers Used by Customer Interface profile option.

5. Enter Print and Run options (optional).
6. Choose Submit. Receivables displays the request in the Submission History region along with the request ID.

7. To view the status of your request, navigate to the Requests window.
8. When the report phase is Complete, you can view the output by selecting it and then choosing View Output. See: Customer Interface Transfer Report, page 7-110.

## Related Topics

Interface Data Required to Run Customer Interface, page 7-100

A Sample Customer Import, page 7-105

Customer Overview, page 7-1

Monitoring Requests, *Oracle Applications User Guide*

## Customer Interface Transfer Report

Receivables generates the Customer Interface Transfer report each time you run Customer Interface. This report lists the number of records imported into each table and records specific error messages describing any problems. If a record in the interface tables has several problems, the Customer Interface Transfer report displays multiple error messages to help you fix all of the problems in one step. You can then interface the records successfully the next time you run Customer Interface.

You may need to make changes in either your feeder program or Oracle Receivables to resolve the errors. For example, if you receive an error message explaining that the payment term that you specified for an address does not exist in Oracle Receivables, then you can either enter this term in the Payment Terms window, or modify your feeder program to import only existing payment terms.

The Customer Interface Transfer Report has 3 main sections:

- Header Section
- Summary of Transfer Section
- Exception Records Section

The **Header** section displays the date and the time that Customer Interface began processing your transactions. The date is displayed in the format DD-MON-YY, while the time is displayed in the 24-hour format (e.g. 2:30 PM displays as 14:30). The header section also displays the concurrent request ID used by the Concurrent Manager and the user ID of the person who submitted the Concurrent Request.

The **Summary of Transfer** section displays a count of the customer information processed for each of the tables updated by the interface program. See: System Tables Updated by Customer Interface, page 7-104.

The **Exception Records** section displays detailed error messages about each record in the interface tables that was not successfully processed. This section also displays the original system reference columns from the interface tables to help you identify and correct exception records.

## Related Topics

A Sample Customer Import, page 7-105

Importing Customers, page 7-108

Address Validation, page 7-79

---

## Collections

This chapter covers the following topics:

- Reviewing a Customer Account
- Viewing Dunning History
- Customer Calls
- Customer Correspondence
- Dunning Letters
- Calculating Finance Charges
- Statements

### Reviewing a Customer Account

Receivables lets you view customer account information in a variety of ways. You can view the total amount overdue for a customer or customers in the Account Summary window. You can view all transactions that are past due for a specific customer in the Account Details window.

The Customer Accounts window displays a customer's credit limit and available credit if you set Display Currency to Yes in the Find Customer Accounts window.

Receivables displays a customer's current account balances in your functional currency using the most recent exchange rate.

**Tip:** To automatically display receipts at risk and include them when calculating a customer's past due balance, set the profile option AR: Include Receipts at Risk in Customer Balance to Yes. See: Overview of Receivables User Profile Options, page B-2.

If this profile option is set to No, you can include receipts at risk by choosing Include Receipts at Risk in Customer Balance from the Tools menu and then re-executing your query.

#### Prerequisites

- Enter customers, page 7-16
- Enter receipts, page 6-2
- Enter transactions, page 3-2

## To display a customer's account information in summary form:

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Tip:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges, and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's bill-to location, check the Display Locations box.

3. Choose Find.

## To view the total number and amount of a customer's transactions in summary form:

1. Navigate to the Account Overview window.
2. Enter the Customer Name or Number to view in the Find Account Overview window. To limit your query, enter selection criteria. For example, enter a Customer Name or Number, a range of Periods, transaction Status, or Amount Type to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

To view transaction totals by their entered amounts, choose an Amount Type of Original Amount. To view transaction totals by the amount due, choose an Amount Type of Amount Due Remaining. If you do not choose an Amount Type, Receivables displays transactions by the amount due.

**Note:** If you enter a Transaction Currency, items and amounts returned by your query will be based on the currency of your customer's *transactions*, not their receipts (in a cross currency receipt application, the receipt currency is not always the same as the transaction currency).

3. Choose Find.
4. To view the total number and amount of on time, late, non-sufficient funds (NSF), finance charges, and discounts for this customer, open the Key Indicators tabbed region.

To view transactions for a different period, select a different period. To view transaction totals for more than one period, select a period, press and hold the Shift key, then select another period.

## Related Topics

Customer Accounts Window Reference, page 8-3

Viewing Account Activity for a Specific Period of Time, page 8-3

Viewing Account Balances by Aging Bucket, page 8-4



Past Due Invoice Report, page 11-93

Receivables Key Indicators and Receipts Key Indicators Reports, page 11-106

Account Status Report, page 11-14

Customer Credit Snapshot, page 11-55

## Customer Accounts Window Reference

**Account Status:** A user defined code to indicate a customer's current account status. You can define additional account status values in the Receivables Lookups window.

**Average Days Late:** The average number of days late for receipts by customer and currency. Receivables calculates this value using the following formula:

Average Days Late = Sum (Days Late) / Total Number of Receipts

**DSO:** Days Sales Outstanding. Receivables calculates this amount using the following formula:

$$\text{DSO} = (\text{Total Outstanding Receivables} / \text{Total Sales Amount for Prior DSO Days}) * \text{DSO Days}$$

You specify a default value for your days sales outstanding calculation (DSO Days) in the System Options window.

**Past Due Transactions:** The number of past due transactions for this customer.

**Receipts At Risk:** The amount of receipts for this customer that have not yet cleared the bank and factored receipts that have not been risk eliminated.

**Risk Code:** A user defined code to indicate this customer's credit risk. You can define additional risk code values in the Receivables Lookups window.

## Viewing Account Activity for a Specific Period of Time

Receivables lets you view the total number and amount of transactions entered, accrued finance charges, and discounts for a customer during a specific period of time. For example, if you specify March 1992, Receivables displays the total number and amount of transactions, on time and late payments, and discounts earned during that period.

**Tip:** To automatically display receipts at risk and include them when calculating a customer's past due balance, set the profile option AR: Include Receipts at Risk in Customer Balance to Yes. See: Overview of Receivables User Profile Options, page B-2.

If this profile option is set to No, you can include receipts at risk by choosing Include Receipts at Risk in Customer Balance from the Tools menu and then re-executing your query.

### To display an overview of a customer's account for a specific period:

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Tip:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's bill-to location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Overview.
5. To view information for a different period, select the Period to view.  
To view account information for more than one period, select a period, press and hold the Shift key, then select another period. Receivables calculates the Count and Functional Amounts for transactions within the periods you selected.
6. To view the number and amount of On Time, Late, non-sufficient funds, and adjustments for this customer, as well as finance charges and discount information, open the Key Indicator tabbed region.

## Related Topics

Viewing Account Balances by Aging Bucket, page 8-4

Past Due Invoice Report, page 11-93

Account Status Report, page 11-14

## Viewing Account Balances by Aging Bucket

Receivables lets you view your customer's outstanding account balances by aging bucket. Aging buckets are time periods in which you age and can review your debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. You can define your own aging buckets or customize the aging buckets that Receivables provides. See: Aging Buckets, page 2-26.

When you view your customer balances by aging bucket, Receivables calculates and displays the total outstanding amount and the credits not aged for unapplied cash, on-account cash, on-account credits, and cash claims. You can modify your display by specifying an aging bucket or by choosing to age or summarize open credits.

Receivables selects a transaction for aging if its GL date is before or the same as the current date. Once selected for aging, Receivables uses the following formula to determine the number of days past due for each transaction:

**(Current Date) - (Due Date) = Days Past Due**

Receivables then groups each transaction into an aging bucket based upon the number of days it is past due. For example, your customer has four invoices, Invoice 101 to 104, all of which are due within 30 days. For each invoice, this table shows the invoice number, the amount due, the important invoice dates, and the number of days past due:

Invoice Num/ Amount	Transaction Date	Due Date	GL Date	Current Date	Days Past Due
101: \$500	01-MAY-97	31-MAY-97	30-APR-97	30-MAY-97	- 1
102: \$200	01-APR-97	01-MAY-97	03-MAR-97	30-MAY-97	29
103: \$300	15-MAR-97	14-APR-97	15-MAR-97	30-MAY-97	46
104: \$600	20-FEB-97	22-MAR-97	15-APR-97	30-MAY-97	69

If you choose to view this customer's past due transactions using the 'Standard' aging bucket, Receivables groups these invoices by the least number of days past due first, as illustrated in this table:

Aging Bucket	Amount (Transaction)
Current (-9999 to 0 days past due)	\$500 (Invoice 101)
1-30 Days Past Due	\$200 (Invoice 102)
31-60 Days Past Due	\$300 (Invoice 103)
61+ Days Past Due	\$600 (Invoice 104)

**Note:** This is a simplified example. Activities such as receipt applications, adjustments, and credit memos will affect the open amount if the activity GL Date is before or the same as the current date.

You can view open items as of a specific date by running one of the Receivables Aging reports. See: Aging Reports, page 11-20.

#### To view a customer's outstanding account balance by aging bucket:

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Tip:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's bill-to location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Aging.
5. To modify your display, choose Find from the Query menu, then enter selection criteria. For example, enter the aging bucket to use, choose whether to Age or

Summarize Open Credits, or whether to Include Receipts at Risk. Leave a field blank if you do not want to limit your display to transactions matching that criteria.

6. Choose Find.
7. To view past due transactions within a specific aging bucket, select the bucket to view, then choose Account Details.

**Alternate method:**

1. Navigate to the Aging window.
2. In the Find Aging window, enter the Customer Name or Number and the Aging Bucket to view.
3. To limit your query, enter selection criteria. For example, enter a specific currency, choose whether to Age or Summarize Open Credits and to include receipts at risk. Leave a field blank if you do not want to limit your display to transactions matching that criteria.
4. Choose Find.
5. To view the past due transactions within an aging bucket, select the bucket to view, then choose Account Details.

## Related Topics

Aging Window Field Reference, page 8-6

Viewing Transactions, page 8-7

Customer Calls, page 8-13

Placing an Item in Dispute, page 8-17

Printing Statements, page 8-49

Printing Dunning Letters, page 8-35

Credit Holds, page 8-19

Aging Reports, page 11-20

## Aging Window Field Reference

This section provides a brief description of some of the fields in the Aging window.

**Cash Claims:** The total amount of non-invoice related claims for this customer. This type of claim is considered unresolved cash or open receipt credits, similar to on-account cash or unapplied cash. Invoice related claims appear in the Dispute Amount field.

If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your cash claims amount here. For users of Oracle Trade Management only.

**Dispute Amount:** The total amount of this customer's open balance that is currently in dispute.

**On-Account Cash:** The total amount of on-account cash for this customer. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your on-account cash amount here.

**On-Account Credits:** The total amount of open on-account credits and credit memos for this customer. On-account credits and credit memos are open until you apply the

entire amount to invoices, debit memos, or chargebacks. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your on-account credit amount here.

**Outstanding Amount:** The receivables balance due, adjusted for all credit items, for this customer. Receivables calculates the adjusted balance for your customer as the outstanding balance minus unapplied cash, on-account cash, on-account credits, and cash claims. If you chose to 'Age' Open Credits in the Find Aging window, the Adjusted Balance is the same as the Outstanding Balance because Receivables automatically includes your credits in the bucket amounts.

**Prepayments:** The total amount of prepayment receipts that is currently associated with this customer. Prepayments are not aged, and therefore do not contribute to a customer's outstanding balance.

**Pending Adjustments:** The amount of adjustments that are currently pending approval.

**Receipts At Risk:** The amount of this customer's receipts that have not yet cleared the bank and factored receipts that have not been risk eliminated. You must check the Include Receipts At Risk box in the Find Aging window to view this amount.

**Unapplied Cash:** The total amount of unapplied cash for this customer. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your unapplied cash amount here.

## Related Topics

Placing an Item in Dispute, page 8-17

## Viewing Transactions

Receivables lets you view detailed or summary information about your invoices, credit memos, debit memos, and commitments that have outstanding balances.

Use the Account Details window to view the status, due date, number of days late, dispute amount, and the balance due for a specific transaction. You can open this window from the Navigator or by choosing Account Details from the Customer Accounts or Aging window. When you select the Account Details button from the Aging window, the Account Details window may show transactions that are not included in the total displayed on the Aging window. The Aging window displays items based on GL Date, while the Account Details window does not. You can view more detailed information about a transaction by choosing the Details button.

If the transaction you are viewing uses the Staged Dunning method, you can also modify its dunning level in this window. You may want to do this, for example, if your customer has remitted payment for a past due item, and you want to reduce the severity of the next dunning letter they will receive. You can update a past due debit item's dunning level at any time. To display the dunning level for a debit item, choose Show Field from the Folder menu, then choose Current Dunning Level. To modify this item's dunning level, enter a new dunning level. You can change a dunning level to 0 (zero) or any positive number.

**Note:** The Account Details window does not display receipts, credit memos, on-account credits, adjustments, and debit items that have a transaction type with Open Receivables set to No. Transactions assigned to a transaction type with Open Receivables set to No do not update

your customer balances and therefore are not included in the standard aging and collection process.

To view the total amount due by transaction type and time period for a specific customer, choose the Account Overview button. For example, you can view the total number and amount of invoices entered for Customer ABC from August to December, 1998. You can open the Account Overview window from the Navigator or by choosing Account Overview from the Customer Accounts window.

To view information for a specific transaction, such as customer bill-to and ship-to addresses, payment terms, due date, status and invoice lines, choose the Transaction Overview button.

To view the dunning history for a specific transaction, choose the Dunning History button. For more information, see: Viewing Dunning History, page 8-12.

You can update the due date for a transaction in this window if the profile option AR: Update Due Date is set to Yes.

**Tip:** To automatically display receipts at risk and include them when calculating a customer's past due balance, set the profile option AR: Include Receipts at Risk in Customer Balance to Yes. See: Overview of Receivables User Profile Options, page B-2.

If this profile option is set to No, you can include receipts at risk by choosing Include Receipts at Risk in Customer Balance from the Tools menu and then re-executing your query.

#### **To view detailed information about a customer's transactions:**

1. Navigate to the Customer Accounts window.
2. To limit your query, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Tip:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's bill-to location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Details.

#### **To view the total number and amount of a customer's transactions in summary form:**

1. Navigate to the Customer Accounts window.
2. To limit your query to only certain accounts, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those

accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Tip:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's bill-to location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Overview. Receivables displays the total number and amount of transactions for this customer.
5. To view the total number and amount of on time, late, NSF, finance charges, and discounts for this customer, open the Key Indicators tabbed region.

To view transactions for a different period, select a different period. To view transaction totals for more than one period, select a period, press and hold the Shift key, then select another period.

#### **To review detailed information about a specific transaction:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill-to Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions that are associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing, page 3-255.

3. Choose Find.
4. Select the transaction to view, then choose Transaction Overview.  
If you are viewing a Receipt, choose Account Details.

**Note:** When you navigate to either the Receipts or Transactions workbench from the Account Details window, you cannot view the next transaction by pressing the Down Arrow key. To display the next transaction, return to the Account Details window, select the transaction to view using either the mouse or Down Arrow key, then choose Details again.

#### **Alternate Method:**

1. Navigate to the Customer Accounts window.

2. To limit your query, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Tip:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's bill-to location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Details.
5. Select the transaction to view, then choose Transaction Overview.

**Note:** The Lines and Transaction Total fields in the Transaction Overview window do not include any inclusive or exclusive tax amounts for the transaction you are viewing. However, the Unit Price and Amount fields for the individual transaction lines will include tax if the tax code or tax group for this line is tax inclusive. See: Tax Inclusive, *Oracle Receivables Tax Manual*.

#### To view open activities against a transaction:

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill-to Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions that are associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing, page 3-255.

3. Choose Find.
4. Select the transaction to view, then choose Activities.

#### To view all relevant information for a specific transaction:

1. Navigate to the Transaction Overview window.
2. To limit your query, enter selection criteria in the Find Transactions Overview window. For example, enter a transaction Number, a Bill-to or Ship-to customer Name, transaction Type or Status to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.



**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two Transaction Number fields in the Find Transactions Overview window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing, page 3-255.

3. Choose Find.
4. To view additional information about this transaction, open the More tabbed region.  
To view the next transaction retrieved by your query, press the down arrow key.

**Note:** The Lines and Transaction Total fields in the Transaction Overview window do not include any inclusive or exclusive tax amounts for the transaction you are viewing. However, the Unit Price and Amount fields for the individual transaction lines will include tax if the tax code or tax group for this line is tax inclusive. See: Tax Inclusive, *Oracle Receivables Tax Manual*.

## Viewing Transaction Balances

Receivables lets you view complete information for a specific transaction in the Balances window. The Balances window displays the original transaction amount, the total amount of receipts, credit memos, adjustments, and finance charges applied to this transaction and any discounts taken.

**Note:** If Bills Receivable is enabled, then the Balances window also displays information about your bills receivable assignments.

The Balances window also indicates at what level a receipt, credit, or discount was applied to this transaction and the type of adjustments that were created. For example, you may have created two types of adjustments for a single transaction; one of type 'Charges' and another of type 'Freight'. Similarly, more than one credit memo may have been applied; one at the Line level and one at the Tax level.

Receivables displays the total amount of each action affecting this transaction in the 'Total' column and displays how the line, tax, freight, and finance charges balances were affected in the 'Balance' row.

By default, the Balances window displays transaction balances in the currency in which they were entered, but you can view amounts in your functional currency (if different from the entered currency) by checking the Functional Currency box.

If the transaction you are viewing is a guarantee or a deposit, Receivables displays the current balance in the Commitment Balance field.

### To view current balances for a transaction:

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the transaction to view.  
If you are in the Transactions Summary window, select the transaction to view, then choose Open.
3. Choose Details.

**Note:** If you are using Multiple Reporting Currencies (MRC) functionality, then you can use the View Currency Details window to view transaction amounts in both your primary and MRC reporting currencies.

See: Viewing MRC Details for a Transaction, page 9-29.

## Viewing Past Due Transactions by Aging Bucket

Receivables lets you view a customer's transactions by the number of days they are past due. For example, you can view all of the items that are between 31-60 days past due for a specific customer.

1. Query the customer and aging bucket to view. See: Viewing Account Balances by Aging Bucket, page 8-4.
2. Select the period to view, then choose Account Details. Receivables displays the outstanding transactions and amounts for that period.

## Related Topics

Reviewing a Customer Account, page 8-1

Customer Calls, page 8-13

Adjustments, page 3-229

Account Details Field Reference, page 8-12

## Account Details Field Reference

This section provides a brief description of some of the fields in the Account Details window.

**Balance Due:** The balance of the transaction. If this item is an invoice, debit memo, deposit, guarantee, or chargeback, the remaining amount is the amount due. If this item is a receipt or on-account credit, the remaining amount is the amount not yet applied to debit items.

**Class:** The transaction class of a transaction or receipt. Classes include invoices, receipts, credit memos, chargebacks, guarantees, deposits, and debit memos.

**Dispute Amount:** The amount of the transaction that is in dispute or has pending adjustments against it.

## Viewing Dunning History

Use the Dunning History window to review a transaction's complete dunning history. You can view the dunning history for any Receivables transaction, regardless of your dunning method. The Dunning History window displays the date this transaction was selected for dunning, its current dunning level (if you use the Staged Dunning method), the dunning letter on which this transaction was printed, the dunning letter set to which this letter belongs, and any associated interest charges. Each row in this window represents a separate dunning submission that selected this item for dunning.

### To view the dunning history for a specific customer, dunning letter, or letter set:

1. Navigate to the Account Details window.

2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill-to Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing, page 3-255.

3. Choose Find.
4. Select the transaction to view, then choose Dunning History.

## Related Topics

Dunning Letters, page 8-23  
Printing Dunning Letters, page 8-35  
Staged Dunning, page 8-29  
Dunning History Report, page 11-70

## Customer Calls

When a customer's account or payment for a specific transaction is past due, you can contact the customer by phone and use the Customer Calls window to record the results of your conversation. By speaking with a customer you may learn that they were incorrectly billed, never received the goods or services that were ordered, or have already sent payment for the invoice in question. By entering details about your conversation, you create a record of the contact and can recommend any further collection action.

You can also use the Customer Calls window to place amounts in dispute and review previous calls made to your customers.

You can define additional call actions and customer responses in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups, page 2-87.

You can enter *new* actions or topics for an existing call, but you can only *update* the following information:

- Call Status in the Customer Calls window
- Follow up Complete check box in the Customer Calls window (Response tabbed region) and the Call Topics window
- Complete check box in the Actions window

## Call Actions

Enter call actions during a customer call to indicate any recommended follow-up steps for a collection item. Receivables provides the following call actions:

**Alert:** Notify management that this item is still outstanding.

**Call:** Contact the customer for more information.

**Collection Action:** This transaction requires further collection action.

**Collection Follow Up:** This invoice, debit memo, or chargeback requires further follow up action.

**Credit Memo:** Credit memo this transaction or line item. You can generate the Call Action report for this action and have your credit memo department enter the credit memos.

**Exclude from Dunning:** This option removes your customer from dunning. Your customer remains off the dunning list until you re-include the customer for dunning by updating their customer profile in the Customer Profile Classes window.

**Note:** If you attempt to exclude from dunning a customer site that does not have a profile class but another of this customer's sites *does* have a profile class, Receivables displays the following message: "No site level profile exists. Do you want to update the customer profile?" If you choose Yes, Receivables changes the profile class at the customer level and the customer will be excluded from dunning. If you choose No, Receivables does not update the profile class. In this case, you can define a profile class for this site in the Customers window, which will exclude the site from future dunning submissions.

To permanently exclude a specific *transaction* from dunning, you must first select a transaction before entering the call action. See: Recording Call Actions, page 8-15.

**Partial Dispute:** Your customer disagrees with an open invoice, debit memo, or chargeback. For example, if your customer disagrees with an open debit item line amount, you can place that line in dispute for further research. You can create new dispute actions and update or delete existing dispute actions. To update an existing dispute amount for a debit item, query up the record and update the Amount field. To mark an amount as no longer in dispute, query your customer's action, then either update the Amount to zero, or delete the record. Choose this option if you want this invoice to appear in the Disputed Invoice report.

#### **Prerequisites**

- Review customer accounts, page 8-1
- Review scheduler actions, page 8-21

### **To record a basic customer call:**

1. Navigate to the Customer Calls window.
2. Enter the Collector for this customer.
3. Enter either the customer Name or Number, or select from the list of values.

**Tip:** If you do not know the customer name, enter the Transaction Number, or select from the list of values. Receivables enters the customer information.

4. Enter the contact's Name and Phone Number, or select from the list of values.

5. Open the Response tabbed region, then enter your customer's response. Typical responses can include 'goods never received' or 'person unavailable'. You can define standard customer responses in the Receivables Lookups window. See: Defining Receivables Lookups, page 2-86.
6. Enter the Outcome of this call (optional). Examples of call outcomes include 'Some progress made-call again,' 'Unable to make progress,' or 'Person unavailable.' You can define additional Outcome lookups in the Receivables Lookups window. See: Defining Receivables Lookups, page 2-86.

**Tip:** Enter additional comments about this call in the Notes field.

7. If the customer promises to pay, enter the Promise Date and Amount and the Forecast Date and percent you expect to collect. The default currency for the Promise Amount is your functional currency.
8. To enter a call action against this customer or location, choose Actions. See: Recording Call Actions, page 8-15.

## Related Topics

Reviewing a Customer Account, page 8-1

Placing an Item in Dispute, page 8-17

Credit Holds, page 8-19

Past Due Invoice Report, page 11-93

Collector Call History Report, page 11-48

Receipt Promises Report, page 11-102

## Recording Call Actions

Use the Call Actions window to recommend follow-up activity after recording a customer call. You can place items in dispute, mark an item for further collection action, or update or delete existing disputes. See: Placing an Item In Dispute, page 8-17.

You can define additional call actions in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups, page 2-87.

Follow up actions that you enter against a customer or specific transaction appear in the Scheduler window for your collectors to review.

**Note:** You can only create new rows in the Call Actions window; you cannot modify existing data.

### To record a call action at the customer or site level:

1. Enter or query the customer call. See: Customer Calls, page 8-13.
2. Choose Actions, then enter the Action to take as a result of this call.
3. Enter the Amount that corresponds to the action you entered. For example, if you entered a Credit Memo call Action, enter the amount of this transaction to credit.
4. Enter the name of the person to Notify about this call (optional).

### To record a call action against a specific transaction:

1. Navigate to the Customer Calls window.
2. Enter the Collector for this customer.
3. Enter the Transaction Number, or select from the list of values. Receivables enters the customer information.
4. Enter the contact's Name and Phone Number.
5. Open the Response tabbed region, then enter the customer's Response, an Outcome, your Notes, and any recommended Follow Up Action for this call (optional). You can define standard customer responses in the Receivables Lookups window. See: Defining Receivables Lookups, page 2-86.
6. If the customer promises to remit payment, enter the promise Date and Amount, and the forecast Date and percent you expect to collect. The default currency for the Promise Amount is your functional currency.
7. Choose Topics, then enter an Outcome, Response, and a follow-up Action and Date.

To record additional information about this call, open the Notes tabbed region, then enter any comments in the Notes field. Receivables displays the information you enter here in the Notes tabbed region of the Transactions window.

To view the number of Days Late and Balance Due for this transaction, open the Transaction tabbed region.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two Transaction Number fields in the Call Topics window. The first field displays the Consolidated Billing Invoice number that is associated with this transaction. The second field displays the transaction number. See: Consolidated Billing, page 3-255.

8. To enter an action for this call, choose Actions, then enter a collection Action, the outstanding Amount, and any Notes (optional). Information you enter here appears in the Scheduler window for future collection action.

**Important:** You can exclude the selected transaction from dunning, but this is irreversible. Once you save this call, you can never again dun the customer for this particular transaction.

### Alternate method:

1. Navigate to the Account Details window.
  2. To limit your display to only certain accounts, enter selection criteria. For example, choose a transaction status and bill-to customer, or enter the low and high values of account balances or Amounts Past due to select only those transactions. Leave a field blank if you do not want to limit the search to transactions matching that criteria.
  3. Select the transaction, then choose Call.
  4. Choose Topics, then enter an Outcome, Response, and a follow-up Action and Date.
- To record additional information about this call, open the Notes tabbed region, then enter any comments in the Notes field.

To view the number of Days Late and Balance Due for this transaction, open the Transaction tabbed region.

5. If the customer agrees to pay, open the Promise/Forecast tabbed region, then enter the Promise Date and Amount and the Forecast Date and percent you expect to collect.

### **Completing a Call Action**

You can indicate that a specific call action has been executed by marking it 'Complete' in the Call Actions window. Completing call actions lets you track items that require additional customer contact and record your progress.

1. Navigate to the Customer Calls window.
2. Query the call.
3. Choose Actions.
4. Check the Complete box next to the call action.

### **Related Topics**

Placing an Item In Dispute, page 8-17

Credit Holds, page 8-19

Completing a Collection Action, page 8-22

Call Actions Report, page 11-43

Receipt Promises Report, page 11-102

### **Placing an Item In Dispute**

If your customer disagrees about the outstanding balance for an item, you can mark that item or a specific amount due as 'in dispute.' Amounts that are in dispute appear in collections reports. Receivables does not prevent you from applying payments to disputed transactions.

You can choose whether to calculate finance charges on disputed items when printing your statements. See: Calculating Finance Charges When Printing Statements, page 8-45.

You can place items in dispute from the Customer Calls window, the Installments window, or by using *iReceivables*.

If you are using Oracle Trade Management to track your customers' invoice short payments, then you can also place transactions in dispute by creating a claim. See: Applying Receipts, page 6-8.

#### **To place an item in dispute:**

1. Navigate to the Customer Calls window.
2. Query or enter the customer call. See: Customer Calls, page 8-13.
3. Choose Topics.
4. Select the transaction, then choose Actions.
5. Enter a dispute Action, then enter the Amount in dispute.

#### **Alternate method:**

1. Navigate to the Transactions Summary window.
2. Query the transaction to place in dispute.
3. Select the transaction, then choose Installments.
4. Enter the Dispute Amount and Dispute Date.

**To mark an item as no longer in dispute:**

1. Navigate to the Account Details window.
2. Query the transaction by entering selection criteria in the Find window, then choose Find.
3. Select the transaction in dispute, then change the Dispute Amount to 0 (zero).
4. Change the Dispute Date to today's date.

**Alternate method:**

1. Navigate to the Customer Calls window.
2. Query the call, then choose Topics.
3. Select the transaction, then choose Actions.
4. Create a new row.
5. In the Action field, select *Put a specific amount of the invoice in dispute* from the list of values.
6. In the Amount field, enter zero.

**Viewing Items in Dispute**

Receivables lets you view disputed items in the Dispute window. The Dispute window displays the date an item was placed in dispute, the amount in dispute, and the person who placed the item in dispute.

You can also review items in dispute by creating the Disputed Invoice Report. See: Disputed Invoice Report, page 11-70.

**Prerequisites**

- Review customer accounts, page 8-1
- Place items in dispute, page 8-17

**To view a customer's items and amounts that are in dispute:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.
3. Choose Find.
4. Select the account to view, then choose Account Details. Receivables displays values in the Dispute Amount and Dispute Date fields for items that are currently or were previously in dispute.



5. Select the transaction to view, then choose Dispute History. If this item does not have an 'End' date, it is still in dispute; otherwise, Receivables displays another record indicating the date that the item's 'in dispute' status was changed and the person who changed it.

**Alternate method:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria. For example, enter an account Number, the Bill-to Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.
3. Choose Find.
4. Select the transaction to view, then choose Dispute History.

## Related Topics

Reviewing Customer Accounts, page 8-1

Customer Correspondence, page 8-20

Reviewing Collector Actions, page 8-21

Customer Calls, page 8-13

Disputed Invoice Report, page 11-70

## Credit Holds

When a customer is consistently late in making payments, has exceeded their credit limit, or is identified as a bad risk, you can prevent additional credit purchases by placing their account on *credit hold*.

When a customer account is on credit hold, you can still create new sales orders for that customer in Oracle Order Management. However, all new orders will have a status of 'on hold' and you will not be able to book or ship them until the hold on the customer account is removed.

A credit hold does *not* prevent you from creating new transactions for a customer in Receivables.

**Note:** You can place a credit hold at either the customer account or site level. See: Credit Hold Report, page 11-51 for additional information.

### Prerequisites

- Review customer account, page 8-1

### To place a customer account on credit hold:

1. Navigate to the Customer Accounts window.
2. Query the customer account.
3. Choose Credit Hold, then choose OK to acknowledge the message.

**Alternate method:**

1. Navigate to the Customers or the Customer Summary window.

2. Query the customer.

If you are in the Customer Summary window, select the customer, then choose Open.

3. Open the Profile Transaction tabbed region.
4. Choose Credit Hold.

#### **To release a customer account from credit hold:**

1. Navigate to the Customer Accounts window.
2. Query the customer.
3. Choose Release Hold.

#### **Alternate method:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer.

If you are in the Customer Summary window, select the customer, then choose Open.

3. Open the Profile Transaction tabbed region.
4. Uncheck the Credit Hold box.

#### **Related Topics**

Customer Calls, page 8-13

Placing an Item In Dispute, page 8-17

Credit Hold Report, page 11-51

## **Customer Correspondence**

Regular correspondence is an effective way to create and maintain good relationships with your customers. Receivables provides three ways to correspond with your customers: printing account statements, printing dunning letters, and making customer calls.

Receivables lets you view all previous customer correspondence in the Correspondence window. You can view all previous contact with your customers, including dunning letters, customer calls, and account statements in this window.

#### **Prerequisites**

- Assign profile classes to customers, page 7-57
- Define dunning letters, page 2-72
- Create dunning letter sets, page 2-76

#### **To view previous customer correspondence:**

1. Navigate to the Correspondence window.
2. To limit your display to only certain accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow-Up Dates, Customer Names, or Transaction Numbers to select only those

accounts. Leave a field blank if you do not want to limit the search to accounts matching that criteria.

3. Choose Find.

To view a list of statements generated for a customer, select the account, then open the Statements tabbed region.

To view dunning letters sent to a customer, select the account, then open the Dunning Letters tabbed region.

**Tip:** You can navigate to the Record a Call window by selecting an item and then choosing Call. You can view details for an account by selecting an item and then choosing Account Details.

## Related Topics

Reviewing Customer Accounts, page 8-1

Customer Calls, page 8-13

Past Due Invoice Report, page 11-93

Receivables Collection Reports, page 11-11

Printing Dunning Letters, page 8-35

Printing Statements, page 8-49

## Reviewing Collector Actions

When you contact a customer to discuss an overdue account or payment for a specific transaction, you enter a specific call action in the Call Actions window. Call actions indicate whether an issue has been resolved or requires further follow-up activity. You can view items that require further collection activity in the Scheduler window.

The Scheduler window lists the follow-up date, the recommended collection action, and the customer to contact. You can also view the Follow Up Action and Notes information that you entered in the Call Actions and Call Topics windows. To display a particular field, choose Show Field from the Folder menu, then select the field to display.

### Prerequisites

- Define collector actions (Receivables Lookups window), page 2-86
- Call customers, page 8-13
- Record call actions, page 8-15

### To review scheduler actions:

1. Navigate to the Scheduler window.
2. To limit your display to specific accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow-Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit the search to accounts matching that criteria.
3. Choose Find.
4. To record another call to a customer, select the account, then choose Call. See: Customer Calls, page 8-13.

To view detailed information about a transaction, select the account, then choose Transaction Overview.

To view an overview of a customer account, select the account, then choose Customer Account. See: Reviewing a Customer Account, page 8-1.

To view a list of a transactions for a customer account, select the account, then choose Account Details. See: Viewing Transactions, page 8-7.

## Completing a Collection Action

When a collection issue has been resolved, you can indicate that it requires no further follow-up activity by marking it 'Complete.' You can complete a collection action in either the Scheduler or the Call Topics window.

### Prerequisites

- Record customer calls, page 8-13
- Record call actions, page 8-15

### To complete a collection action:

1. Navigate to the Scheduler window.
2. To limit your display to specific accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow-Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two Transaction Number fields in the Find Scheduler window. Enter a Consolidated Billing Invoice number in the first field to find all transactions that are associated with a consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing, page 3-255.

3. Check the Follow-Up Complete box next to the action to complete.

### Alternate method:

1. Navigate to the Customer Calls window.
2. Query the call that is related to this collection action.
3. Choose Topics.
4. Check the Complete box next to the collection action.

## Related Topics

Reviewing a Customer Account, page 8-1

Viewing Transactions, page 8-7

Completing a Call Action, page 8-17

Credit Holds, page 8-19

Collection Effectiveness Indicators Report, page 11-45

Collector's Follow Up Report, page 11-49

## Printing a Collection Report

Run collection reports from the Print Collection Reports window. After you submit your report request, Receivables generates a request ID number. You can use this number to view the status of your report in the Requests window.

### To print a collection report:

1. Navigate to the Print Collection Reports window.
2. Enter the Name of the report to print, or select from the list of values.
3. Enter parameters for printing this report. For example, the Report Summary, Format, and Aging Bucket to use, and range of Customers, Transactions, or Balances Due.
4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output box.
7. To submit this report more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start and End this Resubmission.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

### Related Topics

Common Report Parameters, page 11-4

Receivables Collection Reports, page 11-11

Consolidated Billing, page 3-255

## Dunning Letters

The Receivables Dunning Letter Generate program lets you create and send customized letters to your customers who have invoices, debit memos, chargebacks, credit memos, and unapplied and on-account receipts that are overdue.

You can control the severity and content of each dunning letter you send and exclude individual customers from dunning, even if they have items that are past due. You can include disputed items, on-account and unapplied receipts, and finance charges in your dunning letters, as well as debit items that are not yet due. You can also choose to use receipt grace days to extend the due dates of a customer's past due items.

You can choose from the following dunning methods:

- **Days Overdue:** Letters are based on the total number of days that debit items are past due. This method generates letters for a specific customer based on a range of days overdue that you define for each dunning letter set. Receivables takes into account the number of receipt grace days defined for a customer (if any) when calculating the number of days items are past due. See: Specifying a Days Past Due Range, page 8-24.
- **Staged Dunning:** Letters are based on the *dunning levels* of past due debit items. This method lets you send dunning letters based on the number of days since the last letter was sent, rather than the number of days that items are past due. For

each dunning letter, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level and include this item in the next letter that you send. This feature can be useful if, for example, you inform your customer that you will begin collection action if payment is not received within a specified number of days of receiving the current letter. See: Staged Dunning, page 8-29.

## Dunning Letters Setup

Before you can send dunning letters to your customers, you must define the following:

- Dunning letters, page 2-72
- Dunning letter sets, page 2-76
- Dunning profiles for customers and customer sites, page 8-25

## Related Topics

How Receivables Selects Items for Dunning, page 8-27

Printing Dunning Letters, page 8-35

Sample Dunning Letter Print, page 11-118

Viewing Dunning History, page 8-12

## Specifying a Days Past Due Range

### Days Overdue Method

If you are using the Days Overdue dunning method, Receivables verifies that the 'Days Past Due: To' value you specify for the first letter of a dunning letter set is less than the number of receipt grace days you specified for the customer or site profile to which you assign this dunning set. This makes it possible for this customer to receive this letter. For example, if you specify that this customer has 10 receipt grace days, the Days Past Due: To value of the first letter in this customer's dunning letter set must be 11 or more. If you are defining a letter set with negative days late for one or more of the letters it contains, you must set Use Grace Days to No.

For example, you have a dunning letter set with three letters: Letter 1, Letter 2, and Letter 3. Each letter has a range for the number of days late as illustrated in this table:

Letter	Days Late
Letter 1	-50 to 5 Days Late
Letter 2	6 to 30 Days Late
Letter 3	31 to 9999 Days Late

Letter 1 will only be sent if an invoice falls within -50 to 5 days late range and the Use Grace Days check box is not checked for this dunning letter set.

Receivables selects the dunning letter with the lowest Days Past Due Range that you have not yet submitted if the Send Letter in Sequence option is set to Yes. By choosing the Send Letters in Sequence option in the Dunning Letter Sets window, you can ensure

that you provide your customers and customer sites with proper notification of past due debit items.

Assign letters to your dunning letter sets which increase in severity as the Days Past Due From and Days Past Due To date ranges increase for each letter.

**Important:** If you leave a gap in the ranges that you assign to your dunning letters, then Receivables may not be able to print some dunning letters in your set.

## Staged Dunning Method

If you are using the Staged Dunning method, then you assign a dunning level range to each dunning letter.

A dunning level can indicate the number of times that an item has been selected for dunning or the level of severity for a past due debit item. Receivables increments the dunning level of a past due debit item by 1 if the item is selected for dunning when you run the Dunning Letter Generate program.

The dunning level range that you assign indicates the minimum and maximum dunning levels that a customer's past due debit item must be assigned to receive this dunning letter. For example, if you assign a minimum dunning level of 10, then a debit item would have to be selected for dunning 10 times before Receivables prints a dunning letter for this item.

For each letter in the set, you also specify a minimum number of days that must pass before Receivables can increment the dunning level for a past due debit item. See: Creating Dunning Letter Sets, page 2-76.

## Related Topics

Dunning Letters, page 8-23

Creating Dunning Letter Sets, page 2-76

Defining Dunning Profiles for Customers and Customer Sites, page 8-25

How Receivables Selects Items for Dunning, page 8-27

Staged Dunning, page 8-29

## Defining Dunning Profiles for Customers and Customer Sites

After you define your dunning letters and assign these letters to your dunning letter sets, assign your dunning letter sets to the customers and sites that you want to send dunning letters to. Use the Customer Profile Classes window to specify dunning values for a customer or site. See: Defining Customer Profile Classes, page 7-53.

## Define Receipt Grace Days

Receipt grace days represent the number of days that you allow a customer's payment to be overdue before selecting them for dunning and begin assessing finance charges. For example, when you define your customer profile classes, if you set Receipt Grace Days to 10 for this profile class, customers assigned to this profile class have ten days beyond the due dates of their outstanding invoices before Receivables considers items on these invoices past due. Receivables adds receipt grace days to the date range that you specify for dunning letters within a dunning letter set to select customers for dunning and to determine what level of dunning letter to send.

Receivables does not send dunning letters to customers for items that still have grace days. If you have specified a number of receipt grace days for a customer's profile, and the number of grace days exceeds the number of days that this oldest outstanding item is late, then the Dunning Letter Generate program does not continue for this customer. For example, if a customer has 5 receipt grace days in their profile, and its oldest outstanding debit item is 4 days past due, Receivables does not select this customer for dunning. Use the Customer Profile Classes window to define your customer's receipt grace days.

### **Define Minimum Dunning Amount by Currency**

Receivables lets you define minimum dunning amounts by currency for your customers and their sites. If a customer has a past due balance in a specific currency that is greater than the minimum dunning amount you specified for this currency in the customer's profile, then Receivables selects this customer for dunning.

**Note:** Receivables generates dunning letters for a currency that you select. Dunned items of different currencies print on different dunning letters.

The dunning letter that Receivables selects for a customer during a dunning submission does not include past due debit items in currencies with minimum dunning amounts that have not been exceeded. For example, if a customer has a minimum dunning amount in euros of 8,000 in their profile, and the sum of their past due items in euros is 6,000, Receivables does not include these items on the dunning letter selected for this customer.

### **Define Minimum Invoice Amount by Currency**

You can also define the minimum invoice amount in a specific currency for a customer. If a customer does not have any past due items in a specific currency with balances greater than the minimum invoice amount that you specify for this currency, then Receivables does not select this customer for dunning in this currency.

For example, the site of the customer SouthWestern Charities has a minimum dunning amount in U.S. dollars of 100 and a minimum dunning invoice amount of 40. If this customer site has four invoices in U.S. dollars that are past due, each having outstanding balances of 30, Receivables will not select this customer site for dunning in this currency, even though its total past due balance in U.S. dollars (120) exceeds its minimum dunning amount.

The Receivables dunning program requires that both the minimum dunning amount and the minimum invoice amount limits for a currency are exceeded before it selects a customer for dunning in this currency. If you have not defined a minimum dunning invoice amount or a minimum dunning amount for the profile of a customer you are dunning, then the Dunning Letter Generate program assumes that both of these amounts are zero for its calculations. Define the minimum dunning amount and minimum dunning invoice amount in the Customer Profile Classes window.

### **Assign Dunning Letter Business Purpose to an Address**

After determining which customers will be included in a dunning submission, the Dunning Letter Generate program examines the addresses of these customers. If you assigned a Dunning business purpose to a customer address, the Dunning Letter Generate program creates a single, consolidated dunning letter for this site which includes past due items from all of this customer's sites. If you have not assigned



a Dunning business purpose to a customer address, the Dunning Letter Generate program creates a dunning letter for each of this customer's sites that has past due debit items. See: Assigning a Business Purpose to a Customer Address, page 7-35.

**Note:** If you assign a dunning business purpose to a customer address, then Receivables uses the dunning profile amounts that you defined at the customer level *unless* you set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes.

## Related Topics

Defining Customer Profile Classes, page 7-53

How Receivables Selects Items for Dunning, page 8-27

Printing Dunning Letters, page 8-35

## How Receivables Selects Items for Dunning

### Dunning Methods

Receivables lets you choose one of two dunning methods: Days Overdue or Staged Dunning. The ***Days Overdue*** method lets you assign dunning letters to a range of days past due. For example, for items that are from 10 to 20 days past due, you send the first dunning letter in the set. For items 21 to 30 days past due, you send the second letter in the set, and so on. If a customer has past due items that are in different Days Past Due ranges, Receivables uses the oldest past due item to determine the dunning letter to print, and lists all outstanding items in that dunning letter, even if the balance of the oldest past due item is less than the minimum dunning amount that you set.

The ***Staged Dunning*** method lets you assign a ***dunning level*** (or a range of dunning levels) to each dunning letter. Depending on how you define your staged dunning letter sets, dunning levels can represent the number of times that an item has been selected for dunning, or the level of past due severity for an item. The dunning level of a past due item is incremented by 1 if the item is selected for dunning when you run the Dunning Letter Generate program. For each letter in a set, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level; this lets you send the next dunning letter based on the date that your customer received the previous letter, rather than on the total number of days past due. See: Creating Dunning Letter Sets, page 2-76.

### Selecting Debit and Credit Items

For each customer included in your submission, the Dunning Letter Generate program determines how many days past due the oldest outstanding debit item is that has a balance exceeding the minimum dunning invoice amount in the invoice's currency. If the oldest outstanding debit item is not yet due, the program does not continue for this customer. Receivables determines that a debit item is 'past due' if its due date plus receipt grace days is less than the Dunning As of Date you specify for your dunning submission. See: Printing Dunning Letters, page 8-35.

The program also retrieves all of the customer's open receipts and credit memos, and subtracts the total of these credit items in a particular currency from the total of their past due debit items in the same currency. Receivables then verifies that the net total of these items in a particular currency is greater than the minimum dunning amount you specified for this currency in the customer's profile. If the new total of the past due items

minus the credit items in a particular currency is less than this amount limit, Receivables excludes these past due items from dunning.

After the Dunning Letter Generate program determines which dunning letter to send to a customer, it retrieves each of the customer's past due items that have balances greater than the minimum dunning invoice amounts specified in the customer's profile for each item's currency. If you do not check the Finance Charges check box for a Dunning Letter Set, the program determines the balance due of each past due debit item by subtracting any outstanding finance charges from an item's outstanding balance. See: Creating Dunning Letter Sets, page 2-76.

**Note:** If a dunning site exists for a customer, then Receivables uses the dunning profile amounts defined at the customer level *unless* you set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes.

### Selecting On-Account and Unapplied Receipts

If you check the Include Unapplied Receipts check box for the dunning letter set of a customer included in your dunning submission, the Dunning Letter Generate program retrieves all on-account and unapplied receipts associated with this customer. These receipts appear in this customer's dunning letter. Receivables uses these receipts to calculate a net total balance for each currency of past due debit items. The Dunning Letter Generate program then compares these totals for each currency against this customer's minimum dunning amounts in the same currencies.

If you did not check the Include Unapplied Receipts check box, these on-account and unapplied receipts do not appear in the dunning letters of the customer with this dunning letter set. These receipts are also excluded from the Dunning Letter Generate program's calculation of the net balance due in a particular currency for this customer. See: Creating Dunning Letter Sets, page 2-76.

**Note:** If you specify a transaction type range when you submit the Dunning Letter Generate program, then the resulting dunning letters will not include on-account and unapplied receipts. This is true even if you selected the Include Unapplied Receipts check box for the dunning letter set or sets that you specified in your submission criteria.

### Excluding Items and Customers from Dunning

Receivables automatically excludes automatic receipts and the outstanding debit items that they include from your dunning submissions.

You can permanently exclude a past due item from dunning by using the Exclude from Dunning call action in the Customer Calls window. See: Customer Calls, page 8-13.

You can exclude a customer from dunning by using the Exclude from Dunning call action in the Customer Calls window, without specifying a transaction. Or, you can go directly to that customer's profile and uncheck the Send Letters option. To enable dunning for this customer again, update their customer profile. See: Defining Customer Profile Classes, page 7-53.

### Related Topics

Printing Dunning Letters, page 8-35

Dunning Letters, page 8-23

Defining Dunning Profiles for Customers and Customer Sites, page 8-25

## Staged Dunning

Unlike the Days Overdue method, in which you group items to a range of days past due, the Staged Dunning method lets you assign a dunning level to each past due debit item. This lets you represent past due debit items in terms of the date that the previous dunning letter was sent, instead of the number of days those items are past due.

For example, on JAN-01 your customer receives the second dunning letter in your dunning letter set which states: "Our records indicate that the following items are past due. Please remit payment for these items within 10 days." If the Minimum Days parameter is 10 for this letter and you do not receive payment for those items by JAN-11, Receivables increments the dunning level for each item by 1 and sends the next, more severe letter in the set.

You can modify the dunning level for a past due item in the Account Details window. See: Viewing Transactions, page 8-7.

The following examples describe the differences between the Days Overdue and the Staged Dunning methods by showing the results of various dunning submissions using each method.

Both examples assume that the Dunning Letter Generate program is submitted every two weeks.

### Example 1: Days Overdue Dunning Method

This example assumes three invoices, Invoice 101, Invoice 102, and Invoice 103, and a letter set of Letter 1, Letter 2, and Letter 3.

For each invoice, this table shows the due date and the number of days past due at two week intervals:

Invoice	Due Date	Days Past Due As Of 30 Mar	Days Past Due As Of 15 Apr	Days Past Due As Of 30 Apr	Days Past Due As Of 15 May	Days Past Due As Of 30 May
Invoice 101	15 - MAR	15	30	45	60	75
Invoice 102	15 - APR	0	0	15	30	45
Invoice 103	15 - MAY	0	0	0	0	15

The letter set is defined as:

#### Letter Set Definition

Send Letters in Sequence = Yes

This table shows the letters in the letter set:

Letter Name	Days Past Due From - To
Letter 1	15-30
Letter 2	31-60
Letter 3	61-99

If you submit the Dunning Letter Generate program between March 16 and March 29, no dunning letter is generated because the oldest overdue invoice (Invoice 101) is less than 15 days late, which is not within the range of Days Past Due of any dunning letter in the set.

However, if you submit the Dunning Letter Generate program on March 30, Invoice 101 appears on Letter 1 because it is now 15 days overdue. If you submit the Dunning Letter Generate program on April 15, Invoice 101 again appears in Letter 1 because it is now 30 days overdue (Letter 1 contains items 15-31 days overdue).

The examples in the three tables below show the results of three additional dunning submissions. As illustrated below, for past due items in different Days Past Due ranges, Receivables uses the oldest past due item to determine the dunning letter to print, and lists all outstanding items in that dunning letter.

This table shows the results of a dunning submission on April 30:

Item Printed On	Invoice and Days Overdue
Dunning Letter 2	Invoice 101 (45 days overdue)
Dunning Letter 2	Invoice 102 (15 days overdue)

This table shows the results of a dunning submission on May 15:

Item Printed On	Invoice and Days Overdue
Dunning Letter 2	Invoice 101 (60 days overdue)
Dunning Letter 2	Invoice 102 (30 days overdue)

This table shows the results of a dunning submission on May 30:

Item Printed On	Invoice and Days Overdue
Dunning Letter 3	Invoice 101 (75 days overdue)
Dunning Letter 3	Invoice 102 (45 days overdue)
Dunning Letter 3	Invoice 103 (15 days overdue)

## Example 2: Staged Dunning Method - Separate letters for distinct dunning levels

This example assumes the same invoices from the previous example, but using the Staged Dunning letter set definition described in this table:

Letter Name	Dunning Level From - To	Minimum Days Between Staged Dunning
Letter 1	1 - 1	15
Letter 2	2 - 2	10
Letter 3	3 - 99	5

This table shows the results of a dunning submission between March 16 - March 29:

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	1 - 14				None

The only overdue invoice (Invoice 101, due March 15) is not selected for dunning since it has only been 1-14 days since its due date and this is less than the number of Minimum Days between staged dunning specified for the next dunning level (Level 1).

This table shows the results of a dunning submission on March 30:

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	15		1		Letter 1

Invoice 101 is assigned to dunning level 1 and is printed on Letter 1, since it has been 15 days since its due date and this meets the Minimum Days between staged dunning requirement for Dunning Level 1 (15 days).

This table shows the results of a dunning submission on April 15:

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	30	1	2	15	Letter 2

Invoice 101 is assigned to the next dunning level (Level 2) and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and this exceeds the Minimum Days between staged dunning for level 2 (10 days).

This table shows the results of a dunning submission on April 30:

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	45	2	3	15	Letter 3
Invoice 102	15		1		Letter 1

Invoice 102 is assigned to dunning level 1 and is printed on Letter 1 since it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 101 is assigned to dunning level 3 and is printed on Letter 3, since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 3 (5 days).

This table shows the results of a dunning submission on May 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	60	3	4	15	Letter 3
Invoice 102	30	1	2	15	Letter 2

Invoice 102 is assigned to dunning level 2 and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 2 (10 days).

Invoice 101 is assigned to dunning level 4 and is printed again on Letter 3, since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 4 (5 days).

One day after the dunning submission on May 15, the customer calls and promises to resolve Invoice 101 in 15 days. You agree to lower the dunning level for that item to 0 so it will not be selected for dunning the next time you submit the dunning letter generate program.

**Note:** You can modify the dunning level for an item in the Account Details window. See: Viewing Transactions, page 8-7.

This table shows the results of the dunning submission on May 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	75	0	0	15	None
Invoice 102	45	2	3	15	Letter 3
Invoice 103	15		1		Letter 1

Invoice 103 is assigned to dunning level 1 because it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 102 is assigned to dunning level 3 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum days between staged dunning for level 3 (5 days).

Invoice 101 is not selected for dunning because it has only been 14 days since its dunning level was manually adjusted and that number is less than the Minimum Days between staged dunning for level 1 (15 days).

### Summary of Examples 1 and 2: Days Overdue vs. Staged Dunning Method

This table compares the results from the previous examples.

Date	Invoice # (Days Overdue Method)	Appears on... (Days Overdue Method)	Invoice # (Staged Dunning Method)	Appears on... (Staged Dunning Method)
March 16-29	(no letter generated)	(no letter generated)	(no letter generated)	(no letter generated)
March 30	Invoice 101	Dunning Letter 1	Invoice 101	Dunning Letter 1
April 15	Invoice 101	Dunning Letter 1	Invoice 101	Dunning Letter 2
April 30	Invoice 101	Dunning Letter 2	Invoice 101	Dunning Letter 3
April 30	Invoice 102	Dunning Letter 1	Invoice 102	Dunning Letter 1
May 15	Invoice 101	Dunning Letter 2	Invoice 101	Dunning Letter 4
May 15	Invoice 102	Dunning Letter 1	Invoice 102	Dunning Letter 2
May 30	Invoice 101	Dunning Letter 3	Invoice 101	(not selected)
May 30	Invoice 102	Dunning Letter 2	Invoice 102	Dunning Letter 3
May 30	Invoice 103	Dunning Letter 1	Invoice 103	Dunning Letter 1

### Example 3: Staged Dunning - Single Letter Based on Highest Dunning Level

This example assumes that you are using the same letter set definition as Example 2, but when you submit the Dunning Letter Generate program, you set the Single Staged Letter option in the Print Dunning Letters window to Yes. If the Single Staged Letter option is Yes, Receivables prints all items selected for dunning in the letter defined for the highest dunning level.

For example, Invoice 101 and Invoice 102 are selected for dunning. Invoice 101 is at dunning level 2 and Invoice 102 is at dunning level 4. Receivables sends the dunning letter assigned to dunning level 4 and includes both debit items in that letter.

If the Single Staged Letter option is No, the debit items that appear in the dunning letter are at dunning levels within the range defined for that letter. For example, items assigned to dunning level 2 only appear in the dunning letter with a range that includes dunning level 2.

This table shows the results of a dunning submission between March 16 - March 29:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	1 - 14				None

The only overdue invoice (Invoice 101, due March 15) is not selected for dunning since it has only been 1-14 days since its due date and this is less than the number of Minimum Days between staged dunning specified for the next dunning level (Level 1).

This table shows the results of the Dunning Letter Generate program submission on March 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	15		1		Letter 1

Invoice 101 is assigned to dunning level 1 and is printed on Letter 1, since it has been 15 days since its due date and this meets the Minimum Days between staged dunning requirement for Dunning Level 1 (15 days).

This table shows the results of the Dunning Letter Generate program submission on April 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	30	1	2	15	Letter 2

Invoice 101 is assigned the next dunning level (Level 2) and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and this exceeds the Minimum Days between staged dunning for level 2 (10 days).

This table shows the results of a dunning submission on April 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	45	2	3	15	Letter 3
Invoice 102	15		1		Letter 3

Invoice 102 is assigned to dunning level 1 because it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 101 is assigned to dunning level 3 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 3 (5 days).

Both Invoice 101 and Invoice 102 will be printed on Letter 3 since the highest dunning level of all items selected for dunning is within the range of dunning levels assigned to Letter 3.

This table shows the results of a dunning submission on May 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	60	3	4	15	Letter 3
Invoice 102	30	1	2	15	Letter 3

Invoice 102 is assigned to dunning level 2 because it has been 15 days since its due date and that exceeds the Minimum Days between staged dunning for level 2 (10 days).

Invoice 101 is assigned to dunning level 4 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 4 (5 days).



Both Invoice 101 and Invoice 102 will be printed on Letter 3 since the highest dunning level of all items selected for dunning (level 4) is within the range of dunning levels assigned to Letter 3.

## Related Topics

Printing Dunning Letters, page 8-35

Dunning Letters, page 8-23

Defining Dunning Profiles for Customers and Customer Sites, page 8-25

Creating Dunning Letter Sets, page 2-76

Viewing Dunning History, page 8-12

## Printing Dunning Letters

Use dunning letters to inform your customers of past due invoices, debit memos, and chargebacks. When you print your dunning letters, Receivables prints a copy of each invoice which has line items that are past due.

You can create dunning letter sets in which you group your dunning letters together to vary the tone with each successive letter. When you submit the Dunning Letter Generate program, Receivables compares the number of days that a customer's oldest outstanding debit item is past due with the Days Past Due Date ranges of the dunning letters in this customer's dunning letter set. This comparison determines which dunning letter to print. See: Creating Dunning Letter Sets, page 2-76

For each dunning submission, the Dunning Letter Generate program selects and prints letters using the dunning letter sets, customers, and collectors that satisfy your submission criteria.

**Important:** Customers to which you have not assigned a dunning letter set are excluded from dunning, even if they have past due debit items.

### Prerequisites

- Define dunning letters, page 2-72
- Create dunning letter sets, page 2-76
- Assign dunning letter sets to your customer profiles and specify minimum invoice and dunning amounts See: Defining Customer Profile Classes, page 7-53
- Define receivables activity with type of 'finance charges'
- Define profile classes to assess finance charges (optional), page 7-53

### To print dunning letters:

1. Navigate to the Print Dunning Letters or the Submit Requests window.
2. To print your dunning letters, enter 'Dunning Letter Generate' in the Name field, or select this option from the list of values.  
  
To print and review a dunning letter, enter 'Sample Dunning Letter Print' in the Name field, enter the Letter Name, then choose OK. (Go to step 4.)
3. Enter print parameters. For example, choose to Order your dunning letters by Customer or Postal Code, specify a Dunning as of Date, and enter a range of dunning

letter sets by low and high Letter Sets, Customer names, or Collectors. Receivables uses the Dunning as of Date to determine the number of days late of each past due debit item that appears on the dunning letter and only includes invoices that are past due as of this date (unless you also choose to include current invoices). The Dunning as of Date is also the correspondence date that appears on each dunning letter.

If you specify a transaction type range when you submit the Dunning Letter Generate program, then the resulting dunning letters will *not* include on-account and unapplied receipts. This is true even if you selected the Include Unapplied Receipts check box for the dunning letter set or sets that you specified in your submission criteria.

If you enter Yes for the Preliminary parameter, the Dunning Letter Generate program does not generate and print dunning letters. Instead, the program creates a report that lists the customers and sites that will be selected for dunning using the parameters you entered. This report lists the past due debit items that these dunning letters will include, along with these items' transaction types, purchase order numbers, creation date, due date, days past due, and outstanding balances.

If you enter No for this parameter, the Dunning Letter Generate program generates and prints dunning letters using the parameters you enter.

**Important:** Receivables prints dunning letters for a customer only if the customer is assigned to a dunning letter set with the same dunning method that you specify in the report parameters. For example, Computer Services is in the range of customers you specify and is assigned to a Staged Dunning letter set. If you specify a Dunning Method of Days Overdue, Receivables does not print dunning letters for Computer Services.

4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output check box.
7. To submit the dunning letters program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

## Related Topics

Dunning Letters, page 8-23

How Receivables Selects Items for Dunning, page 8-27

Customer Calls, page 8-13

Setting Up Receivables to Calculate Finance Charges, page 8-43

## Calculating Finance Charges

You can calculate finance charges against past due debit items for each customer or site when you generate dunning letters or statements. Finance charges are calculated based on the remaining amount due of open and past due debit items, and include credit items as of the dunning or statement date.

**Note:** You can calculate finance charges without actually generating statements by using statement sites. To do this, assign an appropriate statement cycle to your customer level profile, but set the Send Statements option to No and the Calculate Finance Charges to Yes for the customer sites.

Finance charges are calculated from the last time they were computed for each customer. For example, you usually calculate finance charges for all your customers on a monthly basis. Perhaps you last calculated finance charges on March 31, but you neglected to calculate finance charges on April 30. When you submit a process to calculate finance charges on May 31, Receivables calculates finance charges from March 31 to May 31. See: Determining the Past Due Amount, page 8-38.

For each customer or site, you can specify the interest rate for each currency, the number of days to which your interest rate refers, and the number of receipt grace days.

## Accrue Finance Charges

To collect finance charges from your customers, define Receivables to accrue interest for past due items. Accrued interest updates the amount due remaining for the past due debit item. See: Accruing Finance Charges, page 8-41.

## Adjust Finance Charge Calculations Based on Receipt Grace Days

Receivables looks at the number of receipt grace days when determining the Number of Days Late for an open debit item. Receipt grace days extend the due dates for outstanding debit items when calculating finance charges and sending dunning letters. You specify Receipt Grace Days when defining your customer profile classes. See: Defining Customer Profile Classes, page 7-53. For dunning letters to include grace days, check the Use Grace Days box in the Dunning Letter Sets window. See: Creating Dunning Letter Sets, page 2-76.

**Note:** Receipt Grace Days do not affect how Receivables calculates finance charges on customer statements. Receipt Grace Days determine whether an item is included in a dunning letter and how finance charges are calculated on each item included in the letter.

## Assign Finance Charge Limits and Interest Rates by Currency

For each currency you define for your customer's profile class, you can determine the interest rate, maximum interest charge for each invoice, and the minimum customer and invoice balance that must be exceeded before you will calculate finance charges. These values, along with your customer's past due balance, determine the amount of finance charges. See: Defining Customer Profile Classes, page 7-53.

## Calculate Finance Charges for Disputed Items

You can choose to include items in dispute when calculating finance charges by checking the Charge Finance on Disputed Items box in the Print Statements window. You can mark an item 'In Dispute' in either the Transaction or the Customer Calls window. See: Placing an Item in Dispute, page 8-17.

Receivables calculates finance charges on disputed invoices starting from when they are first included in dunning. In addition, finance charges are calculated based on the date when finance charges were last calculated for the customer, not based on the original due date.

For example, Invoice-101 was created on February 10 with a due date of March 10, and was disputed on March 5. Finance charges were last calculated on April 30, and on May 2, Invoice-101 is removed from dispute. When Receivables next calculates finance charges on May 31, finance charges for Invoice-101 will be calculated from April 30, not from March 10.

## Compound Finance Charges

Oracle Receivables lets you compound finance charges since the last time finance charges were calculated. Finance charges are calculated on the remaining amount due of the past due debit item and then added to any previously calculated finance charges. See: Compounding Finance Charges, page 8-42.

## Display Finance Charges on Statements and Dunning Letters

When defining your Dunning Letter sets, choose to calculate and display finance charges on your dunning letters by checking the Finance Charges box. See: Creating Dunning Letter Sets, page 2-76.

When printing your statements, choose to calculate and display finance charges by checking the Calculate Finance Charges box. See: Printing Statements, page 8-49.

## Exclude Specific Debit Items From Finance Charges

If you normally charge finance charges for your customers' past due debit items, but you want to exclude a specific debit item from finance charges, choose No in the Finance Charges field of the Transaction window for that item.

## Related Topics

Preparing Receivables for Accruing and Compounding Finance Charges, page 8-43

Setting Up Receivables to Calculate Finance Charges, page 8-43

Accruing Finance Charges, page 8-41

Compounding Finance Charges, page 8-42

## Determining the Past Due Amount

When you calculate finance charges for a customer, Receivables sums up all of the unapplied on-account amounts of this customer's receipts, as well as the unapplied amounts of their credit memos that have receipt dates and transaction dates that are before the current date. You define statement cycles and their associated statement dates for your statements in the Statement Cycles window.

Receivables then determines which debit items should be assessed finance charges. If you set the Charge Finance on Disputed Items field to No, then the dispute amount of the debit item must be zero before finance charges can be assessed. Lastly, the Finance Charge field in the Customer Profile Classes window must be set to Yes for the customer of this debit item.

In the table below, a customer has four credit transactions and four debit transactions. You run the dunning program on December 1, 1993. Assume that Days in Period = 30, Interest Rate = 10% for USD and Payment Grace Days = 0:

<b>Class</b>	<b>Number</b>	<b>Currency</b>	<b>Due Date</b>	<b>Amount Due Remaining</b>
Payment (Unapplied)	PMT1	USD	Null	\$-50
Payment (On-Account)	PMT2	USD	Null	\$-20
Credit Memo	CM1	USD	Null	\$-10
Credit Memo	CM2	USD	Null	\$-100
Invoice	INV1	USD	01-NOV-93	\$100
Invoice	INV2	USD	17-NOV-93	\$50
Invoice	INV3	USD	19-NOV-93	\$350
Invoice	INV4	USD	24-NOV-93	\$175

This customer has a total credit amount of \$180 (-50 + -20 + -10 + -100). When Receivables applies the credit to the debit items starting with the oldest one first, \$320 of INV3 and the full amount of INV4 remain for finance charges. Using the dunning as of date of December 1, 1993, Receivables calculates the following finance charges:

- $INV3 = .1/30 * \$320 * 12 = \$12.80$
- $INV4 = .1/30 * \$175 * 7 = \$4.08$

This table shows the details for invoices INV3 and INV4 after Receivables calculates finance charges:

<b>Debit Item</b>	<b>Due Date</b>	<b>Dunning As of Date</b>	<b>Days Late</b>	<b>Remaining Amount</b>	<b>Finance Charges</b>
INV3	19-NOV-93	01-DEC-93	12	\$320	\$12.80
INV4	24-NOV-93	01-DEC-93	7	\$175	\$4.08

Receivables lets you define different finance charges interest rates and maximum amounts of finance charges per invoice for different currencies in the Customer Profile Classes window.

If the calculated finance charge amount for an invoice is greater than the maximum interest amount per invoice in currency Y which you have specified in the customer's site level credit profile for customer site A, then Receivables uses the maximum interest amount rather than the calculated amount as the amount of the finance charges assessed on this invoice for this statement submission.

For each currency, you can also define the minimum customer balance for finance charges as well as the minimum invoice balance for finance charges:

- Receivables does not calculate finance charges on past due items in currency Y for customer site A if the customer's balance at this site is less than the amount you specified for the Minimum Customer Balance for Finance Charges in currency Y in the customer profile for site A.
- Similarly, Receivables does not assess finance charges on invoices in currency Y from customer site A which are past due if their respective balances are less than the amount that you specified for the Minimum Invoice Balance for Finance Charges in the customer profile for site A.

**Note:** The scenarios above assume that no dunning site exists. If you define a dunning site, however, then you must set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes if you want Receivables to use the profile amounts defined at the dunning site level. Otherwise, when a dunning site exists for a customer, Receivables uses the profile amounts defined at the customer level to calculate finance charges.

Receivables computes and prints a transaction record of your finance charges for a customer from the last time that you created a statement for this customer on which finance charges appeared.

For example, you do not create a statement for customer site A for one month. The following month, when you create a statement that includes finance charges for customer site A, Receivables calculates and prints a transaction line with finance charges for two months.

If you have never assessed finance charges on an invoice associated with customer site A, then Receivables calculates finance charges using the item's due date and the number of receipt grace days that you specified for the credit profile of customer site A.

If you backdate an invoice, and the due date is prior to the last finance charge date, then Receivables calculates finance charges starting from the last date finance charges were calculated for the customer, and not from the due date of the invoice. For example, finance charges were last calculated on April 30. After April 30, you create Invoice-101 with a backdated creation date of April 10 and a due date on April 15. When finance charges are calculated on May 31, Receivables calculates finance charges for this invoice from April 30.

If you calculate finance charges for a debit item that you entered in a foreign currency, then Receivables uses the exchange rate that was entered for the debit item against which the charges are calculated.

## Related Topics

Preparing Receivables for Accruing and Compounding Finance Charges, page 8-43

Setting Up Receivables to Calculate Finance Charges, page 8-43

## Currencies Without Rates

If you do not assign an interest rate to a currency in the Customer Profile Classes window, Receivables does not calculate finance charges for past due items in that currency. For example, a customer does business in two currencies, USD and UKS and

both currencies have a past due balance, but no rate is assigned to either the site or customer level profile for UKS. Finance charges were last calculated on June 30, 1993 and you now calculate finance charges on July 31, 1993. Receivables calculates finance charges for USD, but not for UKS for the period of July 1, 1993 to July 31, 1993. Now you assign a rate to UKS and calculate finance charges as of August 31, 1993. Receivables calculates finance charges from August 1, 1993 to August 31, 1993 for both USD and UKS. The period from July 1, 1993 to July 31, 1993 for UKS will not be included in the finance charge calculation.

## Related Topics

Defining Customer Profile Classes, page 7-53

Defining Currencies, *Oracle General Ledger User Guide*

Accruing Finance Charges, page 8-41

## Accruing Finance Charges

To accrue finance charges for past due debit items, set Accrue Interest to Yes in the System Options window. Receivables updates and increases the remaining amount due of each debit item assessed finance charges by the amount of the newly calculated finance charges.

If Accrue Interest is No but the Charge Interest option for this customer's profile class is set to Yes, Receivables prints finance charges on statements for the customers and customer sites for which you have chosen to charge interest and that are included in this statement submission. However, Receivables does not update the balance due of these debit items in the Transactions or Collections windows.

Use the following example to understand how Receivables accrues finance charges:

### Example:

Invoice = \$1000

Due Date = 01-OCT-93

Interest Rate = 1%

Days in Period = 30

Accrue Interest = Yes

You run the statements or dunning program to calculate finance charges on 31-OCT-93 and get the following results:

**.01/30 \* \$1000 \* 30 = \$10**

As of 31-OCT-93 you have:

- \$10 finance charges (02-OCT to 31-OCT), plus or minus
- \$1000 invoice, equals
- \$1010\*

\* Since you are accruing finance charges, the amount of the finance charge is added to the amount due balance.

## Related Topics

Preparing Receivables for Accruing and Compounding Finance Charges, page 8-43

Compounding Finance Charges, page 8-42

## Compounding Finance Charges

Receivables lets you compound the interest that you charge for past due items. If you compound interest, Receivables includes the finance charges that you have previously assessed when calculating finance charges on the outstanding balances of past due items.

To compound finance charges on past due debit items for a specific customer:

- set Compound Interest to Yes in the Profile:Document Printing tabbed region of the Customers window

To compound finance charges on past due debit items for a specific customer site:

- set Compound Interest to Yes in the Profile:Document Printing tabbed region of the Customer Addresses window

Use the following example to understand how Receivables compounds interest:

### Example:

Invoice = \$1000

Due Date = 01-OCT-93

Interest Rate = 1%

Days in Period = 30

Accrue Interest = Yes

Compound Interest = Yes

You run the statements or dunning program to calculate finance charges on 31-OCT-93 and get the following results:

$$.01/30 * \$1000 * 30 = \$10$$

As of 31-OCT-93 you have:

- \$10 finance charges (02-OCT to 31-OCT), plus or minus
- \$1000 invoice, equals
- \$1010

You run the print statements or dunning letter generate program again on 30-NOV-93 and get the following results:

$$.01/30 * \$1010 * 30 = \$10.10 \text{ finance charges}$$

\* Since you are compounding finance charges, interest from 01-NOV to 30-NOV is calculated on \$1100 i.e. the balance including any previous finance charges.

As of 31-OCT-93 you have:

- \$10 finance charges (02-OCT to 31-OCT), plus
- \$10.10 finance charges (01-NOV to 30-NOV), plus or minus
- \$1000 invoice, equals



- \$1020.10

**Note:** If Compound Interest had been set to No, finance charges would have been calculated on 1,000 only. If accrue interest had been set to No, then again finance charges would have been calculated on 1,000.

## Related Topics

Accruing Finance Charges, page 8-41

Preparing Receivables for Accruing and Compounding Finance Charges, page 8-43

## Preparing Receivables for Accruing and Compounding Finance Charges

Use the following table to help you determine what information is required when you want to calculate, compound, or accrue finance charges.

Action	Charge Interest (Profile Class)	Days in Period (Profile Class)	Currency (Profile Class)	Rate (Profile Class)	Compound (Profile Class)	Accrue Interest (System Options)
Calculate Finance Charges	Yes	Value Required	Value Required	Value Required per currency		
Compound Interest	Yes	Value Required	Value Required	Value Required per currency	Yes	Yes
Accrue Interest	Yes	Value Required	Value Required	Value Required per currency	Yes/No	Yes

In general, site level profiles always take precedence over customer level profiles. An exception is the behavior of statement site and dunning site profiles. If a statement site or dunning site exists for a customer, then Receivables uses the statement and dunning profile amounts defined at the customer level *unless* you set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes.

## Related Topics

Setting Up Receivables to Calculate Finance Charges, page 8-43

Overview of Receivables User Profile Options, page B-2

## Setting Up Receivables to Calculate Finance Charges

Receivables displays finance charges on your statements and dunning letters to inform your customers of additional charges incurred for past due debit items. You can specify different interest rates and finance charge limits for each currency when you define your customer's profile classes. Receivables also lets you determine whether to accrue finance charges or include disputed items when calculating finance charges.

Receivables uses the following formula to calculate finance charges:

**Finance Charges = (Interest Rate / Days in Period) \* Number of Days Late \* Remaining Amount**

Receivables performs the following when determining which debit items should be assessed finance charges and the total past due amount:

- Sums up all of the unapplied and on-account amounts of the customer's receipts, as well as the unapplied amount of their credit memos which have receipt dates and transaction dates that are before the current date.
- Selects a debit item for finance charges if it is open and past due, and the number of days that it is late is greater than the number of Receipt Grace Days specified in the credit profile of the customer or customer location associated with the debit item.
- Matches the total credit amount to the debit items, starting with the oldest debit item, until the entire credit amount is used. If there are still open, past due debit items remaining, Receivables calculates finance charges for these remaining items. If there are no open, past due debit items remaining, or a credit balance exists, Receivables does not calculate finance charges.

#### **Prerequisites**

- Define receivables activity of type 'Finance Charges', page 2-116
- Define dunning letters, page 2-72
- Specify finance charges, grace days, and disputed items for your dunning letter sets, page 2-76
- Define messages for your statements in the Standard Messages window, page 2-127

#### **To set up Receivables to calculate finance charges:**

1. Choose to calculate finance charges. To calculate finance charges for customers assigned to a profile class, check the Charge Interest box and enter an amount of Receipt Grace Days in the Customer Profile Classes window. See: Defining Customer Profile Classes, page 7-53.
2. Decide whether to compound interest. To compound interest for customers assigned to a specific profile class, check the Compound Interest box and enter the number of Days in Period in the Customer Profile Classes window. See: Defining Customer Profile Classes, page 7-53.
3. Assign an interest rate to each currency defined in your system. Assign an interest rate for each currency and enter a minimum customer balance and a minimum invoice balance for finance charges. If you do not assign an interest rate to a currency, Receivables will not calculate finance charges for past due items in that currency. See: Defining Customer Profile Classes, page 7-53.
4. Decide whether to accrue finance charges. To accrue interest, check the Accrue Interest box in the System Options window. Receivables will update and increase the remaining amount due of each debit item assessed finance charges by the amount of the newly calculated finance charges. See: Defining Receivables System Options, page 2-129.
5. Decide whether to exclude specific items from finance charges. You can exclude a debit item from finance charges by setting the Finance Charges field to No in the Transactions window. You can exclude an item from finance charges when entering a new or updating an existing transaction. See: Entering Transactions, page 3-2.

## Calculating Finance Charges When Printing Dunning Letters

When defining your Dunning Letter sets, choose whether to use grace days, calculate finance charges, and calculate finance charges on disputed items. Define these parameters in the Dunning Letter Sets window by checking or unchecking the appropriate boxes. See: Creating Dunning Letter Sets, page 2-76.

**Note:** The Include Unapplied Receipts check box in the Dunning Letter Sets window only affects whether these receipts are actually printed on your dunning letters. Unapplied and on-account receipts are always included before finance charges are calculated.

## Calculating Finance Charges When Printing Statements

- Check the Calculate Finance Charges box. See: Printing Statements, page 8-49.
- To calculate finance charges for disputed items, check the Charge Finance on Disputed Items box. You can mark an item In Dispute in either the Transaction or the Customer Calls window. See: Placing an Item In Dispute, page 8-17.

## Related Topics

Printing Statements, page 8-49

Printing Dunning Letters, page 8-35

Calculating Finance Charges, page 8-37

## Statements

Print statements to provide your customers with a complete record of their invoice, debit memo, chargeback, deposit, receipt, on-account credit, credit memo, and adjustment activity for a specific period.

You can produce statements that differentiate between bill-to sites for a customer's outstanding items. If you do not define a statement site for a customer, Receivables produces statements for each of the customer's bill-to sites. Each of these bill-to site statements include transactions that are specific to that site. You can define statement and bill-to business purposes for your customer addresses using the Customers windows. See: Assigning a Business Purpose to a Customer Address, page 7-35.

**Note:** You can also use Consolidated Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Consolidated Billing, page 3-255.

**Important:** When you print statements for all of a particular customer's locations, (by entering the customer name, but leaving the location blank), you must select a single language for the entire print run. If, however, you enter a specific customer's name and select a specific location, Receivables *automatically* selects the correct language in which to print the statements. Note that if you are printing statements for *all* customers, you do not select the language in which the statements are generated: Receivables automatically prints them in the correct language as specified for each of your customer's statement locations.

## Receipt Bill-To Sites

All Receivables receipt entry windows let you specify a customer location on your receipt. If you have specified a location on your receipt, Receivables prints this location on the statement.

## On-Account and Unapplied Receipts

If there are on-account or unapplied receipts that are not associated with a specific customer location, Receivables summarizes these receipts as credits on consolidated statements that you produce by defining a statement site. Receivables prints these receipts on a separate page of a customer's consolidated statement before a summarized listing of subtotals for each of this customer's bill-to sites.

If a customer has on-account and unapplied receipts that are not associated with a specific customer location and you have not created a statement site for this customer, Receivables does not include these receipts on any of the bill-to site statements for this customer.

## Statement Sites

If you define a statement site for your customer, Receivables generates a single, consolidated statement of all of this customer's transactions and sends the statement to this site. If you have not defined a statement site for a customer, Receivables creates statements for each of the customer's sites that has:

- A Bill-To business purpose
- The Send Statements parameter set to Yes for this profile class

See: Defining a Statement Site, page 8-48.

## Statement Cycles

Use statement cycles to determine when to send statements to your customers. You assign these cycles to your customer and site level profiles. Receivables lets you generate statements for all customers associated with a specific statement cycle.

If you define a statement site for a customer, Receivables uses the statement cycle defined in the customer profile to determine when statements should be sent. If you have not defined a statement site, Receivables uses the statement cycle defined in the customer's site level profile to determine when statements should be sent to each site.

Receivables includes all activity from the last time you printed a statement for this customer to the current statement date, even if this customer's statement cycle is set up to skip printing on one or more statement dates. Receivables will also include open debit items from prior periods in the statement. For example:

Today's Date: 03-SEP-97

Statement Date: 01-SEP-97

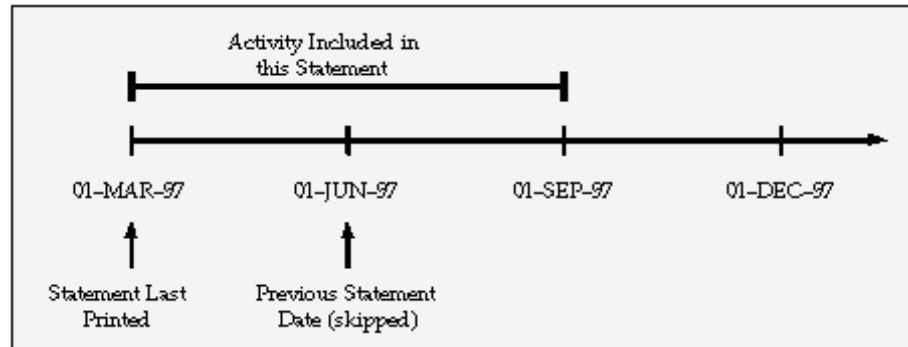
Previous Statement Date: 01-JUN-97 (skipped)

Statement Cycle: Quarterly

The activity included in this statement spans the date the statement was last printed of 01-MAR-97 to the current statement date of 01-SEP-97. The previous statement dated

01-JUN-97 had been skipped, so the activity for that period now shows on the current statement. The following illustration shows the activity that is included in this statement:

#### Statement Cycles



This table illustrates which invoices would be included in the example statement:

Invoice Creation Date	Included in Statement?
Invoice Date: 30-FEB-97	No, unless it is either still open or was closed between 01-MAR-97 and 31-AUG-97
Invoice Date: 30-AUG-97	Yes, because the invoice date is between the date the statement was last printed and the statement date
Invoice Date: 02-SEP-97	No, because the invoice date is later than the statement date

See: Statement Cycles, page 2-128.

## Credit Profiles

Receivables lets you define credit profiles for each customer and each of their bill-to locations using the Customer Profile Classes window. Profile classes let you choose whether to send statements to customers using this profile class and, if so, lets you specify:

- A statement cycle
- A minimum statement amount by currency
- Whether to send a statement to customers if they have a credit balance

**Note:** When you print statements for a customer who has a statement site defined, Receivables uses the statement profile amounts defined at the customer level unless you set the AR: Use Statement Site & Dunning Site Profiles profile option to Yes.

See: Defining Customer Profile Classes, page 7-53.

## Statement Setup

Before you can print statements for your customers, you need to define the following:

- Statement cycles, page 2-128
- Standard messages, page 2-127
- Statement aging buckets, page 2-26
- Customer profile classes, page 7-53

## Related Topics

Printing Statements, page 8-49

Defining a Statement Site, page 8-48

Cross Site and Cross Customer Receipts, page 8-51

Sample Statement, page 8-52

Statements (print parameters and column headings), page 11-119

## Defining a Statement Site

Receivables lets you define a *statement site* to better manage customers with multiple bill-to sites. By defining a statement site, you can send your customer a single, consolidated statement for all of their bill-to sites, rather than a statement for each site. You can only define one active statement site use per customer.

If you have defined an active statement site for your customer, Receivables still lets you enter different options for the site level credit profile. However, Receivables ensures that the statement cycles are still all the same by using the statement cycle assigned to the customer level profile.

**Note:** To use the site level credit profile amounts instead of the customer level profile, set the AR: Use Statement Site & Dunning Site Profiles to Yes.

To create a statement site, assign the business purpose Statements to a customer's address. See: Assigning a Business Purpose to a Customer Address, page 7-35.

**Tip:** You can use statement sites to assess finance charges even if you do not want to send statements to the customer. To do this, set the Send Statements profile option to No for the site level credit profile of a customer with a statement site but set Calculate Finance Charges to Yes for this same site. In this case, Receivables does not create statements for this bill-to site, but will calculate finance charges when you run statements for the statement cycle assigned to the customer level profile.

## Statements for a Customer Without a Statement Site

If you have not defined a statement site for a customer that is included in a print statements submission, Receivables generates statements for each of this customer's bill-to sites that have the Send Statement option set to Yes.

## Related Topics

Cross Site and Cross Customer Receipts, page 8-51

Defining Customer Profile Classes, page 7-53

## Printing Statements

Receivables lets you generate statements that are specific to individual customer billing locations. A statement will indicate if the location of an included transaction differs from the billing location by putting a note on the line following the transaction.

For more information, see: Statements, page 8-45.

### Prerequisites

- Define statement cycles, page 2-128
- Define standard messages, page 2-127
- Define aging buckets, page 2-26
- Define customer profile classes, page 7-53

### To print statements:

1. Navigate to the Print Statements window.
2. Enter a print Option. Choose from the following:

**Print Statements:** Print statements for either a specific customer, customer site, or all of the customers and customer locations that have the statement cycle that you specify in their credit profiles. This option includes activity from the last statement date to the current statement date.

**Print A Draft Statement:** Print a draft statement for a customer or site to review before sending it to this customer. When printing draft statements, Receivables will not calculate new finance charges. However, the draft statement will include finance charges that were calculated from previous statement requests.

**Reprint Statements:** Reprint any statements that you have previously printed.

3. Enter the aging Bucket to use. You can only select active aging buckets that have a type of 'Statement Aging.' See: Aging Buckets, page 2-26.
4. Enter the Customer name or Number and the billing Location for this submission.

If you do not select a customer, then:

- Receivables will print statements for *all* customers for the statement cycle that you specify, and
- You cannot enter a value for either the Transaction Type or Primary Salesperson parameter.

**Tip:** To print statements for *all* customers by transaction type or by salesperson, submit a subsequent request using the Reprint Statements option. To conserve paper, do not send the first request to a printer.

5. Enter a statement Cycle. The default is the cycle you specified in this customer's profile class. See: Customer Profile Classes, page 7-53.

6. If you are printing a draft statement, enter an As of Date. This date determines the transactions to include in your draft statement. The default is today's date.
7. Enter the Statement Date for this submission. If you assess finance charges, Receivables uses this date to determine the finance charges on debit items that your statement includes. When you enter a statement cycle, the default statement date is the next available statement date for this cycle. You can choose another date from the list of values.

**Note:** Statement dates that you defined but chose to skip will not appear in the list of values. See: Statement Cycles, page 2-128.

8. To include only specific transactions in this statement, enter a Transaction Type.  
This field is not enabled when printing statements for all customers for a specific statement cycle.

**Note:** All On-Account and Unapplied receipts appear on the statement that you print. Since On-Account and Unapplied receipts are not linked to any transactions, they cannot be excluded from the statement because of transaction type.

9. To include only transactions assigned to a specific salesperson, enter a Primary Salesperson.  
This field is not enabled when printing statements for all customers for a specific statement cycle.
10. To calculate finance charges on items included in this submission, check the Calculate Finance Charges box.
11. If you checked the Calculate Finance Charges box and you want to calculate finance charges for items in dispute, check the Charge Finance on Disputed Items box.
12. To use the bitmapped, graphical version of Oracle Reports 2.0 to print your statement, check the Bitmapped box.
13. To print a standard message on your statement, enter the Name of the standard message, or select from the list of values. You can only select messages that have start and end date ranges that include the current date.
14. Save your work. Receivables assigns this submission a unique Request ID. You can use this number to check the status of your request in the Requests window.

**Note:** Receivables creates your statement output file and requires that you send this file to your printer using your operating system's landscape print command. When you send this file to your printer, Receivables prints one sample page of Xs to show you how your statement will print. This lets you make any necessary adjustments before you start printing your statements.

## Related Topics

Statements (overview), page 8-45

Sample Statement, page 8-52

Calculating Finance Charges, page 8-37



Statements (print parameters and column headings), page 11-119

Consolidated Billing, page 3-255

## Cross Site and Cross Customer Receipts

Receivables lets you accurately record and report on receipts that you have applied across customers and customer sites.

Receivables displays each cross customer or cross site receipt on the statement of the customer or customer site associated with the invoice to which you applied this receipt, as well as on the statement of the customer or customer site that owns the receipt.

The Reference column on your statement includes the amount of each receipt while the corresponding Transaction column displays the amount of each receipt that you applied to a specific invoice.

Receipts that have cross site or cross customer applications will be reported on statements after the On-Account and Unapplied receipts. These entries display the amount applied to transactions of other sites in the Transaction Amount column and have no effect on the balance of the statement.

In the example below, two sites - SF and CA - pay each others invoices. Every receipt is recorded against the invoice to which it is applied. It is also reported on the statement of the site that owns the receipt as a cross site entry with the amount applied to the other site displayed as the transaction amount. If the receipt is not fully applied, the portion not applied will be entered as an unapplied receipt.

### Primary Salesperson

#### SF Site

This table illustrates the statement that the SF site receives:

Invoice	Transaction	Reference	Location	Transaction Amount	Amount
Inv 1	Invoice		SF	200.00	
Inv 1	Payment	check p1 200.00	CA	-150.00	50.00
Inv 5	Invoice		SF	1200.00	
Inv 5	Payment	check p5 700.00	SF	-600.00	
Inv 5	Payment	check p6 600.00	CA	-600.00	0.00
Unapplied	Payment	check p2 500.00	SF	-100.00	
Unapplied	Payment	check p5 700.00	SF	-100.00	-200.00
Cross Rcpt	Payment	check p2 500.00	SF	400.00	
Cross Rcpt	Payment	check p3 500.00	SF	500.00	
Cross Rcpt	Payment	check p4 100.00	SF	100.00	

#### CA Site

This table illustrates the statement that the CA site receives:

Invoice	Transaction	Reference	Location	Transaction Amount	Amount
Inv 2	Invoice		CA	500.00	
Inv 2	Payment	check p2 500.00	SF	-400.00	100.00
Inv 3	Invoice		CA	600.00	
Inv 3	Payment	check p3 500.00	SF	-500.00	
Inv 3	Payment	check p4 100.00	SF	-100.00	0.00
Unapplied	Payment	check p1 200.00	CA	-50.00	-50.00
Cross Rcpt	Payment	check p1 200.00	CA	150.00	
Cross Rcpt	Payment	check p6 600.00	CA	600.00	0.00

## Related Topics

Sample Statement, page 8-52

## Sample Statement

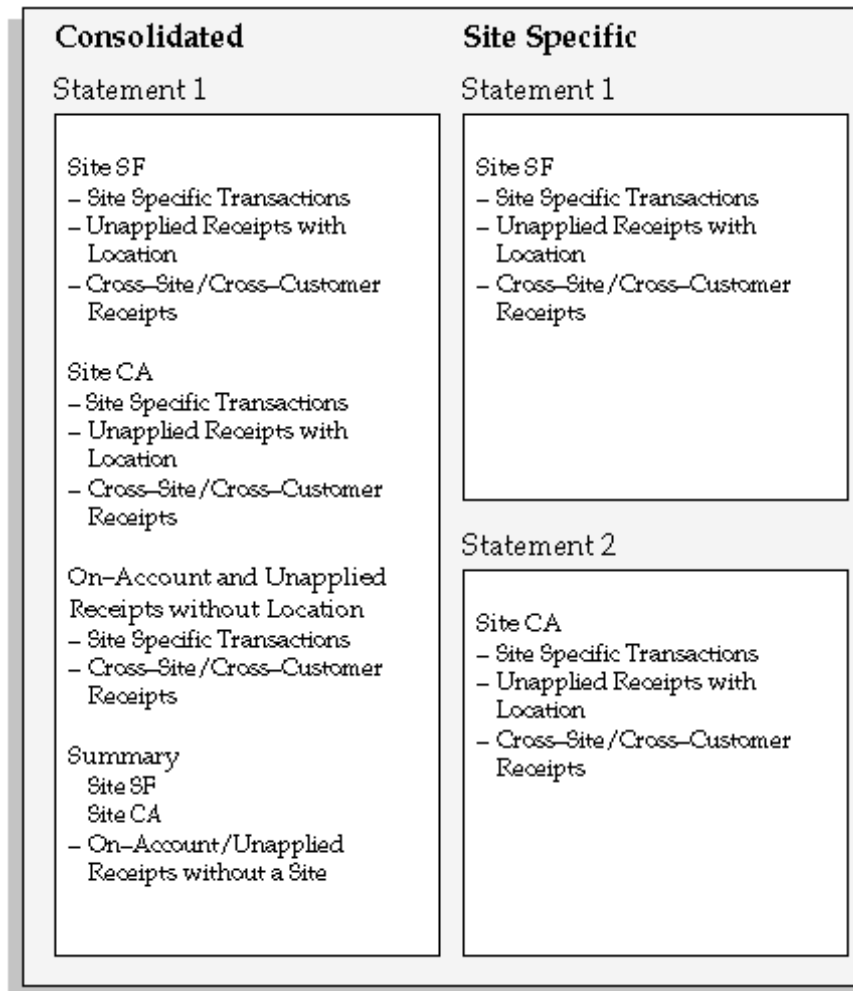
If you have defined a statement site for your customer, Receivables will create one consolidated statement for the statement site, rather than creating a separate, site-specific statement for each bill-to site. Receivables subdivides each customer's consolidated statement to show subtotals for each of the customer's bill-to sites. Receivables then sorts each of these subtotals by currency. This consolidated statement contains a summary page at the end of the report with summarized subtotals by currency for each of a customer's bill-to sites. If there are any on-account or unapplied receipts with no location, they will be printed on a separate sheet before the summary page.

If you did not define a statement site, Receivables will print a separate statement for each bill-to site that shows all the transactions relating to that site, subtotaled by currency. On-Account or Unapplied receipts with no location will not appear on any of the statements.

In both cases, cross site and cross customer receipts will be displayed below the unapplied receipts for each bill-to site.

The following diagram shows the differences between a consolidated statement for two bill-to sites (SF and CA) and site-specific statements for these two sites.

### Statement Cycles



For a text description of this graphic, see: Text Description of the Statement Cycles Graphic, page K-10.

### Related Topics

Printing Statements, page 8-49

Statements (print parameters and column headings), page 11-119

Cross Site and Cross Customer Receipts, page 8-51



---

# Accounting for Receivables

This chapter covers the following topics:

- Posting
- Opening and Closing Accounting Periods
- Reconciling Receivables
- Using Cash Basis Accounting
- Viewing Accounting Lines
- Viewing MRC Details for a Transaction
- Accounting for Transactions
- Technical Perspective: Transactions

## Posting

To initiate the transfer of Receivables accounting information to your general ledger, run General Ledger Interface. General Ledger Interface transfers data about your adjustments, chargebacks, credit memos, commitments, debit memos, invoices, and receipts to the GL\_INTERFACE table and optionally creates unposted journal entry batches in Oracle General Ledger. After running General Ledger Interface, submit the Post Journals program from Oracle General Ledger to update your account balances.

## Reconcile Customer Balances

To internally reconcile your outstanding account balances before running General Ledger Interface, use standard Oracle Receivables reports. For more information, see: Reconciling Receivables, page 9-9.

## Posting Profile Option

The profile option AR: GL Transfer Balance Test determines whether General Ledger Interface rejects debit and credit balances that are not equal before posting them to the general ledger.

If this profile option is set to Yes, Receivables rejects unbalanced debits and credits before posting to the general ledger. These rejected unbalanced debits and credits are listed in the Unposted Items report. If this profile option is set to No, Receivables does not reject unbalanced debits and credits before posting them to the general ledger.

## Posting Detail

The General Ledger Interface Posting Detail parameter enables you to transfer data within each General Ledger category in either Detail or Summary format.

General Ledger categories include:

- Adjustments
- Chargebacks
- Credit Memos
- Debit Memos
- Miscellaneous Receipts
- Sales Invoices
- Trade Receipts

To show all journal entry lines for transactions against each Accounting Flexfield within a General Ledger category, choose to transfer information in Detail.

To show only the *totals* for transactions against each Accounting Flexfield within a category, choose to transfer data in Summary.

## Posting Reports

When you run General Ledger Interface, the program automatically generates the Posting Execution report. This report shows summary information about transactions that are successfully transferred to the GL\_INTERFACE table.

General Ledger Interface also creates the Unposted Items report if items are not transferred to the interface table for the GL date range specified. This report shows all items that General Ledger Interface could not transfer because they are out of balance. Receivables rejects unbalanced debits and credits if the profile option AR: GL Transfer Balance Test is set to Yes.

The Unposted Items report also displays transactions that were not transferred to the interface table due to invalid accounting. You must correct invalid accounts in Receivables before you can transfer those transactions to the general ledger.

See: Unposted Items Report, page 11-135 and Correcting Invalid Accounts, page 9-6.

## Journal Import

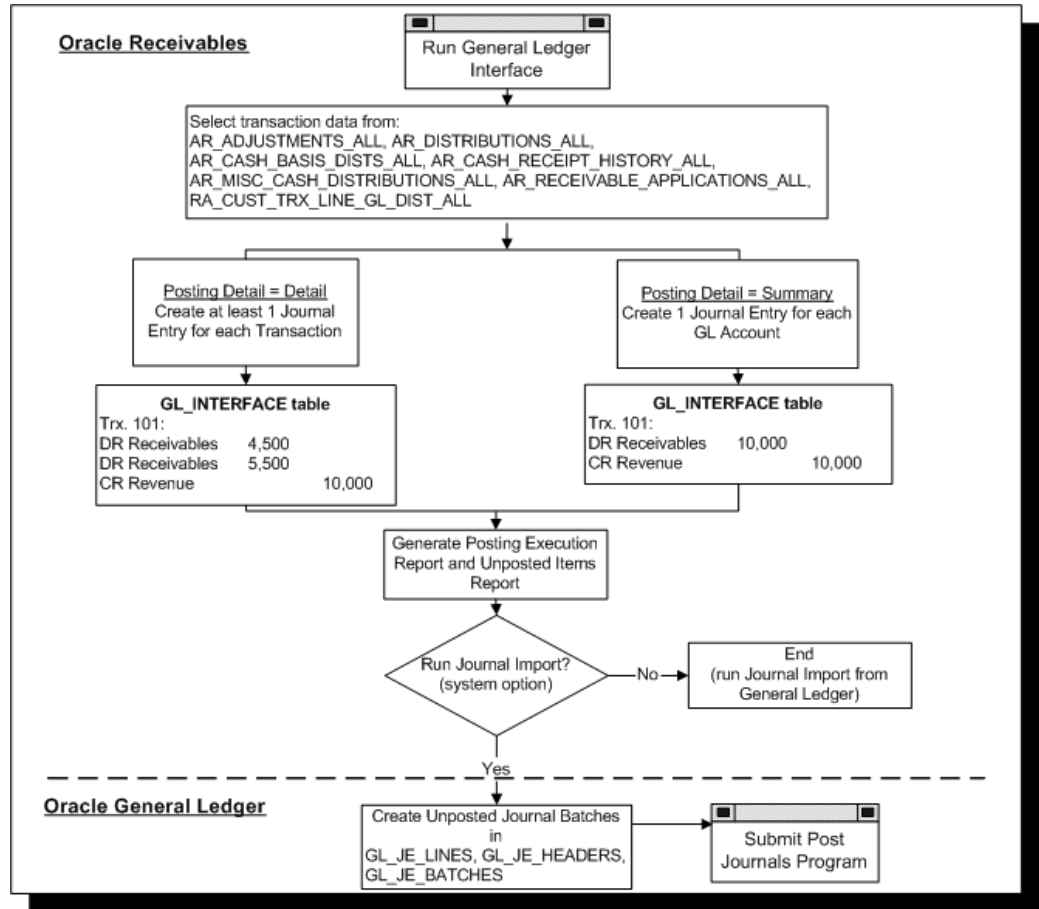
The Journal Import program transfers data from the Receivables GL\_INTERFACE table and creates unposted journal entry batches in the Oracle General Ledger tables GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

- To run Journal Import when you submit General Ledger Interface, set Run Journal Import to Yes.
- To run Journal Import from Oracle General Ledger, set Run Journal Import to No when you submit General Ledger Interface.

After you run Journal Import, use Oracle General Ledger to post the journal entries and update your account balances. See: Posting Journal Batches, *Oracle General Ledger User Guide*.

The following figure shows how General Ledger Interface transfers information to the GL\_INTERFACE table.

### General Ledger Interface



For a text description of this graphic, see: Text Description of the General Ledger Interface Graphic, page K-11.

For information about the tables used by General Ledger Interface and Journal Import, see: *Oracle E-Business Suite Electronic Technical Reference Manual (eTRM)* on OracleMetaLink.

### Related Topics

- Running General Ledger Interface, page 9-4
- Posting Execution Report, page 9-7
- Recognizing Revenue, page 3-25
- Reconciling Receivables, page 9-9

## Running General Ledger Interface

Run the General Ledger Interface program to transfer Receivables transaction accounting distributions to the general ledger interface table (GL\_INTERFACE) and create either detailed or summarized journal batches. Receivables lets you create unposted journal entries in your general ledger when you run General Ledger Interface, or, if you have Oracle General Ledger installed, by running Journal Import from Oracle General Ledger. You then post journal batches in Oracle General Ledger to update your account balances.

**Note:** If you do not have Oracle General Ledger installed, you can use your feeder system to import data from the GL\_INTERFACE table.

You determine which transactions to transfer by specifying a General Ledger date range when you submit General Ledger Interface. You specify the General Ledger date that Receivables uses to select transactions for posting when you create each transaction. You can transfer your transactions to your general ledger as often as you like within an accounting period.

Before you run the General Ledger Interface program, generate the Intercompany Invoice report to see a list of all transactions for which the receivables and revenue accounts have different company segments. You can also generate the Intercompany Receipts report to review payments that were sent from one company and applied to another company, but have not yet posted.

When you run General Ledger Interface, Receivables transfers transaction data into the GL\_INTERFACE table and generates the Posting Execution Report. Use this report to see which transactions make up your entries to the general ledger.

**Note:** Whenever you run the General Ledger Interface program, Receivables first runs both the standard Revenue Recognition program as well as the Revenue Contingency Analyzer.

If the Revenue Recognition program cannot successfully create the accounting for one transaction, then Receivables will transfer all transactions in the submission, except for the bad transaction, to the general ledger. See: Recognizing Revenue, page 3-25.

Transactions with invalid accounting do not transfer to the interface table. You must correct invalid accounts in Receivables before you can transfer those transactions to the general ledger.

See: Correcting Invalid Accounts, page 9-6.

## Transferring Data from Your MRC Reporting Sets of Books

If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, then run the General Ledger Interface program only once for your primary set of books.

A single submission from your primary set of books automatically submits separate GL transfers for each active reporting set of books.

If a problem occurs with a transfer from a reporting set of books, then Receivables indicates in the Requests window that a problem occurred for that particular transfer.



After you fix the problem, run the General Ledger Interface program again from your primary set of books to post the remaining items in the reporting set of books to the general ledger.

#### Prerequisites

- Define your accounting calendar, *Oracle General Ledger User Guide*
- Define your accounting periods, *Oracle General Ledger User Guide*
- Set the status of your accounting period to 'Open', page 9-8
- Define your accounting method, page 2-129
- Run the Intercompany Invoice Report, page 11-77
- Run the Intercompany Receipts Report (optional), page 11-78

#### To run the General Ledger Interface program:

1. Navigate to the Run General Ledger Interface window.
2. Choose a Posting Detail of Summary or Detail.

This controls how Receivables creates journal entries for your transactions in the interface table.

- If you select *Detail*, then the General Ledger Interface program creates at least one journal entry in the interface table for each transaction in your posting submission.
- If you select *Summary*, then the program creates one journal entry for each general ledger account.

**Note:** If you set Run Journal Import to No (in step 5, page 9-5), then Receivables will not transfer journal entries from the interface table to General Ledger.

To complete the AR to GL transfer process, switch to the General Ledger responsibility and manually submit the Run Journal Import program. The value that you specify in GL for Create Summary Journals must match the Posting Detail that you select here.

For example, if you select *Summary* for Posting Detail in Receivables, then you must set Create Summary Journals to *Yes* in GL. For more information, see: Importing Journals, *Oracle General Ledger User Guide*.

3. Enter the GL Posted Date for this submission. The default is the current date, but you can change it. Receivables updates all of the posted transactions that you transfer to your general ledger or the general ledger interface area with the GL posted date you enter.
4. Enter the range of GL Dates for your submission. The dates must be within both an open receivables period and an open or future General Ledger period. When you enter a start date, the default GL end date is the last day of the period that you entered for the GL start date.
5. Choose whether to Run Journal Import. If you choose Yes, Receivables creates journal batches in your general ledger when your posting submission has completed. If you enter No, Receivables creates batches of your transaction records

in the journal import interface area. The default is the value you entered for the Automatic Journal Import option in the System Options window.

**Note:** If you are using Oracle General Ledger, use the General Ledger Journal Import program to transfer these records from the journal import interface area into your general ledger as batches of journal entries. Use the Journal Entries Report to review either summary or detailed information about the transactions that make up your general ledger journal entries.

6. Save your work. Receivables displays the Request ID number for your concurrent process. Use this number to view the status of your request in the Requests window.

Receivables also creates the Posting Execution Report. Use this report to see a summary of transactions that are imported into the GL\_INTERFACE table. See: Posting Execution Report, page 9-7. Transactions that failed validation appear in the Unposted Items Report. See: Unposted Items Report, page 11-135.

## Related Topics

Recognizing Revenue, page 3-25

Intercompany Invoice Report, page 11-77

Monitoring Requests, *Oracle Applications User Guide*

Intercompany Receipts Report, page 11-78

Invoice Exception Report, page 11-78

## Correcting Invalid Accounts

When you submit the General Ledger Interface program, the program identifies transactions in the requested transfer that contain invalid accounts. Invalid accounts are accounts that are either obsolete or not valid in Oracle General Ledger.

Transactions with invalid accounting do not transfer to the interface table. You must correct invalid accounts in Receivables before you can transfer those transactions to the general ledger.

A failure in the GL Interface program automatically generates the Unposted Items report. Use the Unposted Items report to identify the accounts that you need to modify.

Next, use the Correct Invalid GL Accounts window to view and modify invalid accounts. This window includes both Summary and Detailed options for account correction.

- **Summary window** - Displays all unique invalid accounts that were identified in the most recent submission of the GL Interface program.

Invalid accounts are sorted first by line type, then by category.

Use this window if you want to update *all* transactions that utilized an invalid account for a specific combination of line type and category during the most recent transfer.

**Note:** Select the Include Future Distributions check box to correct all future-dated unposted distributions for rule-based transactions that use invalid GL accounts. Distributions are corrected even if they fall

beyond the date range specified for the GL Interface program. This saves you from having to correct the same invalid GL account on subsequent GL Interface program submissions.

This check box is unavailable for the Details window.

After you supply valid accounts and confirm your corrections, a concurrent program updates the invalid accounts and removes the related rows from the Correct Invalid GL Accounts window.

Note that the Valid GL Account field is optional, so you can selectively update invalid accounts and confirm your corrections in batches, if necessary.

- **Detail window** - Displays all transactions that failed, for a single invalid account, during the most recent transfer.

Use this window if you want to update only certain transactions that utilized an invalid account. You can select multiple rows to correct multiple transactions at one time.

Navigate to the Detail window by selecting a row in the Summary view, and clicking either Details or the row selector. The Detail window is a folder window.

To identify items with invalid GL accounts that have *not yet* posted, run the Unposted Items report as a standalone request. However, to correct these accounts, first run the General Ledger Interface program and then use the Correct Invalid GL Accounts window.

**Tip:** You should correct invalid accounts after each submission of the GL Interface program, because with each new submission of the GL Interface program, Receivables refreshes data in the Correct Invalid GL Accounts window.

**Important:** If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, then do not use the Correct Invalid GL Accounts window to correct invalid *rounding* accounts. Instead, contact Oracle Support Services for assistance.

## Posting Execution Report

Use this report to view a summary of all transactions by category and currency that make up your entries to your general ledger. Receivables automatically generates this report when you run General Ledger Interface. The sum of the entries in the General Ledger Journal Report is equal to the sum of all of the categories of transactions that your Posting Execution Report includes for the same period. See: Journal Reports, *General Ledger User Guide*.

If there are unposted items within the general ledger date range that you specify that are out of balance, Receivables prints the Unposted Items Report, and does not transfer these items to your general ledger. Receivables only prints the Unposted Items Report if you have items that you could not successfully transfer to your general ledger that are within the general ledger date range that you specify.

## Selected Headings

**Accounted Credits:** The credited amount total of all transactions within a general ledger entry category that you transfer to your general ledger in your functional currency.

**Accounted Debits:** The accounted debit amount total of all transactions within a general ledger entry category that you transfer to your general ledger in your functional currency.

**Category:** The category for each general ledger entry. Category is the type of entry that Receivables uses to transfer your transactions to your general ledger. Typical journal entry categories include adjustment, chargebacks, credit memo applications, credit memos, debit memos, sales invoices and trade receipts.

**Entered Credits:** The total credit amount of all transactions within a general ledger entry category that you transfer to your general ledger. This credit amount equals the amount of the transactions within a category that you transfer in the currency in which you entered these transactions.

**Entered Debits:** The total debit amount of all transactions within a general ledger entry category that you are transferring. This debit amount equals the amount of the transactions within a category that you transfer in the currency in which you entered these transactions.

## Related Topics

Running General Ledger Interface, page 9-4

Receivables Accounting Reports, page 11-8

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Opening and Closing Accounting Periods

Open and close accounting periods in your calendar to control the recording of accounting information for these periods. Receivables lets you open future accounting periods while your current period is still open. Receivables also lets you reopen previously closed accounting periods and enter receivables activities without transferring transactions to the general ledger when you set your accounting periods to 'Future.'

Define your receivables calendar in the Accounting Calendar window. Receivables references the statuses of these accounting periods to control transaction entry and journal entry creation to your general ledger. You cannot enter an activity in a closed accounting period.

When you close an accounting period, Receivables automatically generates the Collection Effectiveness Indicators report., page 11-45

**Note:** If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, open and close accounting periods in your primary set of books. Receivables automatically opens and closes periods in all of the associated reporting sets of books. You cannot close a period if outstanding transactions exist in your primary or associated reporting sets of books.

## Period Status

An accounting period can have one of the following statuses:

**Closed:** Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened. Receivables verifies that there are no unposted items in this period. Receivables does not let you close a period that contains unposted items.

**Close Pending:** Similar to Closed, but does not validate for Unposted items. Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.

**Note:** Before using the Close Pending status, you must run Revenue Recognition for transactions with accounting rules.

**Future:** This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.

**Not Opened:** This period has never been opened and journal entry and posting are not allowed. The Revenue Recognition program can, however, create revenue distributions in Not Opened periods, if required by an accounting rule.

**Open:** Journal entry and posting are allowed.

### Prerequisites

- Define your set of books, *Oracle General Ledger User Guide*
- Define your accounting periods, *Oracle General Ledger User Guide*
- Define your accounting calendar, *Oracle General Ledger User Guide*

## To open or close an accounting period:

1. Navigate to the Open/Close Accounting Periods window.
2. To update the status of an accounting period, place the cursor in the Status field next to that period, then enter a new status.
3. To open the next accounting period after the Latest Open Period, choose Open Next Period. Receivables changes the status of the next period to 'Open.'

## Related Topics

Entering Transactions, page 3-2

## Reconciling Receivables

Periodically, you need to reconcile the transactions in your accounts receivable system, both before and after you post to the general ledger. Oracle Receivables reduces the amount of manual reconciling activity typically required and simplifies the overall reconciliation process by:

- Providing a set of reports that let you quickly and easily view how transactional and accounting data tie together.
- Highlighting potential reconciling items whose underlying causes can be corrected, to prevent future occurrences of similar errors.

This section describes the recommended Receivables reconciliation process, which consists of two main phases:

1. **Internal reconciliation:** Reconcile the period's operational activity with Receivables accounting data, before posting to the general ledger.

See: Reconciling Subledger Details, page 9-10.

2. **External reconciliation:** After posting, reconcile subledger details with the general ledger.

See: Reconciling General Ledger Details, page 9-13.

## Related Topics

Reconciling Subledger Details, page 9-10

Reconciling General Ledger Details, page 9-13

Reconciliation Reports, page 11-10

## Reconciling Subledger Details

Reconcile the subledger internally before posting to promote a smoother transfer process from Oracle Receivables to the general ledger. This pre-posting activity also minimizes the amount of manual journal entries that might later be required in the general ledger, thus ensuring that you maintain adequate supporting detail in the subledger for future audit purposes.

Receivables provides a comprehensive set of reports to help reconcile outstanding customer balances, transactions, receipts, and account balances. Before posting to the general ledger, use these reports to research transactions and receipts and the different accounts that they affect, for a given period:

1. Use the AR Reconciliation report, page 11-26 to compare transactional data against accounting data.
2. Optionally run the Potential Reconciling Items report, page 11-97 to view suggested journal items that might potentially post to incorrect GL account types.
3. Run the Journal Entries report, page 11-81 to confirm that the actual GL accounts are correct.

The Journal Entries report shows the transaction and receipt numbers that contribute to a particular GL account. Run this report using the Detail by Account parameter to review the details that make up your general ledger journal entries. This report selects all transactions that will be posted to the general ledger (where associated transaction type has Post to GL set to Yes).

**Note:** The Journal Entries report can generate multiple reports. The 'Detail by Account' version of this report is probably most useful for reconciliation purposes.

4. Run the Aging - 7 Buckets - By Account or the Aging - 4 Buckets report to view beginning and ending customer balances. See: Aging Reports, page 11-20.
5. For a more detailed look at the period's activity, run the registers and journal reports.

Use this table to see which registers and journals to run for which type of accounting data.

<b>Accounting Data</b>	<b>Accounting Report</b>	<b>Related Transaction Report</b>
Beginning balance	Not applicable	Aging - 7 Buckets - By Account or Aging - 4 Buckets
Transactions accounting data	Sales Journal by Account (for account type of Receivables)	Transaction Register (for postable items)
Adjustments accounting data	Adjustments Journal	Adjustment Register
Not applicable	Not applicable	Invoice Exception Report (for non-postable items)
Unapplied receipts accounting data	Unapplied Receipts Journal	Unapplied and Unresolved Receipts Register
Applied receipts accounting data	Applied Receipts Journal	Applied Receipts Register
Not applicable	On-Account Credit Memo Gain and Loss Journal	Not applicable
Ending balance	Not applicable	Aging - 7 Buckets - By Account or Aging - 4 Buckets

See: Reconciliation Reports, page 11-10.

The AR Reconciliation report uses the following formula to ensure your period activity matches your receivables aging ending balance:

```

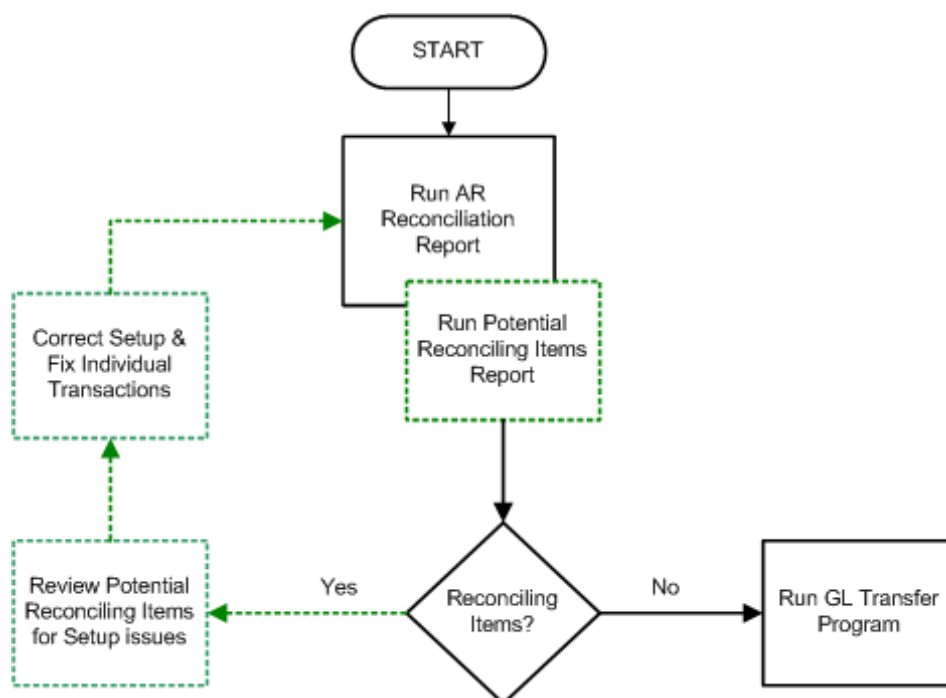
Beginning Balance
+ Transactions
+/- Adjustments
- Invoice Exceptions
- Applied Receipts
- Unapplied Receipts
+/- Credit Memo Gain/Loss
= Ending Balance

```

After identifying and correcting in Receivables those items that did not reconcile, run the General Ledger Interface program to initiate the transfer of Receivables data into the general ledger. See: Posting, page 9-1.

After posting, you are ready to reconcile the posted data. See: Reconciling General Ledger Details, page 9-13.

The following illustration describes the above internal reconciliation process.



## Related Topics

Reconciling Receipts, page 9-12

Reconciling General Ledger Details, page 9-13

Reconciling Receivables, page 9-9

Receipt Journal, page 11-101

Sales Journal by Customer, page 11-113

## Reconciling Receipts

This section describes how to use register and journal reports to reconcile receipts according to the receipt life cycle (confirmed, remitted, cleared), from a *cash* perspective. This is different from reconciling receipts from a *customer balance* perspective, which is discussed in Reconciling Subledger Details, page 9-10.

This type of reconciliation, which looks at both trade and miscellaneous receipts, does not employ the AR Reconciliation report. Instead, use the reports described in this table.

Accounting Data	Accounting Report	Related Transaction Report
total receipts (trade plus miscellaneous)	Receipt Journal	Receipt Register

- Periodically check that Receivables receipts balance by running the Receipt Journal report and the Receipt Register for the same GL Date range.
  - Use the Receipt Journal to view information about receipts that appear in your Journal Entries report. Use the Receipt Register to review a list of receipts for the date range that you specify.



- The total of the Receipt Journal should equal the total of all receipts in the Receipt Register. These reports display information about both invoice-related and miscellaneous receipts.

Submit the two reports from either the Print Accounting Reports or Submit Requests window. Select the same GL Dates for the two reports and choose a Report Mode of 'Transaction' to run the Receipt Journal. Transaction mode gives you full details of all the accounts debited or credited during the receipt creation, remittance, and clearance processes. The alternative, 'Balance' mode, gives details of the final account balance only.

2. Run the Other Receipt Applications report, page 11-91 to view details about receipt activity that do not impact customer open receivables.

Run this report to view details about activities such as receipt write-offs and credit card refund activities. (The credit memo associated with a credit card refund affects the customer open receivable balance and is displayed on the Transaction Register.)

**Note:** You can also use Oracle Cash Management to reconcile your deposits with a bank statement. See: Reconciling Bank Receipts Using Oracle Cash Management, page 6-161.

## Related Topics

Receipt Journal, page 11-101

Receipt Register, page 11-103

Reconciling General Ledger Details, page 9-13

Reconciling Receivables, page 9-9

Reconciliation Reports, page 11-10

## Reconciling General Ledger Details

After you internally reconcile Oracle Receivables data (see: Reconciling Subledger Details, page 9-10) and post to the general ledger, complete the external reconciliation process. The external reconciliation process includes two main steps:

1. Confirm that what was sent from Receivables matches what was posted in Oracle General Ledger.

Posting within Receivables consists of two stages: General Ledger transfer and Journal Import.

Run General Ledger Interface to extract transaction and receipt data from Receivables and transfer it into the General Ledger Interface table. You then run Journal Import to create your unposted journals in Oracle General Ledger. (You can run Journal Import automatically after running General Ledger Interface or separately from Oracle General Ledger.) Finally, you run a separate posting process from Oracle General Ledger to create posted journal entries. Receivables provides reporting tools to track and reconcile the posting process.

See: Reconciling the General Ledger Transfer Process, page 9-14 and Reconciling the Journal Import Process, page 9-14.

2. Confirm that all journals posted to the correct GL accounts.

See: Verifying GL Accounts, page 9-15.

## Reconciling the General Ledger Transfer Process

Follow these recommended reconciling steps:

1. General Ledger Interface produces an execution report that shows you the total debits and credits transferred from Receivables to the General Ledger interface table. Compare this report to the Journal Entries report (run in Posted status mode) and verify that they match. Use the same General Ledger date ranges for the Journal Entries report and the GL transfer.
2. When reconciling the Journal Entries report with the GL Interface Execution report, review the total untransferred items that appear on the Unposted Items report. Receivables produces this report when items cannot be transferred to the General Ledger interface table.

If some transactions cannot successfully post to the general ledger due to invalid GL accounts, then make corrections in the Receivables Correct Invalid GL Accounts window before running the posting process again. See: Correcting Invalid Accounts, page 9-6.

3. Once transactions and receipts have been transferred to the General Ledger interface table, they are considered *posted* within the Receivables subledger.

## Reconciling the Journal Import Process

Journal Import lets you create detail or summary journal entries in Oracle General Ledger. Choose the Detail option to see the transaction detail in your General Ledger. In this case, the program creates one journal line for each transaction. You can see this information when you run the Unposted Journals report from the General Ledger, or online using the Account Inquiry window in the General Ledger. Choose the Summary option if you do not want the invoice detail in your General Ledger and simply want the debits and credits summarized by account. In this case you will see one journal line for each accounting flexfield, per currency, instead of one journal line per invoice line. See: Posting, page 9-1.

Follow these recommended reconciling steps:

1. Journal Import produces an execution report that shows you the total debits and credits for the journals it created. These totals should match the totals on the Posting Execution report.

**Note:** Journal import is run by Group ID, which is equivalent to the post control ID from the General Ledger Transfer program execution report.

2. To see your journals, run the Unposted Journals report from General Ledger. The grand totals on this report should match the Journal Import Execution report. Confirm transfer dates with journal dates, in case multiple transfers occurred.

**Note:** If you choose the Detail option when you run Journal Import, the invoice and customer numbers appear in the description of your journal lines so you can easily see the invoices that affect each account.

3. Once you have run the Oracle General Ledger Post Journals program, view posted journal entries by running the General Journals report (submitted for posted journals). The grand totals on this report should match the totals on the Journal

Import Execution report. This allows a direct comparison of what was transferred by Receivables to what is posted in the general ledger. See: General Journals Report - Posted Journals, *Oracle General Ledger User Guide*.

## Report Options

Be sure to use the same General Ledger Date ranges and accounting periods when running these reports:

- Submit the above reconciliation reports from the Print Accounting Reports or the Submit Requests window.
- Submit General Ledger Interface from the Run General Ledger Interface window.
- Submit Journal Import from either the General Ledger Interface window or from Oracle General Ledger.
- Submit the Posted and Unposted Journals reports from Oracle General Ledger.

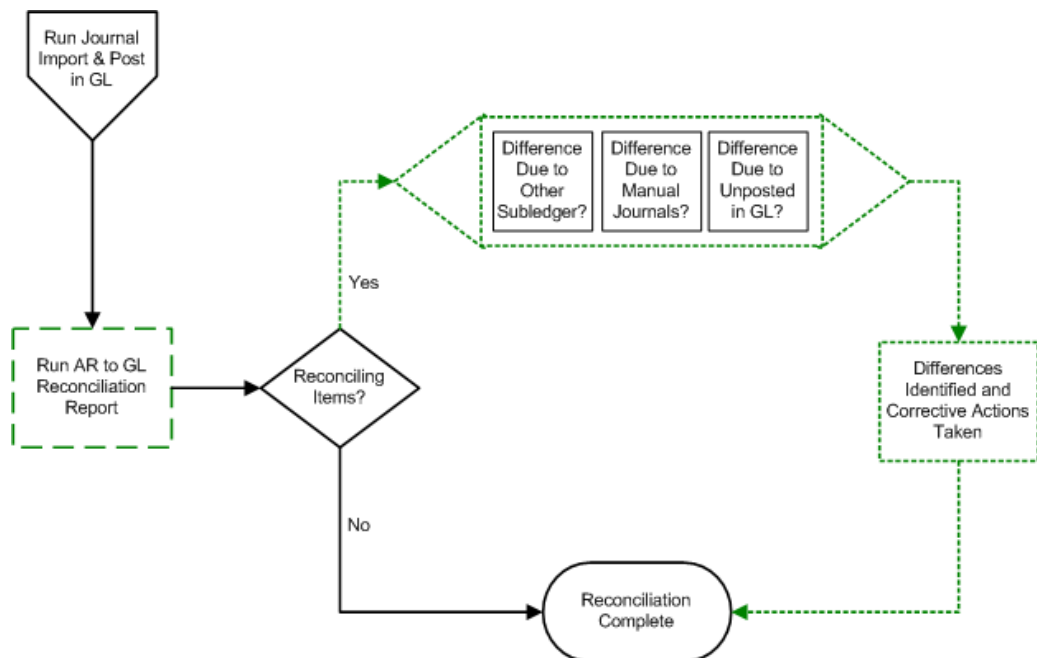
## Verifying GL Accounts

Run the AR to GL Reconciliation report, page 11-27 to verify that all Receivables journal entries posted to the correct GL accounts.

**Note:** If the GL account you are reviewing has had postings from other journal sources, such as Oracle Payables, be sure to account for these postings when reconciling Receivables with General Ledger. Postings from non-Receivables journal sources, summarized on the AR to GL Reconciliation report, might explain balance discrepancies between Receivables and General Ledger.

After making corrections where necessary, the reconciliation process is complete.

The following illustration describes the external reconciliation process.



## Related Topics

Posting, page 9-1

Reconciling Receivables, page 9-9

Reconciliation Reports, page 11-10

## Using Cash Basis Accounting

Receivables supports two methods of accounting: Cash Basis and Accrual. Depending on your business needs, you can set your Accounting Method to either Accrual or Cash Basis in the System Options window.

Cash Basis accounting recognizes revenue and expense when cash is actually spent or received. For example, revenue from sale of goods is recognized when payment is received from the customer, not when an invoice is created.

The Accrual accounting method recognizes revenue when it is earned and expenses when they are incurred. In the above example, revenue from sale of goods is recognized when the invoice is created.

If you choose cash basis as your accounting method, but actually sell goods to customers on credit, Receivables provides a system to keep track of your receivables without affecting your financial accounts.

## Related Topics

Accrual vs. Cash Basis Accounting, page 9-16

Journal Entries, page 9-20

Preparing Receivables, page 9-20

Defining Receivables System Options, page 2-129

Accounting for Transactions (Accrual method), page 9-30

## Accrual vs. Cash Basis Accounting

Receivables handles transactions differently depending on the method of accounting you use. This table outlines major differences between accrual and cash basis accounting.

<b>Accrual Accounting</b>	<b>Cash Basis Accounting</b>
Creation of transactions such as invoices, debit memos, deposits and chargebacks affect the account balances immediately.	There is no effect on the account balances until payment is received to close the transactions.
Accounting Rules may be used to recognize revenue across different periods.	Accounting Rules are redundant as revenue will be recognized only when payment is received.
Receipts can be reversed using the Standard Reversal or Debit memo reversal.	Receipts can be reversed using the Standard Reversal only. Debit Memo reversal is not permitted.
Automatic receipts such as Direct Debits and Bills of Exchange affect the cash balance only when the receipts are cleared.	Automatic receipts affect the cash balance on the maturity date, if the GL date = maturity date or on the GL date, if the GL date is after the maturity date.
Deposits and Guarantees both affect on-account balances in Receivables.	Guarantees do not affect on-account balances since there is no exchange of cash. In the case of deposits, the cash collected on deposits will be posted to the revenue account of the deposit instead of that of the invoice against the deposit. Use the Other Application report to view all invoices against deposits.

### Adjustments (Cash Basis Accounting)

When you create an adjustment that has the same sign as that of the related transaction, the adjustment amount goes to a separate adjustment account, instead of increasing the balance of the original revenue account.

Consider an example of an invoice created for \$1000, followed by an adjustment for \$100. The full amount of \$1100 is paid off. The following journal entry in the table below is created when cash is received:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cash	\$1100	
Revenue		\$1000
Adjustment		\$100

You have to set up an adjustment account (which is the same as the revenue account) if you want the adjustment to hit the original revenue account. In this case the journal entry would be as follows in this table:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cash	\$1100	
Revenue		\$1000 (Original amount)
Revenue		\$100 (Adjustment)

In case of multiple line invoices, Receivables creates a separate account to record the full adjustment. Consider an example in the table below:

Account	Debit	Credit
Cash	\$1100	
Line #1 Revenue		\$800
Line #2 Revenue		\$200
Adjustment		\$100

If you want to prorate the adjustment across the two revenue accounts, you will have to specifically enter two adjustments of \$80 and \$20 each to hit the two different revenue accounts. In this scenario, the journal entry would be as follows in the table below:

Account	Debit	Credit
Cash	\$1100	
Line #1 Revenue		\$800 (Original amount)
Line #1 Revenue		\$80 (Adjustment)
Line #2 Revenue		\$200 (Original amount)
Line #2 Revenue		\$20 (Adjustment)

If you make an adjustment that has an opposite sign to the transaction it is adjusting, Receivables does not record the adjustment in a separate account. Instead, Receivables subtracts the adjustment from the Revenue account.

Consider an example of an invoice for \$2000. If you make an adjustment of -\$200 to it, there will be only one journal entry at the time of receipt of cash, as described in this table:

Account	Debit	Credit
Cash	\$1800	
Revenue		\$1800

The adjustment is not recorded anywhere, it is taken into account by reducing the revenue by the \$200.

## Chargebacks

When a partial payment is received against an invoice, and you create a chargeback for the remaining amount due, the following journal entry is created, as described in this table:

Account	Debit	Credit
Cash	\$800	
Revenue (invoice)		\$800

No entry will be created when a chargeback is created for the balance \$200. However, when cash is received against this chargeback, the following journal entry is created, as described in this table:

Account	Debit	Credit
Cash	\$200	
Chargeback Adjustment		\$200

### Credit Memos and On-Account Credits

Regular credit memos will not be posted, as no cash is exchanged. Therefore, if you use credit memos, ensure that the accounts on the credit memo are the same as those on the invoices associated with the credit memos. You can achieve this by setting your profile option AR: Use Invoice Accounting For Credit Memos to Yes.

An on-account credit will be posted when it is applied to an invoice or combined with a cash receipt.

Consider the journal entries created in the following instances:

An on-account credit is issued. No journal entry is created.

The on-account credit is applied to an invoice for \$100.

This table shows the journal entries that are created:

Account	Debit	Credit
Revenue (on-account credit)	\$100	
Revenue (invoice)		\$100

Instead of applying the on-account credit memo to an invoice, the user combines it with a cash receipt of \$200.

This table shows the journal entries that are created:

Account	Debit	Credit
Cash	\$200	
Unapplied Cash		\$200
Revenue (on-account credit)	\$100	
Unapplied Cash		\$100

By applying the on-account credit to a cash receipt, the available unapplied cash balance is increased from \$200 to \$300. The user applies the \$300 unapplied cash balance to an invoice.

This table shows the journal entries that are created:

Account	Debit	Credit
Unapplied Cash	\$300	
Revenue (invoice)		\$300

## Related Topics

Accounting for Transactions (Accrual method), page 9-30

Journal Entries, page 9-20

Preparing Receivables, page 9-20

## Journal Entries

Review the following table to understand how account balances are affected in the two methods of accounting: Cash Basis and Accrual.

Action	Accrual	Cash Basis
Deposit is recorded	DR.....Receivables (Dep) CR.....Unearned Revenue	No accounting effect
Invoice is created	DR.....Receivables (Inv) CR.....Revenue	No accounting effect
Deposit is applied to an invoice	DR.....Unearned Revenue CR.....Receivables (Inv)	No accounting effect
Invoice is adjusted to write off bad debt	DR.....Bad Debt CR.....Receivables	No accounting effect
Payment is received from customer against an invoice	DR.....Cash CR.....Receivables	DR.....Cash CR.....Revenue
Credit memo is created against an invoice	DR.....Revenue CR.....Receivables	No accounting effect

**Note:** The only time a journal entry is created is when cash is actually received. The revenue account is credited at this time. The intermediate receivables account is never debited or credited in cash basis accounting. The net effect remains the same in both cases (for example, when a transaction is closed, cash is debited, and revenue is credited).

## Related Topics

Accrual vs. Cash Basis Accounting, page 9-16

## Preparing Receivables

To prepare Receivables for Cash Basis accounting, perform the following setup steps.



## Define your Accounting Method

Select Cash Basis as your accounting method in the System Options window.

## Set up an Unallocated Revenue Account

Set up an Unallocated Revenue Account in the System Options window. This account will be credited when you overapply a cash receipt to an invoice with an outstanding balance equal to zero.

Consider the following example:

You have an invoice with 2 invoice lines which total zero.

Invoice Line #1 is for \$100

Invoice Line #2 is for -\$100

The transaction type allows overapplication, and you receive a payment for \$50 against this invoice.

The payment should be prorated across the invoice lines, and the revenue accounts on the 2 invoice lines should be credited by  $(50 \times 100) / 0$  and  $(50 \times (-100)) / 0$ . However since dividing by zero is not possible, Receivables cannot determine the amounts to be prorated. In such cases Receivables uses the Unallocated Revenue Account to credit the entire amount. Thus the journal entry created will be as follows in the table below:

Account	Debit	Credit
Cash	\$50	
Unallocated Revenue		\$50

You will have to reconcile the balance of the Unallocated Revenue Account with the revenue accounts on the invoice lines by manually creating adjustments.

## Set up your Transaction Types

Be aware of the following when creating transaction types to be used with Cash Basis accounting:

- If you set 'Open Receivable' to No, the transactions will never be posted. If you do not create a receivable, cash will never be collected, and therefore revenue will never be recorded.
- Cash Basis method of accounting does not permit you to set 'Open Receivable' to Yes and 'Post To GL' to No. Whenever cash is received (because Open Receivable is Yes), revenue will be recognized.
- Creation Signs must be either positive or negative for all transactions. They cannot be of type 'Any Sign'.

## Make GL Transfer and Journal Entry Report Incompatible

If you are using Cash Basis accounting, the GL Transfer program and the Journal Entry report are incompatible with each other and must be run alone (two instances of the program cannot run simultaneously). For Accrual accounting this is not the case. The programs are installed to work in an Accrual Accounting environment.

Execute the following script to tell the concurrent manager that these two programs are incompatible with each other and must be run alone:

```
$ cd $AR_TOP/admin/sql
$ sqlplus <AOL username>/<AOL password>
SQL> @arsedpcf.sql
```

## Related Topics

Using Cash Basis Accounting, page 9-16

## Viewing Accounting Lines

When you query a invoice, payment, or adjustment in Oracle Receivables, you can choose to view the detail accounting lines for the queried transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t-accounts. Use these features to see how a transaction affects the account balances in your general ledger.

### To view accounting lines:

1. Query the invoice, payment, or adjustment for which you want to view accounting lines.

**Note:** Transactions include invoices, debit/credit memos, chargebacks, deposits, and guarantees. Receipts include cash or miscellaneous receipts.

2. Choose View Accounting from the Tools menu.

The View Invoice Accounting, View Payment Accounting, or View Adjustment Accounting window appears, depending on whether you queried an invoice, payment, or adjustment.

See: View Accounting Windows, page 9-22.

3. (Optional) If your organization uses Multiple Reporting Currencies, choose the Alternate Currency button to view the accounting using an alternate currency. For example, if you are viewing the accounting in your primary functional currency (e.g., BEF), you can switch to EUR (reporting functional currency).

From the poplist that appears after you choose the Alternate Currency button, choose the primary or reporting set of books whose transactions you want to view. The View Invoice Accounting, View Payment Accounting, or View Adjustment Accounting window changes to reflect amounts in the appropriate currency for the chosen set of books.

4. (Optional) To view the accounting detail as t-accounts, choose the T-Accounts button.

See: Viewing T-Accounts, *Oracle General Ledger User Guide*.

## View Accounting Windows

The first time you open the View Invoice Accounting, View Payment Accounting, or View Adjustment Accounting windows, the following information will be displayed for the detailed accounting lines:

Column Name	Transaction	Receipt	Adjustment
Account	X	X	X
Applied Date		X	
Credit	X	X	X
Curr Conversion Rate	X	X	X
Debit	X	X	X
Deposit Date		X	
Detail Line Num	X		
Entered Credit	X	X	X
Entered Curr	X	X	X
Entered Debit	X	X	X
Item	X		
Item Description	X		
Line Type	X	X	X
Quantity	X		
Reversal Date		X	
Tax Code	X	X	X
Tax Rate	X		
Trans Line Num	X		
Trans Line Type	X		
Trans Num		X	
Unit Price	X		
UOM	X		

When you select a detailed accounting line, Oracle Receivables displays the following information at the bottom of the related View Accounting window:

**For Transactions:** Account Description, Accounting Rule, Comments, Accounting Date, Transferred to GL

**For Receipts:** Account Description, Transaction Num, Comments, Accounting Date, Transferred to GL

**For Adjustments:** Account Description, Transaction Num, Comments, Accounting Date, Transferred to GL

## Customizing the View Accounting Windows

The View Invoice Accounting, View Payment Accounting, and View Adjustment Accounting windows are *folders*. You can easily customize the information that is displayed in the windows.

See: Customizing the Presentation of Data in a Folder, *Oracle Applications User Guide*.

When customizing the View Accounting windows, you can hide the columns that normally appear in the windows and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Column Name	Transaction	Receipt	Adjustment
Account Description	X	X	X
Accounting Date	X	X	X
Accounting Rule	X		
Activity Name		X	X
Adjustment Class			X
Adjustment Creation Type			X
Adjustment Date			X
Adjustment Num			X
Adjustment Type			X
Applied to Invoice Curr	X		
Applied to Invoice Date	X		
Applied to Invoice Line Num	X		
Applied to Invoice Line Type	X		
Applied to Invoice Num	X		
Bank Account		X	
Cash Receipt Date			X
Cash Receipt Num			X
Chargeback Num			X
Comments	X	X	X
Curr Conversion Date	X	X	X
Curr Conversion Type	X	X	X
Customer	X	X	X
Customer Num	X	X	X
Customer Site	X	X	X

Column Name	Transaction	Receipt	Adjustment
Distribution Set		X	
Document Seq Name		X	X
Document Seq Num	X	X	X
Document Seq Type	X		
Entered Taxable Credit		X	X
Entered Taxable Debit		X	X
Line Reference	X	X	X
Payment Method		X	
Receipt Date		X	
Reversal Comments		X	
Sales Order Num	X		
Sales Rep	X		
Tax Exemption Num	X		
Taxable Credit		X	X
Taxable Debit		X	X
Transaction Class	X		
Transaction Date	X	X	X
Transaction Line Num		X	
Transaction Line Type		X	
Transaction Num	X		X
Transaction Type	X		
Transferred to GL	X	X	X

## Related Topics

Drilling Down to Oracle Receivables from Oracle General Ledger, page 9-25

## Drilling Down to Oracle Receivables from Oracle General Ledger

From General Ledger, you can drill down to subledger details from the Account Inquiry, Enter Journals, or Journal Entry Inquiry windows for journals that have specific journal sources assigned to them. For example, if a journal source is Receivables, you can drill down to the transaction details in Oracle Receivables.

Depending on the nature of the originating Receivables transaction, drilling down from General Ledger opens the Payables Invoice Accounting, Payables Payment Accounting, or Receivables Adjustment Accounting window.

The first time you open one of these windows, the following information will be displayed:

Column Name	Transaction	Receipt	Adjustment
Account	X	X	
Adjustment Class			X
Adjustment Date			X
Adjustment Num			X
Applied Date		X	
Bank Account		X	
Credit	X	X	X
Curr Conversion Rate	X	X	X
Customer	X	X	X
Debit	X	X	X
Deposit Date		X	
Detail Line Num	X		
Entered Credit	X	X	X
Entered Curr	X	X	X
Entered Debit	X	X	X
Item	X		
Item Description	X		
Line Type	X	X	X
Payment Method		X	
Quantity	X		
Receipt Date		X	
Receipt Num		X	
Reversal Date		X	
Tax Code	X	X	X
Tax Rate	X		
Transaction Date	X		
Transaction Line Num	X		
Transaction Line Type	X		
Transaction Num	X	X	
Transaction Type	X		

Column Name	Transaction	Receipt	Adjustment
Unit Price	X		
UOM	X		

When you select a detailed accounting line, Oracle Receivables displays the following information at the bottom of the related window:

**For Transactions:** Transaction Class, Accounting Rule, Document Seq Num, Comments, Transaction Source, Accounting Date

**For Receipts:** Transaction Curr, Transaction Num, Document Seq Num, Comments, Receipt Curr, Accounting Date

**For Adjustments:** Adjustment Class, Transaction Num, Comments, Document Sequence, Adjustment Type, Accounting Date

### Customizing the Drilldown Windows

The drilldown windows are *folders*. You can easily customize the information that is displayed in the windows.

See: Customizing the Presentation of Data in a Folder, *Oracle Applications User Guide*.

When customizing the drilldown windows, you can hide the columns that normally appear in the windows and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Column Name	Transaction	Receipt	Adjustment
Account			X
Account Description	X	X	X
Accounting Date	X	X	X
Accounting Rule	X		
Activity Name			X
Adjustment Creation Type			X
Adjustment Type			X
Applied Date	X		
Applied to Invoice Curr	X		
Applied to Invoice Date	X		
Applied to Invoice Line Num	X		
Applied to Invoice Line Type	X		
Applied to Invoice Num	X		

Column Name	Transaction	Receipt	Adjustment
Bill to Customer Name			X
Cash Receipt Date			X
Cash Receipt Num			X
Chargeback Num			X
Comments	X	X	X
Curr Conversion Date	X	X	X
Curr Conversion Type	X	X	X
Customer Num	X	X	X
Customer Site	X	X	X
Distribution Set		X	
Document Seq Name	X	X	X
Document Seq Num	X	X	X
Entered Taxable Credit		X	X
Entered Taxable Debit		X	X
Line Reference	X	X	X
Receipt Class		X	
Receipt Curr		X	
Reversal Comments		X	
Reversal Curr		X	
Sales Order Num	X		
Sales Rep	X		
Tax Exemption Num	X		
Taxable Credit		X	X
Taxable Debit		X	X
Transaction Class	X		
Transaction Date		X	X
Transaction Line Num		X	
Transaction Line Type		X	
Transaction Num			X
Transaction Source	X		
Transferred to GL	X	X	X



## Drilling Down Further

From the Payables Invoice Accounting, Payables Payment Accounting, or Receivables Adjustment Accounting window, you can drill down even further to view detail transactions or you can choose to view the underlying transaction accounting.

### To drill down to detail transactions or to view transaction accounting:

1. From the Payables Invoice Accounting, Payables Payment Accounting, or Receivables Adjustment Accounting window, select a detail accounting line.
2. Choose the Show Transaction button to view detail transactions.
3. Choose the Show Transaction Accounting button to view the transaction accounting.

## Related Topics

Viewing Accounting Lines, page 9-22

Drilling Down to Subledger Detail, *Oracle General Ledger User Guide*

T-Accounts, *Oracle General Ledger User Guide*

## Viewing MRC Details for a Transaction

If you use Multiple Reporting Currencies (MRC) functionality, and if you are using a responsibility associated with your primary functional currency, then you can use the View Currency Details window to see, in a single window, transaction amounts in your primary functional currency and in all the reporting sets of books currencies. If the transaction currency is different from your primary functional currency, then the amounts are also displayed in the transaction currency.

The window also displays currency conversion details such as the rate, rate date, and rate type.

For a transaction, the window displays:

- Transaction header information
- Conversion details
- Transaction information. For each transaction, you see the total amount, plus the amounts of any receipts, credit memos, adjustments, discounts, or bills receivable, converted to each currency.

For a receipt, the window displays:

- Receipt header information
- Conversion details
- A list of receipt applications. For each application, you see the amount that was applied to the receipt. You see this amount in each currency. You can drill down from each invoice to the invoice currency detail.

To open the View Currency Details window, use a responsibility associated with your primary functional currency. Select a transaction in one of the following windows, then either choose the View Currency Details option from the Tools menu, or choose the View Currency Details icon in the toolbar.

- Transactions
- Transactions Summary

- Balances
- Receipts
- Receipts Summary

**Note:** You must save a transaction before you can open the View Currency Details window for it.

## Related Topics

View Currency Details, *Multiple Reporting Currencies in Oracle Applications*

## Accounting for Transactions

This essay describes the accounting entries created when you enter transactions in Receivables using the Accrual method of accounting.

Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, and AutoInvoice clearing (suspense) accounts using the information specified in your AutoAccounting structure.

**Note:** This section does not include examples of accounting for tax on discounts, adjustments, miscellaneous receipts, and cash applications. For more information, see: *Tax Accounting, Oracle Receivables Tax Manual*.

## Invoices

When you enter a regular invoice through the Transactions window, Receivables creates the following journal entry:

```
DR Receivables
   CR Revenue
   CR Tax (if you charge tax)
   CR Freight (if you charge freight)
```

If you enter an invoice with a Bill in Arrears invoicing rule with a three month fixed duration accounting rule, Receivables creates the following journal entries:

In the first period of the rule:

```
DR Unbilled Receivables
   CR Revenue
```

In the second period of the rule:

```
DR Unbilled Receivables
   CR Revenue
```

In the third and final period of the rule:

```
DR Unbilled Receivables
   CR Revenue
DR Receivables
   CR Unbilled Receivables
   CR Tax (if you charge tax)
   CR Freight (if you charge freight)
```

If you enter an invoice with a Bill in Advance invoicing rule, Receivables creates the following journal entries:

In the first period of the rule:

```
DR Receivables
   CR Unearned Revenue
   CR Tax (if you charge tax)
   CR Freight (if you charge freight)
DR Unearned Revenue
   CR Revenue
```

In all periods of the rule for the portion that is recognized.

```
DR Unearned Revenue
   CR Revenue
```

## Credit Memos

When you credit an invoice, debit memo, or chargeback through the Credit Transactions window, Receivables creates the following journal entry:

```
DR Revenue
DR Tax (if you credit tax)
DR Freight (if you credit freight)
   CR Receivables (Credit Memo)
DR Receivables (Credit Memo)
   CR Receivables (Invoice)
```

When you credit a commitment, Receivables creates the following journal entries:

```
DR Revenue
   CR Receivables
```

When you enter a credit memo against an installment, Receivables lets you choose between the following methods: LIFO, FIFO, and Prorate. When you enter a credit memo against an invoice with invoicing and accounting rules, Receivables lets you choose between the following methods: LIFO, Prorate, and Unit. See: *Crediting Transactions*, page 3-76.

If the profile option AR: Use Invoice Accounting for Credit Memos is set to Yes, Receivables credits the accounts of the original transaction. If this profile option is set to No, Receivables uses AutoAccounting to determine the Freight, Receivables, Revenue, and Tax accounts. Receivables uses the account information for on-account credits that you specified in your AutoAccounting structure to create your journal entries.

Receivables lets you update accounting information for your credit memo after it has posted to your general ledger. Receivables keeps the original accounting information as an audit trail while it creates an offsetting entry and the new entry.

## Commitments

### Deposits

When you enter a deposit, Receivables creates the following journal entry:

DR Receivables (Deposit)  
CR Offset Account

Use the AR: Deposit Offset Account Source profile option to determine how Receivables derives the Offset Account to credit for this deposit. For more information, see: Overview of Receivables User Profile Options, page B-2.

When you enter an invoice against this deposit, Receivables creates the following journal entries:

DR Receivables (Invoice)  
CR Revenue  
CR Tax (if you charge tax)  
CR Freight (if you charge freight)  
DR Offset Account (such as Unearned Revenue)  
CR Receivables (Invoice)

When you apply an invoice to a deposit, Receivables creates a receivable adjustment against the invoice. Receivables uses the account information that you specified in your AutoAccounting structure to create these entries.

When cash is received against this deposit, Receivables creates the following journal entry:

DR Cash  
CR Receivables (Deposit)

## Guarantees

When you enter a guarantee, Receivables creates the following journal entry:

DR Receivables  
CR Revenue

Receivables uses the Receivable Account and Revenue Account fields on this guarantee's transaction type to obtain the accounting flexfields for the Unbilled Receivables and Unearned Revenue accounts, respectively. See: Transaction Types, page 2-171.

When you enter an invoice against this guarantee, Receivables creates the following journal entry:

DR Receivables (Invoice)  
CR Revenue  
CR Tax (if you charge tax)  
CR Freight (if you charge freight)  
DR Revenue  
CR Receivables

When you apply an invoice to a guarantee, Receivables creates a receivable adjustment against the guarantee. Receivables uses the account information you specified in your AutoAccounting structure to create these entries.

When cash is received against this guarantee, Receivables creates the following journal entry:

DR Cash  
CR Receivables (Invoice)

## Receipts

When you enter a receipt, Receivables creates the following journal entries:

```
DR Cash
    CR Receivables
```

When you fully apply a receipt to an invoice, Receivables creates the following journal entry:

```
DR Cash
DR Unapplied Cash
    CR Unapplied Cash
    CR Receivables
```

**Note:** These examples assume that the receipt has a Remittance Method of No Remittance and a Clearance Method of Directly.

When you enter an unidentified receipt, Receivables creates the following journal entry:

```
DR Cash
    CR Unidentified
```

When you enter an on-account receipt, Receivables creates the following journal entry:

```
DR Cash
    CR Unapplied
DR Unapplied
    CR On-Account
```

When your receipt includes a discount, Receivables creates the following journal entry:

```
DR Receivables
    CR Revenue
DR Cash
    CR Receivables
DR Earned/Unearned Discount
    CR Receivables
```

Receivables uses the default Cash, Unapplied, Unidentified, On-Account, Unearned, and Earned accounts that you specified in the Remittance Banks window for this receipt class.

When you enter a receipt and combine it with an on-account credit (which increases the balance of the receipt), Receivables creates the following journal entry:

```
DR Cash
    CR Unapplied Cash
```

To close the receivable on the credit memo and increase the unapplied cash balance, Receivables creates the following journal entry:

```
DR Receivables
    CR Unapplied Cash
```

When you enter a receipt and combine it with a negative adjustment, Receivables creates the following journal entries:

```
DR Cash
    CR Receivables (Invoice)
DR Write-Off
    CR Receivables (Invoice)
```

You set up a Write-Off account when defining your Receivables Activity.

When you enter a receipt and combine it with a positive adjustment, Receivables creates the following journal entries:

```
DR Cash
    CR Receivables (Invoice)
DR Receivables (Invoice)
    CR Write-Off
```

When you write off the unapplied amount on a receipt, Receivables creates the following journal entries:

```
DR Unapplied Cash
    CR Write-off
```

When you enter a receipt and combine it with a Chargeback, Receivables creates the following journal entries:

```
DR Cash
    CR Receivables (Invoice)
DR Receivables (Chargeback)
    CR Chargeback (Activity)
DR Chargeback (Activity)
    CR Receivables (Invoice)
```

You set up a Chargeback account when defining your Receivables Activity.

To move funds between receipts, you can apply one receipt to another open receipt (also called netting receipts). For example, you can move funds from Receipt 1 to Receipt 2 by opening Receipt 2 in the Applications window, and selecting Receipt 1 in the Apply To field.

See: Receipt-to-Receipt Applications, page 6-9.

Following the example above, Receivables creates these journal entries:

```
DR Unapplied Cash (Receipt 1)
    CR Netting (Receipt 1)
DR Netting (Receipt 2)
    CR Unapplied Cash (Receipt 2)
```

After this receipt-to-receipt application completes, Receipt 2 gains additional funds that you can then apply to a debit item.

You set up a Netting account when defining your Receivables Activity.

**Important:** When netting receipts, both receipts must be in the same currency.

If both receipts are in a *foreign* currency, however, then you could have an exchange gain or loss when you net the receipts. The exchange gain or loss is realized on the main receipt (Receipt 2) at the time of receipt application (netting).

If you later adjust the exchange rate on Receipt 1 or 2, then Receivables:

- Rolls back all accounting for both receipts.
- Re-creates the accounting, including the netting application, using the adjusted exchange rate.
- Recalculates the exchange gain or loss on whichever receipt is open in the Applications window.

## Remittances

When you create a receipt that requires remittance to your bank, Receivables debits the Confirmation account instead of Cash. An example of a receipt requiring remittance would be a check before it was cashed. Receivables creates the following journal entry when you enter such a receipt:

```
DR Confirmation
    CR Receivables
```

You can then remit the receipt to your remittance bank using one of the two remittance methods: Standard or Factoring. If you remit your receipt using the standard method of remittance, Receivables creates the following journal entry:

```
DR Remittance
    CR Confirmation
```

When you clear the receipt, Receivables creates the following journal entry:

```
DR Cash
DR Bank Charges
    CR Remittance
```

If you remit your receipt using the factoring remittance method, Receivables creates the following journal entry:

```
DR Factor
    CR Confirmation
```

When you clear the receipt, Receivables creates a short-term liability for receipts that mature at a future date. The factoring process let you receive cash before the maturity date, and assumes that you are liable for the receipt amount until the customer pays the balance on the maturity date. When you receive payment, Receivables creates the following journal entry:

```
DR Cash
DR Bank Charges
    CR Short-Term Debt
```

On the maturity date, Receivables reverses the short term liability and creates the following journal entry:

```
DR Short-Term Debt
    CR Factor
```

## Adjustments

When you enter a negative adjustment against an invoice, Receivables creates the following journal entry:

```
DR Write-Off
   CR Receivables (Invoice)
```

When you enter a positive adjustment against an invoice, Receivables creates the following journal entry:

```
DR Receivables (Invoice)
   CR Write-Off
```

## Debit Memos

When you enter a debit memo in the Transactions window, Receivables creates the following journal entries:

```
DR Receivables
   CR Revenue (if you enter line amounts)
   CR Tax (if you charge tax)
   CR Freight (if you charge freight)
DR Receivables
   CR Finance Charges
```

## On-Account Credits

When you enter an on-account credit in the Applications window, Receivables creates the following journal entry:

```
DR Revenue (if you credit line amounts)
DR Tax (if you credit tax)
DR Freight (if you credit freight)
   CR Receivables (On-account Credit)
```

Receivables uses the Freight, Receivable, Revenue, and Tax accounts that you specified in your AutoAccounting structure to create these entries.

Once the on-account credit is applied to an invoice, the following journal entry is created:

```
DR Receivables (On-account Credit)
   CR Receivables (Invoice)
```

## Credit Card Refunds

### Creating a credit card refund

When you unapply a receipt and reapply the receipt to a credit card refund, Receivables creates these journal entries:

```
DR Receivables
   CR Unapplied
DR Unapplied
   CR Receivable Activity (Clearing Account)
```

After you apply the receipt to a credit card refund, Receivables automatically creates a negative miscellaneous receipt in the amount of the refund and creates this journal entry:



DR Receivable Activity (Clearing Account)  
CR Cash

### **Reversing a credit card refund**

When you reverse a credit card refund, either by reversing the negative miscellaneous receipt or by unapplying the credit card refund activity, Receivables creates this journal entry for the negative miscellaneous receipt:

DR Cash  
CR Receivable Activity (Clearing Account)

and Receivables creates this journal entry for the original payment receipt:

DR Receivables Activity (Clearing Account)  
CR Unapplied

## **Claims**

### **Creating an invoice related claim**

When you record an invoice related short payment as a claim in the Applications window, Receivables creates the standard accounting entries for the invoice and for the receipt application. There are no additional accounting entries for the invoice related claim.

### **Creating a non-invoice related claim**

When you record a non-invoice related short payment or over payment as a claim investigation application in the Applications window, Receivables creates these journal entries:

DR Claim Investigation  
CR Unapplied Cash

Receivables derives the accounting flexfield for the claim investigation application from the receivable activity that you assigned in the Applications window.

## **Related Topics**

About Remittances, page 6-148  
Credit Card Refunds, page 3-179  
Defining Receivables System Options, page 2-129  
Transaction Types, page 2-171  
AutoAccounting, page 2-38  
Receivables Activity, page 2-116  
Receipt Classes, page 2-113  
Using Cash Basis Accounting, page 9-16  
Working with Claims, page 6-168

## Technical Perspective: Transactions

This essay describes the key tables and columns Receivables uses to store your accounts receivable transactions.

### Introduction

Following is a brief description of the Receivables tables discussed in this essay. For each table, it provides a detailed description of the important columns and identifies the primary key of each table. Additionally, this section establishes a set of assumptions to consider while discussing how Receivables stores specific transactions. You should use this section as a reference guide to the rest of the essay.

Receivables uses the following tables to store your accounts receivable transactions:

#### RA\_CUSTOMER\_TRX table

- CUSTOMER\_TRX\_ID column
- TRX\_NUMBER column
- BILL\_TO\_CUSTOMER\_ID column
- TRX\_DATE column

The RA\_CUSTOMER\_TRX table stores invoice, debit memo, commitment and credit memo header information. Each of these transactions is stored as a unique record, based on the primary key, customer\_trx\_id. The transaction number, transaction date and billing customer are stored in the trx\_number, trx\_date and bill\_to\_customer\_id columns, respectively.

Additional information stored in this table includes ship-to customer, document sequence number, currency code and a transaction complete flag. The transaction type for the invoice is stored in the RA\_CUST\_TRX\_TYPES table, but can be referenced via the foreign key cust\_trx\_type\_id.

#### RA\_CUSTOMER\_TRX\_LINES table

- CUSTOMER\_TRX\_LINE\_ID column
- CUSTOMER\_TRX\_ID column
- LINK\_TO\_CUST\_TRX\_LINE\_ID column
- LINE\_TYPE column
- EXTENDED\_AMOUNT column

The RA\_CUSTOMER\_TRX\_LINES table stores invoice, debit memo, commitment and credit memo line level information. Each transaction line is stored as a unique record, based on the primary key, customer\_trx\_line\_id column. The customer\_trx\_id column is a foreign key to the RA\_CUSTOMER\_TRX table. The line\_type column identifies the type of data contained in the record. Valid line types are CHARGES, FREIGHT, LINE and TAX. Any record with a line type of TAX or FREIGHT refers to the original invoice line via the link\_to\_cust\_trx\_line\_id column, except for header freight transactions. The total amount for each transaction line is stored in the column extended\_amount.

### **RA\_CUST\_TRX\_LINE\_SALESREPS table**

- CUST\_TRX\_LINE\_SALESREP\_ID column
- SALES\_REP\_ID column
- CUSTOMER\_TRX\_LINE\_ID column
- REVENUE\_AMOUNT\_SPLIT column
- NON\_REVENUE\_AMOUNT\_SPLIT column
- PREV\_CUST\_TRX\_LINE\_SALESREP\_ID column

RA\_CUST\_TRX\_LINE\_SALESREPS stores sales credit assignments for invoice lines. Each assignment is stored as a unique record, based on the primary key, cust\_trx\_line\_salesrep\_id. If you base your accounting distributions on sales credits, the sales credit assignments in this table map to the RA\_CUST\_TRX\_LINE\_GL\_DIST table. The sales\_rep\_id column identifies the salesperson receiving the credit for this transaction. The customer\_trx\_line\_id column is a foreign key to the RA\_CUSTOMER\_TRX\_LINES table.

The revenue\_amount\_split column stores the amount of the invoice line assigned to this salesperson. The non\_revenue\_amount\_split column stores the amount of the non-header freight and tax lines assigned to this salesperson. If the sales credit were derived based on a percentage of the transaction line rather than a specific amount, the columns revenue\_percent\_split and non\_revenue\_percent\_split would store the percentages of the transaction lines assigned to this salesperson. The prev\_cust\_trx\_line\_salesrep\_id column references another sales credit assignment to which the current record is being applied.

### **RA\_CUST\_TRX\_LINE\_GL\_DIST table**

- CUST\_TRX\_LINE\_GL\_DIST\_ID column
- CODE\_COMBINATION\_ID column
- CUSTOMER\_TRX\_LINE\_ID column
- ACCOUNT\_CLASS column
- AMOUNT column

RA\_CUST\_TRX\_LINE\_GL\_DIST stores the accounting distribution for invoice, debit memo, commitment, and credit memo transactions. Each distribution is stored as a unique record, based on the primary key, cust\_trx\_line\_gl\_dist\_id. The customer\_trx\_line\_id column is a foreign key to the RA\_CUSTOMER\_TRX\_LINES table. The account\_class column describes the account type, while the code\_combination\_id column identifies the general ledger account. Valid account classes are CHARGES, FREIGHT, REC, REV, SUSPENSE, TAX, UNBILL and UNEARN. The account\_class, REC, represents the receivable account distribution. The amount column for REC records is equal to the sum of all invoice lines. Therefore, there is no link to RA\_CUSTOMER\_TRX\_LINES and the column customer\_trx\_line\_id is null for these records. The REC record is linked to the table, RA\_CUSTOMER\_TRX, via the customer\_trx\_id column. For all other account classes, credits are represented by positive numbers and debits are represented by negative numbers.

### **AR\_PAYMENT\_SCHEDULES table**

- PAYMENT\_SCHEDULE\_ID column

- AMOUNT\_DUE\_ORIGINAL column
- AMOUNT\_DUE\_REMAINING column
- CUSTOMER\_TRX\_ID column
- CASH\_RECEIPT\_ID column
- TRX\_NUMBER column
- STATUS column
- AMOUNT\_APPLIED column
- CLASS column

AR\_PAYMENT\_SCHEDULES stores customer balance information at the transaction level. Each transaction's balance is stored as a unique record, based on the primary key, payment\_schedule\_id. The class column identifies the transaction type and determines which columns Receivables updates when a transaction is stored. For billing transactions, the AR\_PAYMENT\_SCHEDULES table joins the RA\_CUSTOMER\_TRX table via the customer\_trx\_id column and stores NULL in the cash\_receipt\_id column. For payment transactions, the AR\_PAYMENT\_SCHEDULES table joins the AR\_CASH\_RECEIPTS table via the cash\_receipt\_id column and stores NULL in the customer\_trx\_id column.

The table below illustrates the tables that Receivables updates for billing and payment transactions.

TRANSACTION	CLASS	FOREIGN KEY	TABLE
Invoices	INV	customer_trx_id	RA_CUSTOMER_TRX
Debit Memos	DM	customer_trx_id	RA_CUSTOMER_TRX
Credit Memos	CM	customer_trx_id	RA_CUSTOMER_TRX
Deposits	DEP	customer_trx_id	RA_CUSTOMER_TRX
Guarantees	GUAR	customer_trx_id	RA_CUSTOMER_TRX
Chargebacks	CB	customer_trx_id	RA_CUSTOMER_TRX
Receipts	PMT	cash_receipts_id	AR_CASH_RECEIPTS

The status column identifies whether the transaction is open or closed, while the trx\_number column stores the transaction number. The amount\_applied column stores the sum of all transactions applied to the balance of the selected transaction. The amount\_due\_original column equals either the sum of the extended\_amount column in the RA\_CUSTOMER\_TRX\_LINES table for the given customer\_trx\_id or the sum of the amount column in the AR\_CASH\_RECEIPTS table for the given cash\_receipts\_id. The amount\_due\_remaining column represents the balance for the selected transaction.

For the amount\_due\_original and amount\_due\_remaining columns debit items, such as invoices, are stored as positive numbers and credit items, such as credit memos and payments, are stored as negative numbers. The current customer balance is reflected by the sum of the amount\_due\_remaining column for all confirmed payment schedules for a given customer.

### **AR\_ADJUSTMENTS table**

- ADJUSTMENT\_ID column
- AMOUNT column
- CUSTOMER\_TRX\_ID column
- TYPE column
- PAYMENT\_SCHEDULE\_ID column
- CODE\_COMBINATION\_ID column

AR\_ADJUSTMENTS stores information about invoice adjustments. Each adjustment is stored as a unique record, based on the primary key, adjustment\_id. The amount column stores the amount of the adjustment. Receivables uses the customer\_trx\_id and payment\_schedule\_id to link the adjustment to the adjusted transaction and to update the amount\_due\_remaining and amount\_adjusted columns of the adjusted transaction's payment schedule in the AR\_PAYMENT\_SCHEDULES table. The type column stores a description of the transaction to which the adjustment applies. Valid types include:

- Charges Adjustments
- Freight Adjustments
- Invoice Adjustments
- Line Adjustments
- Tax Adjustments

The code\_combination\_id column stores the accounting distribution associated with the adjustment transaction.

### **AR\_RECEIVABLE\_APPLICATIONS table**

- RECEIVABLE\_APPLICATION\_ID column
- AMOUNT\_APPLIED column
- STATUS column
- PAYMENT\_SCHEDULE\_ID column
- CODE\_COMBINATION\_ID column
- CASH\_RECEIPT\_ID column
- APPLIED\_PAYMENT\_SCHEDULE\_ID column
- APPLIED\_CUSTOMER\_TRX\_ID column

AR\_RECEIVABLE\_APPLICATIONS stores account distributions for receipt and credit memo applications and maps the application transaction to the applied transaction. Each accounting distribution is stored as a unique record, based on the primary key, receivable\_application\_id. The payment\_schedule\_id column links the receipt or credit memo to its payment schedule in the AR\_PAYMENT\_SCHEDULES table. The cash\_receipt\_id column stores the receipt id of payment transactions, while the cust\_trx\_id column, which is not shown, stores the transaction id for credit memo transactions. The applied\_payment\_schedule\_id and applied\_customer\_trx\_id columns reference the transaction to which this record applies.

The status column describes the state of the application transaction. For credit memos, the status will always be APP to identify the credit memo as applied. For receipt

transactions, valid status values are APP, UNAPP, UNID, REV, NSF, and STOP. The `code_combination_id` column stores the general ledger account for the application transaction, based on the status. The `amount_applied` column stores the amount of the receipt or credit memo as a positive value.

**Note:** For cash basis accounting, Receivables uses the table `AR_CASH_BASIS_DISTRIBUTIONS` to store account distribution information. This table shows the distribution to revenue accounts of a given receipt based on the application of the receipt.

### **AR\_CREDIT\_MEMO\_AMOUNTS table**

- `CREDIT_MEMO_AMOUNT_ID` column
- `CUSTOMER_TRX_LINE_ID` column
- `GL_DATE` column
- `AMOUNT` column

`AR_CREDIT_MEMO_AMOUNTS` stores the GL dates and amounts for credit memos to use when they are applied to invoices with rules. Each credit memo application date is stored as a unique record, based on the primary key, `credit_memo_amount_id`. The `customer_trx_line_id` references the transaction line to which this credit memo applies. The `gl_date` column stores the date the credit memo should be applied to the invoice and the `amount` column stores the amount to apply.

### **AR\_CASH\_RECEIPTS table**

- `CASH_RECEIPT_ID` column
- `AMOUNT` column
- `STATUS` column
- `RECEIPT_NUMBER` column
- `TYPE` column

`AR_CASH_RECEIPTS` stores a unique record for each receipt, based on the primary key, `cash_receipt_id`. The `status` column describes the state of the receipt in relation to customer invoices and balances. Valid status values are:

- **UNID** - The receipt customer is unidentified and no customer balance has been updated.
- **UNAPP** - The receipt customer has been identified, but the receipt has not been entirely applied to a specific invoice or been placed on account.
- **APP** - The entire amount of the receipt has been placed on account or applied to specific customer invoices.
- **REV** - The receipt has been reversed.
- **NSF** - The receipt has been reversed due to insufficient funds.
- **STOP** - The receipt has been reversed by a stop payment.

The `type` column identifies the receipt as either **CASH** or **MISC** to indicate whether the receipt is a customer payment or a miscellaneous receipt (not related to a receivable activity). The `amount` column stores the net amount of the receipt, while the `receipt_number` column stores the `receipt_number`.

### **AR\_CASH\_RECEIPT\_HISTORY table**

- CASH\_RECEIPT\_HISTORY\_ID column
- AMOUNT column
- STATUS column

AR\_CASH\_RECEIPT\_HISTORY stores the current status and history of a receipt. Each status change is stored as a unique transaction, based on the primary key, cash\_receipt\_history\_id. The status column describes which step of the receipt's life cycle the receipt has reached. Valid status values are:

- APPROVED - This is only valid for automatic receipts and signifies the receipt has been approved for automatic creation. These record types are never postable.
- CONFIRMED - This is only valid for automatic receipts and signifies the receipt has been confirmed by the customer.
- REMITTED - This is valid for both manual and automatic receipts and signifies the receipt has been remitted.
- CLEARED - This is valid for both manual and automatic receipts and signifies the receipt has been cleared.
- REVERSED - This is valid for both manual and automatic receipts and signifies the receipt has been reversed.

As the receipt moves through its life cycle, Receivables inserts a new record into AR\_CASH\_RECEIPTS\_HISTORY with the current\_record\_flag column set to 'Y'. Receivables also updates the previous record related to this receipt, by setting the current\_record\_flag to NULL and by setting the reversal\_gl\_date. The amount column stores the amount of the receipt. The cash\_receipts\_id column links AR\_CASH\_RECEIPTS\_HISTORY to AR\_CASH\_RECEIPTS.

### **AR\_MISC\_CASH\_DISTRIBUTIONS table**

- MISC\_CASH\_DISTRIBUTION\_ID column
- CASH\_RECEIPT\_ID column
- CODE\_COMBINATION\_ID column

AR\_MISC\_CASH\_DISTRIBUTIONS stores the accounting distribution for miscellaneous cash receipts. Each distribution is stored as a unique record, based on the primary key, misc\_cash\_distribution\_id. The distributions are linked to the receipt by the column cash\_receipt\_id. The code\_combination\_id column stores the general ledger account assigned to this receipt.

## **Assumptions**

To simplify the discussion of how Receivables stores specific transactions, this essay uses the following assumptions:

- All transactions are postable to the general ledger, are included in agings, and occur in the same accounting period. Therefore, there will not be any installment transactions or split term invoices.
- No invoicing rules will be applied to any of the billing transactions.
- No accounting rules will be applied to any of the billing transactions.

- Credit memo transactions will not use a credit method for invoices with rules or for split term invoices.
- Payment schedules will not allow discounts and all due dates will be 30 days after the date of the transaction.
- Finance charges will not be calculated on overdue items.
- Examples involving sales credit assignments will be expressly identified.

## Related Topics

Invoices, page 9-44

Debit Memos, page 9-47

Commitments, page 9-47

Invoice Against a Deposit, page 9-49

Invoice Against a Guarantee, page 9-51

Credit Memos, page 9-53

On-Account Credit Memos, page 9-56

Unapplied Receipts, page 9-57

Applied Receipts, page 9-59

Reverse Receipts, page 9-62

Miscellaneous Receipts, page 9-64

Chargebacks, page 9-65

About Adjustments, page 3-229

## Invoices

When you enter an invoice either through the Transaction window or through the AutoInvoice program, Receivables uses the following tables to store your invoice information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES

Consider a sample invoice:

Invoice Number: I-101

Bill-To: ABC Inc

Invoice Date: 22-May-94

Invoice Lines:



Item	Amount	Tax	Total Amount
10 chairs @ \$200	\$2,000	\$160	\$2,160
10 tables @ \$300	\$3,000	\$240	\$3,240
<b>Subtotal:</b>	\$5,400		
<b>Freight Charges:</b>	\$1,000		
<b>Total:</b>	\$6,400		

## RA\_CUSTOMER\_TRX

Invoice number I-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
101467	I-101	ABC Inc	22-May-94

## RA\_CUSTOMER\_TRX\_LINES

Invoice number I-101 is stored in this table as follows:

customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
100	101467		LINE	2000
101	101467	100	TAX	160
102	101467		LINE	3000
103	101467	102	TAX	240
104	101467		FREIGHT	1000

Since the example invoice had freight at the header-level, it is not linked to any line and the column, link\_to\_cust\_trx\_line\_id is null.

## RA\_CUST\_TRX\_LINE\_SALESREPS

Invoice number I-101 is stored in this table as follows:

<b>cust_trx_line_ salesrep_id</b>	<b>sales_rep_ id</b>	<b>customer_ trx_line_id</b>	<b>revenue_ amount_split</b>	<b>non_revenue_ amount_split</b>	<b>prev_cust_ trx_line_ salesrep_id</b>
140195	1492	100	1000	0	NULL
140196	1525	100	1000	0	NULL
140197	1492	101	0	80	NULL
140198	1525	101	0	80	NULL
140199	1624	102	3000	0	NULL
140200	1624	103	0	240	NULL
140201	1492	104	0	200	NULL
140202	1525	104	0	200	NULL
140203	1624	104	0	600	NULL

The revenue and non-revenue amounts associated with the first line item of the invoice are split between salesperson 1492 and salesperson 1525. Salesperson 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

## **RA\_CUST\_TRX\_LINE\_GL\_DIST**

Invoice number I-101 is stored in this table as follows:

<b>cust_trx_line_ gl_dist_id</b>	<b>code_combination_id</b>	<b>customer_trx_line_id</b>	<b>account_class</b>	<b>amount</b>
10866	01-1200-1000-3000		REC	64000
10867	01-8100-1000-3000	100	REV	2000
10868	01-4100-1000-3000	101	TAX	160
10869	01-8200-1000-3000	102	REV	3000
10870	01-4200-1000-3000	103	TAX	240
10871	01-4400-1000-3000	104	FREIGHT	1000

If you enter an invoice with rules (for example, Bill in Advance), the account distributions are not built when the invoice is initially created. Instead, RA\_CUST\_TRX\_LINE\_GL\_DIST stores an account set, which represents how the actual distribution rows should be created and what percentage of the actual distribution should be allocated to each account. Account sets can be identified by a 'Y' in the account\_set\_flag column. The actual distribution records are built when the Revenue Recognition program is run.

## **AR\_PAYMENT\_SCHEDULES**

Invoice number I-101 is stored in this table as follows:

payment_ schedule_ id	amount_ due_ original	amount_ due_ remaining	customer_ trx_id	cash_ receipt_ id	trx_ number	status	amount_ applied	class
30191	6400	6400	101467	NULL	I-101	OP	NULL	INV

The example invoice has a status of OP (open) and an amount\_applied of NULL because no payment has been applied against it. Once payment is received in full, the status will change to CL (closed), the amount\_applied will be 6400 and the amount\_due\_remaining will be zero.

### Related Topics

Debit Memos, page 9-47  
 Commitments, page 9-47  
 Invoice Against a Deposit, page 9-49  
 Invoice Against a Guarantee, page 9-51  
 Chargebacks, page 9-65  
 About Adjustments, page 3-229

### Debit Memos

Receivables handles debit memos the same as invoices, except that it sets the class of the payment schedule to DM instead of INV. For more information, see: Invoices, page 9-44.

### Related Topics

Commitments, page 9-47  
 Invoice Against a Deposit, page 9-49  
 Invoice Against a Guarantee, page 9-51  
 Credit Memos, page 9-53

### Commitments

Receivables uses the following tables to store your commitment information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES

Consider a sample guarantee:

Guarantee Number: G-101

Bill-To: ABC Inc

Guarantee Date: 20-May-94

Amount: \$500

## RA\_CUSTOMER\_TRX

Guarantee number G-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
122341	G-101	ABC Inc	20-May-94

## RA\_CUSTOMER\_TRX\_LINES

Guarantee number G-101 is stored in this table as follows:

customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
108	122341		LINE	500

One record is inserted into the RA\_CUSTOMER\_TRX\_LINES table with a line\_type of 'LINE'. The extended\_amount column will store the amount of the commitment. If there had been a sales credit for this commitment, records relating to the sales credit would be inserted in RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

## RA\_CUST\_TRX\_LINE\_GL\_DIST

Guarantee number G-101 is stored in this table as follows:

cust_trx_line_gl_dist_id	code_combination_id	customer_trx_line_id	account_class	amount
12345	01-1100-1000-3000		REC	500
12346	01-6200-1000-3000	108	REV	500

Two records are inserted into the RA\_CUST\_TRX\_LINE\_GL\_DIST table. One contains the (unbilled) receivable account, which is linked to the record created in ra\_customer\_trx via the customer\_trx\_id. The second contains the (unearned) revenue account, which is linked to the record created in ra\_customer\_trx\_lines via the customer\_trx\_line\_id.

## AR\_PAYMENT\_SCHEDULES

Guarantee number G-101 is stored in this table as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	cash_receipt_id	trx_number	status	amount_applied	class
81194	500	500	122341	NULL	G-101	OP	NULL	GUAR

A record is created in AR\_PAYMENT\_SCHEDULES with class set to either DEP or GUAR depending on whether the commitment is a deposit or a guarantee. The amount\_due\_original and amount\_due\_remaining will initially be equal to the amount on the commitment.

## Related Topics

Invoice Against a Deposit, page 9-49

Invoice Against a Guarantee, page 9-51

## Invoice Against a Deposit

Receivables uses the following tables to store your invoice and deposit information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES
- AR\_ADJUSTMENTS

Consider a sample invoice:

Invoice Number: I-102

Bill-To: ABC Inc

Invoice Date: 22-May-94

Invoice Lines:

Invoice Line	Amount	Tax	Total Amount
1 Table @ \$1000	1000.00	100.00	\$1100.00

with a sample deposit:

Deposit Number: D-101

Bill-To: ABC Inc

Deposit Date: 20-May-94

Amount: \$500

## RA\_CUSTOMER\_TRX

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
10895	I-102	ABC Inc	22-May-94

## RA\_CUSTOMER\_TRX\_LINES

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

<b>customer_ trx_line_id</b>	<b>customer_ trx_id</b>	<b>link_to_cust_ trx_line_id</b>	<b>line_type</b>	<b>extended_ amount</b>
110	10895		LINE	1000
111	10895	110	TAX	100

If there had been a sales credit for this invoice, records relating to the sales credit would be inserted in the table RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

## RA\_CUST\_TRX\_LINE\_GL\_DIST

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

<b>cust_trx_line_ gl_dist_id</b>	<b>code_ combination_id</b>	<b>customer_ trx_line_id</b>	<b>account_class</b>	<b>amount</b>
111213	01-1200-1000-3000		REC	1100
111214	01-8100-1000-3000	110	REV	1000
111215	01-4100-1000-3000	111	TAX	100

## AR\_PAYMENT\_SCHEDULES

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

<b>payment_ schedule_ id</b>	<b>amount_ due_ original</b>	<b>amount_ due_ remaining</b>	<b>customer_ trx_id</b>	<b>cash_ receipt_id</b>	<b>trx_ number</b>	<b>status</b>	<b>amount_ applied</b>	<b>class</b>
302301	1100	1100	10895	NULL	I-102	OP	NULL	INV

The payment schedule for the invoice originally shows an amount\_due\_remaining of 1100.

## AR\_ADJUSTMENTS

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

<b>adjustment_ id</b>	<b>amount</b>	<b>customer_ trx_id</b>	<b>type</b>	<b>payment_ schedule_id</b>	<b>code_ combination_id</b>
45678	-500	10895	INVOICE	302301	01-6200-1000-3000

When the invoice is applied to the deposit, Receivables inserts a record into AR\_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount\_due\_remaining from the AR\_PAYMENT\_SCHEDULES table for the deposit or the total value of the invoice lines, whichever is smaller. Receivables uses the customer\_trx\_id to link the adjustment to the invoice. The payment\_schedule\_id column links the adjustment to the invoice payment schedule in the table, AR\_PAYMENT\_SCHEDULES.

The `code_combination_id` column stores the unearned revenue account of the deposit. Receivables will use this account to reverse the unearned revenue distribution, originally created by the deposit, and will use the receivable account of the invoice to reduce the invoice balance.

## AR\_PAYMENT\_SCHEDULES

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

<b>payment_ schedule_ id</b>	<b>amount_ due_ original</b>	<b>amount_ due_ remaining</b>	<b>customer_ trx_id</b>	<b>trx_number</b>	<b>status</b>	<b>amount_ applied</b>	<b>class</b>	<b>amount_ adjusted</b>
302301	1100	600	10895	I-102	OP	NULL	INV	-500

The invoice payment schedule record in `AR_PAYMENT_SCHEDULES` is updated to reflect the adjustment of the deposit. The `amount_due_remaining` column is reduced by 500 and the `amount_adjusted` column is -500.

Receivables does not update the payment schedule record of the deposit in `AR_PAYMENT_SCHEDULES` when an invoice is applied to the deposit. The payment schedule of the deposit will be updated as adjustments and receipts are applied to this independent billing.

## Related Topics

Invoice Against a Guarantee, page 9-51

## Invoice Against a Guarantee

Receivables uses the following tables to store your invoice and guarantee information:

- `RA_CUSTOMER_TRX`
- `RA_CUSTOMER_TRX_LINES`
- `RA_CUST_TRX_LINE_GL_DIST`
- `AR_PAYMENT_SCHEDULES`
- `AR_ADJUSTMENTS`

Consider a sample invoice:

Invoice Number: I-103

Bill-To: ABC Inc

Invoice Date: 22-May-94

Invoice Lines:

<b>Invoice Line</b>	<b>Amount</b>	<b>Tax</b>	<b>Total Amount</b>
1 Table @ \$1000	1000.00	100.00	\$1100.00

with a sample guarantee:

Guarantee Number: G-102

Bill-To: ABC Inc

Deposit Date: 20-May-94

Amount: \$500

## RA\_CUSTOMER\_TRX

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
110120	I-103	ABC Inc	22-May-94

## RA\_CUSTOMER\_TRX\_LINES

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
120	110120		LINE	1000
121	110120	120	TAX	100

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in the table RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

## RA\_CUST\_TRX\_LINE\_GL\_DIST

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

cust_trx_line_gl_dist_id	code_combination_id	customer_trx_line_id	account_class	amount
200101	01-1200-1000-3000		REC	1100
200102	01-8100-1000-3000	120	REV	1000
200103	01-4100-1000-3000	121	TAX	100

## AR\_PAYMENT\_SCHEDULES

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	cash_receipt_id	trx_number	status	amount_applied	class
401100	1100	1100	110120	NULL	I-103	OP	NULL	INV

The payment schedule for the invoice originally shows an amount\_due\_remaining of 1100.

## AR\_ADJUSTMENTS

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:



<b>adjustment_id</b>	<b>amount</b>	<b>customer_trx_id</b>	<b>type</b>	<b>payment_schedule_id</b>	<b>code_combination_id</b>
56789	-500	110120	INVOICE	302302	01-6200-1000-3000

When the invoice is applied to the guarantee, Receivables inserts a record into AR\_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount\_due\_remaining from the AR\_PAYMENT\_SCHEDULES table for the guarantee or the total value of the invoice lines, whichever is smaller. Receivables uses the customer\_trx\_id and payment\_schedule\_id to link the adjustment to the guarantee payment schedule in the AR\_PAYMENT\_SCHEDULES table.

The code\_combination\_id column stores the unearned revenue account of the guarantee. Receivables will use this account to reverse the unearned revenue distribution, originally created by the guarantee, and will use the unbilled receivable account, originally created by the guarantee, to reverse the unbilled receivable balance.

## AR\_PAYMENT\_SCHEDULES

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

<b>payment_schedule_id</b>	<b>amount_due_original</b>	<b>amount_due_remaining</b>	<b>customer_trx_id</b>	<b>trx_number</b>	<b>status</b>	<b>amount_applied</b>	<b>class</b>	<b>amount_adjusted</b>
302302	500	0	110120	G-102	CL	NULL	GUAR	-500

The payment schedule record of the guarantee is updated to reflect the application of the invoice against the guarantee. The amount\_due\_remaining column is zero and the amount\_adjusted column becomes -500. The payment schedule record for the invoice will not be impacted by the adjustment.

## Related Topics

Commitments, page 9-47

Invoice Against a Deposit, page 9-49

## Credit Memos

When you enter a credit memo against an invoice, Receivables creates records in the following tables:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES
- AR\_RECEIVABLE\_APPLICATIONS

Consider a sample credit memo against line number 1 of invoice I-101:

Credit Memo Number: CM-101

Bill-To: ABC Inc

Credit Memo Date: 01-Jun-94

Credit Memo Amount: -1000

## RA\_CUSTOMER\_TRX

Credit memo number CM-101 is stored in this table as follows:

<b>customer_ trx_id</b>	<b>trx_number</b>	<b>bill_to_ customer_id</b>	<b>trx_date</b>	<b>previous_ customer_trx_id</b>
123456	CM-101	ABC Inc	01-Jun-94	101467

The previous\_customer\_trx\_id column references the original transaction you have credited.

## RA\_CUSTOMER\_TRX\_LINES

Credit memo number CM-101 is stored in this table as follows:

<b>customer_ trx_line_id</b>	<b>customer_ trx_id</b>	<b>link_to_ cust_trx_ line_id</b>	<b>line_type</b>	<b>extended_ amount</b>	<b>previous_ customer_ trx_id</b>	<b>previous_ customer_ trx_line_id</b>
150	123456		LINE	-926	101467	100
151	123456	150	TAX	-74	101467	101

Based on the example credit memo, Receivables inserts two records into RA\_CUSTOMER\_TRX\_LINES. The total value of the credit memo is prorated between the invoice and tax lines associated with line 1 of the original invoice. The previous\_customer\_trx\_line\_id column references the customer\_trx\_line\_id of the original invoice you have credited.

## RA\_CUST\_TRX\_LINE\_SALESREPS

Credit memo number CM-101 is stored in this table as follows:

<b>cust_trx_line_ salesrep_id</b>	<b>sales_rep_id</b>	<b>customer_ trx_line_id</b>	<b>revenue_ amount_split</b>	<b>non_ revenue_ amount_split</b>	<b>prev_cust_ trx_line_ salesrep_id</b>
150205	1492	100	-463	0	140195
150206	1525	100	-463	0	140196
150207	1492	101	0	-37	140197
150208	1525	101	0	-37	140198

Assuming the credit memo only applied to the first line of the invoice, salesperson 1492 and salesperson 1525 will split the loss of the sales credit. The prev\_cust\_trx\_line\_salesrep\_id column references the original sales credit from the original invoice.

## RA\_CUST\_TRX\_LINE\_GL\_DIST

Credit memo number CM-101 is stored in this table as follows:

<b>cust_trx_line_ gl_dist_id</b>	<b>code_combination_id</b>	<b>customer_ trx_line_id</b>	<b>account_ class</b>	<b>amount</b>
150160	01-1200-1000-3000		REC	-1000
150161	01-8100-1000-3000	150	REV	-926
150162	01-4100-1000-3000	151	TAX	-74

Because this is a credit memo, the revenue and tax accounts will be debited and the receivable will be credited.

## AR\_PAYMENT\_SCHEDULES

Credit memo number CM-101 is stored in this table as follows:

<b>payment_ schedule_ id</b>	<b>amount_ due_ original</b>	<b>amount_ due_ remaining</b>	<b>customer_ trx_id</b>	<b>trx_ number</b>	<b>status</b>	<b>amount_ applied</b>	<b>class</b>	<b>amount_ credited</b>
400100	-1000	0	123456	CM-101	CL	-1000	CM	NULL

The class column of the credit memo payment schedule is CM. The example credit memo has a status of CL (closed) and the amount\_applied column equals the amount of the credit memo, because the credit memo has been applied to an invoice. The amount\_due\_original column equals the amount of the credit memo, -1000. The amount\_due\_remaining is zero because the credit memo has been applied to an invoice.

## AR\_PAYMENT\_SCHEDULES

Credit memo number CM-101 is stored in this table as follows:

<b>payment_ schedule_ id</b>	<b>amount_ due_ original</b>	<b>amount_ due_ remaining</b>	<b>customer_ trx_id</b>	<b>trx_ number</b>	<b>status</b>	<b>amount_ applied</b>	<b>class</b>	<b>amount_ credited</b>
30191	6400	5400	101467	I-101	OP	NULL	INV	-1000

Receivables updates the payment schedule of the invoice to reflect the application of the credit memo. The amount\_due\_remaining column is reduced by -1000 and the amount\_credited column is -1000, the amount of the credit memo.

## AR\_RECEIVABLE\_APPLICATIONS

Credit memo number CM-101 is stored in this table as follows:

receivable_ application_id	amount_ applied	status	payment_ schedule_ id	customer_ trx_id	cash_ receipt_id	applied_ payment_ schedule_ id	applied_ customer_ trx_id
400	1000	APP	400100	123456	NULL	30191	101467

Receivables uses the AR\_RECEIVABLE\_APPLICATIONS table to store the mapping of the credit memo to the invoice being credited. The payment\_schedule\_id and customer\_trx\_id columns contain the credit memo data, while the applied\_payment\_schedule\_id and applied\_customer\_trx\_id reference the original invoice. If the credit memo applies to an invoice with multiple payment schedules, a record is inserted into AR\_RECEIVABLE\_APPLICATIONS for each payment schedule of the invoice. The code\_combination\_id column, which is not shown, stores the receivable account of the invoice. However, when the transaction is posted to the general ledger it posts as two distributions. One entry is posted to the receivable account of the credit memo, as it is stored in the RA\_CUST\_TRX\_LINE\_GL\_DIST table, and the other entry is posted to the receivable account of the invoice, as it is stored in the RA\_CUST\_TRX\_LINE\_GL\_DIST table.

For a standard credit memo, the receivable account of the credit memo is debited, while the receivable account of the invoice is credited. Normally, the receivable accounts will be the same, but this process permits the flexibility of using a unique receivable account to record your credit memos.

## Related Topics

On-Account Credit Memos, page 9-56

## On-Account Credit Memos

When you enter an on-account credit without a specific invoice reference, Receivables creates records in the following tables:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST.

Consider a sample on-account credit applied to customer ABC Inc:

Transaction Number: OC-101

Bill-To: ABC Inc

Transaction Date: 05-Jun-94

Credit Amount: -1000

## RA\_CUSTOMER\_TRX

On-Account Credit transaction number OC-101 is stored in this table as follows:

<b>customer_ trx_id</b>	<b>trx_number</b>	<b>bill_to_ customer_id</b>	<b>trx_date</b>	<b>previous_ customer_ trx_id</b>
660108	OC-101	ABC Inc	05-Jun-94	NULL

The previous\_customer\_trx\_id column is NULL because the credit does not apply to a specific invoice.

## RA\_CUSTOMER\_TRX\_LINES

On-Account Credit transaction number OC-101 is stored in this table as follows:

<b>customer_ trx_line_id</b>	<b>customer_ trx_id</b>	<b>link_to_ cust_trx_ line_id</b>	<b>line_type</b>	<b>extended_ amount</b>	<b>previous_ customer_ trx_id</b>	<b>previous_ customer_ trx_line_id</b>
170	660108		LINE	-1000		

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

For on-account credits Receivables inserts one record into RA\_CUSTOMER\_TRX\_LINES. The total value of the credit is stored in the extended\_amount column. The previous\_customer\_trx\_line\_id and previous\_customer\_trx\_id columns are null because the credit does not apply to a specific invoice.

## RA\_CUST\_TRX\_LINE\_GL\_DIST

On-Account Credit transaction number OC-101 is stored in this table as follows:

<b>cust_trx_line_ gl_dist_id</b>	<b>code_combination_id</b>	<b>customer_ trx_line_id</b>	<b>account_class</b>	<b>amount</b>
210220	01-1200-1000-3000		REC	-1000
210221	01-8100-1000-3000	170	REV	-1000

Because this is an on-account credit, the revenue account will be debited and the receivable will be credited.

## Related Topics

Credit Memos, page 9-53

## Unapplied Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_PAYMENT\_SCHEDULES
- AR\_RECEIVABLE\_APPLICATIONS

Consider a sample receipt which is initially unapplied:

Receipt Number: R-101

Received From: ABC Inc

Transaction Date: 05-Jul-94

Receipt Amount: 4000

## AR\_CASH\_RECEIPTS

Receipt number R-101 is stored in this table as follows:

credit_receipt_id	amount	status	receipt_number	type
338700	4000	UNAPP	R-101	CASH

## AR\_CASH\_RECEIPT\_HISTORY

Receipt number R-101 is stored in this table as follows:

cash_receipt_history_id	amount	status
457890	4000	CLEARED

## AR\_PAYMENT\_SCHEDULES

Receipt number R-101 is stored in this table as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class
510555	-4000	-4000	338700	NULL	R-101	OP	0	PMT

The example receipt has a status of OP (open) and an amount\_applied of NULL because the receipt has not been applied to a customer balance. The amount\_due\_original column equals the sum of the amount column in the AR\_CASH\_RECEIPTS table for the given cash\_receipts\_id. The class is PMT because this is a receipt related to a receivable activity. The amount\_due\_original and amount\_due\_remaining columns equal the inverse amount of the receipt.

## AR\_RECEIVABLE\_APPLICATIONS

Receipt number R-101 is stored in this table as follows:

payment_schedule_id	amount_applied	status	payment_schedule_id	code_combination_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id
408289	4000	UNAPP	400100	01-1100-1000	338700	NULL	NULL

The columns applied\_payment\_schedule\_id and applied\_customer\_trx\_id are NULL because the receipt has not been applied to a specific transaction. The amount\_applied column equals the amount of the receipt. The code\_combination\_id column stores the general ledger account associated with unapplied cash receipts.

## Related Topics

Applied Receipts, page 9-59

Reverse Receipts, page 9-62

Miscellaneous Receipts, page 9-64

## Applied Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS, which stores one record for each receipt.
- AR\_PAYMENT\_SCHEDULES, which stores customer balance information at the transaction level.
- AR\_RECEIVABLE\_APPLICATIONS, which stores accounting entries for cash and credit memo applications.

Receivables supports both same currency and cross currency receipt applications. In the latter case, the receipt currency is different than the transaction currency.

### Example 1 - Same Currency Receipt Application

Consider the sample receipt R-101, which is now applied to customer invoice I-101 for 6400 USD:

Receipt Number: R-101

Received From: ABC Inc

Transaction Date: 05-Jul-97

Receipt Amount: 4000 USD

#### AR\_CASH\_RECEIPTS

Receipt number R-101 is stored in this table as follows:

credit_receipt_id	receipt_number	amount	status	type	currency	rate
1521	R-101	4000	UNAPP	CASH	USD	NULL

After you apply the receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

#### AR\_PAYMENT\_SCHEDULES

Receipt number R-101 is stored in this table as follows:

payment_ schedule_ id	amount_ due_ original	amount_ due_ remaining	cash_ receipt_ id	customer_ trx_id	trx_ number	status	amount_ applied	class	curr
2211	6400	2400	NULL	1422	I-101	OP	4000	INV	USD
2225	-4000	0	1521		R-101	CL	-4000	PMT	USD

The payment schedule of invoice I-101 has a class of INV, while the payment schedule of receipt R-101 has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount\_due\_remaining column by the amount applied. Since the entire amount is applied, the amount\_due\_remaining is zero. The status of the receipt is changed to CL, and the amount\_applied is -4000.

**Note:** If the cash receipt is not confirmed in the AR\_CASH\_RECEIPT\_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount\_due\_remaining by the amount of the applied receipt. The status is still OP because the entire balance has not been paid. Receivables updates the amount\_applied to reflect the amount applied to the invoice.

#### AR\_RECEIVABLE\_APPLICATIONS

Receipt number R-101 is stored in this table as follows:

receivable_ application_id	status	trx_number	amount_applied	code_combination_id
3132	UNAPP	NULL	4000	01-1100-1000
3134	UNAPP	NULL	- 4000	01-1200-1100
3135	APP	I-101	4000	01-1200-1100

Receivables inserts three records into AR\_RECEIVABLE\_APPLICATIONS. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, via the trx\_number column.

The code\_combination\_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code\_combination\_id represents the general ledger account associated with unapplied receipts. For the APP record, the code\_combination\_id is the receivable account associated with the invoice transaction to which this receipt is applied.

#### Example 2 - Same Currency Receipt Application

Consider the sample receipt R-102, which, according to your customer's remittance advice, is to fully pay invoice I-102, using a cross currency rate of 1 CND = 0.729355 EUR.

- Receipt Number: R-102



- Received From: ABC Inc.
- Transaction Date: 5-JUL-97
- Receipt Amount: 100 EUR
- Exchange Rate: 1 EUR = .860956 USD
- Invoice Number: I-102
  - Transaction Date: 05-JUN-97
  - Invoice Amount:
  - Exchange Rate: 1 CND = .666667 USD

#### AR\_CASH\_RECEIPTS

Receipt number R-102 is stored in this table as follows:

credit_ receipt_id	receipt_number	amount	status	type	currency	rate
1520	R-102	100	APP	CASH	EUR	.865956

When you apply the entire receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

#### AR\_PAYMENT\_SCHEDULES

Receipt number R-102 is stored in this table as follows:

payment_ schedule_ id	amount_ due_ original	amount_ due_ remaining	cash_ receipt_ id	customer_ trx_id	trx_ number	status	amount_ applied	class	curr
2212	52.5	0		1423	I-102	CL	52.5	INV	CND
2224	-100	0	1520		R-102	CL	-100	PMT	EUR

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount\_due\_remaining column by the amount applied. Since the entire amount is applied, the amount\_due\_remaining is zero. The status of the receipt is changed to CL, and the amount\_applied is -4000.

**Note:** If the cash receipt is not confirmed in the AR\_CASH\_RECEIPT\_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount\_due\_remaining by the amount of the applied receipt. The status is still OP because the entire balance has not been paid. Receivables updates the amount\_applied to reflect the amount applied to the invoice.

#### AR\_RECEIVABLE\_APPLICATIONS

Receipt number R-102 is stored in this table as follows:

receivable_ application_ id	status	trx_ number	amt_ applied	amount_ applied_ from	trx_to_ rcpt_rate	acct_ amt_ applied_ to	acct_ amt_ applied_ from	code_ combination_ id
3142	UNAPP	NULL	100				33.33	01-1100-1000
3134	UNAPP	NULL	-100	- 100		-33.33	-33.33	01-1200-1100
3135	APP	I-102	52.5	100	1.9048	35	33.33	01-1200-1000

Again, Receivables inserts three records into AR\_RECEIVABLE\_APPLICATIONS. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, via the `trx_number` column.

The `code_combination_id` column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the `code_combination_id` represents the general ledger account associated with unapplied receipts. For the APP record, the `code_combination_id` is the receivable account associated with the invoice transaction to which this receipt is applied.

## Related Topics

Commitments, page 9-47  
Credit Memos, page 9-53  
Unapplied Receipts, page 9-57  
Reverse Receipts, page 9-62  
Miscellaneous Receipts, page 9-64

## Reverse Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_PAYMENT\_SCHEDULES
- AR\_RECEIVABLE\_APPLICATIONS

If receipt R-101 was not an actual receipt, we could enter a reverse receipt transaction to cancel the receipt.

## AR\_CASH\_RECEIPTS

The reverse receipt is represented in this table as follows:

credit_receipt_id	amount	status	receipt_number	type
338700	4000	REV	R-101	CASH

Receivables updates the status column of the original receipt from APP, applied, to REV, reversed.

### AR\_CASH\_RECEIPT\_HISTORY

The reverse receipt is represented in this table as follows:

<b>cash_receipt_history_id</b>	<b>amount</b>	<b>status</b>
545352	4000	REVERSED

A new record, which is not postable, will be inserted into AR\_CASH\_RECEIPT\_HISTORY to record the reverse receipt. Additionally, the current\_record\_flag of the original cash receipt record will be updated to null, while the reverse\_gl\_date column of the original receipt record will be set.

### AR\_PAYMENT\_SCHEDULES

The reverse receipt is represented in this table as follows:

<b>payment_schedule_id</b>	<b>amount_due_original</b>	<b>amount_due_remaining</b>	<b>cash_receipt_id</b>	<b>customer_trx_id</b>	<b>trx_number</b>	<b>status</b>	<b>amount_applied</b>	<b>class</b>
510555	-4000	0	338700	NULL	R-101	CL	0	PMT
30191	6400	6400	NULL	101467	I-101	OP	0	INV

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. Because the receipt has been reversed, the amount\_due\_remaining and amount\_applied columns are zero and the status column is CL, closed.

Receivables updates the payment schedule record of the invoice to increase the amount\_due\_remaining by the amount of the reverse receipt. The status is still OP because the entire balance has not been paid. The amount\_applied column is zero because no transactions have been applied to the invoice.

### AR\_RECEIVABLE\_APPLICATIONS

The reverse receipt is represented in this table as follows:

<b>receivable_application_id</b>	<b>amount_applied</b>	<b>status</b>	<b>payment_schedule_id</b>	<b>code_combination_id</b>	<b>cash_receipt_id</b>	<b>applied_payment_schedule_id</b>	<b>applied_customer_trx_id</b>
408292	-4000	APP	400100	01-1200-1100	338700	30191	101467
408293	4000	UNAPP	400100	01-1100-1000	338700	NULL	NULL
408294	-4000	UNAPP	400100	01-1100-1000	338700	NULL	NULL

Receivables inserts three records into AR\_RECEIVABLE\_APPLICATIONS. The first record, with a status of APP, offsets the original application of the receipt, including a reference to the applied invoice, via the applied\_payment\_schedule\_id and

applied\_customer\_trx\_id columns. The second and third records, with a status of UNAPP, offset the original unapplied transactions. The code\_combination\_id for the APP record is the receivable account associated with the invoice to which this receipt was originally applied. The code\_combination\_id for the two UNAPP records is the general ledger account associated with unapplied receipts.

## Related Topics

Applied Receipts, page 9-59

Unapplied Receipts, page 9-57

Miscellaneous Receipts, page 9-64

## Miscellaneous Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_MISC\_CASH\_DISTRIBUTIONS

Consider a sample miscellaneous receipt:

Receipt Number: R-102

Received From: Stock Broker

Transaction Date: 07-Jul-94

Receipt Amount: 500

### AR\_CASH\_RECEIPTS

Receipt number R-102 is stored in this table as follows:

cash_receipt_id	amount	status	receipt_number	type
345678	500	APP	R-102	MISC

For miscellaneous receipts, Receivables uses a status of APP. The type column is MISC for receipts not related to a receivable activity. The amount column stores the net amount of the receipt, while the receipt\_number column stores the receipt number.

### AR\_CASH\_RECEIPT\_HISTORY

Receipt number R-102 is stored in this table as follows:

cash_receipt_history_id	amount	status
467890	500	CLEARED

The only valid status values for a miscellaneous receipt are REMITTED, CLEARED, and REVERSED.

## AR\_MISC\_CASH\_DISTRIBUTIONS

Receipt number R-102 is stored in this table as follows:

<b>misc_cash_distribution_id</b>	<b>cash_receipt_id</b>	<b>code_combination_id</b>	<b>amount</b>
101789	345678	01-1190-1000-3000	250
101790	345678	01-1195-1000-3000	250

The `code_combination_id` stores the general ledger account associated with miscellaneous receipts. Each receipt may have multiple account distributions. The sum of the distributions for a given receipt will equal the amount of the receipt.

### Related Topics

Unapplied Receipts, page 9-57

Applied Receipts, page 9-59

Chargebacks, page 9-65

Adjustments, page 9-67

## Chargebacks

You create chargebacks to decrease the balance of an invoice and to create another debit item for the same amount. Receivables handles chargebacks the same as invoices, but also creates an adjustment to decrease the balance of the invoice.

Receivables uses the following tables to store your chargeback information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_ADJUSTMENTS
- AR\_PAYMENT\_SCHEDULES

Consider the invoice I-101 created in the first example of this essay. You receive a payment for 2000 on June 1, 1994, and decide to create a chargeback, CB-101, for the balance of the invoice, 4400.

## RA\_CUSTOMER\_TRX

This transaction is represented in this table as follows:

<b>customer_trx_id</b>	<b>trx_number</b>	<b>bill_to_customer_id</b>	<b>trx_date</b>
765432	CB-101	ABC Inc	01-Jun-94

## RA\_CUSTOMER\_TRX\_LINES

This transaction is represented in this table as follows:

<b>customer_trx_line_id</b>	<b>customer_trx_id</b>	<b>link_to_cust_trx_line_id</b>	<b>line_type</b>	<b>extended_amount</b>
711	765432		CB	4400

Receivables creates one record in RA\_CUSTOMER\_TRX\_LINES for the chargeback with a line\_type of 'CB' and the extended\_amount equal to the balance of the invoice.

There is no impact to the RA\_CUST\_TRX\_LINE\_SALESREPS.

## RA\_CUST\_TRX\_LINE\_GL\_DIST

This transaction is represented in this table as follows:

<b>cust_trx_line_gl_dist_id</b>	<b>code_combination_id</b>	<b>customer_trx_line_id</b>	<b>account_class</b>	<b>amount</b>
660116	01-1200-1000-3000	NULL	REC	4400
660117	01-8100-1000-3000	711	REV	4400

Receivables inserts two records into the RA\_CUST\_TRX\_LINE\_GL\_DIST table. The code\_combination\_id of the REC record stores the receivable account distribution for the chargeback. The code\_combination\_id of the REV record stores the revenue account distribution for the chargeback.

## AR\_ADJUSTMENTS

This transaction is represented in this table as follows:

<b>adjustment_id</b>	<b>amount</b>	<b>customer_trx_id</b>	<b>type</b>	<b>payment_schedule_id</b>	<b>code_combination_id</b>
57931	-4400	101467	INVOICE	30191	01-8100-1000-3000

When the chargeback is created, Receivables inserts a record into AR\_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount\_due\_remaining on the invoice payment schedule in the AR\_PAYMENT\_SCHEDULES table. The customer\_trx\_id and the payment\_schedule\_id columns reference the original invoice.

For chargebacks, the type column is always INVOICE. The code\_combination\_id column stores the revenue account of the chargeback. This transaction will offset the REV distribution from the RA\_CUST\_TRX\_LINE\_GL\_DIST table. To link this adjustment with the chargeback, the chargeback\_customer\_trx\_id column, which is not shown, stores the customer\_trx\_id of the chargeback.

## AR\_PAYMENT\_SCHEDULES

This transaction is represented in this table as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
565785	4400	4400	765432	CB-101	OP	NULL	CB	NULL

The class column, CB, identifies this payment schedule as a chargeback. The example chargeback has a status of OP (open) and an amount\_applied of NULL because no payment has been applied against it. The amount\_due\_original and amount\_due\_remaining columns equal the amount of the chargeback.

## AR\_PAYMENT\_SCHEDULES

This transaction is represented in this table as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
30191	6400	0	101467	I-101	CL	2000	INV	-4400

Receivables updates the invoice payment schedule in the AR\_PAYMENT\_SCHEDULES by reducing the amount\_due\_remaining column to zero, to reflect the application of the chargeback to the invoice. The amount\_adjusted column equals the amount of the chargeback and the status column is changed to closed (CL).

## Related Topics

Adjustments, page 9-67

## Adjustments

You can create adjustments to increase or decrease invoice balances. You can make adjustments to invoices, lines, tax or freight. Receivables uses the following tables to store your adjustment information:

- AR\_ADJUSTMENTS
- AR\_PAYMENT\_SCHEDULES

For example, adjust invoice number I-104 to write off the remaining balance of 2400.

## AR\_ADJUSTMENTS

This transaction is represented in this table as follows:

adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
987654	-2400	899143	INVOICE	646566	01-5100-3000-1000

Receivables inserts a record into AR\_ADJUSTMENTS to record adjustment details such as the amount, the type of adjustment, the customer\_trx\_id and the payment\_schedule\_id of the invoice you want to adjust. The amount column equals the amount of the

adjustment. The `code_combination_id` column stores the general ledger distribution for the adjustment transaction.

## AR\_PAYMENT\_SCHEDULES

This transaction is represented in this table as follows:

<b>payment_ schedule_ id</b>	<b>amount_ due_ original</b>	<b>amount_ due_ remaining</b>	<b>customer_ trx_id</b>	<b>trx_ number</b>	<b>status</b>	<b>amount_ applied</b>	<b>class</b>	<b>amount_ adjusted</b>
646566	6400	0	899143	I-104	CL	4000	INV	-2400

Receivables updates the payment schedule record of the invoice in `AR_PAYMENT_SCHEDULES`, by adjusting the `amount_due_remaining` to zero, changing the status to `CL`, and changing the `amount_adjusted` to -2400.

## Related Topics

Chargebacks, page 9-65

About Adjustments, page 3-229



---

## Archive and Purge

This chapter covers the following topics:

- Using Archive and Purge
- Running Archive and Purge
- Archive Summary/Detail Reports

### Using Archive and Purge

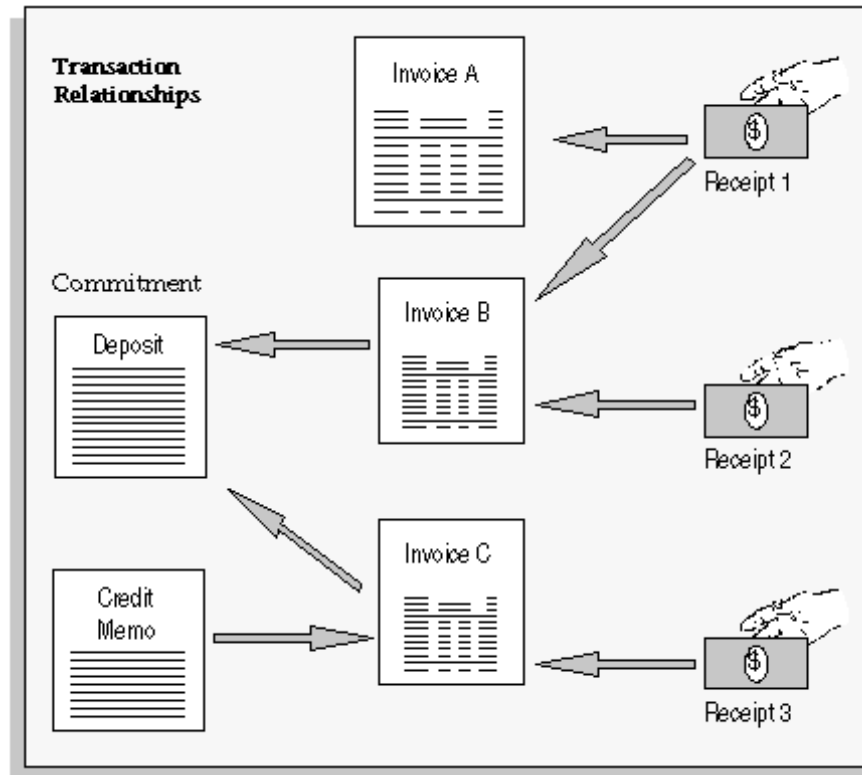
**Important:** You should not use the Receivables Archive and Purge program if you are using cash basis accounting.

Databases with high volumes of transactions rapidly increase in size and memory requirements. This can have a detrimental impact on performance for both online and background processing. Receivables stores large quantities of historical data to maintain audit trails, but this data need not be available online. The Archive and Purge feature lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance.

Depending on your business needs, you can archive records at one of three levels of detail: 'header-level', 'header and line-level', and 'header, line, and distribution-level'. Transactions are purged from the database based on the parameters you specify. The purge process will remove eligible transactions and all activities relating to these transactions such as adjustments, credits, reversals, calls, sales credits, and receipts.

For example, in the following diagram Invoice A has been paid by Receipt 1, which also partially paid Invoice B. Receipt 2 is used to pay the remainder of Invoice B. In addition, Invoice B is applied to a commitment with Invoice C. Invoice C is paid by Receipt 3 and a Credit Memo. All of these transactions are considered to be members of a single chain of related transactions. The Archive and Purge program rejects the entire chain if any member does not meet the purge criteria.

### ***Chain of Related Transactions***



It is important to read this essay in its entirety before running the Archive and Purge programs. Archive and Purge deletes transaction information from your database and this essay outlines the steps you must take to ensure that all critical information and reports are available for future use.

## **Related Topics**

Preparing to Run Archive and Purge, page 10-2

Archive and Purge Cycle, page 10-5

Purge Criteria, page 10-9

Tables Purged, page 10-11

Archive Level, page 10-12

Data Not Archived, page 10-16

Monitoring Your Archive Purge, page 10-17

Archive Tables, page 10-23

## **Preparing to Run Archive and Purge**

Before running the standard Archive and Purge program, perform the following steps to prepare your system. These steps ensure that no important data is deleted from Receivables when running Archive and Purge.

Not all of these steps are required before running the Call New Archive and Purge Process. If a step is optional or not required for this program, this is indicated in the step description.

**1. Clear archive tables (standard Archive and Purge only)**

The Archive/Purge programs verify that the archive tables are clear before running. If the tables are not clear, you will receive an error and processing will stop. Check the following tables to ensure that they are empty:

- AR\_ARCHIVE\_HEADER
- AR\_ARCHIVE\_DETAIL

**2. Ensure no other users are on the system (standard Archive and Purge only)**

The Archive/Purge programs can only be run when other users are not accessing the system. The programs will verify that no other concurrent processes can run while it is processing. However, you must ensure that no other concurrent programs run between the time you start the purge preparation steps and Archive/Purge begins.

**3. Run the Oracle Sales Compensation interface**

If you use Oracle Sales Compensation, you must run the Oracle Sales Compensation open interface to copy information from the following Receivables tables before purging:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUSTOMER\_TRX\_LINES\_SALESREPS

**4. Run Intrastat**

Ensure that your movement statistics records have been reported to the authorities for the periods you are purging.

With the formation of the European Union (EU), the border restrictions between member states were lifted. This rendered the method of gathering trade statistics on how goods were moved, and the type of goods being moved, obsolete. The EU replaced the old method with 'Intrastat' which requires companies within the EU to gather movement statistics concerning the trade between EU member states.

In Oracle Applications, movement statistics are tied to the shipment information and passed through AutoInvoice to Receivables. The Intrastat report used to satisfy the EU requirement derives data from invoice information in Receivables. Therefore, you should not delete any invoice information which has associated movement statistics until you report the movement information to the authorities. This is usually done on a monthly basis, but could be on any negotiated period.

**5. Verify AutoInvoice tables are empty (optional, but recommended)**

To ensure that you do not purge transactions which could be affected by records in the AutoInvoice tables, verify that the following AutoInvoice interface tables are empty:

- RA\_INTERFACE\_LINES
- RA\_INTERFACE\_SALESCREDITS
- RA\_INTERFACE\_DISTRIBUTIONS

If these tables are populated, you must run AutoInvoice and ensure it clears these tables before running the Archive/Purge programs.

**6. Verify Lockbox tables are empty (optional, but recommended)**

To ensure that you do not purge transactions that could be affected by records in the Lockbox tables, verify that the Lockbox Interim table is empty:

- AR\_PAYMENTS\_INTERFACE

If this table is populated, you must run Submit Lockbox Validation Processing and ensure it runs without errors before running the Archive/Purge programs.

**7. Verify QuickCash tables are empty (optional, but recommended)**

To ensure that you do not purge transactions that could be affected by records in the QuickCash tables, verify that the following QuickCash tables are empty:

- AR\_INTERIM\_CASH\_RECEIPTS
- AR\_INTERIM\_CASH\_RECEIPT\_LINES

If these tables are populated, you must run Post QuickCash before the Archive/Purge programs.

**8. Run Tax Reports**

Certain tax reports derive values which are not stored in the database. These reports cannot derive accurate data for periods in which transactions have been purged. You should therefore run these reports for the periods you are purging and store the output for future use, as the data in these reports may be needed in a tax audit.

- If your tax type is US Sales Tax, run the following:
  - Adjustments Register
  - Miscellaneous Receipts Register
  - Sales Journal by General Ledger Account
  - U.S. Sales Tax Report
- If your tax type is VAT, run the following:
  - Adjustments Register
  - Customers with 0 VAT and No VAT Registration Number
  - Miscellaneous Receipts Register
  - Sales Journal by General Ledger Account
  - Tax Reconciliation Report
  - VAT Exception Report

**9. Back up the Database**

Before you purge any records from Receivables, you must back up your database for safety. You should also confirm the integrity of your backup.

## **Related Topics**

Running Archive and Purge, page 10-43

Archive and Purge Cycle, page 10-5

Purge Criteria, page 10-9  
Tables Purged, page 10-11  
Archive Level, page 10-12  
Data Not Archived, page 10-16  
Archive Tables, page 10-23

## Archive and Purge Cycle

The cycle for the standard Archive and Purge program is divided into four separate processes: Selection and Validation, Archive, Purge, and optionally Copying to a file. The Selection and Validation and Archive processes form the Archive-Preview program. This program selects eligible transaction using criteria you specified, validates the data to identify the transaction chains, then stores this information in the archive tables. The Purge program uses the information in the archive tables to delete eligible transactions from the database tables. Alternatively, you can run the Selection and Validation, Archive, and Purge processes together using the Archive and Purge program. The final process is to transfer the archive data to a separate storage medium. Using the Archive to File program enables you to write the archive information to a flat file. Alternatively, you can export the AR\_ARCHIVE\_HEADER and AR\_ARCHIVE\_DETAIL tables and import them into your own archive tables.

Once you have completed all of the preparation steps, you can run the following programs from the Requests window: Archive-Preview, Purge, Archive and Purge, and Archive to File. Each of these programs can be run as a separate process, however the Purge and Archive to File programs cannot be run until the Archive tables are populated by either the Archive-Preview or the Archive and Purge programs. Additionally, you can run the Archive-Restart program and Archive Reports from the Requests window.

The Call New Archive and Purge Process includes the all of the processes as the standard Archive and Purge program, but it does not generate a preview report of items selected for purging or the Archive Detail/Summary reports. This process selects an item based on the criteria you entered and ensures that it meets the requirements for purging. It then purges the transaction and moves on to the next transaction available for archive and purge. Information about transactions that could not be purged and items that are purged is written to a log file. This file name is the same as the concurrent request ID.

### Archive-Preview

The Archive-Preview program selects and validates transactions that meet the purge parameters and copies the transaction information into the archive tables. A report is automatically generated after the archive tables are populated. The level of detail of this report is determined by the parameter you select when you start the Archive-Preview program.

### Purge

The purge process purges eligible transaction data. To run this program you must first run the Archive-Preview program as this identifies eligible transactions and stores the IDs in AR\_ARCHIVE\_PURGE\_INTERIM.

**Warning:** You should only run the Purge program if no users have been on the system since you started the Archive-Preview, as this process does not revalidate the IDs stored in AR\_ARCHIVE\_PURGE\_INTERIM.

**Archive and Purge**

The Archive and Purge program populates the archive tables and purges transaction information in one step. This can also be run after Archive-Preview if you cannot be sure that no users have been on the system since you started the Archive-Preview.

**Archive to File**

This is an optional program which can be used to copy the archive tables to a flat file if this is the desired method of storage.

**Archive-Restart**

This program is used for error handling when the Archive-Preview or Archive and Purge fails. It can be used to save the system from having to revalidate all purge candidates, if Archive/Purge has completed the selection and validation phase, then fails during the archive phase. Archive-Restart clears the Archive Header and Detail tables and submits the archive report. When submitting the Archive-Restart program you must provide the following parameters: Archive Level, Summary Report Only, Number of Workers, Commit Size, and Archive ID.

**Archive Summary Report**

Submit this report manually from the Requests window if the report fails when submitted by the Archive and Purge or the Archive-Preview program. You can also submit this report to review summary information for previous Archive/Purge runs. The Archive Summary Report includes the amount and count of transactions selected for purge based on the AR\_ARCHIVE\_CONTROL table. When submitting the Archive Summary Report program, you must provide the Archive ID.

**Archive Detail Report**

Submit this report manually from the Requests window if the report fails when submitted by the Archive and Purge or the Archive-Preview program. The Archive Detail Report includes a breakdown of the above summary information by customer. This report is based on the AR\_ARCHIVE\_HEADER table. When submitting the Archive Detail Report program, you must provide the Archive ID.

**Call New Archive and Purge Process**

Submit this program manually from the Requests window. Users do not have to log off the system to run this program. This option does not purge deposits, guarantees, miscellaneous receipts or any items linked to these transactions. This option does not create the Archive Purge Detail or Summary reports; instead, the program writes information about the purge process to a log file.

A typical Archive/Purge process might include the following steps.

1. **Change user responsibility.**

The Archive/Purge programs are only available to users with the AR Archive Purge User responsibility.

2. **Run Archive-Preview (standard Archive and Purge program only)**

In the Run Archive and Purge window, select the Archive-Preview program. When running the Archive-Preview program you must provide values for the following parameters:

- GL Date Type (Required, Default)
- Archive Period (Required)
- Open Receivables Only (Required, Default)

- Postable Items Only (Required, Default)
- Customer Name (Optional)
- Archive Level (Required)
- Summary Report Only (Required, Default)
- Number of Workers (Required, Default)
- Commit Size (Required, Default)

For a detailed description of parameters see: Archive and Purge Parameters, page 10-44.

### 3. **Review Archive Report (standard Archive and Purge program only)**

Use the Archive Report(s) generated during the Archive-Preview program to review transaction counts and amounts. The Grand Total of the report should equal zero.

This report is based on the transactions selected for purge and stored in the AR\_ARCHIVE\_PURGE\_INTERIM table.

### 4. **Purge Database Tables**

Return to the Run Archive and Purge window to start the purge program by entering Purge in the Name field. The Purge removes transaction information from the database based on the data in table AR\_ARCHIVE\_PURGE\_INTERIM. The Purge program provides the following parameters:

- Number of Workers (Required, Default)
- Archive ID (Required)

For a detailed description of parameters see: Archive and Purge Parameters, page 10-44.

The purge program does not generate a report as it would use the same archive table information as the archive report, so the two reports would be identical.

**Important:** If you wish to ensure consistency between the Archive-Preview and the Purge, no users should be on the system in the interim.

You can run the Archive and Purge instead of the Purge if you cannot be sure that no users have been on the system since you started the Archive-Preview. You must clear the archive tables before running this program. The parameters for this program combine the parameters of the Archive-Preview and Purge programs.

### 5. **Move Archive Data to Storage**

From the Run Archive and Purge window, select the Archive to File program to move your archive data to a file in the standard output directory (*AR\_TOP/out*) with the file name <user id.request id>.

**Warning:** Ensure that you move your archive output from the *AR\_TOP/out* directory to an appropriate storage area. Otherwise, it will be deleted when your system administrator clears the output directories.

**Important:** Archived data is for reference purposes only. After you move the data to your storage area, you cannot bring it back into Oracle Receivables for additional processing.

## 6. Clear Archive Tables

Once archive data has been stored the archive tables must be cleared before the next purge run. To clear the archive tables use the TRUNCATE command in SQL with the following tables:

- AR\_ARCHIVE\_HEADER
- AR\_ARCHIVE\_DETAIL

**Important:** The following information in this step is true for the standard Archive and Purge program, but not the Call New Archive and Purge Process.

The following tables will be cleared automatically the next time you run the Archive/Purge programs. However, you may wish to TRUNCATE these tables now. The TRUNCATE command is a more efficient way of clearing these tables and will save time during the next Archive/Purge process.

- AR\_PURGE\_TRX\_AUX
- AR\_PURGE\_REC\_AUX
- AR\_ARCHIVE\_PURGE\_LOG
- AR\_ARCHIVE\_PURGE\_INTERIM
- AR\_PURGE\_OE\_EXCEPTIONS

The truncate command removes all of the rows from the tables.

**Warning:** You cannot rollback a TRUNCATE statement.

## 7. Reorganize the Database

After you purge your database, you should contact your Database Administrator (DBA) so that he can export and import the tables and indexes from which you purged data. By recreating these objects, you can reduce the memory each object occupies in your tablespace and increase the performance of your system.

## Related Topics

Archive and Purge Parameters, page 10-44

Purge Criteria, page 10-9

Tables Purged, page 10-11

Archive Level, page 10-12

Data Not Archived, page 10-16

Monitoring Your Archive Purge, page 10-17

Archive Tables, page 10-23



## Purge Criteria

**Transactions:** Transactions and all activities relating to the transactions such as adjustments, credits, reversals, calls, sales credits, and receipts must meet the following criteria:

- All transactions must be posted to GL. Receivables considers a transaction to be posted if every record relating to the transaction has a GL Posted date (this does not apply to transactions not eligible for posting if the Postable Only parameter is set to No).
- Standard Archive and Purge program: Transactions applied to commitments are not eligible for purge until the commitment is closed. A commitment is considered closed when the commitment balance (or if it is a deposit the deposit balance) is zero.

Call New Archive and Purge: Transactions applied to commitments are not eligible for purge.

- If the GL Date Type parameter is:
  - Invoice GL date - all invoice GL dates must be prior to the end date of the period specified.
  - Receipts GL date - all receipt GL dates must be prior to the end date of the period specified.
  - All GL dates - the GL dates of all selected transactions must be prior to the end date of the period specified.

**Note:** The GL Date Type parameter does not apply if you choose to include transactions not eligible for posting. In this case the transaction date will be used for date checking. This parameter applies only to the standard Archive and Purge program.

- All transactions must be closed (for example, the payment schedules have no amount due). This does not apply if you choose to include transactions not open to receivables. These transactions do not have a payment schedule and therefore are not checked.
- If the transaction is a receipt, it must be related to transactions eligible for purge, unless it is a reversed unapplied receipt in which case it may not be related to any transaction.
- If the transaction is a receipt, it must be fully applied or unapplied and reversed. For example, the status of the latest AR\_CASH\_RECEIPT\_HISTORY record must be 'Cleared', 'Risk\_Eliminated', or 'Reversed', or for Debit Memo reversals the reversal date must be not null.
- All transactions must meet the purge parameters you specify.
- Miscellaneous receipts will not be Purged unless you run Archive/Purge for all customers, because they are not related to specific customers.

The following are general rules transactions must meet to be considered closed:

### Invoice

Invoice balance is reduced to zero by application of one or more of the following: Cash Receipts, Credit Memos, Approved Adjustments, or Deposits.

**Debit Memo**

Debit Memo balance is reduced to zero by application of one or more of the following: Cash Receipts, Credit Memos, or Approved Adjustments.

**Credit Memo**

Credit Memo balance is fully applied to one or more of the following: Invoices, Debit Memos, Chargebacks, or Cash Receipts.

**Chargeback**

Chargeback is fully applied to either a Cash Receipt, Credit Memo, or an Approved Adjustment.

**Deposit**

Deposit balance and commitment balance is fully applied to one or more invoices.

**Guarantee**

Commitment balance is fully covered by one or more invoices.

**Important:** The Call New Archive and Purge program does not purge deposits, guarantees, miscellaneous receipts or any items linked to these transactions.

**Cash Receipt**

Receipt balance is fully applied to one or more of the following: Invoice, Debit Memo, Credit Memo, Chargeback, Deposit. If the receipt was not applied but has been reversed, it is also eligible for purge.

**Adjustment**

Approved and Applied to an Invoice, Debit Memo, or Credit Memo.

## Batches

A batch is not considered to be part of a transaction chain, therefore transactions that are part of a batch may be purged even if all transactions in the batch are not purgeable. The batch will be eligible for purge when all of the transactions associated to it are purged. Prior to a batch being purged you can review a batch with some of the transactions deleted. In this case the batch the Partially Purged check box will be checked and the Control Totals fields in the batch will appear to be out of balance. This is because the Actual Count and Amount fields in the Control Totals section do not include purged transaction data.

## Transactions Related to Projects

Transactions related to Oracle Projects are not purged by default. However, you can override this default by adding your own criteria of what project-related transactions are to be purged. For example, you may wish to purge project-related transactions originating from a project that has since been closed and that will not be reopened for additional activity.

**Note:** No transactions in Oracle Projects are purged.

You specify your own criteria of what invoices to purge by adding your logic to the Receivables Invoice Purge client extension provided by Oracle Project Accounting. You first determine the logic that you want to include in the client extension. You then add and test your logic in the PL/SQL function **client\_purgeable** in the package **pa\_ar\_trx\_purge**. This function exists in the file PAXARPGB.pls located in the Oracle Project Accounting install/sql/ directory. Oracle Project Accounting provides the parameter of customer\_trx\_id to the client\_purgeable function.

For more information on implementing your own logic using a client extension, refer to the Client Extensions and AutoApprove Profile Options chapter in the *Oracle Personal Time and Expense System Administrator's Guide*.

### **Transaction Related to Orders**

Transactions will not be purged if they are referenced by open return lines in Oracle Order Management. In addition, commitments that are referenced by open order lines within Oracle Order Management are not purgeable. To do this, the Archive/Purge process uses the view SO\_OPEN\_ORDER\_INVOICE\_REF\_V and the table AR\_PURGE\_OE\_EXCEPTIONS which hold transaction IDs of open orders. The purge program uses these as criteria for eliminating transactions from the purge process. For more information, see: Archive Tables, page 10-23.

### **Transactions Under Collectibility Analysis**

Transactions will not be purged if Event-Based Revenue Management is enabled and collectibility analysis is still in progress. Receivables determines the status of collectibility analysis using the LINE\_COLLECTIBILITY\_FLAG on the AR\_DEFERRED\_LINES\_ALL table.

### **Receipts Reconciled in Cash Management**

Receipts that were reconciled in Cash Management cannot be purged in Receivables until the related bank statement records in Cash Management are purged.

### **Client Extension**

Receivables provides a client extension to enable you to integrate with third party applications or choose to exclude or include transactions from purge selection based on criteria that you define.

You specify your criteria by customizing the PL/SQL function `trx_purgeable` in the package `arp_trx_purge`. This function exists in the file `ARPUPRGB.pls` located in the Receivables `install/sql/` directory. Receivables provides the parameter `customer_trx_id` to the `trx_purgeable` function which by default returns a true value. You need to add your logic to return a value of false for the `customer_trx_id` of the transactions you do not want to purge.

### **Related Topics**

Tables Purged, page 10-11  
Archive and Purge Cycle, page 10-5  
Archive Level, page 10-12  
Data Not Archived, page 10-16  
Monitoring Your Archive Purge, page 10-17  
Archive Tables, page 10-23

### **Tables Purged**

The Archive and Purge programs delete transaction data from the following tables:

- AR\_ACTION\_NOTIFICATIONS

- AR\_ADJUSTMENTS
- AR\_BATCHES
- AR\_CALL\_ACTIONS
- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_CORRESPONDENCE\_PAY\_SCHED
- AR\_CUSTOMER\_CALL\_TOPICS
- AR\_DEFERRED\_LINES\_ALL
- AR\_LINE\_CONTS\_ALL
- AR\_MISC\_CASH\_DISTRIBUTIONS
- AR\_NOTES
- AR\_PAYMENT\_SCHEDULES
- AR\_RATE\_ADJUSTMENTS
- AR\_RECEIVABLE\_APPLICATIONS
- AR\_TRANSMISSIONS
- RA\_BATCHES
- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- RA\_CUST\_TRX\_LINE\_SALESREPS
- AR\_CORRESPONDENCES
- AR\_DISTRIBUTIONS

## Related Topics

Archive Level, page 10-12

Archive and Purge Cycle, page 10-5

Data Not Archived, page 10-16

Monitoring Your Archive Purge, page 10-17

Archive Tables, page 10-23

## Archive Level

The Archive and Purge program provides three levels of detail for archiving transaction information. You can archive just header level data for your transactions; header and line level data; or header, line, and distribution data.

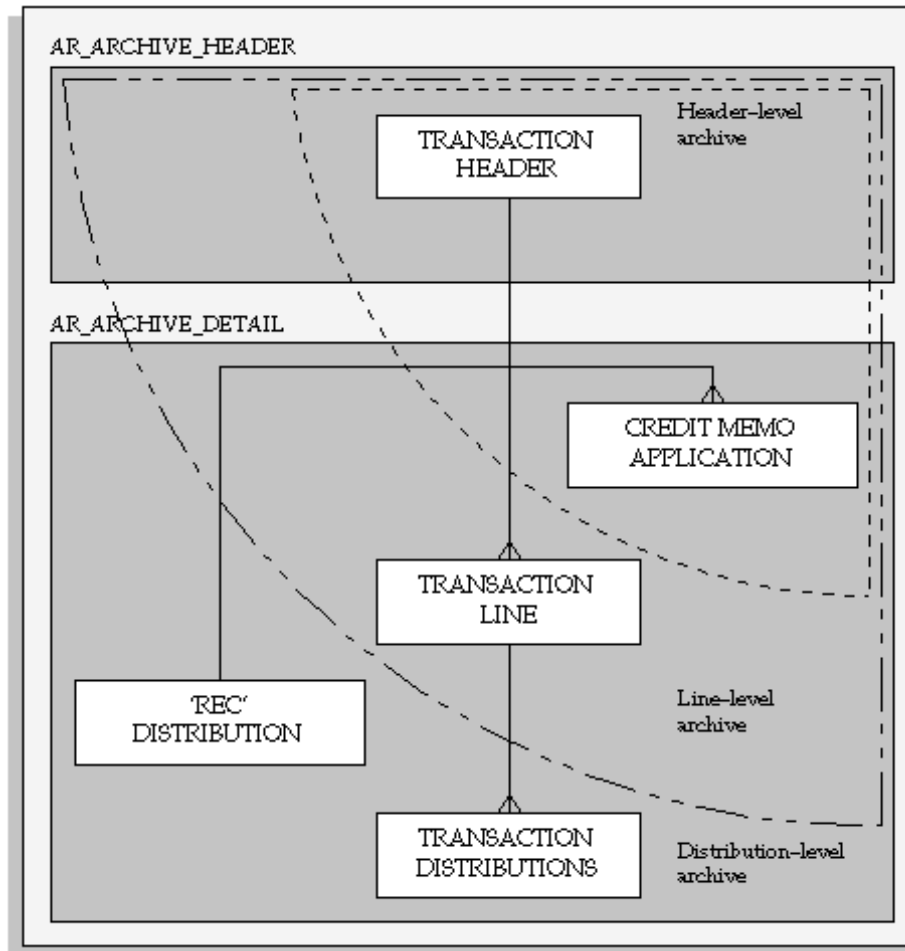
Archived transactions are stored in the AR\_ARCHIVE\_HEADER and AR\_ARCHIVE\_DETAIL tables. The header table stores records of three types: Transactions (Invoices, Credit or Debit Memos, Guarantees, Deposits, Chargebacks, and On-Account

Credits), Receipts and Adjustments. Records stored in the detail table relate to these header records.

The following diagrams illustrate the relationships between the records in these two tables.

**Note:** Regardless of the level of detail you choose to archive, the purge portion of this program will remove all records for the selected transaction and all related transactions.

**Archive different levels of transaction data**

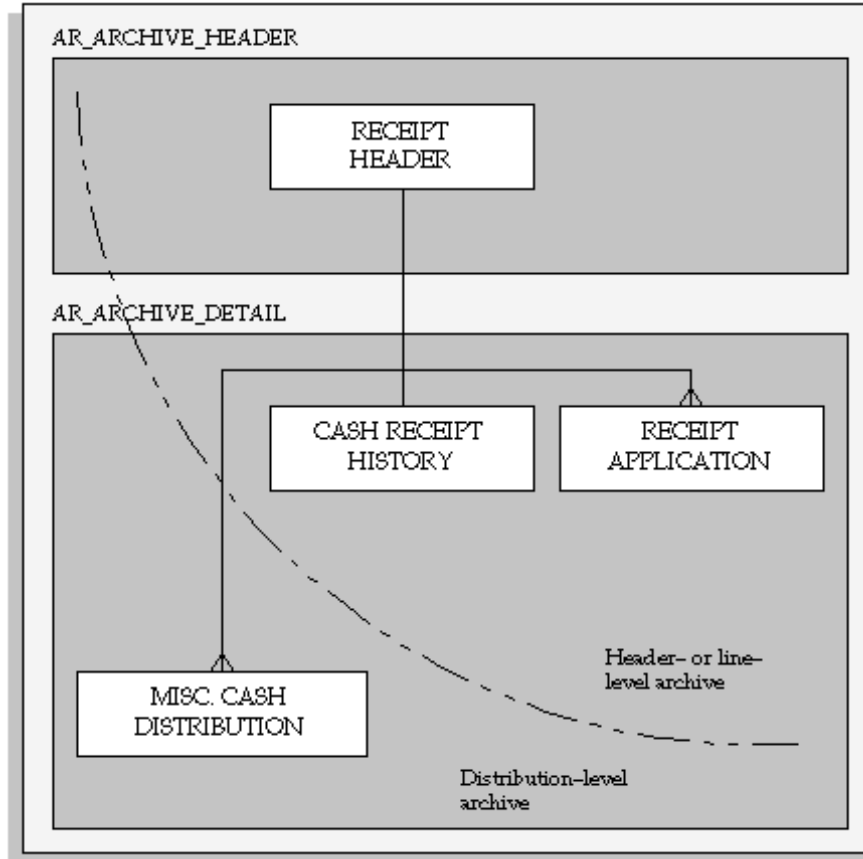


Notes on the above diagram:

- Header records relate to detail records using transaction\_class and transaction\_id. Detail records are credit memo application(s), transaction line(s) and a distribution of type 'REC'.
- Line records in AR\_ARCHIVE\_DETAIL relate to distributions in the same table using transaction\_class, transaction\_id and transaction\_line\_id.
- For credit memos, 'related' columns in AR\_ARCHIVE\_HEADER indicate the credited transaction, or for invoices, they indicate the commitment applied (if applicable).

- For transaction lines, 'related' columns in AR\_ARCHIVE\_DETAIL indicate the credited line and the commitment line applied to the transaction (if applicable).
- For credit memo applications, 'related' columns in AR\_ARCHIVE\_DETAIL indicate the transaction credited

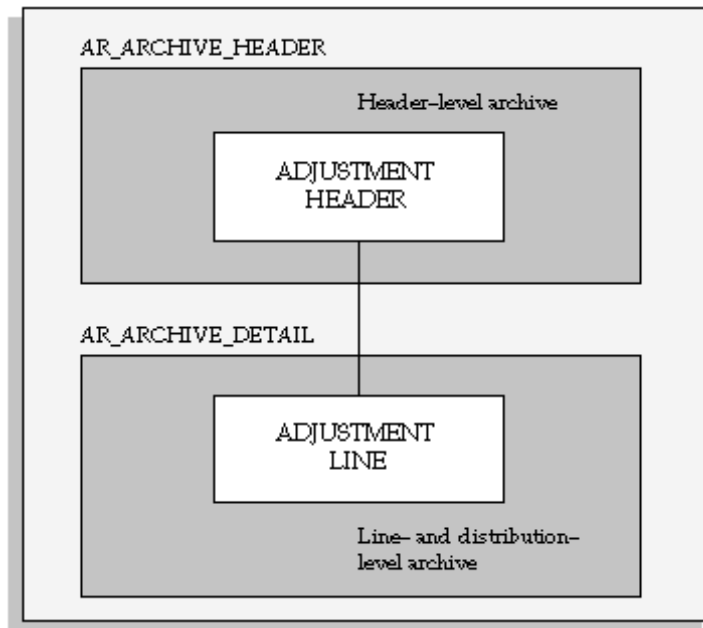
**Archive different levels of cash receipt data**



Notes on the above diagram:

- Header records relate to detail records using transaction\_class and transaction\_id. Detail records are cash receipt application(s), a cash receipt history record, and miscellaneous cash distributions.
- Miscellaneous cash distributions are stored only for a distribution level archive.
- No additional records are stored for a line level archive.
- For receipt applications, 'related' columns in AR\_ARCHIVE\_DETAIL indicate the transaction applied to the receipt.

### Archive different levels of adjustment data



Notes on the above diagram:

- Header records relate to detail records using transaction\_class and transaction\_id.
- 'Related' columns in AR\_ARCHIVE\_DETAIL indicate the adjusted transaction in AR\_ARCHIVE\_HEADER.
- No additional columns records are stored for a distribution level archive.

Depending on the archive level you choose, different types and numbers of records will be stored. Also, for a distribution level archive, additional columns in line level records are populated.

Use the following table to determine which records are created for each archive level:

Level	Storage Table	Number of Records Archived
Headers	AR_ARCHIVE_HEADER	1 record for each transaction, receipt, and adjustment
Headers	AR_ARCHIVE_DETAIL	1 record for each credit memo and receipt application
Headers	AR_ARCHIVE_DETAIL	1 record for the latest AR_CASH_RECEIPT_HISTORY record
Headers and Lines	AR_ARCHIVE_DETAIL	1 record for each transaction line
Headers and Lines	AR_ARCHIVE_DETAIL (see Header Level)	1 record for each adjustment plus the Header level records
Header, Lines and Distributions	AR_ARCHIVE_DETAIL	1 record for each transaction distribution
Header, Lines and Distributions	AR_ARCHIVE_DETAIL	1 record for each miscellaneous cash distribution
Header, Lines and Distributions	AR_ARCHIVE_DETAIL (see Header and Line Level)	Additional accounting related columns archived on above line records plus the Header and Line level records

For a detailed list of all the columns archived for each level, see the Archive Tables, page 10-26.

## Related Topics

Archive and Purge Cycle, page 10-5  
Preparing to Run Archive and Purge, page 10-2  
Purge Criteria, page 10-9  
Tables Purged, page 10-11  
Data Not Archived, page 10-16  
Monitoring Your Archive Purge, page 10-17  
Archive Tables, page 10-23

## Data not Archived

The following table outlines transaction information that is purged but not archived as part of the Archive/Purge process. If you need to retain this information you must copy the required information before running Purge.



Information Not Archived	Source Tables
Sales information	RA_CUST_TRX_LINE_SALESREPS
Call and all related information	AR_ACTION_NOTIFICATIONS AR_NOTES AR_CALL_ACTIONS AR_CUSTOMER_CALL_TOPICS
Invoice and Correspondence information concerning dunning letters	AR_CORRESPONDENCE_PAY_SCHED AR_CORRESPONDENCES
Detail Payment Schedule information	AR_PAYMENT_SCHEDULES
Currency exchange adjustments	AR_RATE_ADJUSTMENTS
Unaccrued adjustments	AR_ADJUSTMENTS (where status = 'U')
Cash Basis accounting information	AR_CASH_BASIS_DISTRIBUTIONS

**Important:** The Archive/Purge programs should not be used if your Accounting Method is Cash Basis (as defined in the System Options window).

## Related Topics

Monitoring Your Archive and Purge, page 10-17

Preparing to Run Archive and Purge, page 10-2

Archive and Purge Cycle, page 10-5

Purge Criteria, page 10-9

Tables Purged, page 10-11

Archive Level, page 10-12

Data Not Archived, page 10-16

Archive Tables, page 10-23

## Monitoring Your Archive and Purge

When you submit any of the Archive/Purge programs, Receivables tracks the status of your process by inserting messages into a log table, AR\_ARCHIVE\_PURGE\_LOG. These messages can be either Status or Error messages.

Status messages are inserted into the log table as different events in the Archive/Purge process take place, such as starting or completing a module. The modules that make up the Archive/Purge process are submitted by a 'control module' which produces many of the generic status messages.

Error messages are inserted into the log table when a module fails. You can then use the error messages to help you restart the correct programs and avoid repeating processes which completed successfully.

## Monitoring Your Archive/Purge

You can monitor the progress of your Archive/Purge in two ways. Using the View Concurrent Requests window, or by accessing the AR\_ARCHIVE\_PURGE\_LOG and AR\_ARCHIVE\_CONTROL tables using SQL\*Plus.

During processing of any Archive/Purge run, multiple concurrent requests will be submitted. For example, if you submit the Archive-Preview, there will be a parent concurrent request for the control module, named Archive-Preview. This request will submit requests for the selection and validation process, for the archive, for the report, and so on. These child requests are submitted sequentially, so you can monitor the progress of your Archive/Purge by ensuring each child request completes successfully. When all child requests have completed successfully, all the messages in AR\_ARCHIVE\_PURGE\_LOG are written to the report output file of the parent request.

If you want to monitor the progress of each request more closely, you can access the AR\_ARCHIVE\_PURGE\_LOG table directly using SQL\*Plus. Use the following commands to write the contents of the log table to a file titled log.lst in the directory where you logged on to SQL\*Plus:

```
spool log
COLUMN MESSAGE format A50
select MESSAGE, TIME
from AR_ARCHIVE_PURGE_LOG;
spool off
```

You can then review this file to check your progress.

You will also need to access the log table directly if one of your concurrent requests fail. You can access AR\_ARCHIVE\_PURGE\_LOG to see what the last message in the table is. This will be the final error message inserted before the program failed. You can match this error against the list of error messages below to determine your next course of action.

If there is a problem with your concurrent manager you can view the status of each concurrent request by accessing the AR\_ARCHIVE\_CONTROL table. Use the following commands to create a file containing status information for the current Archive/Purge run titled control.lst, in the directory where you logged on to SQL\*Plus:

```
spool control
select request_id, status
from AR_ARCHIVE_CONTROL
WHERE archive_id = '<current archive_id in the format RRMDDHHMISS
>';
spool off
```

Refer to the table descriptions later in this essay for more information on how these tables are populated.

## Status and Error Messages

In the tables below messages are grouped by module. Each table contains the message as it appears in the message log and a description of the message.

**This table shows control module status messages:**

Message	Message Description
AR_ARCHIVE_CONT_START	Starting the <program_name>. This message is used each time the control module starts a new program.
AR_ARCHIVE_SUB_START	Calling <program_name> process. This message appears as the control module calls each child program.
AR_ARCHIVE_REQ_SUB	Submitted concurrent request <request_id>. This message appears as the control module submits a concurrent request for each child program.
AR_ARCHIVE_REQ_TERM	Request: <request_id> Completed/Errored. This message returns the status of the above request.
AR_ARCHIVE_ERROR	<function_name> <error_message> <error_code>. This message appears if the above returns an error. It will be the last message in the file if there is an error and will return the 'technical' error code. For example: PL*SQL error. Contact your system administrator or support if you receive this message.
AR_ARCHIVE_SUB_COMP	<program_name> process complete. This message is the last message for each child process called.
AR_ARCHIVE_CONT_COMP	Completed the <program_name>. This message appears at the very end, when everything completes.

**This table shows selection module status messages:**

Message	Message Description
AR_ARCHIVE_START_SEL	Starting Data Selection...
AR_ARCHIVE_PUR_INT	Purging interim and auxiliary tables
AR_ARCHIVE_RETR_TRX	Retrieving transactions
AR_ARCHIVE_TRX_LOAD	Loaded <count> Transactions into AR_PURGE_TRX_AUX
AR_ARCHIVE_RETR_REC	Retrieving receipts
AR_ARCHIVE_REC_LOAD	Loaded <count> Receipts into AR_PURGE_REC_AUX
AR_ARCHIVE_COUNT	Loaded <count> rows into auxiliary tables. This message prints every 10,000 lines.
AR_ARCHIVE_COMP_SEL	Data selection complete
AR_ARCHIVE_CONTEXT	Oracle Projects context is <PA_transaction_flexfield_context>. This message appears if PA is installed.
AR_ARCHIVE_START_CYC	Validating data
AR_ARCHIVE_COMP_CYC	Validation complete
AR_ARCHIVE_INS_INT	Inserting into AR_ARCHIVE_PURGE_INTERIM

**This table shows archive module status messages:**

Message	Message Description
AR_ARCHIVE_ARC_START	Archiving...
AR_ARCHIVE_ARC_TRX	Archiving transaction ID range: <id_low> to <id_high>
AR_ARCHIVE_ARC_TRX_C	Finished archiving transaction ID range: <id_low> to <id_high>
AR_ARCHIVE_ARC_COMP	Archive Complete
AR_ARCHIVE_REP_START	Running archive report
AR_ARCHIVE_REP_COMP	Archive report complete

**This table shows purge module status messages:**

Message	Message Description
AR_ARCHIVE_PUR_START	Purging...
AR_ARCHIVE_PUR	Purging Transaction/Receipt/Batch_ID range: <id_low> to <id_high>
AR_ARCHIVE_PUR_C	Finished purging Transaction/Receipt/Batch_ID range: <id_low> to <id_high>
AR_ARCHIVE_PUR_COMP	Purge Complete

**Error Messages:** When you submit the Archive/Purge programs, records in the following tables are deleted as indicated.

- AR\_PURGE\_TRX\_AUX
  - Records in this table are deleted before Archive-Preview and Archive and Purge.
- AR\_PURGE\_REC\_AUX
  - Records in this table are deleted before Archive-Preview and Archive and Purge.
- AR\_ARCHIVE\_PURGE\_INTERIM
  - Records in this table are deleted before Archive-Preview and Archive and Purge.
- AR\_PURGE\_OE\_EXCEPTIONS
  - Records in this table are deleted before Archive-Preview and Archive and Purge.
- AR\_ARCHIVE\_PURGE\_LOG
  - Records in this table are deleted before Archive-Preview and Archive and Purge.
- AR\_ARCHIVE\_HEADER
  - Records in this table are deleted before Archive-Restart.
- AR\_ARCHIVE\_DETAIL
  - Records in this table are deleted before Archive-Restart.
- AR\_ARCHIVE\_CONTROL\_DETAIL
  - Records with the current archive\_id are deleted before Archive-Restart.

**This table shows generic error messages that are used for more than one error situation where noted.**

Message	Message Description
AR_ARCHIVE_TABLE_POP	Archive/Purge terminated. Archive tables are populated. Please save then delete the contents of AR_ARCHIVE_HEADER and AR_ARCHIVE_DETAIL, then resubmit Archive/Purge. This message appears at the very start if the archive tables are not empty.
AR_ARCHIVE_NO_DATE	No date retrieved. Exiting program. This message appears if you cannot get the last day of the period from the period parameter entered.
AR_ARCHIVE_FAIL_A	Your selection and validation process failed. Please submit Archive-Preview. This message appears when you submit Archive-Preview and it fails during the selection and validation process.
AR_ARCHIVE_FAIL_A	Your archive process failed. Please submit Archive-Restart. This message appears when you submit Archive-Preview and it fails during the archive module.
AR_ARCHIVE_FAIL_A	Your archive summary/detail report process failed. Please submit Archive Summary/Detail Report. This message appears when you submit Archive-Preview and it fails during the report module.
AR_ARCHIVE_FAIL_A	Your selection and validation process failed. Please submit Archive and Purge. This message appears when you submit Archive and Purge and it fails during the selection and validation module.
AR_ARCHIVE_FAIL_B	Your archive process failed. Please submit Archive-Restart, then Purge. This message appears when you submit Archive and Purge and it fails during the archive module.
AR_ARCHIVE_FAIL_C	Your archive was successful, but your purge process failed. Please resubmit Purge. This message appears when you submit Archive and Purge and it fails during the Purge process.
AR_ARCHIVE_FAIL_D	Your Archive was successful, but your report failed. Please submit your Archive Report then Purge. This message appears when you submit Archive and Purge and it fails during the report module.
AR_ARCHIVE_FAIL_A	Your Purge process failed. Please submit Purge. This message appears when you submit Purge and it fails.
AR_ARCHIVE_FAIL_A	Your Archive to File process failed. Please submit Archive to File. This message appears when you submit Archive to File and it fails.
AR_ARCHIVE_FAIL_A	Your Archive Restart process failed. Please submit Archive Restart. This message appears when you submit Archive Restart and it fails during the archive.
AR_ARCHIVE_FAIL_C	Your archive was successful, but your Summary/Detail Report process failed. Please resubmit Summary/Detail Report. This message appears when you submit Archive Restart and it fails during the report.

## Related Topics

Archive Tables, page 10-23  
Preparing to Run Archive and Purge, page 10-2  
Archive and Purge Cycle, page 10-5  
Purge Criteria, page 10-9  
Tables Purged, page 10-11  
Archive Level, page 10-12  
Data Not Archived, page 10-16

## Archive Tables

The following tables store information during the Archive and Purge process. Each of these tables (except the AR\_ARCHIVE\_CONTROL and AR\_ARCHIVE\_CONTROL\_DETAIL tables) must be empty for the Archive-Preview or Archive and Purge programs to run.

### AR\_ARCHIVE\_PURGE\_LOG

This table is used to store messages during the processing cycle. You can review this table to identify at what point an error occurred. This table contains the following columns:

- MESSAGE - Message text.
- TIME - Time that it was inserted into the log table.

### AR\_PURGE\_TRX\_AUX

This table is used during the selection process to store the selected transaction identification numbers:

- TRX\_ID - The CUSTOMER\_TRX\_ID
- RELATED\_ID - Related CUSTOMER\_TRX\_ID
- TYPE - Related transaction type
- STATUS - Indicates purgeable status with a Yes or No
  - Index:
  - AR\_PURGE\_TRX\_AUX\_N1 on the TRX\_ID column.

### AR\_PURGE\_REC\_AUX

This table is used during the selection process to store the selected receipt identification numbers:

- REC\_ID - The CASH\_RECEIPT\_ID.
- REC\_TRX\_ID - Related transaction's CUSTOMER\_TRX\_ID
- STATUS - Indicates purgeable status with a Yes or No
  - Index:
  - AR\_PURGE\_REC\_AUX\_N1 on the REC\_ID column.

## AR\_PURGE\_OE\_EXCEPTIONS

This table is used during the selection process to store identification numbers of transactions that do not meet the Oracle Order Management purge requirements:

- TRX\_ID - The CUSTOMER\_TRX\_ID
  - Index:
  - AR\_PURGE\_OE\_EXCEPTION\_N1 on the TRX\_ID column.

## AR\_ARCHIVE\_PURGE\_INTERIM

This table is populated by the validation process and stores the IDs of qualifying transactions. The Purge program uses these IDs to identify transactions to purge but does not re-validate the IDs.

- TRX\_ID - The CUSTOMER\_TRX\_ID
- RELATED\_ID - Related CUSTOMER\_TRX\_ID or CASH\_RECEIPT\_ID
  - Indices:
  - AR\_ARCHIVE\_PURGE\_INTERIM\_N1 on the TRX\_ID column.
  - AR\_ARCHIVE\_PURGE\_INTERIM\_N2 on the RELATED\_ID column.

## AR\_ARCHIVE\_CONTROL

This table stores historical data for Archive and Purge runs. Each Archive and Purge module inserts a record into this table. For example, if you run Archive-Preview, there will be a record for the control module, a record for the selection and validation, a record for the archive and so on. All records associated with a particular run have the same archive\_id and the records are distinguished by request\_id. As each step begins it inserts a record and updates the status column with R for running. When the step completes, the program updates the status column with C for complete and inserts a new record with a status R, for the next step of the process.

- CREATION\_DATE - Date of creation
- CREATED\_BY - Standard who column
- TRANSACTION\_MODE - Parameter
- TRANSACTION\_TYPE - Parameter
- TRANSACTION\_PERIOD - Parameter
- OPEN\_RECEIVABLES - Parameter
- POSTABLE - Parameter
- ARCHIVE\_LEVEL - Parameter
- NUMBER\_OF\_PROCESSES - Parameter
- COMMIT\_SIZE - Parameter
- STATUS - Status
- REQUEST\_ID - Concurrent request id.
- COMMENTS - User enterable comments
- ARCHIVE\_ID - Unique Identifier for the Archive/Purge run



## AR\_ARCHIVE\_CONTROL\_DETAIL

This table stores historical, statistical data for Archive/Purge runs. It stores the transaction type, record count and amount, grouped by transaction type. It will contain one record for each GL period archived during the Archive process. This information is used for the Archive Summary report.

**Note:** There may be one or more GL Periods associated with each Archive/Purge run.

- ARCHIVE\_ID - Unique Identifier for the Archive/Purge run
- PERIOD\_NUMBER - Sequence of GL Period associated with this group of transactions
- PERIOD\_NAME - GL Period associated with this group of transactions
- INVOICES\_CNT - Number of Invoices processed
- CREDIT\_MEMOS\_CNT - Number of Credit Memos processed
- DEBIT\_MEMOS\_CNT - Number of Debit Memos processed
- CHARGEBACKS\_CNT - Number of Chargebacks processed
- DEPOSITS\_CNT - Number of Deposits processed
- ADJUSTMENTS\_CNT - Number of Adjustments processed
- CASH\_RECEIPTS\_CNT - Number of Receipts processed
- INVOICES\_NO\_REC\_CNT - Number of Invoices not open to receivables processed
- CREDIT\_MEMOS\_NO\_REC\_CNT - Number of Credit Memos not open to receivables processed
- DEBIT\_MEMOS\_NO\_REC\_CNT - Number of Debit Memos not open to receivables processed
- CHARGEBACKS\_NO\_REC\_CNT - Number of Chargebacks not open to receivables processed
- DEPOSITS\_NO\_REC\_CNT - Number of Deposits not open to receivables processed
- GUARANTEES\_CNT - Number of Guarantees processed
- MISC\_RECEIPTS\_CNT - Number of Miscellaneous Receipts processed
- INVOICES\_TOTAL - Total amount of Invoices
- CREDIT\_MEMOS\_TOTAL - Total amount of Credit Memos
- DEBIT\_MEMOS\_TOTAL - Total amount of Debit Memos
- CHARGEBACKS\_TOTAL - Total amount of Chargebacks
- DEPOSITS\_TOTAL - Total amount of Deposits
- ADJUSTMENTS\_TOTAL - Total amount of Adjustments
- CASH\_RECEIPTS\_TOTAL - Total amount of Receipts
- DISCOUNTS\_TOTAL - Total amount of Discounts
- EXCHANGE\_GAIN\_LOSS\_TOTAL - Total amount of exchange rate gain and loss
- INVOICES\_NO\_REC\_TOTAL - Total amount of Invoices not open to receivables

- CREDIT\_MEMOS\_NO\_REC\_TOTAL - Total amount of Credit Memos not open to receivables
- DEBIT\_MEMOS\_NO\_REC\_TOTAL - Total amount of Debit Memos not open to receivables
- CHARGEBACKS\_NO\_REC\_TOTAL - Total amount of Chargebacks not open to receivables
- DEPOSITS\_NO\_REC\_TOTAL - Total amount of Deposits not open to receivables
- GUARANTEES\_TOTAL - Total amount of Guarantees
- MISC\_RECEIPTS\_TOTAL - Total amount of Miscellaneous Receipts

## AR\_ARCHIVE\_HEADER

The Headers table stores the main transaction information. Main transactions may be Invoices, Receipts, Credit or Debit Memos, Adjustments, Guarantees, Deposits, Chargebacks, and On-Account Credits. This data will be archived for all 'Archive-Levels'. This information is used for the Archive Detail report.

**Note:** Records stored in this table are of three types; Transactions (TRX), Receipts (CR) and Adjustments (ADJ). If one of these types is not referenced, it means the column is null for records of that type.

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
ARCHIVE_ID				
TRANSACTION_CLASS	RA_CUST_TRX_TY PES	TYPE	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_TY PES	NAME (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
TRANSACTION_ID	RA_CUSTOMER_TRX	CUSTOMER_TRX_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
RELATED_TRANSACTION_CLASS	RA_CUST_TRX_TYPES	TYPE (Invoice being credited) (TRX)	RA_CUSTOMER_TRX	PREVIOUS_CUSTOMER_TRX_ID
		TYPE (Commitment related to an invoice) (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
				INITIAL_CUSTOMER_TRX_ID
				CUST_TRX_TYPE_ID

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
RELATED_TRANSACTION_TYPE	RA_CUST_TRX_TYPES	TYPE (Invoice being adjusted) (ADJ)	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
		NAME (Invoice being credited) (TRX)	RA_CUSTOMER_TRX	PREVIOUS_CUSTOMER_TRX_ID
				CUST_TRX_TYPE_ID
RELATED_TRANSACTION_ID	RA_CUSTOMER_TRX	NAME (Commitment related to an invoice) (TRX)	RA_CUSTOMER_TRX	INITIAL_CUSTOMER_TRX_ID
				CUST_TRX_TYPE_ID
		NAME (Invoice being adjusted) (ADJ)	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
TRANSACTION_NUMBER	RA_CUSTOMER_TRX	PREVIOUS_CUSTOMER_TRX_ID (TRX)		
		INITIAL_CUSTOMER_TRX_ID (TRX)		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID (ADJ)		
	RA_CUSTOMER_TRX	TRX_NUMBER		
TRANSACTION_DATE	AR_CASH_RECEIPTS	RECEIPT_NUMBER		
	AR_ADJUSTMENTS	ADJUSTMENT_NUMBER		
	RA_CUSTOMER_TRX	TRX_DATE		
BATCH_NAME	AR_CASH_RECEIPTS	RECEIPT_DATE		
	AR_ADJUSTMENTS	APPLY_DATE		
	RA_BATCHES	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_ID
BATCH_SOURCE_NAME	AR_BATCHES	NAME (CR)	AR_CASH_RECEIPT_HISTORY	BATCH_ID (Receipt batch from first posted record)
	RA_BATCHES_SOURCES	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_SOURCE_ID

AR_ARCHIVE_ HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
	AR_BATCHES_ SOURCES	NAME (CR)	AR_CASH_ RECEIPT_HISTORY AR_BATCHES	BATCH_ID (Receipt batch from first posted record) BATCH_SOURCE_ID
SET_OF_BOOKS_ NAME	GL_SET_OF_BOOKS	NAME	RA_CUSTOMER_ TRX	SET_OF_BOOKS_ID
	GL_SET_OF_BOOKS	NAME	AR_CASH_RECEI PTS	SET_OF_BOOKS_ID
	GL_SET_OF_BOOKS	NAME	AR_ADJUSTMENTS	SET_OF_BOOKS_ID
AMOUNT	RA_CUST_TRX_ LINE_GL_DIST	AMOUNT (from 'REC' record)		
	AR_CASH_RECEI PTS	AMOUNT		
	AR_ADJUSTMENTS	AMOUNT		
TYPE	AR_CASH_RECEI PTS	TYPE (CR)		
	AR_ADJUSTMENTS	TYPE (ADJ)		
ADJUSTMENT_TY PE	AR_ADJUSTMENTS	ADJUSTMENT_TY PE (ADJ)		
POST_TO_GL	RA_CUST_TRX_TY PES	POST_TO_GL (TRX)	RA_CUSTOMER_ TRX	CUST_TRX_TYPE_ID
ACCOUNTING_ AFFECT_FLAG	RA_CUST_TRX_ TYPES	ACCOUNTING_ AFFECT_FLAG (TRX)	RA_CUSTOMER_ TRX	CUST_TRX_TYPE_ID
REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (Type: 'INVOICING_ REASON') (TRX)	RA_CUSTOMER_ TRX	REASON_CODE
		MEANING (Type:'ADJUST_ REASON') (ADJ)	AR_ADJUSTMENTS	REASON_CODE
CASH_RECEIPT_ STATUS	AR_CASH_RECEI PTS	STATUS (CR)		
CASH_RECEIPT_ HISTORY_STATUS	AR_CASH_ RECEIPT_HISTORY	STATUS (where current_record_flag = Y) (CR)		
BILL_TO_ CUSTOMER_ NUMBER	HZ_PARTIES	PARTY_NUMBER  (CR)	RA_CUSTOMER_ TRX  AR_CASH_RECEI PTS	BILL_TO_ CUSTOMER_ID  PAY_FROM_ CUSTOMER

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
BILL_TO_CUSTOMER_NAME	HZ_PARTIES	PARTY_NAME (TRX)	RA_CUSTOMER_TRX	BILL_TO_CUSTOMER_ID
		(CR)	AR_CASH_RECEIPTS	PAY_FROM_CUSTOMER
BILL_TO_CUSTOMER_LOCATION	HZ_CUST_ACCT_SITE	LOCATION	RA_CUSTOMER_TRX	BILL_TO_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			(CR)	
			AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
BILL_TO_CUSTOMER_ADDRESS1,2,3,&4	HZ_LOCATIONS	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX	BILL_TO_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
			(CR)	
			AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
BILL_TO_CUSTOMER_CITY	HZ_LOCATIONS	CITY (TRX)	HZ_LOCATION	CUSTOMER_SITE_ID
			RA_CUSTOMER_TRX	BILL_TO_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
			(CR)	
			AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
BILL_TO_CUSTOMER_STATE	HZ_LOCATIONS	STATE (TRX)	HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
			(CR)	
			AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_CUST_ACCT_SITE	CUSTOMER_SITE_ID

AR_ARCHIVE_ HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
BILL_TO_ CUSTOMER_ COUNTRY	HZ_LOCATIONS	COUNTRY (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	BILL_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID
		(CR)	AR_CASH_RECEI PTS  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	CUSTOMER_SITE_ USE_ID  SITE_USE_ID  CUSTOMER_SITE_ ID
BILL_TO_ CUSTOMER_ POSTAL_CODE	HZ_LOCATIONS	POSTAL_CODE (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	BILL_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID
		(CR)	AR_CASH_RECEI PTS  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	CUSTOMER_SITE_ USE_ID  SITE_USE_ID  CUSTOMER_SITE_ ID
SHIP_TO_ CUSTOMER_ NUMBER	HZ_PARTIES	PARTY_NUMBER	RA_CUSTOMER_ TRX	SHIP_TO_ CUSTOMER_ID
SHIP_TO_ CUSTOMER_NAME	HZ_PARTIES	PARTY_NAME (TRX)	RA_CUSTOMER_ TRX	SHIP_TO_ CUSTOMER_ID
SHIP_TO_ CUSTOMER_ LOCATION	HZ_CUST_SITE_ USES	LOCATION (TRX)	RA_CUSTOMER_ TRX	SHIP_TO_SITE_USE_ ID
SHIP_TO_ CUSTOMER_ ADDRESS1,2,3,&4	HZ_LOCATIONS	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	SHIP_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID
SHIP_TO_ CUSTOMER_CITY	HZ_LOCATIONS	CITY (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	SHIP_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID

AR_ARCHIVE_ HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
SHIP_TO_ CUSTOMER_STATE	HZ_LOCATIONS	STATE (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	SHIP_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID
SHIP_TO_ CUSTOMER_ COUNTRY	HZ_LOCATIONS	COUNTRY (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	SHIP_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID
SHIP_TO_ CUSTOMER_ POSTAL_CODE	HZ_LOCATIONS	POSTAL_CODE (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_SITE_ USES  HZ_CUST_ACCT_S ITE	SHIP_TO_SITE_USE_ ID  SITE_USE_ID  CUSTOMER_SITE_ ID
REMIT_TO_ ADDRESS1,2,3,4	HZ_LOCATIONS	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_ACCT_S ITE	REMIT_TO_ ADDRESS_ID  CUSTOMER_SITE_ ID
REMIT_TO_CITY	HZ_LOCATIONS	CITY (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_ACCT_S ITE	REMIT_TO_ ADDRESS_ID  CUSTOMER_SITE_ ID
REMIT_TO_STATE	HZ_LOCATIONS	STATE (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_ACCT_S ITE	REMIT_TO_ ADDRESS_ID  CUSTOMER_SITE_ ID
REMIT_TO_ COUNTRY	HZ_LOCATIONS	COUNTRY (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_ACCT_S ITE	REMIT_TO_ ADDRESS_ID  CUSTOMER_SITE_ ID
REMIT_TO_ POSTAL_CODE	HZ_LOCATIONS	POSTAL_CODE (TRX)	RA_CUSTOMER_ TRX  HZ_CUST_ACCT_S ITE	REMIT_TO_ ADDRESS_ID  CUSTOMER_SITE_ ID
SALESREP_NAME	RA_SALESREPS	NAME (TRX)	RA_CUSTOMER_ TRX	PRIMARY_SALESRE P_ID
TERM_NAME	RA_TERMS	NAME (TRX)	RA_CUSTOMER_ TRX	TERM_ID

<b>AR_ARCHIVE_ HEADER</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
TERM_DUE_DATE	RA_CUSTOMER_ TRX	TERM_DUE_DATE  (holds final due date for payment schedule)  (TRX)		
PRINTING_LAST_ PRINTED	RA_CUSTOMER_ TRX	PRINTING_LAST_ PRINTED  (TRX)		
PRINTING_OPTION	RA_CUSTOMER_ TRX	PRINTING_OPTION (TRX)		
PURCHASE_ORDER	RA_CUSTOMER_ TRX	PURCHASE_ORDER (TRX)		
COMMENTS	RA_CUSTOMER_ TRX	COMMENTS		
	AR_CASH_RECEI PTS	COMMENTS		
	AR_ADJUSTMENTS	COMMENTS		
EXCHANGE_ RATE_TYPE	RA_CUSTOMER_ TRX	EXCHANGE_RATE_ TYPE  (TRX)		
	AR_CASH_RECEI PTS	EXCHANGE_RATE_ TYPE  (CR)		
EXCHANGE_ RATE_DATE	RA_CUSTOMER_ TRX	EXCHANGE_RATE_ DATE  (TRX)		
	AR_CASH_RECEI PTS	EXCHANGE_RATE_ DATE  (CR)		
EXCHANGE_RATE	RA_CUSTOMER_ TRX	EXCHANGE_RATE (TRX)		
	AR_CASH_RECEI PTS	EXCHANGE_RATE (CR)		
CURRENCY_CODE	RA_CUSTOMER_ TRX	INVOICE_ CURRENCY_ CODE  (TRX)		
	AR_CASH_RECEI PTS	CURRENCY_CODE (CR)		



AR_ARCHIVE_ HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
GL_DATE	RA_CUST_TRX_ LINE_GL_DIST	GL_DATE (from 'REC' record)  or TRX_DATE (if post to GL = N)		
	AR_CASH_ RECEIPT_HISTORY	GL_DATE (where current_record_flag = Y)		
	AR_ADJUSTMENTS	GL_DATE		
REVERSAL_DATE	AR_CASH_RECEI PTS	REVERSAL_DATE (CR)		
REVERSAL_ CATEGORY	AR_CASH_RECEI PTS	REVERSAL_ CATEGORY  (CR)		
REVERSAL_ REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (TYPE: CKAJST_REASON) (CR)	AR_CASH_RECEI PTS	REVERSAL_ REASON_ CODE
REVERSAL_ COMMENTS	AR_CASH_RECEI PTS	REVERSAL_ COMMENTS (CR)		
ATTRIBUTE_ CATEGORY	RA_CUSTOMER_ TRX	ATTRIBUTE_ CATEGORY		
	AR_CASH_RECEI PTS	ATTRIBUTE_ CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_ CATEGORY		
ATTRIBUTE1-15	RA_CUSTOMER_ TRX	ATTRIBUTE1-15		
	AR_CASH_RECEI PTS	ATTRIBUTE1-15		
	AR_ADJUSTMENTS	ATTRIBUTE1-15		
RECEIPT_ METHOD_NAME	AR_RECEIPT_ METHODS	NAME (CR)	AR_CASH_RECEI PTS	RECEIPT_ METHOD_ID
WAYBILL_ NUMBER	RA_CUSTOMER_ TRX	WAYBILL_NUMBER (TRX)		
DOCUMENT_ SEQUENCE_NAME	FND_DOCUMENT_ SEQUENCES	NAME	RA_CUSTOMER_ TRX	DOC_SEQUENCE_ ID
			AR_CASH_RECEI PTS	DOC_SEQUENCE_ ID
			AR_ADJUSTMENTS	DOC_SEQUENCE_ ID

<b>AR_ARCHIVE_ HEADER</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
DOCUMENT_ SEQUENCE_VALUE	RA_CUSTOMER_ TRX	DOC_SEQUENCE_ VALUE		
	AR_CASH_RECEI PTS	DOC_SEQUENCE_ VALUE		
	AR_ADJUSTMENTS	DOC_SEQUENCE_ VALUE		
START_DATE_ COMMITMENT	RA_CUSTOMER_ TRX	START_DATE_ COMMITMENT (TRX)		
END_DATE_ COMMITMENT	RA_CUSTOMER_ TRX	END_DATE_ COMMITMENT (TRX)		
INVOICING_ RULE_NAME	RA_RULES	NAME (TRX)	RA_CUSTOMER_ TRX	INVOICING_RULE_ ID
CUSTOMER_BANK_ ACCOUNT_NAME	AP_BANK_ ACCOUNTS	BANK_ACCOUNT_ NAME (TRX) (CR)	RA_CUSTOMER_ TRX  AR_CASH_RECEI PTS	CUSTOMER_BANK_ ACCOUNT_ID  CUSTOMER_BANK_ ACCOUNT_ID
DEPOSIT_DATE	AR_CASH_RECEI PTS	DEPOSIT_DATE (CR)		
FACTOR_ DISCOUNT_ AMOUNT	AR_CASH_RECEI PTS	FACTOR_D ISCOUNT_ AMOUNT (CR)		
INTERFACE_ HEADER_ CONTEXT	RA_CUSTOMER_ TRX	INTERFACE_ HEADER_ CONTEXT (TRX)		
INTERFACE_ HEADER_ ATTRIBUTE1- 15	RA_CUSTOMER_ TRX	INTERFACE_ HEADER_ ATTRIBUTE1-15 (TRX)		
BANK_ DEPOSIT_ NUMBER	AR_BATCHES	BANK_DEPOSIT_ NUMBER (CR)	AR_CASH_ RECEIPT_HISTORY	BATCH_ID (for remit batch)
REFERENCE_TYPE	AR_CASH_RECEI PTS	REFERENCE_TYPE (CR)		
REFERENCE_ID	AR_CASH_RECEI PTS	REFERENCE_ID (CR)		
CUSTOMER_ RECEIPT_ REFERENCE	AR_CASH_RECEI PTS	CUSTOMER_ RECEIPT_ REFERENCE (CR)		

<b>AR_ARCHIVE_ HEADER</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
BANK_ACCOUNT_ NAME	AP_BANK_ ACCOUNTS	BANK_ACCOUNT_ NAME (CR)	AR_CASH_RECEI PTS	REMITTANCE_ BANK_ACCOUNT_ ID
ACCTD_AMOUNT	RA_CUST_TRX_ LINE_GL_DIST	ACCTD_AMOUNT (from 'REC' record)		
	AR_RECEIVABLES_ APPLICATIONS	sum (ACCTD_ AMOUNT_ APPLIED_FROM)		
	AR_MISC_CASH_ DISTRIBUTIONS	sum (ACCTD_ AMOUNT)		
	AR_ADJUSTMENTS	ACCTD_AMOUNT		
EXCHANGE_ GAIN_LOSS	AR_RECEIVABLES_ APPLICATIONS	sum (ACCTD_ AMOUNT_ APPLIED_FROM) - sum (ACCTD_ AMOUNT_ APPLIED_TO) (CR)		
EARNED_ DISCOUNT_ TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum (EARNED_ DISCOUNT_TAKEN) (CR)		
UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum (UNEARNED_ DISCOUNT_TAKEN) (CR)		
ACCT_EARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum (ACCT_ EARNED_ DISCOUNT_TAKEN) (CR)		
ACCT_UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum (ACCT_ UNEARNED_ DISCOUNT_TAKEN) (CR)		

## AR\_ARCHIVE\_DETAIL

This table contains information related to transaction lines, as well as distribution information. This table will contain records relating to Credit Memo and Receipt Applications for a 'Header level' archive. However, most of this information is archived for 'Header and Line' and 'Header, Line and Distribution' archives. In addition, the following information will only be archived for a 'Header, Line and Distribution' level archive:

- Selected, distribution related columns from the lines records.

- One additional record for each account distribution in RA\_CUST\_TRX\_LINE\_GL\_DIST and AR\_MISC\_CASH\_DISTRIBUTIONS. The columns archived in these records are listed separately at the end of this table.

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
ARCHIVE_ID				
TRANSACTION_CLASS	RA_CUST_TRX_TY PES	TYPE	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_TY PES	NAME	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
TRANSACTION_ID	RA_CUSTOMER_TRX	CUSTOMER_TRX_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
TRANSACTION_LINE_ID	RA_CUSTOMER_TRX_LINES	CUSTOMER_TRX_LINE_ID		
	RA_CUST_TRX_LINE_GL_DIST	CUSTOMER_TRX_LINE_ID		
RELATED_TRANSACTION_CLASS	RA_CUST_TRX_TYPES	TYPE (Invoice being credited)	RA_CUSTOMER_TRX	PREVIOUS_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (Commitment relating to an invoice)	RA_CUSTOMER_TRX	INITIAL_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (Invoice being adjusted)	AR_ADJUSTMENTS RA_CUSTOMER_TRX	CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (credit memo and receipt applications)	AR_RECEIVABLES_APPLICATIONS RA_CUSTOMER_TRX	APPLIED_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
RELATED_TRANSACTION_TYPE	RA_CUST_TRX_TYPES	NAME	RA_CUSTOMER_TRX	PREVIOUS_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME	RA_CUSTOMER_TRX	INITIAL_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
		NAME	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
		NAME	AR_RECEIVABLES_APPLICATIONS	APPLIED_CUSTOMER_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
RELATED_TRANSACTION_ID	RA_CUSTOMER_TRX	PREVIOUS_CUSTOMER_TRX_ID		
		INITIAL_CUSTOMER_TRX_ID		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID		
	AR_RECEIVABLES_APPLICATIONS	APPLIED_CUSTOMER_TRX_ID		
RELATED_TRANSACTION_LINE_ID	RA_CUSTOMER_TRX_LINES	PREVIOUS_CUSTOMER_TRX_LINE_ID		
		(Line being credited)		
		INITIAL_CUSTOMER_TRX_LINE_ID		
		(Commitment relating to an invoice)		
LINE_NUMBER	RA_CUSTOMER_TRX_LINES	LINE_NUMBER		
		(used only for TRX and line level credit memo applications)		
DISTRIBUTION_TYPE	RA_CUSTOMER_TRX_LINES	VALUE: LINE		
	AR_CASH_RECEIPT_HISTORY	VALUE: CRH		
	AR_ADJUSTMENTS	VALUE: ADJ		
	AR_RECEIVABLES_APPLICATIONS	VALUE: REC_APP		
	AR_RECEIVABLES_APPLICATIONS	VALUE: CM_APP		
	AR_MISC_CASH_DISTRIBUTIONS	VALUE: MCD		
	RA_CUST_TRX_LINE_GL_DIST	ACCOUNT_CLASS		
APPLICATION_TYPE	AR_RECEIVABLES_APPLICATIONS	APPLICATION_TYPE		

<b>AR_ARCHIVE_ DETAIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (TY PE: INVOICING_ REASON)	RA_CUSTOMER_ TRX_LINES	REASON_CODE
LINE_DESCRIPTION	RA_CUSTOMER_ TRX_LINES	DESCRIPTION		
ITEM_NAME	MTL_SYSTEM_ ITEMS	concatenated SEGMENT1..20	RA_CUSTOMER_ TRX_LINES	INVENTORY_ITEM_ ID
QUANTITY	RA_CUSTOMER_ TRX_LINES	QUANTITY_CRED ITED		
	RA_CUSTOMER_ TRX_LINES	QUANTITY_INVO ICED		
UNIT_SELLING_PR ICE	RA_CUSTOMER_ TRX_LINES	UNIT_SELLING_PR ICE		
LINE_TYPE	RA_CUSTOMER_ TRX_LINES	LINE_TYPE		
ATTRIBUTE_ CATEGORY	RA_CUSTOMER_ TRX_LINES	ATTRIBUTE_ CATEGORY		
	RA_CUST_TRX_ LINE_GL_DIST	ATTRIBUTE_ CATEGORY		
	AR_CASH_ RECEIPT_HISTORY	ATTRIBUTE_ CATEGORY		
	AR_MISC_CASH_ DISTRIBUTIONS	ATTRIBUTE_ CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_ CATEGORY		
ATTRIBUTE1-15	AR_RECEIVABLE_ APPLICATIONS	ATTRIBUTE_ CATEGORY		
	RA_CUSTOMER_ TRX_LINES	ATTRIBUTE1-15		
	RA_CUST_TRX_ LINE_GL_DIST	ATTRIBUTE1-15		
	AR_CASH_ RECEIPT_HISTORY	ATTRIBUTE1-15		
	AR_MISC_CASH_ DISTRIBUTIONS	ATTRIBUTE1-15		
	AR_ADJUSTMENTS	ATTRIBUTE_1- 15		
UOM_CODE	AR_RECEIVABLE_ APPLICATIONS	ATTRIBUTE_1 -15		
	RA_CUSTOMER_ TRX_LINES	UOM_CODE		

AR_ARCHIVE_ DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
USSGL_ TRANSACTION_ CODE	RA_CUST_TRX_ LINE_GL_DIST	USSGL_ TRANSACTION_ CODE		
	AR_CASH_RECEI PTS	USSGL_ TRANSACTION_ CODE		
	AR_MISC_CASH_ DISTRIBUTIONS	USSGL_ TRANSACTION_ CODE		
	AR_ADJUSTMENTS	USSGL_ TRANSACTION_ CODE		
	AR_RECEIVABLE_ APPLICATIONS	USSGL_ TRANSACTION_ CODE		
TAX_RATE	RA_CUSTOMER_ TRX_LINES	TAX_RATE		
	AR_VAT_TAX	TAX_RATE	AR_CASH_RECEI PTS	VAT_TAX_ID
TAX_CODE	AR_VAT_TAX	TAX_CODE	RA_CUSTOMER_ TRX_LINES	VAT_TAX_ID
			AR_CASH_RECEI PTS	VAT_TAX_ID
TAX_PRECEDENCE	RA_CUSTOMER_ TRX_LINES	TAX_PRECEDENCE		
LAST_PERIOD_ TO_CREDIT	RA_CUSTOMER_ TRX_LINES	LAST_PERIOD_ TO_CREDIT		
COMMENTS	AR_RECEIVABLE_ APPLICATIONS	COMMENTS		
	AR_MISC_CASH_ DISTRIBUTIONS	COMMENTS		
LINE_ADJUSTED	AR_ADJUSTMENTS	LINE_ADJUSTED		
FREIGHT_ ADJUSTED	AR_ADJUSTMENTS	FREIGHT_ ADJUSTED		
TAX_ADJUSTED	AR_ADJUSTMENTS	TAX_ADJUSTED		
RECEIVABLES_ CHARGES_ ADJUSTED	AR_ADJUSTMENTS	RECEIVABLES_ CHARGES_ ADJUSTED		
LINE_APPLIED	AR_RECEIVABLE_ APPLICATIONS	LINE_APPLIED		
FREIGHT_APPLIED	AR_RECEIVABLE_ APPLICATIONS	FREIGHT_APPLIED		

<b>AR_ARCHIVE_ DETAIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
TAX_APPLIED	AR_RECEIVABLE_ APPLICATIONS	TAX_APPLIED		
RECEIVABLES_ CHARGES_APPLIED	AR_RECEIVABLE_ APPLICATIONS	RECEIVABLES_ CHARGES_APPLIED		
EARNED_ DISCOUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	EARNED_ DISCOUNT_TAKEN		
UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_ DISCOUNT_TAKEN		
ACCTD_AMOUNT_ APPLIED_FROM	AR_RECEIVABLE_ APPLICATIONS	ACCTD_AMOUNT_ APPLIED_FROM		
ACCTD_AMOUNT_ APPLIED_TO	AR_RECEIVABLE_ APPLICATIONS	ACCTD_AMOUNT_ APPLIED_TO		
ACCTD_EARNED_ DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_EARNED_ DISCOUNT_TAKEN		
ACCTD_ UNEARNED_ DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_UNEARNED_ DISCOUNT_TAKEN		
FACTOR_ DISCOUNT_ AMOUNT	AR_CASH_ RECEIPT_HISTORY	FACTOR_ DISCOUNT_ AMOUNT		
ACCTD_FACTOR_ DISCOUNT_ AMOUNT	AR_CASH_ RECEIPT_HISTORY	ACCTD_FACTOR_ DISCOUNT_ AMOUNT		
INTERFACE_LINE_ CONTEXT	RA_CUSTOMER_ TRX_LINES	INTERFACE_ LINE_CONTEXT		
INTERFACE_LINE_ ATTRIBUTE1-15	RA_CUSTOMER_ TRX_LINES	INTERFACE_LINE_ ATTRIBUTE1-15		
EXCHANGE_ RATE_TYPE	AR_CASH_ RECEIPT_HISTORY	EXCHANGE_ RATE_TYPE		
EXCHANGE_ RATE_DATE	AR_CASH_ RECEIPT_HISTORY	EXCHANGE_ RATE_DATE		
EXCHANGE_RATE	AR_CASH_ RECEIPT_HISTORY	EXCHANGE_RATE		
DUE_DATE	AR_PAYMENT_ SCHEDULES	DUE_DATE (allows you to derive transaction due date(s) from credit and receipt applications)	AR_RECEIVABLES_ APPLICATIONS	PAYMENT_ SCHEDULE_ID
APPLY_DATE	AR_RECEIVABLE_ APPLICATIONS	APPLY_DATE		
	AR_MISC_CASH_ DISTRIBUTIONS	APPLY_DATE		



AR_ARCHIVE_ DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
MOVEMENT_ID	RA_CUSTOMER_ TRX_LINES	MOVEMENT_ID		
TAX_VENDOR_ RETURN_CODE	RA_CUSTOMER_ TRX_LINES	TAX_VENDOR_ RETURN_CODE		
TAX_AUTHORITY_ TAX_RATES	AR_SALES_TAX	LOCATION_RATE1- 10	RA_CUSTOMER_ TRX_LINES	SALES_TAX_ID
TAX_EXEMPTION_ FLAG	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ FLAG		
TAX_EXEMPTION_ ID	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ ID		
TAX_EXEMPTION_ TYPE	RA_TAX_EXEMPT IONS	EXEMPTION_TYPE	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ ID
TAX_EXEMPTION_ REASON	LINE_TYPE = TAX AR_LOOKUPS LINE_TYPE = LINE AR_LOOKUPS	MEANING (TYPE:TAX_ REASON) MEANING (TYPE:TAX_ REASON)	RA_TAX_ EXEMPTIONS and RA_CUSTOMER_ TRX_LINES RA_CUSTOMER_ TRX_LINES	TAX_EXEMPT_ REASON_CODE TAX_EXEMPTION_ ID TAX_EXEMPT_ REASON_CODE
TAX_EXEMPTION_ NUMBER	LINE_TYPE = TAX RA_TAX_EXEMPT IONS LINE_TYPE = LINE RA_CUSTOMER_ TRX_LINES	CUSTOMER_ EXEMPTION_ NUMBER TAX_EXEMPT_ NUMBER	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ ID
ITEM_ EXCEPTION_RATE	RA_ITEM_ EXCEPTION_RATES	LOCATION1- 10_ RATE	RA_CUSTOMER_ TRX_LINES	ITEM_EXCEPTION_ RATE_ID
ITEM_EXCEPTION_ REASON	AR_LOOKUPS	MEANING (TYPE: TAX_EXCEPTION_ REASON)	RA_ITEM_ EXCEPTION_RATES and RA_CUSTOMER_ TRX_LINES	REASON_CODE ITEM_EXCEPTION_ RATE_ID
AMOUNT	RA_CUSTOMER_ TRX_LINES RA_CUST_TRX_ LINE_GL_DIST AR_ADJUSTMENTS AR_CASH_ RECEIPT_HISTORY AR_MISC_ CASH_ DISTRIBUTIONS	EXTENDED_ AMOUNT AMOUNT AMOUNT AMOUNT AMOUNT		

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
ACCTD_AMOUNT	AR_RECEIVABLES_APPLICATIONS	AMOUNT_APPLIED		
	RA_CUST_TRX_LINE_GL_DIST	ACCTD_AMOUNT		
	AR_ADJUSTMENTS	ACCTD_AMOUNT		
	AR_CASH_RECEIPT_HISTORY	ACCTD_AMOUNT		
	AR_MISC_CASH_DISTRIBUTIONS	ACCTD_AMOUNT		
GL_DATE	RA_CUST_TRX_LINE_GL_DIST	GL_DATE or TRX_DATE (if post to GL = N)		
	AR_MISC_CASH_DISTRIBUTIONS	GL_DATE		
	AR_ADJUSTMENTS	GL_DATE		
	AR_RECEIVABLE_APPLICATIONS	GL_DATE		
	AR_CASH_RECEIPT_HISTORY	GL_DATE		
GL_POSTED_DATE	RA_CUST_TRX_LINE_GL_DIST	GL_POSTED_DATE		
	AR_MISC_CASH_DISTRIBUTIONS	GL_POSTED_DATE		
	AR_ADJUSTMENTS	GL_POSTED_DATE		
	AR_RECEIVABLE_APPLICATIONS	GL_POSTED_DATE		
	AR_CASH_RECEIPT_HISTORY	GL_POSTED_DATE		
ACCOUNTING_RULE_NAME	RA_RULES	NAME	RA_CUSTOMER_TRX_LINES	ACCOUNTING_RULE_ID
RULE_DURATION	RA_CUSTOMER_TRX_LINES	ACCOUNTING_RULE_DURATION		
RULE_START_DATE	RA_CUSTOMER_TRX_LINES	RULE_START_DATE		

If you select HEADERS, LINES and DISTRIBUTIONS additional records will be archived. These records will contain the following information plus reference data to relate them to the appropriate line record in this table.

<b>AR_ARCHIVE_ DETAIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
ACCOUNT_ COMBINATION1	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	RA_CUST_TRX_ LINE_GL_DIST	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_ADJUSTMENTS	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_CASH_ RECEIPT_HISTORY	ACCOUNT_ CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_MISC_CASH_ DISTRIBUTIONS	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	CODE_ COMBINATION_ID
ACCOUNT_ COMBINATION2	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_CASH_ RECEIPT_HISTORY	BANK_CHARGE_ ACCOUNT_ID
ACCOUNT_ COMBINATION3	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	EARNED_ DISCOUNT_CCID
ACCOUNT_ COMBINATION4	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_ DISCOUNT_CCID

## Related Topics

- Preparing to Run Archive and Purge, page 10-2
- Archive and Purge Cycle, page 10-5
- Purge Criteria, page 10-9
- Tables Purged, page 10-11
- Archive Level, page 10-12
- Data Not Archived, page 10-16
- Monitoring Your Archive Purge, page 10-17

## Running Archive and Purge

The Archive and Purge feature lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance. There are eight different programs available from this window. Depending on which program you run, a report might be generated to show you all the transactions that have been purged. If you are running in Preview mode, the report shows all purge candidates.

### Prerequisites

- Prepare Receivables to run archive and purge, page 10-2

## To submit Receivables Archive and Purge programs:

1. Navigate to the Submit Requests window.

2. Enter the Archive and Purge program Name to submit, or select a one from the list of values.
3. Choose OK.
4. Enter parameters for submitting this program. See: Archive and Purge Parameters, page 10-44.

**Note:** When you run either the Archive and Purge Summary or Detail report, you must enter the Archive ID to use to generate your report. The report uses the format RRMDDHHMISS for the Archive ID (two digit numerical designations for year, month, day, hour, minute, and seconds). This Archive ID is assigned when the archive program is submitted.

5. Choose OK.
6. To print the results of this submission, enter Print Options. Enter the number of Copies to print, a printing Style, and the Printer to use.
7. To save the output to a file, check the Save Output check box.
8. To run this program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
9. Choose Submit. Receivables displays a concurrent Request ID for this submission. You can use the Concurrent Requests Summary window to view the status of your Archive and Purge programs.

## Related Topics

Monitoring Your Archive Purge, page 10-17

Status and Error Messages, page 10-18

Archive Detail/Summary Reports, page 10-46

Using Archive and Purge, page 10-1

Monitoring Requests, *Oracle Applications User Guide*

## Archive and Purge Parameters

Following are the parameters for the standard Archive and Purge program. No users can be on the system when running this program.

To run archive and purge while users are working on the system, run the Call New Archive and Purge Process, page 10-46.

## Standard Archive and Purge Process

**GL Date Type:** Choose a validation type to determine which GL date is used to select transactions. There are three validation types you can use to limit the transactions selected for purge:

**Invoice GL Date**

The Invoice GL Date type checks only the GL dates for the selected invoices. The GL date of all selected invoices must be on or before the end date of the period specified in the Purge Period parameter. General Ledger dates for related transactions are not checked.

**Receipt GL Date**

The Receipt GL Date type checks only the GL dates for the selected receipts. The GL date of all selected receipts must be on or prior to the end date of the period specified in the Purge Period parameter. General Ledger dates for related transactions are not checked.

**All GL Dates**

This date type is the most restrictive and requires that a transaction and all its related transactions have GL dates on or prior to the end date of the period specified in the Purge Period parameter. Receivables uses All GL Dates as the default value.

**Archive Period:** To determine which data is purged you must specify the period to be purged. Only closed periods are eligible for selection. All transactions that meet the purge criteria in this period are selected for purge. In addition, transactions in previous periods that meet the purge criteria and were not purged by earlier purges will also be selected.

**Open Receivables Only:** Transactions not open to receivables will never be paid and therefore, never closed. Enter Yes to indicate that you want to include only transactions with Open Receivables set to Yes. The default value for this parameter is No, allowing transactions to be selected regardless of the setting of the Open Receivables flag.

**Postable Items Only:** Enter Yes to indicate that you want to include only transactions with Post to GL set to Yes. The default value for this parameter is No, allowing transactions to be selected regardless of the setting of the Post to GL flag.

**Customer Name:** Enter a customer name if you wish to only purge transactions for a specific customer. If no value is entered for this parameter all customers will be included.

**Archive Level:** When you start the Archive/Purge programs you must select the level of detail you want to archive. Refer to the section on Archive Level for more information on which records are created for each archive level.

**Summary Report Only:** Enter Yes if you want to limit the Archive Report to summary information. The summary report includes the amount and count of transactions selected for purge. If you enter No, you will receive a summary report and a detail report which breaks down the summary information by customer. The default value for this parameter is Yes.

**Number of Workers:** This parameter is used during the Archive and Purge processes only. It is not used for selection and validation. Enter the number of parallel workers you want to use to run the Archive/Purge process. Parallel processing lets you split the program into several processes and run each process simultaneously thus decreasing the total run time of the program. The default value for this parameter is one.

**Commit Size:** This parameter is used during the selection and validation and archive process only. Enter the number of transactions you want to be processed before a save. The default value for this parameter is 1000.

**Archive ID:** Select the archive ID of the archive to be either used for generating a report or purged from the database. The program uses the format RRMDDHHMISS for the Archive ID (two digit numerical designation for the year, month, day, hour, minute, and seconds). This value is based on the time the archive program is submitted.

## Call New Archive and Purge Process

Following are the parameters for the Call New Archive and Purge Process. Users do not have to log off the system to run this program. This option does not create the Archive Purge Detail or Summary reports; instead, it writes information about the purge to a log file.

**Important:** This option does not purge deposits, guarantees, miscellaneous receipts or any items linked to these transactions.

**Cut Off Date:** The date to use when selecting transactions for archive purge. The program selects each transaction according to the GL date or transaction date. Transactions that do not post to the general ledger (post to GL flag is set to No) do not have a GL date. The program selects a transaction for purging if the GL or transaction date is earlier than the date you enter here.

**Archive Level:** The level of detail you want to archive. For more information, see: Archive Level, page 10-12.

**Number of Workers:** This parameter is used during the Archive and Purge processes only. It is not used for selection and validation. Enter the number of parallel workers you want to use to run the Archive/Purge process. Parallel processing lets you split the program into several processes and run each process simultaneously thus decreasing the total run time of the program. The default value for this parameter is one.

## Related Topics

Purge Criteria, page 10-9

Archive and Purge Cycle, page 10-5

Tables Purged, page 10-11

Archive Level, page 10-12

Data Not Archived, page 10-16

Monitoring Your Archive Purge, page 10-17

Archive Tables, page 10-23

Running Archive and Purge, page 10-43

## Archive Summary/Detail Reports

Receivables creates these reports automatically when you run the Archive and Purge, Archive-Preview, or Archive Restart program. Use these reports to review summary information for your Archive and Purge submission.

The Archive-Summary Report includes the amount and count of transactions selected for purge based on the AR\_ARCHIVE\_CONTROL\_DETAIL table. The Archive Detail Report includes the amount and count of transactions selected for purge, as well as a breakdown of the summary information by customer. This report is based on the AR\_ARCHIVE\_HEADER and the AR\_ARCHIVE\_DETAIL tables. The Archive Detail report is generated automatically if you set the 'Summary Report Only' parameter to No.

If you run Archive-Preview, the report lists purge candidates. If you run either of the other two programs, the report provides details of the actual transactions purged.

You can submit this report for previous archive runs to review summary information for what was previously purged. To help you identify the correct archive run, the archive Id parameter is displayed in a date format, which indicates the exact date and time the program was run.

**Note:** Miscellaneous Receipts will not be Purged unless you run Archive and Purge for all customers because Miscellaneous Receipts are not related to specific customers. Therefore, if you run Archive and Purge for a specific customer, Miscellaneous Receipts will not be displayed in this report

## Report Heading - Summary Report

**Purge Period:** The period from which the transactions have been archived and purged. The Archive Summary report may include transactions from past periods that were not eligible for purge when the archive and purge programs were run for that period and thus your report may include several periods. Each period will display on a separate page. The report is ordered by period.

## Row Headings - Summary Report

**Grand Total:** The total amounts of debits and credits for the entire purge run, excluding Guarantees, Miscellaneous Receipts and transactions not open to receivables. This total should equal zero.

**Total:** The total amount of debits and credits for the period. The first total value should net to zero across all periods in the purge run. The second total for a period represents a total for Guarantees, Miscellaneous Receipts and transactions not open to receivables.

## Report Heading - Detail Report

**Customer:** Archive/Purge may select transactions from past periods that were not eligible for purge when the archive and purge programs were run for that period, so your report may include customer transactions from several periods. The report is ordered by customer. Each customer will display on a separate page.

## Row Headings - Detail Report

**Total For Customer:** The total amounts of debits and credits for the customer. Archive/Purge will not purge transactions unless the entire chain of transactions are closed and are being purged also. Consequently, the Customer Total may equal zero. This total would not equal zero for any of the following reasons:

- The customer's transactions were fully or partially paid or credited by another customer's receipt or credit memo which is also being purged.
- If Guarantees are listed, they will be included in the Customer Total. Guarantees have no related payment and will therefore not net to zero.
- If any of the customer's transactions are not open to receivables, they too have no related payment and so will not net to zero.
- If there was any exchange rate gain/loss or discounts taken during receipt application.

At the end of the report, these exception items are totalled separately so you can reconcile your Grand Total against individual Customer Totals.

**Total Discounts:** The total discounts taken across all customers. These items are included in the Grand Total but not in Customer Totals.

**Total Gain/Loss:** The total exchange rate gain/loss across all customers. These items are included in the Grand Total but not in Customer Totals.

**Total Open Rec = N:** The total items not open to Receivables across all customers. These items are not included in the Grand Total but are included in Customer Totals.

**Total Guarantees:** The total Guarantees across all customers. Guarantees are not included in the Grand Total but are included in Customer Totals.

**Total Misc. Transactions:** Miscellaneous receipts are not related to Customers and are therefore totalled separately at the end of the report. Miscellaneous receipts have no related invoice and so will not net to zero. Consequently, they are not included in the Grand Total of the report.

Miscellaneous Receipts will not be Purged unless you run Archive/Purge for all customers, because they are not related to specific customers. If you run Archive/Purge for a specific customer, the Total for Miscellaneous Transactions will not display.

**Grand Total:** The total amount of debits and credits for the entire purge run, excluding Guarantees, Miscellaneous Receipts, and transactions not open to receivables. The total across all your customers less the totals for Guarantees, transactions not open to receivables, discounts and exchange rate gain/loss should equal the Grand Total. This total should equal zero.

## Related Topics

Running Archive and Purge, page 10-43

Using Archive and Purge, page 10-1

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4



---

## Receivables Standard Reports and Listings

This chapter covers the following topics:

- Running Standard Reports and Listings
- Account Status Report
- Accounting Rules Listing Report
- Actual Receipt Report
- Adjustment Approval Report
- Adjustment Register
- Aging Reports
- Alternate Customer Name Receipt Matching Report
- Applied Receipts Register
- AR Reconciliation Report
- AR to GL Reconciliation Report
- Audit Report by Document Number
- AutoCash Rules Report
- Automatic Receipt Batch Management Report
- Automatic Receipts Awaiting Confirmation Report
- Automatic Transactions Batch Report
- Bad Debt Provision Report
- Bank Risk Report
- Billing and Receipt History
- Billing History Report
- Bills Receivable By Status Report
- Bills Receivable Format Report Program
- Bills Receivable Reminder Letters
- Bills Receivable Remittance Batch Management Report
- Bills Receivable Summary Report
- Call Actions Report

- COGS and Revenue Matching Reports
- Collection Effectiveness Indicators
- Collection Key Indicators Report
- Collections by Collector Report
- Collections Receipt Forecast Report
- Collector Call History Report
- Collector's Follow Up Report
- Commitment Balance Report
- Contingency-Based Deferred Revenue Report
- Credit Hold Report
- Cumulative Activity Balance Report
- Customer Balance Revaluation Report
- Customer Credit Snapshot Report
- Customer Follow Up History Report
- Customer Listing Detail and Summary Reports
- Customer Open Balance Letter
- Customer Profiles Report
- Customer Relationships Listing
- Deposited Cash Reports - Applied Detail and Open Detail
- Discount Projection Report
- Disputed Invoice Report
- Dunning History Report
- Dunning Letter Generate
- Dunning Letters - Preliminary Report
- Duplicate Customer Report
- European Sales Listing
- Incomplete Invoices Report
- Intercompany Invoice Report
- Intercompany Receipts Report
- Invoice Exception Report
- Invoice Print Preview Report
- Invoices Posted to Suspense
- Journal Entries Report
- Journal with GL Details Report
- Miscellaneous Receipts Register

- Open Items Revaluation Report
- Ordering and Grouping Rules Listing
- Other Applications Report
- Other Receipt Applications Report
- Past Due Invoice Report
- Payment Terms Listing
- Print Invoice Reports
- Potential Reconciling Items Report
- Projected Gains and Losses Report
- Receipt Analysis - Days Late Report
- Receipt Forecast Report
- Receipt Journal
- Receipt Promises Report
- Receipt Register
- Receipts Awaiting Bank Clearance
- Receipts Awaiting Remittance Report
- Receipts Without Sites Report
- Receivables Key Indicators Report/Receipts Key Indicators Report
- Remittance Batch Management Report
- Revenue Exceptions Report
- Reversed Receipts Report
- Sales Journal by Customer
- Sales Journal by GL Account
- Sales Register
- Sample Dunning Letter Print
- Setup Details Report
- Standard Memo Lines Listing
- Statements
- Supplier Customer Netting Report
- Transaction Batch Sources Listing
- Transaction Detail Report
- Transaction Reconciliation Report
- Transaction Register
- Transaction Types Listing
- Transactions Awaiting Consolidation

- Transactions Check Report
- Transactions Key Indicators Report/Customers and Transactions Key Indicators Report
- Unapplied and Unresolved Receipts Register
- Unposted Items Report
- Update Customer Profiles Report

## Running Standard Reports and Listings

Use Oracle Receivables standard reports and listings to analyze and track your accounts receivables information.

### To run a standard report, listing, or request set:

1. Navigate to the Submit a New Request window.
2. Choose whether to submit a Single Request or a Request Set, then choose OK.
3. Enter the Request Name (e.g. report or listing) or the Request Set to run.
4. Enter parameters for running this request or request set.
5. To save the output of this request to a file, check the Save Output check box.
6. Specify a Schedule and your Completion Options for this request.
7. Choose Submit Request.
8. To review the status of your request, navigate to the Requests window, and query the report or listing.

### Related Topics

Common Report Parameters, page 11-4

Common Report Parameters for Reconciliation Reports, page 11-7

Common Report Headings, page 11-8

Accounting Reports, page 11-8

Collection Reports, page 11-11

Execution Reports, page 11-12

Invoice Print Reports, page 11-12

Listing Reports, page 11-13

Other Reports, page 11-13

Tax Reports, page 11-14

Defining Request Sets, *Oracle Applications User Guide*

Cancelling Requests, *Oracle Applications User Guide*

### Common Report Parameters

The following report parameters are common to many Receivables reports:

**Account Status:** Receivables selects and prints information between the low and high values you specify for your Account Status range.

**Adjust Amount in Foreign Currency:** Receivables prints the adjustment amount for each invoice, debit memo, and chargeback in the currency that the debit item was entered. The adjustment amount is determined by the remaining amount range or remaining percent range you specify in the AutoAdjustment window.

**Approval Limits:** (AutoAdjustment parameter) Receivables prints the adjustment approval limits for the person who submits your AutoAdjustment process.

**As Of Date:** Receivables selects and prints your report information from the as of date you specify. Receivables prints all open items with a GL date that is less than or equal to the As Of Date you specify. The As Of Date defaults to the system date. You can choose this date or enter another.

**Balance Due:** Receivables selects and prints transactions from the balance due range you specify.

**Base Due Date on Trx Date:** Use this parameter to indicate whether you want AutoInvoice to calculate invoice due dates based on transaction dates or based on either the ship date, sales order date, or default date.

The default for this parameter is Yes, which prompts AutoInvoice to use the transaction dates as the due dates for your invoices.

If you change the value to No, then AutoInvoice looks at the setting of the Derive Date option on a transaction's batch source to determine the due date. Depending on the Derive Date setting, AutoInvoice derives the due date in a different way. See: Importing Transactions Using AutoInvoice, page 3-186 and Determining Dates, page 3-222.

Additionally, if the value of this parameter is No, then AutoInvoice uses this parameter in conjunction with the Due Date Adjustment Days parameter, page 11-5 to determine the final due date.

**Currency/Entered Currency:** A currency code. If you do not enter a code, Receivables displays all of your items converted to your functional currency. If you choose a specific currency, then Receivables only displays items entered in that currency in this report. Receivables displays the currency you select at the top of each page of this report.

**Collector:** Receivables selects and prints information between the low and high values you specify for your Collector range.

**Customer Name:** Receivables selects and prints information between the low and high values you specify for your customer name range.

If two customers with the same name exist, then Receivables includes both customers on the report. To include a specific customer on a report, use the Customer Number parameter.

**Customer Number:** Receivables selects and prints information between the low and high values you specify for your customer number range.

**Days Late:** Receivables selects and prints information between the low value and high value you specify for your days late range. If you enter a negative number for one or both of these values, Oracle Receivables prints information about invoices that are not late.

**Due Date Adjustment Days:** Use this parameter to adjust your invoice due date calculations. You can enter any integer between the range of -9999 and 9999. AutoInvoice uses this parameter only when the Base Due Date on Trx Date parameter is set to No.

When Base Due Date on Trx Date is No, AutoInvoice compares the due date that it derived against the transaction date plus the number of days that you enter here. AutoInvoice uses whichever date is later as the final due date.

The examples in the following table assume a Net 30 payment term:

Transaction Date	Ship Date	Submission Date	Base Due Date on Transaction Date	Derive Date on Transaction Batch Source	Due Date Adjusted Days	Final Derived Due Date
15-Sep-94	20-Sep-94	15-Oct-94	Yes	Yes	Null	15-Oct-94
15-Sep-94	20-Sep-94	15-Oct-94	No	Yes	0	20-Oct-94
15-Sep-94	20-Sep-94	15-Oct-94	No	No	0	15-Nov-94
15-Sep-94	20-Sep-94	15-Oct-94	No	Yes	10	25-Oct-94
15-Sep-94	15-Sep-94	15-Oct-94	No	Yes	-10	15-Oct-94

**GL Date:** The invoice general ledger date range you want to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

**Invoice Number:** The transaction number range to include in the report.

**Invoice Type:** Receivables selects and prints your report information for the transaction type range you specify.

**Order By:** The option you want Receivables to use to sort your information. For example, you can sort by:

- Collector
- Currency Code
- Customer Name
- Customer Number
- Range of Dates
- Transaction Type
- Alternate Name

**Note:** If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information in certain reports according to the value you enter in the Alternate Name field in the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

For a list of reports that sort according to a customer's alternate name, refer to the profile option AR: Sort Customer Reports by Alternate Fields in: Overview of Receivables Profile Options, page B-2.

## Related Topics

Common Report Parameters for Reconciliation Reports, page 11-7

Common Report Headings, page 11-8  
Running Standard Reports and Listings, page 11-4  
Accounting Reports, page 11-8  
Collection Reports, page 11-11  
Listing Reports, page 11-13  
Tax Reports, page 11-14  
Other Reports, page 11-13

## Common Report Parameters for Reconciliation Reports

**Note:** When you run reports for use during reconciliation, be sure to run all reconciliation reports using the *same* parameter values. Consistent data selection across reports will ensure more accurate and meaningful comparisons.

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the profile option MO: Top Reporting Level. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level that you specified. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the multiple organization support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

**Set of Books Currency:** Currency you want to use for the report output. If Multiple Reporting Currencies (MRC) functionality is enabled, and if you are using your primary responsibility, then you can submit the report for any defined reporting currency as well as your primary currency.

The list of values for this parameter varies depending on the Reporting Level and Reporting Context parameter values. Available values for this parameter are the reporting currencies of the set of books associated with the set of books, legal entity, or operating unit selected in the previous two parameters.

For more information, see: Reports, *Oracle General Ledger User Guide*.

For more information, see: *Multiple Organizations in Oracle Applications*.

**GL Date:** The general ledger date range to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

**Company Segment:** The company segment range to include in the report.

**Posting Status:** Select which journals to include in accounting reports. Choose:

- Unposted
- Posted
- Both

**GL Account:** The GL account range to include in the report. This is the complete GL account code combination created for your accounting flexfield.

**Summary Account:** Optionally limit the range of GL accounts to display by using the general ledger summary account.

## Common Report Headings

Report headings provide you with general information about the contents of your report or listing such as your set of books name, report title, date and time you run your report, and page number.

**Tip:** Set up RXi reports to have all parameter values print on every report page, or only on the first page. See: Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

The following are report headings common to many Receivables reports:

**As of Date:** Receivables prints the as of date you specify for this report. You specify the as of date as a report option in the parameters window.

**Company:** Receivables prints the company above items belonging to this company

**Currency:** Receivables displays the currency code for each transaction or amount.

**Date From/To:** The effective date range.

**Order By:** Receivables automatically prints the sorting option you chose when you submitted the report.

**Status:** Receivables prints the status of the collection, account, or transaction.

## Related Topics

Common Report Parameters, page 11-4

## Accounting Reports

You can submit the following reports from the Print Accounting Reports window.

Account Status Report, page 11-14

Adjustment Approval Report, page 11-17

Adjustment Register, page 11-18

Aging - 7 Buckets By Account Report, page 11-20

Applied Receipts Register, page 11-24



AR Reconciliation Report, page 11-26  
Automatic Receipt Batch Management, page 11-29  
Automatic Receipts Awaiting Confirmation, page 11-30  
Bad Debt Provision Report, page 11-32  
Bank Risk Report, page 11-33  
Billing and Receipt History, page 11-34  
Billing History Report, page 11-35  
Commitment Balance Report, page 11-49  
Contingency-Based Deferred Revenue Report, page 11-50  
Credit Hold Report, page 11-51  
Cross Currency Exchange Gain/Loss Report, page 6-31  
Customer Balance Revaluation Report, page 11-54  
Customer Open Balance Letter, page 11-64  
Deduction Transaction Detail Report  
Discount Projection Report, page 11-68  
Disputed Invoice Report, page 11-70  
High Volume Receipt Entry Report  
Internal Deduction Report  
Invoice Exception Report, page 11-78  
Invoices Posted to Suspense, page 11-80  
Journal Entries Report, page 11-81  
Journal with GL Details Report, page 11-84  
Miscellaneous Receipts Register, page 11-85  
Notes Receivable Report, page 6-65  
Open Items Revaluation Report, page 11-87  
Other Applications Report, page 11-90  
Other Receipt Applications Report, page 11-91  
Projected Gains and Losses Report, page 11-98  
Publish Actual Receipt, page 11-16  
Publish Receipt Forecast, page 11-100  
Publish Transaction Check, page 11-130  
Receipt Analysis - Days Late Report, page 11-99  
Receipts Journal Report, page 11-101  
Receipt Register, page 11-103  
Receipts Awaiting Bank Clearance, page 11-104

Receipts Awaiting Remittance Report, page 11-105  
Remittance Batch Management Report, page 11-110  
Revenue Exceptions Report, page 11-111  
Reversed Notes Receivable Report, page 6-67  
Reversed Receipts Report, page 11-112  
Sales Journal By Customer, page 11-113  
Sales Journal by GL Account, page 11-114  
Transaction Reconciliation Report, page 11-125  
Transaction Register, page 11-127  
Unapplied and Unresolved Receipts Register, page 11-133  
Unposted Items Report, page 11-135  
US Sales Tax Report, *Oracle Receivables Tax Manual*  
VAT Exception Report, *Oracle Receivables Tax Manual*  
Tax Reconciliation Report, *Oracle Receivables Tax Manual*  
Tax Register, *Oracle Receivables Tax Manual*

## Reconciliation Reports

See: Reconciling Receivables, page 9-9.

Use these reports to help reconcile transactional and accounting activity, *before* posting to the general ledger.

AR Reconciliation Report, page 11-26

Potential Reconciling Items Report, page 11-97

Use these aging reports to view outstanding customer balances for the beginning and end of a period:

Aging 7-Buckets - By Account, page 11-20

Aging 4-Buckets, page 11-20

These registers provide a detailed view into your transactional data:

Transaction Register, page 11-127

Adjustment Register, page 11-18

Applied Receipts Register, page 11-24

Unapplied and Unresolved Receipts Register, page 11-133

Receipt Register, page 11-103

Miscellaneous Receipts Register, page 11-85

Use these other reports during reconciliation:

Other Applications Report, page 11-90

Other Receipt Applications Report, page 11-91

Invoice Exception Report, page 11-78

These journals provide a detailed view into the accounting data:

Sales Journal by Customer, page 11-113

Sales Journal by GL Account, page 11-114

Receipt Journal, page 11-101

Journal Entries Report, page 11-81

Adjustments Journal, page 11-82

Unapplied Receipts Journal, page 11-82

Applied Receipts Journal, page 11-82

On Account Credit Memo Gain and Loss Journal, page 11-82

Use this report after you post to the general ledger:

AR to GL Reconciliation Report, page 11-27

Use this report at any time to view the activity balance of a GL account as of a specific date:

Cumulative Activity Balance Report, page 11-53

## Report Options

**Note:** See: Common Report Parameters for Reconciliation Reports, page 11-7.

Submit all of the above reports (except the Aging 4-Buckets report) from either the Print Accounting Reports or the Submit Requests window. Submit the Aging reports from the Submit Requests window. See: Aging Reports, page 11-20

Select the same GL Dates for all the reports.

## Collection Reports

You can submit the following reports from the Print Collection Reports window.

Account Status Report, page 11-14

Aging - 4 and 7 Bucket Report, page 11-20

Aging Reports, page 11-20

Applied Receipts Register, page 11-24

Automatic Receipt Batch Management, page 11-29

Automatic Receipts Awaiting Confirmation, page 11-30

Bad Debt Provision Report, page 11-32

Billing and Receipt History, page 11-34

Billing History Report, page 11-35

Call Actions Report, page 11-43

Collection Effectiveness Indicators, page 11-45

Collection Key Indicators Report, page 11-46  
Collections by Collector Report, page 11-47  
Collections Receipt Forecast Report, page 11-48  
Collector Call History Report, page 11-48  
Collector's Follow Up Report, page 11-49  
Credit Hold Report, page 11-51  
Customer Credit Snapshot Report, page 11-55  
Customer Follow Up History Report, page 11-58  
Disputed Invoice Report, page 11-70  
Journal Entries Report, page 11-81  
Past Due Invoice Report, page 11-93  
Receipt Analysis - Days Late Report, page 11-99  
Receipt Promises Report, page 11-102  
Receipt Register, page 11-103  
Receipts Awaiting Bank Clearance, page 11-104  
Receipts Awaiting Remittance Report, page 11-105  
Remittance Batch Management Report, page 11-110  
Transactions Awaiting Consolidation Report, page 11-128

## **Execution Reports**

Receivables automatically creates the following reports when you submit the corresponding processes.

Archive Detail and Summary Reports, page 10-46  
AutoAdjustment Reports, page 3-233  
AutoInvoice Reports, page 3-188  
Automatic Clearing for Receipts Execution Report, page 6-159  
Automatic Receipts and Remittances Execution Report, page 6-141  
Lockbox Execution Report, page 6-100  
Posting Execution Report, page 9-7

## **Invoice Print Reports**

Invoice Print Preview Report, page 11-79  
Invoice Batch Sources Listing, page 11-123  
Invoice Exception Report, page 11-78  
Transactions Awaiting Consolidation Report, page 11-128  
Invoices Posted to Suspense, page 11-80

Print Invoice Reports, page 11-94

## Listing Reports

You can submit the following reports from the Print Listing Reports window.

Accounting Rules Listing Report, page 11-15

AutoCash Rules Listing, page 11-29

Customer Listing Detail/Summary, page 11-59

Customer Profiles Report, page 11-65

Customer Relationships Listing, page 11-66

Customers with Invoices at 0 VAT and no VAT Registration Number, *Oracle Receivables Tax Manual*

Duplicate Customer Report, page 11-75

European Sales Listing, page 11-76

Incomplete Invoices Report, page 11-77

Ordering and Grouping Rules Listing, page 11-89

Payment Terms Listing, page 11-93

Receipts Without Sites Report, page 11-106

Sales Tax Listing, *Oracle Receivables Tax Manual*

Standard Memo Lines Listing, page 11-119

Tax Code Listing, *Oracle Receivables Tax Manual*

Tax Exceptions Listing, *Oracle Receivables Tax Manual*

Tax Exempt Customer Report, *Oracle Receivables Tax Manual*

Tax Exempt Product Report, *Oracle Receivables Tax Manual*

Transaction Batch Sources Listing, page 11-123

Transaction Types Listing, page 11-128

## Other Reports

You can submit the following reports from the Print Other Reports window.

Audit Report by Document Number, page 11-28

Bank Charges Reports (*Oracle Financials for Japan User Guide*)

Deposited Cash Applied and Open Detail Report, page 11-67

Inter Company Invoices Report, page 11-77

Inter Company Receipts Report, page 11-78

Receivables Key Indicators and Receipts Key Indicators Reports, page 11-106

Setup Details Report, page 11-118

Supplier Customer Netting Report, page 11-122

Tax Received Report, *Oracle Receivables Tax Manual*

Tax-Only: Open Invoices Report, *Oracle Receivables Tax Manual*

Transaction Detail Report, page 11-123

Transactions Key Indicators and Customers and Transactions Key Indicators Reports, page 11-131

## Tax Reports

Country-Specific VAT Reporting, *Oracle Receivables Tax Manual*

Customers with Invoices at 0 and no VAT Registration Number, *Oracle Receivables Tax Manual*

Overview of Receivables Tax Reports, *Oracle Receivables Tax Manual*

Sales Tax Listing, *Oracle Receivables Tax Manual*

Tax Code Listing, *Oracle Receivables Tax Manual*

Tax Exceptions Listing, *Oracle Receivables Tax Manual*

Tax Exempt Customer Report, *Oracle Receivables Tax Manual*

Tax Exempt Product Listing, *Oracle Receivables Tax Manual*

Tax Interface Report, *Oracle Receivables Tax Manual*

Tax Received Report, *Oracle Receivables Tax Manual*

Tax Reconciliation Report, *Oracle Receivables Tax Manual*

Tax: Setup Verification Report, *Oracle Receivables Tax Manual*

Tax-Only: Open Invoices Report, *Oracle Receivables Tax Manual*

US Sales Tax Report, *Oracle Receivables Tax Manual*

VAT Exception Report, *Oracle Receivables Tax Manual*

Tax Register Report, *Oracle Receivables Tax Manual*

## Account Status Report

Use this report to review your customer accounts. For each customer in your Account Status report, the report displays all open debit items, credit items, and total balance due in your functional currency, or if Multiple Reporting Currencies (MRC) is enabled, in a selected reporting currency.

For more information, see: *Multiple Organizations in Oracle Applications*.

## Report Parameters

**Set of Books Currency:** Currency you want to use for the report output. If Multiple Reporting Currencies (MRC) functionality is enabled, and if you are using your primary responsibility, then you can submit the report for any defined reporting currency as well as your primary currency.

## Column Headings

**Invoice Date:** Receivables prints the transaction date for your invoice, debit memo, credit memo, or on-account credit. If this transaction is a payment, Receivables prints the receipt date.

**Invoice Due Date:** The date payment is due for the transaction. If your transaction is an installment invoice, there will be more than one due date for the invoice. Receivables displays one row for each due date.

**Invoice Type:** Receivables displays the transaction type for each transaction in your report. If this transaction is a payment, Receivables displays Payment.

**Functional Balance Due:** Receivables displays the remaining amount due for each transaction converted to your functional currency. Receivables displays credit balances as negative numbers.

**Functional Original Amount:** Receivables displays the original amount of the transaction in your functional currency. Receivables displays credit items as negative numbers.

## Row Headings

**Account Status Subtotal:** The total balance due, in your functional currency, for each account status.

**Customer Location Subtotal:** The total balance due in your functional currency for each customer in your report.

**Report Total:** The total balance due, in your functional currency, for the entire report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Accounting Rules Listing Report

Use the Accounting Rules Listing Report to review all accounting rules you entered in the Invoice and Accounting Rules window. Receivables prints all information you entered for each accounting rule and about the two invoicing rules that it provides, ADVANCE INVOICE and ARREARS INVOICE.

## Row Headings

**Description:** Receivables prints the description you entered for your accounting or invoicing rule, if you entered one.

**Name:** The name of your accounting or invoicing rule.

**Type:** The type of accounting or invoicing rule. Valid types include Accounting, Fixed Duration; Accounting, Variable Duration; and Invoicing, Fixed Duration.

**Period:** The type of period assigned to your accounting or invoicing rule. Receivables always leaves this blank for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Number of Periods:** The number of periods assigned to your accounting or invoicing rule schedule. Receivables always prints 1 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Status:** Receivables prints Active or Inactive to indicate the status of your accounting or invoicing rule.

## Column Headings

**Period:** The period numbers for your accounting or invoicing rule schedule. Receivables always prints 1 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Percent:** Receivables prints the percent of revenue you want to recognize for each period. Receivables always prints 100 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Rule Date:** If you defined an accounting rule with a fixed duration and you choose Specific Date as your period, Receivables prints the dates you entered for each period.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Actual Receipt Report

Use the Actual Receipt report to help you reconcile receipts as well as determine how to apply and reapply receipts to multiple invoices.

The Actual Receipt report is an RXi report. The default attribute set shows receipt activity by bank account, receipt date, and receipt status, and displays the invoices to which each receipt was applied. You can copy this attribute set and customize the layout to suit your reporting needs.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

You can submit this report from the Submit Request window.

**Important:** To print this report from the Submit Request window, choose the Publish Actual Receipt report. The RX Only: Actual Receipt report is intended for use with Applications Desktop Integrator (ADI).

## Selected Report Parameters

Enter parameters to define the content of the report.

**Receipt Date Low/High:** Enter a date range to indicate which receipts to include in the report.

**Currency Code:** To include only receipts in a specific currency, enter a currency. Leave this field blank to include all receipts, regardless of currency.

**Bank Account Name:** To include only receipts assigned to a specific bank account, enter a bank account.



**Payment Method:** To include only receipts assigned to a specific payment method, enter a payment method.

## Column Headings

**Sequence Name:** The document sequence name used to generate a document number for this transaction.

**Voucher Number:** The document sequence number.

**Status:** The status of the receipt (for example, applied or unapplied).

**Receipt Type:** Valid receipt types include Cash and Miscellaneous. Miscellaneous receipts are receipts that are not related to an invoice (for example, investment income or a rent payment).

**Total Receipt Date:** The total amount of receipts entered on this date.

**Total Bank Account:** The total amount of receipts deposited into this bank account.

**Net Receipt Amount:** The total amount of the receipt.

**Exc Rate:** The exchange rate used to convert a foreign currency receipt to your functional currency.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Adjustment Approval Report

Use the Adjustment Approval Report to see your transaction adjustments with information about their status, creator, reasons, GL date and amount. Adjustments include manual adjustments, AutoAdjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

## Report Headings

Report headings provide you with general information about the contents of your report or listing such as your set of books name, report title, date and time you run your report and page number.

**(Currency Code) sum for (Customer Name):** Receivables prints the total balance due and dispute amount in the entered currency for each customer.

**Total (Currency Code) Sum:** For each currency, Receivables prints the total balance due and dispute amount in the entered currency.

## Row Headings

**Customer Name:** The name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

**Customer Number:** The customer's number.

**(Currency Code) sum for (Customer Name):** For each customer, Receivables prints the total balance due and dispute amount in the entered currency.

**Grand Total in Functional Currency:** Receivables print the total balance due and dispute amount in your functional currency for all debit items in your report.

**Total (Currency Code) Sum:** For each currency, Receivables prints the total balance due and dispute amount in the entered currency.

## Column Headings

**Adjustment Amount:** The amount of the adjustment.

**Due Date:** The due date for this transaction. If this adjustment is against a deposit, Receivables displays the due date of the invoice.

**GL Date:** The General Ledger date for the adjustment.

**Invoice Number:** The invoice number for this transaction. If this adjustment is against a deposit, Receivables displays the invoice number of the invoice.

**Name:** The name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

**Status:** The current status for this adjustment.

**Type:** The transaction type for this transaction. If this adjustment is against a deposit, Receivables displays the transaction type of the invoice.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Adjustment Register

Use the Adjustment Register report to review approved adjustments that affect transaction balances for the selected period.

Adjustments include manual adjustments, automatic adjustments, bills receivable endorsements, invoices applied to commitments, and credit memos applied to commitment-related invoices. This report groups and displays transactions by currency, postable status, document sequence name, and balancing segment.

The Adjustment Register also includes reductions to guarantees and deposits, although these reductions do not affect the commitment balance.

When reconciling, the Adjustment Register's total should match the Adjustments Journal.

The Adjustment Register report is an RXi report with a default attribute set and three other available attribute sets: Customer, Document Number, and Invoice Number. The attribute set determines how information is ordered and what information is included in the report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: *Working with Attribute Sets, Oracle Financials RXi Reports Administration Tool User Guide* and *Using the RXi Reports Concurrent Program, Oracle Financials RXi Reports Administration Tool User Guide*.

## Report Parameters

Enter parameters to define the content of the report.

For more information, see: Common Report Parameters, page 11-4.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

## Column Headings

**Company:** Receivables displays the company segment for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

**Currency:** The currency code for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

**D/I:** The letter D next to a transaction indicates that it is adjusted by a deposit; I indicates the transaction is a guarantee adjusted by an invoice. Receivables does not display anything if this transaction is adjusted by a receivables adjustment.

**GL Date: (Date) to (Date):** The general ledger date range you selected as your reporting option.

**Invoice Date: (Date) to (Date):** The invoice date range you selected as your reporting option.

**Postable:** The post to general ledger status for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

**Adjustment Number:** The transaction number of this adjustment.

**Class:** Receivables displays Finance or Adjustment if this transaction is not against a commitment. If an invoice has been applied to a guarantee, Receivables displays Guarantee because the adjustment is made against the guarantee. If an invoice has been applied to a deposit, Receivables displays Invoice because the adjustment is made against the invoice.

**Customer Name:** Receivables displays the name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

**Customer Number:** The customer's number.

**Document Number:** The document sequence number for the adjustment. This column appears only if you submitted the report using the Document Number attribute set.

**Due Date:** The due date for this transaction. If this adjustment is against a deposit, Receivables displays the due date of the invoice.

**Functional Currency:** The total adjustment amount for this transaction in the functional currency.

**Entered Currency:** The total adjustment amount for this transaction in the entered currency.

**Invoice Date:** The invoice date for this transaction. If this adjustment is against a deposit, Receivables displays the invoice date of the invoice.

**Invoice Number:** The invoice number of the adjusted transaction. If this adjustment is against a deposit, Receivables displays the invoice number of the invoice.

**Invoice Type:** The transaction type of the adjusted transaction. If this is an adjustment against a deposit, Receivables displays the transaction type of the invoice.

**Adjustment Type:** For example, Freight, Tax, or Invoice adjustment.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Aging Reports

Use the Receivables Aging reports to review information about outstanding receivables as of a specific date. These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks.

Receivables also gives you the option to age or summarize on-account credits, unidentified payments, and on-account and unapplied cash amounts.

If you are using Oracle Trade Management, then you can also see cash claims.

The aging reports are sorted by company with each item allocated to a company.

Receivables aging reports do not include customers with a zero balance.

Review information about open items using these aging reports:

- **Aging - 4 Buckets and Aging - 7 Buckets:** Use these two reports, along with the Aging - 7 Buckets - By Account report, during reconciliation. If you run these reports using the last day of the prior period and last day of current period, then the totals match the beginning and ending outstanding balances respectively on the AR Reconciliation report.  
  
Submit these reports using the Customer Summary option to display customer totals. Or, use the Invoice Summary option to display detailed invoice information.  
  
Do not use other aging reports for reconciliation purposes, because the report totals might not agree with the total outstanding receivables on the AR Reconciliation report.
- **Aging - 7 Buckets - By Account:** This report provides GL account information and automatically displays invoice details. Use this report during reconciliation.
- **Aging - 7 Buckets - By Amount:** If you sort by balance due, Receivables sorts and prints your open invoices and debit memos by amount with the greatest amounts appearing first. This organization-specific report is always based on current date.
- **Aging - 7 Buckets - By Collector:** Does not include unidentified receipts, because a collector cannot be associated with an unidentified receipt.  
  
The Aging - 7 Buckets - By Collector report sorts information by collector, and then groups information by balancing segment, customer name and number, and site ID.
- **Aging - 7 Buckets - By Salesperson:** Does not include receipt chargebacks, because a salesperson is not associated with a receipt chargeback.  
  
The Aging - 7 Buckets - By Salesperson sorts information by balancing segment, and then groups information by salesperson and customer name.

**Note:** Receivables ages transactions according to due date. The aging reports, however, select transactions according to GL date.

Note that if you have created overlapping aging buckets, transactions might be included in more than one bucket and bucket total. However, Receivables will correctly include such transactions only once when calculating the total Outstanding Amount.

## Selected Report Parameters for Receivables Aging Reports

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

Choose to order all the reports by customer. This will let you research transactions based on customer name or number.

**Tip:** When sorted by customer, the Aging reports do not give the details of the transactions that are included in the calculation of the outstanding balances. If you need to find out details of such transactions, you might choose to print the Aging reports ordered by type. Use either the Aging - 4 Buckets or the Aging - 7 Buckets - By Account report for reconciliation.

**Order By:** The option that you want Receivables to use to sort your information. For example, you can sort by:

- Customer (Aging - 4 Buckets, Aging - 7 Buckets, and Aging - 7 Buckets - By Amount reports)

This option displays customer balances only, no invoice detail.

- Transaction Type (Aging - 4 and 7 Bucket reports)

This option displays invoice detail by transaction type.

**Note:** If you set the Order By parameter to Type, you cannot set the Show On Account parameter to Summarize.

- Balance Due (Aging - 7 Buckets - By Amount report)

**Note:** If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information according to the value of the Alternate Name field in the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

**Report Summary:** The type of report summary. The Invoice Summary option prints information on all customers' open receivables. The Customer Summary option prints customers' names with their total open balances.

**Report Format:** Format parameters include 'Brief' and 'Detailed', and affects customer information, not transaction information. The Brief format prints customer name and customer number with item information. The Detailed format also prints customer's city and state with contact name and telephone number.

**As of GL Date:** Receivables includes all open items whose GL date is before or the same as the date you enter, and whose GL date closed is after the date you enter. The default is the current date.

**Aging Bucket Name:** Receivables prints your report information from the bucket set you specify. The default bucket set is 'Standard'. You define different aging bucket sets in the Aging Buckets window.

**Show Open Credits/Show On Account:** Choose whether to print credit items for your customers. Choose one of the following options:

**Do Not Show**

Receivables does not include these credit items in your customer's balances. In this case, Receivables does not display any of your identified or unidentified payments, or on-account credit memos.

**Age**

Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns. This is the default option.

**Summarize**

Receivables displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

**Show Receipts at Risk:** Receipts at Risk are receipts that have either not been cleared or factored receipts that have not been risk eliminated. Select one of the following values for your report:

**Age**

Include receipts at risk in this report. Receivables displays the receipts at risk with other open receipts in the appropriate bucket and includes them when determining the customer's balance.

**Summarize**

Receivables displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

**Do Not Show**

Receipts at risk will not be included in this report. This value is used as the default.

**Show Claims:** Claims are non-invoice related claims that are not yet resolved. Receivables considers non-invoice related claims to be unresolved cash, similar to on-account or unapplied cash. For users of Trade Management only.

Select one of the following values for your report:

**Age**

Include non-invoice related claims in this report. Receivables displays the claims with other open receipts in the appropriate bucket and includes them when determining the customer's balance.

**Summarize**

Receivables displays the sum of your claims in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

**Do Not Show**

Claims will not be included in this report. This value is used as the default.

Invoice related claims that are not yet resolved place the related invoices in dispute. Depending on how you set up your aging buckets, these disputes can be

included in the appropriate aging period or as a separate total. These disputes are also shown in the Disputed Invoice report.

## Report Headings

**As of (Date):** The as of date you specify for this report. You specify the as of date as a report option in the Parameters zone.

**Company Segment:** The balancing segment of the Receivables account associated with the transaction included in this group.

**Order By:** Your sort option.

**Total for: All Customers/Total For: All Types:** The grand totals for all customers for each numeric column in your report if you sort by Customer. Receivables prints the grand totals for all transaction types if you sort by Type.

**Type:** The transaction type for each open item, displayed if Order By parameter is Transaction Type. Receivables lets you review reports for a specific transaction type or for all existing types. For each customer, Receivables prints transaction types first, then payments, on-account credit memos, and bills receivable.

## Row Headings

**Company Total:** The total outstanding amount for this company. If you choose Do Not Show or Summarize as your Show On-Account report parameter, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Show On-Account report option, Receivables includes credit item amounts in your company total.

**Customer Balance:** The total balance for each customer when you choose Summarize as your Show On-Account report parameter. This balance includes all debit and credit items for each customer.

**Customer Credit Memos:** The total amount of credit memos for each customer if you choose Summarize as your Show On-Account report option. This total is included in the Customer Balance row for each customer.

**Customer Payments:** The total amount of payments for each customer within this site if you choose Summarize as your Show On-Account report option. Payments include both unapplied and on-account cash. This total is included in the Customer Balance row for each customer.

**Salesperson Customer Balance:** The total balance for each customer. If you choose Do Not Show or Age as your Open Credits report option, Receivables does not include on-account payments, unapplied payments and on-account credits in your customers' balances. If you choose Summarize, these credit items are included in your customers' balances.

**Site Balance:** The total balance for each site when you choose Summarize as your Show On-Account report parameter. This balance includes all debit and credit items for each company.

**Site Credit Memos:** The total amount of credit memos for each customer site if you choose Summarize as your Show On-Account report option. This total is included in the Site Balance row for each company.

**Total Customer Balance:** The grand total customer balance for all customers or types in your report.

**Total for: All Customers/Total For: All Types:** The grand totals for all customers for each numeric column in your report if you sort by Customer. Receivables prints the grand totals for all transaction types if you sort by Type.

**Total Payments and Credit Memos:** The grand total for credit items for all customers or types in your report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

Aging Buckets, page 2-26

## Alternate Customer Name Receipt Matching Report

This report lets you see which alternate customer names and receipts were successfully imported into the AR Payment Interface table when you use AutoLockbox to import Japanese Zengin format bank files into Receivables.

For more information, see: Alternate Customer Name Receipt Matching Report, *Oracle Financials for Japan User Guide*.

## Related Topics

Importing Zengin Format Data Using AutoLockbox, *Oracle Financials for Japan User Guide*

## Applied Receipts Register

Use this report to review all receipt applications that affect your customer balances.

You can review how your customers' receipts were applied to invoices and debit memos or reversed from invoices and debit memos. Receivables lets you specify the application date range so you can see the exact information you require. The Applied Receipts Register prints all applications within the date range that you specify, regardless of check date.

This report includes cash receipts, any discount information, and shows the possible exchange rate gain or loss for foreign currency receipts. Miscellaneous receipts are not included.

This report displays receipt-to-receipt applications as one receipt with a positive application and the other receipt with a negative application. Receipt amounts not applied to other types of transactions are displayed on the Unapplied Receipts Register.

**Note:** Items on the Other Receipt Applications report do not affect the customer balance, and are not recorded on the Applied Receipts Register.

When reconciling, the Applied Receipts Register's total should match the Applied Receipts Journal.



The Applied Receipts Register is an RXi report with a default attribute set and seven other available attribute sets: Apply Date, Batch, Customer, GL Date, Invoice Number, Receipt Number, and With Gain/Loss and Discount Information. The attribute set determines how information is ordered and what information is included in the report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

If comparing the Applied Receipts Register against the AR Reconciliation report, then use the attribute set that includes gain and loss and discount information.

## Selected Report Parameters

Enter additional parameters to define the content of the report.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

For more information, see: *Multiple Organizations in Oracle Applications*.

## Report Headings

**Apply Date: (Date) To (Date):** The receipt apply date range, if you entered one.

**Company:** The company above all receipts belonging to this company.

**Currency:** The currency above all receipts belonging to this currency.

**GL Date: (Date) To (Date):** The application general ledger date range, if you entered one.

**Order By:** The sort by option.

## Column Headings

**Applied Amount:** The receipt amount applied in your functional currency. Receivables prints a negative amount for receipt reversals.

**Apply Date:** The date of the receipt application or application reversal.

**Batch:** The receipt batch number.

**Document Number:** The document sequence number of the receipt. This column appears only if you submitted the report using the Document Number attribute set.

**Exchange Rate Gain/Loss:** The foreign currency exchange rate gain or loss amount. An exchange rate gain is shown as a positive (+) amount; a loss is shown as a negative (-) amount.

**Earned Discount:** The earned discount amount in your functional currency.

**Related Customer:** The customer name and number of the transaction to which the receipt is applied (usually the customer who remitted the receipt). This does not refer to a customer relationship that might be defined for this customer.

**Unearned Discount:** The unearned discount amount in your functional currency.

**Total amount in functional currency:** The total amount applied in functional currency.

**Allocated Receipt Amount:** Amount applied in receipt currency.

## Row Headings

**Company: Total for Currency:** The total, by company and currency.

**Company: Total Functional Amount for Currency:** The total functional amount by company and currency.

**Company: Total Functional Amount:** The total functional amount by company.

**Grand Total For Functional Currency:** The total functional amount for all companies on this report.

**Total for (Sort By Option):** The total, by column, for the sort by option you select for your report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## AR Reconciliation Report

The AR Reconciliation report lets you obtain a quick update on the status of your receivables by comparing transactional data against accounting data. Use this report during the internal reconciliation process to see if the balances on the various registers match those on the journal reports. You can also see which items affect aging, and which items affect GL account balances. This helps you to more easily reconcile your accounts receivable activities, before you post to Oracle General Ledger.

Run the AR Reconciliation report as the first step in the reconciliation process. See: Reconciling Receivables, page 9-9. This report displays transactional data in an Activity column, and accounting data in a Journal column. If discrepancies exist between the two columns, then contact Oracle Support Services for assistance.

The AR Reconciliation report displays summarized information consistent with detailed registers and journal reports. To view the underlying detail, run these reports:

- Aging 7-Buckets - By Account report or Aging 4-Buckets report (to view the beginning and ending balances)
- Transaction Register and Sales Journal
- Adjustment Register and Adjustment Journal
- Applied Receipts Register and Applied Receipts Journal
- Unapplied and Unresolved Receipts Register and Unapplied Receipts Journal
- On-Account Credit Memo Gain/Loss Journal
- Invoice Exception Report

**Important:** This report tells you only that your transactional and accounting data match. Use the Potential Reconciling Items report, page 11-97 to view suggested items that might have potential accounting setup errors. You can automatically submit the Potential Reconciling Items report when you run the AR Reconciliation report.

## Selected Report Parameters

**Note:** See: Common Report Parameters for Reconciliation Reports, page 11-7.

**Potential Reconciling Items:** Indicate if you want to submit the Potential Reconciling Items report, page 11-97 when you run the AR Reconciliation report. The default is No.

## Related Topics

Reconciling Receivables, page 9-9

Potential Reconciling Items Report, page 11-97

Running Standard Reports and Listings, page 11-4

## AR to GL Reconciliation Report

The AR to GL Reconciliation report compares the account balances in Oracle Receivables to those in Oracle General Ledger, and highlights journal sources where discrepancies might exist. This report simplifies the reconciliation process by comparing Receivables and General Ledger account balances in a single place.

Run the AR to GL Reconciliation report:

1. After the General Ledger transfer process in Receivables has completed, and
2. You have reviewed the Unposted Items report to confirm that all journal entries have posted, and
3. You have used the posting execution reports to confirm that the journal entries exported from Receivables match those posted in General Ledger.

The AR to GL Reconciliation report prints by set of books and organizes data first by company segment, then account type (assets, liabilities, income, and expense).

This report will show a difference between Receivables and GL account balances only if items did not successfully post to GL accounts. The Difference column indicates that the activity in Receivables compares to the journal source of Receivables in the general ledger. If the actual balance of a specific account is different in Receivables than in the general ledger, then the following columns highlight the type of journals that affect the account balances:

- **GL Source Manual:** Manual journal entries made in the general ledger.
- **GL Subledgers Not AR:** Journal entries posted to the general ledger from other subledgers, such as Oracle Payables or a legacy feeder system.
- **Unposted in GL:** Unposted journals in the general ledger.

If manual journal entries exist in the general ledger, then you might need to reverse these journal entries if corrections were already made in Receivables.

If other subledgers post to these accounts, then you might need to make corrections in those subledgers, make manual corrections in the general ledger, or reconcile your other feeder systems separately.

After taking the required corrective actions, run the AR to GL Reconciliation report again to confirm that AR and GL accounts are now in balance.

## Selected Report Parameters

**Note:** See: Common Report Parameters for Reconciliation Reports, page 11-7.

**Out of Balance Only:** Indicate if only out of balance AR and GL accounts should be displayed. The default is No, so you can see the journal sources that might cause discrepancies between AR and GL account balances.

**GL Period:** Indicate the GL period to run the report for.

## Selected Report Headings

**Subledgers Not AR:** Includes journal entries from another Oracle application or legacy feeder system. Does not include manual journals, unposted items in GL, and journal entries with a Receivables source.

**Calculated Balance Exclude AR:** Equals the beginning GL account balance plus all activity for the current period except journal entries with a Receivables source.

Use these formulas to understand the relationships between the AR to GL Reconciliation report columns:

**Calculated Balance Exclude AR - Actual GL Balance = GL Actual Less Calculated**

and

**GL Actual Less Calculated = GL Source AR = Receivables Posted**

These columns indicate that the actual balance in the general ledger, less all activities except those with source of Receivables, equals that which is recorded in the Receivables subledger.

## Related Topics

Reconciling Receivables, page 9-9

Running Standard Reports and Listings, page 11-4

## Audit Report by Document Number

Use this report to identify missing document sequence numbers. Document sequence numbers are unique numbers that can be assigned to transactions you create in Receivables. Assigning unique numbers to transactions lets you account for every transaction you enter.

This report identifies missing numbers in a given sequence. If you are using manual or partial automatic numbering, Receivables only validates that the numbers are unique, not that they are sequential.

If you set the Enable Sequential Numbering profile option to Always Used, you can still have missing sequence numbers. For example, a rollback of your database can cause missing sequence numbers. When you rollback a transaction after a document number has been assigned to it, the document number is removed. Then, when you resume entering your transaction, a new sequence number will be assigned.

## Report Parameters

**Report Type:** Enter Invoice, Adjustment, or Receipt as the report type to print in this report.

**Sequence Name:** Enter the name of the sequence you want to audit.

**Sequence Number From/To:** The sequence number range to include in this report.

## Column Headings

**Document Number:** The missing document number.

**Status:** The status of the document numbers. Valid statuses include:

### **Entered**

Document numbers will have a status of Entered if both the Audit table and the Transaction table have an entry for this number.

### **Not Entered**

Document numbers will have a status of Not Entered if no entry for this number has been made in the Audit and Transaction tables.

### **Deleted**

Document numbers will have a status of Deleted if the Audit table contains an entry for this number but not the Transaction table.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## AutoCash Rules Report

Use this listing to review the sequence of AutoCash rules assigned to each AutoCash rule set that you entered in the AutoCash Rule Sets window. You can also see how each AutoCash rule set determines open balance calculations and handles partial payments and unremitted amounts.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Automatic Receipt Batch Management Report

Use this report to review the status of your Automatic Receipt Batches. Receivables sorts the batches by currency and by status within each currency. This report also provides you with a total for each status within each currency and a total of all statuses for each currency.

Receivables does not display Automatic Receipt Batches that have been formatted or approved for automatic receipt with a receipt class of Require Confirmation set to No in this report.

On occasion, you will start an automatic receipt creation, approval, or formatting process and it will not complete. This could be, for example, because your system went down while the process was running. To help you manage such batches, Receivables will also display Automatic Receipt Batches which have started the creation, approval, or formatting process in this report.

## Selected Parameters

**Status:** Choose the status of the Automatic Receipt Batches to include in your report from the following:

**Completed Creation**

All automatic receipt batches that have been created but not approved.

**Completed Approval**

All automatic receipt batches that have been approved for automatic receipt but not formatted, and have a payment method assigned to them with a receipts class of Require Confirmation set to Yes.

**Completed Deletion**

All automatic receipt batches that have been deleted.

**Started Creation**

All automatic receipt batches that have started, but not completed, the creation process.

**Started Approval**

All automatic receipt batches that have started, but not completed, the approval process.

**Started Format**

All automatic receipt batches that have started, but not completed, the formatting process.

**Started Deletion**

All automatic receipt batches that have started deletion.

If you do not choose a specific status Receivables will include all Automatic Receipt Batches grouped by status in your report.

## Related Topics

About Automatic Receipts, page 6-131

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Automatic Receipts Awaiting Confirmation Report

Use this report to review all automatic receipts awaiting confirmation. Before a receipt can be included in this report it must be formatted and have been assigned a payment method with a receipt class of Require Confirmation set to Yes. Receipts that have been confirmed, do not require confirmation, or have been approved but not formatted will not be displayed in this report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Automatic Transactions Batch Report

Use the Automatic Transactions Batch report to review the contents of a bills receivable batch. You can run the report in Detailed mode or Summary mode.

The Automatic Transactions Batch report lists the bills receivable created in a batch, or the bills receivable that will be created in a batch submitted in Draft mode. If you run the report in Detailed mode, the report also includes information about the transactions assigned to each bill.

Receivables prints the Automatic Transactions Batch report in Detailed mode when you run the Bills Receivable Batch Creation concurrent program. You can also run the Automatic Transactions Batch report in Summary or Detailed mode from the Submit Request window to review a previously created bills receivable batch.

Use the Standard Request Submission windows to submit the Automatic Transactions Batch report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Batch Name:** Enter the name of the bills receivable batch that you want to report on.

**Version:** Enter *Detailed* or *Summary*.

## Report Headings

**<Report Title>:** *Automatic Transactions Batch Report.*

**<Set of Books>:** The reporting set of books.

**Report Date:** The report date and time.

**Page:** The page number.

**Batch Name:** The name of the bills receivable batch.

**Batch Status:** The batch status.

**Currency:** The bills receivable functional currency.

**Dates Due:** The range of due dates for bills receivable that were created with this batch.

**Transaction Dates:** The range of transaction dates for transactions assigned to bills receivable in this batch.

**Transaction Type:** The bills receivable transaction type.

**Transaction Numbers:** The range of transaction numbers for transactions assigned to bills receivable in this batch.

**Payment Methods:** The creation payment methods that were used to create bills receivable in this batch.

**Version:** *Detailed or Summary.*

**Issue Date:** The issue date for bills receivable that were created with this batch.

**Source:** The transaction batch source.

**Customer Class:** The customer class.

**Customer Category:** The customer category.

**Customer Name:** The customer drawee name.

**Customer Number:** The customer drawee customer number.

**Customer Location:** The customer drawee site.

**Customer Bank Name:** The customer drawee bank name for the batch.

## Column Headings

**Bill Number:** The bill receivable number.

**Currency:** The bill receivable currency.

**Amount:** The amount assigned to the bill.

**Maturity Date:** The bill receivable maturity date.

**Drawee Bank Name:** The customer drawee bank name for each bill.

**Contact Name:** The contact person for the customer drawee bank.

**Special Instructions:** Special instructions for the bill.

**Transaction Type:** The bills receivable transaction type.

**Transaction Number:** The transaction number assigned to the bill.

**Amount Assigned:** The transaction amount assigned to the bill.

**Transaction Date:** The date of the transaction assigned to the bill.

## Row Headings

**<Drawee Name>:** The customer drawee.

**<Drawee Number>:** The customer drawee customer number.

**<Batch Information>:** The payment method, grouping rule, maximum amount, minimum amount, and lead days settings for this batch.

**Drawee Total:** For each customer drawee, the subtotal of bills receivable in the bill receivable currency.

**Drawee Batch Total:** For each customer drawee, the total of bills receivable in the functional currency.

**Batch Total:** The total of bills receivable in this batch in the functional currency.

## Bad Debt Provision Report

Use this report to review your bad debt exposure. Receivables uses the percent collectable value you specify for your customer to calculate your bad debt provision. For each customer in your report, Receivables prints all open debit items, unapplied



receipts, and on-account credits, and the provision for bad debt based on the percent collectable. You specify the percent collectable in the Profile:Transactions tabbed region of the Customers window.

Receivables automatically sorts your report information by account status, but you can sort the information within each account status by customer name or customer number. Receivables does not include customers that do not have an assigned percent collectable in this report.

## Column Headings

**Forecast Date:** The most recent forecast date for this invoice, debt memo, or chargeback. This is the date that your collector entered in the Customer Calls window.

**Forecast Percent:** The most recent forecast percent for this transaction. This is the amount your collector entered in the Customer Calls window.

**Functional Provision:** The bad debt provision based on the functional balance due and the percent that is uncollectible.

**Order By:** The sorting option you chose when you submitted the report.

## Row Headings

**Customer Subtotal:** The total balance due and provision for each customer in your functional currency.

**Report Total:** The total balance due and provision for your entire report in your functional currency.

## Related Topics

About Automatic Receipts, page 6-131

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Bank Risk Report

Use this report to see the receipts that are currently at risk with your remittance bank. A receipt is deemed to be at risk if you have factored it with a bank or a clearing house, but are still liable for the amount on the receipt until its maturity date (for example, receipts that have been factored but not risk eliminated).

When you request this report, you must enter the Remittance Bank/Branch for which you want to print remittances.

If you do not specify a Bank Account, data will be selected for all accounts for the specified Remittance Bank.

## Row Headings

**Total for Remittance:** The total functional amounts of all receipts in each Remittance batch.

**Total Report:** The total amount of all remittances for the parameters you specify.

## Related Topics

Automatic Clearing for Receipts, page 6-158

About Automatic Receipts, page 6-131

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Billing and Receipt History

Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.

## Report Headings

**Order By:** The sort option you chose when you submitted this report.

**Transaction Date Between (Date) and (Date):** Your transaction date range. You specify your transaction date range in the report parameters.

## Column Headings

**Adjustments:** The adjustment amount if this transaction is an adjustment.

**Credit Memo:** The credit memo or on-account credit amount if this transaction is a credit memo. This is the amount of the credit memo or on-account credit you applied to this debit item.

**Receipt Amount:** The receipt amount if this transaction is a receipt.

**Receipt Number:** The receipt, credit memo, or on-account credit number if this transaction is applied to a debit item.

## Row Headings

**Currency:** The type of currency and the totals, by column, for each column in your report. Receivables sorts your report by customer and automatically groups together those invoices, debit memos, chargebacks, receipts, on-account credits, credit memos, and adjustments that are in the same currency to give you a total, by currency, for each customer.

**Customer Name:** The name of each customer in your Billing and Receipt History.

**Customer Number:** The identification number for each customer.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Billing History Report

Use this report to review a summarized history of transactions that affect your customer's invoices, commitments, debit memos, chargebacks, and on-account credits. This report includes the original transaction amount, the current balance due, the sum of all payments applied to this debit item, total credit memo amounts that affect this item, and total adjustment amounts for this item. Receivables prints one line for each item and summarizes all of the activity associated with each item for you.

Use the Billing and Receipt History report to review a list of transactions that affect each item. See: the Billing and Receipt History report, page 11-34.

### Selected Parameters

**Collector Name:** Receivables prints information between the low and high range of collectors that you specify. If you leave this field blank, Receivables prints information for all collectors.

**Customer Number:** Receivables prints information between the low and high customer numbers that you specify. If you leave this field blank, Receivables prints information for all customers.

**Customer:** Receivables prints information between the low and high customer names that you specify. If you leave this field blank, Receivables prints information for all customers.

**Invoice Number:** Receivables prints information between the low and high range of invoice numbers that you specify. If you leave this field blank, Receivables prints information for all transactions.

**Term Name:** The payment term you specify. If you leave this field blank, Receivables selects all terms.

**Transaction Date:** Receivables prints information between the low and high range of transaction dates that you specify. If you leave this field blank, Receivables prints information for all transaction dates.

### Report Headings

**Invoice Dates Between (Date) and (Date):** Your transaction date range. You specify your transaction date range in the report parameters.

### Row Headings

**Currency:** The currency and the totals for each customer.

**Customer Name:** The name of each customer in your report.

**Customer Number:** The identification number for each customer.

### Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Bills Receivable By Status Report

Use the Bills Receivable By Status report to review historical information for your existing bills receivable. The report lets you view amounts, history, drawees, and other detailed information for bills receivable transactions.

The Bills Receivable By Status report is an RXi report that has one default attribute set. The attribute set sorts bills receivable by functional currency, status and transaction type, and prints transaction type and status subtotals in the functional currency. You can copy this attribute set and customize the layout to suit your reporting needs.

Use the Standard Request Submission windows to submit the Bills Receivable By Status report.

### Report Parameters

Enter the following parameters to specify the desired reporting options:

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the MO: Top Reporting Level profile option. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the set of books, legal entity, or operating unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The MO: Operating Unit profile option determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level that you specified. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. See also: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the Multiple Organization Support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

**Status As Of Date:** Enter the first bills receivable date for the report. Receivables includes all bills receivable with the designated statuses from the date that you enter up to the current date.

**First Status:** Enter the first bills receivable status to include in the report.

**Second Status:** Enter the second bills receivable status to include in the report.

**Third Status:** Enter the third bills receivable status to include in the report.

**Excluded Status:** Enter the bills receivable status to exclude from the report.

**Transaction Type:** Enter the bills receivable transaction type to include in the report. If you leave this field blank, Receivables includes all bills receivable transaction types.

**Maturity Date From:** Enter the first bills receivable maturity date to include in the report.

**Maturity Date To:** Enter the last bills receivable maturity date to include in the report.

**Drawee Name:** Enter the customer drawee for the report.

**Drawee Number From:** Enter the first customer drawee customer number to include in the report.

**Drawee Number To:** Enter the last customer drawee customer number to include in the report.

**Remittance Batch Name:** Enter the name of the remittance batch to use in the report.

**Remittance Bank Account Name:** Enter the name of the remittance bank account to use in the report.

**Drawee Bank Name:** Enter the name of the customer drawee bank to use in the report.

**Original Amount From:** Enter the first bills receivable original amount to include in the report.

**Original Amount To:** Enter the last bills receivable original amount to include in the report.

**Transaction Issue Date From:** Enter the first bills receivable issue date to include in the report.

**Transaction Issue Date To:** Enter the last bills receivable issue date to include in the report.

**On Hold:** Enter *Yes* to include bills receivable on hold. Enter *No* to exclude bills receivable on hold.

## Report Headings

**<Set of Books>:** The reporting set of books.

**<Report Title>:** *Bills Receivable By Status Report.*

**Report Date:** The report date and time.

**Page:** The page number.

**Currency:** The bills receivable functional currency.

## Column Headings

**Status:** The bills receivable status.

**Transaction Type:** The bills receivable transaction type.

**Transaction Number:** The bill number.

**Transaction Date:** The date the bill was created.

**Maturity Date:** The date the bill was accepted.

**Drawee Name:** The customer drawee name.

**Drawee Taxpayer ID:** The customer drawee taxpayer ID.

**Balance Due:** The open balance on the bill.

## Row Headings

**Total for <transaction type>:** The bills receivable subtotal by transaction type.

**Total for <status>:** The bills receivable subtotal by status.

**Total for <currency>:** The bills receivable subtotal by functional currency.

**Report Total:** The report total.

## Related Topics

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Bills Receivable Format Report Program

Use the Bills Receivable Format Report program to print a batch of bills receivable. You can print bills belonging to a bills receivable batch or a bills receivable remittance batch. The bills receivable belonging to the batch can have different format programs assigned to them.

Specify the format program to use for bills receivable when you define bills receivable transaction types. For bills receivable remittance batches, enter the format program in the Remittance Print field in the Formatting Programs region of the Remittance Banks window or in the Print Program field in the Remittances window. Refer to your country-specific user guide for information about country-specific format programs.

Use the Standard Request Submission windows to submit the Bills Receivable Format Report program.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Bills Receivable Batch:** Enter the bills receivable batch or bills receivable remittance batch to print bills receivable for.

**Amount From:** Enter the beginning range of bills receivable amounts to print.

**Amount To:** Enter the ending range of bills receivable amounts to print.

## Report Headings

**<Set of Books>:** The reporting set of books.

**Report Date:** The report date and time.

**Request ID:** The concurrent request ID.

**Page:** The page number.

## Column Headings

**Curr:** The bill receivable currency.

**Bills Receivable Number:** The bill receivable number.

**Customer Name:** The customer drawee name.

**Bills Receivable Date:** The bill receivable maturity date.

**Adjustment Number:** The bill receivable adjustment number.

**Amount:** The bill receivable amount.

**Functional Amount:** The bill receivable amount in the functional currency.

## Bills Receivable Reminder Letters

Use the Bills Receivable Reminder Letters to print reminders for drawees that have not signed and returned bills receivable requiring their acceptance. The reminder letter lists all of the outstanding bills receivable for the designated customer.

You can print reminder letters for a range of drawees or a range of dates. You can use Oracle Reports to modify the text of the letter.

Use the Standard Request Submission windows to submit Bills Receivable Reminder Letters.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Creation Date From:** Enter the first bills receivable creation date to include in reminder letters.

**Creation Date To:** Enter the last bills receivable creation date to include in reminder letters.

**Days Late Since Creation:** Enter the number of days late for bills receivable. Receivables includes in reminder letters all bills that are this number of days late since creation.

**Drawee Name From:** Enter the first customer drawee to print reminder letters for.

**Drawee Name To:** Enter the last customer drawee to print reminder letters for.

**Drawee Number From:** Enter the first customer drawee customer number to print reminder letters for.

**Drawee Number To:** Enter the last customer drawee customer number to print reminder letters for.

## Report Headings

<Customer Name and Address>: The drawee name and site address.

<Remit To Name and Address>: The company name and address.

<Date>: The date that the letter is printed.

## Column Headings

**Reference Number:** The bill receivable number.

**Amount:** The bill receivable amount.

**Creation Date:** The bill receivable creation date.

## Bills Receivable Remittance Batch Management Report

Use the Bills Receivable Remittance Batch Management report to review the details of a bills receivable remittance batch. You can run the report in Summary mode to review the batch details only or in Detailed mode to review both the batch details and the bills receivable that are included in the batch.

You can run the Bills Receivable Remittance Batch Management report in Summary mode when you create the remittance batch by checking the Print Report box in the Auto Create window or Maintain Remittance Batch window.

You can also use the Standard Request Submission windows to run the report in Detailed or Summary mode for a range of remittance batches using report parameter selection criteria.

### Report Parameters

Enter the following parameters to specify the desired reporting options:

**Order By:** Enter *Batch Name* to order remittance batches by batch name, or *Remittance Account* to order remittance batches by remittance account.

**Status:** Enter a status to include remittance batches of this status only in the report. Choose from:

- Completed Approval
- Completed Cancellation
- Completed Creation
- Completed Deletion
- Processed
- Started Approval
- Started Cancellation
- Started Creation
- Started Deletion
- Waiting Post Batch

**Summary or Detailed:** Enter *Summary* or *Detailed* to specify the type of report.

**Remittance Date From:** Enter the first remittance date to include in the report.

**Remittance Date To:** Enter the last remittance date to include in the report.

**Deposit Number Low:** Enter the first remittance deposit number to include in the report.

**Deposit Number High:** Enter the last remittance deposit number to include in the report.

**Batch Name Low:** Enter the first remittance batch to include in the report.

**Batch Name High:** Enter the last remittance batch to include in the report.

**Include Formatted Batches:** Enter *Yes* to include formatted batches or *No* to exclude formatted batches.

**Remittance Method:** Enter a remittance method to include only remittances with this remittance method in the report.



**Remittance Bank:** Enter a remittance bank to include only remittances to this remittance bank in the report.

**Remittance Bank Branch:** Enter a remittance bank branch to include only remittances to this remittance bank branch in the report.

**Remittance Bank Account:** Enter a remittance bank account to include only remittances to this remittance bank account in the report.

## Report Headings

**<Report Title>:** *Bills Receivable Remittance Batch Management Report.*

**<Set of Books>:** The reporting set of books.

**Report Date:** The report date and time.

**Page:** The page number.

## Column Headings

**Status:** The remittance batch status.

**Batch Name:** The remittance batch name.

**Batch Date:** The remittance batch date.

**Deposit Number:** The remittance batch deposit number.

**Remittance Bank Account Name:** The remittance bank account name.

**Remittance Method:** The remittance method.

**With Recourse:**

- *Yes* - Bills receivable factored with recourse.
- *No* - Bills receivable other than factored with recourse.

**Payment Method:** The remittance payment method assigned to the bill.

**GL Date:** The remittance GL date.

**Currency:** The remittance functional currency.

**Amount:** The remittance amount.

**Customer Name:** The customer drawee name.

**Customer Number:** The customer drawee customer number.

**Bank:** The customer drawee bank.

**Account:** The customer drawee bank account.

**Bills Receivable Number:** The bill receivable number.

**Remittance Method:** The remittance method.

**Payment Method:** The remittance payment method assigned to the bill.

**Maturity Date:** The bill receivable maturity date.

**Amount:** The bill receivable amount.

## Row Headings

**Remittance Account Total:** The remittance batch total for the remittance bank account.

**Batch Total:** The remittance batch total in the functional currency.

## Bills Receivable Summary Report

Use the Bills Receivable Summary report to review summary information for your existing bills receivable. The report provides summary totals of the number and amount of bills receivable by status and transaction type.

The Bills Receivable Summary report is an RXi report that has two default attribute sets: *Summary by Status* and *Summary by Transaction Type*. You can copy these attribute sets and customize their layouts to suit your reporting needs.

Use the Standard Request Submission windows to submit the Bills Receivable Summary report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the MO: Top Reporting Level profile option. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the set of books, legal entity, or operating unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The MO: Operating Unit profile option determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level that you specified. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. See also: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the Multiple Organization Support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

**As Of Date:** Enter the first bills receivable date for the report. Receivables includes all bills receivable from the date that you enter up to the current date.

## Report Headings

**<Report Title>:** *Bills Receivable Summary Report*.

**<Set of Books>:** The reporting set of books.

**Report Date:** The report date and time.

**Page:** The page number.

**Currency:** The bills receivable functional currency.

## Column Headings

**Status:** The bills receivable status.

**Transaction Type:** The bills receivable transaction type.

**Count:** The number of bills receivable for the designated status and transaction type.

**Amount:** The open amount of the bill.

## Row Headings

**Total for <status or transaction type>:** The bills receivable subtotal by status or transaction type.

**Total for <report>:** The bills receivable total in the functional currency.

## Related Topics

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Call Actions Report

Use this report to see a detailed list of actions that were entered by your collectors in the Customer Calls window. You can review the transactions that require further action as a result of your calls.

## Report Headings

**Action Date From (Date) to (Date):** The action date range you specified.

**For Action:** The action for items on this page.

**Order By:** The method this report sorts your information.

## Column Headings

**% of Due:** The Action Amount, as a percentage of the original balance due. Following is the formula for this column:

**(Action Amount / Balance Due ) \* 100**

**Action Amount:** The amount that pertains to this action.

**Action Date:** The last date when a transaction was updated in the Call Actions window.

**Location:** The bill-to address location assigned to this call action item.

**Notes:** Any notes you entered in the Call Actions window.

**Notify:** The name of the person to notify for this action item.

**Sum of (Currency) Action Amounts for Action:** The total action amount, by currency, for each call action in your report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## COGS and Revenue Matching Reports

Accounting rules require matching of revenues and expenses in the period when they are earned and incurred. To simplify COGS (cost of goods sold) and revenue matching, Oracle Receivables provides two new RXi reports:

- COGS and Revenue Matching Detail report
- COGS and Revenue Matching Summary report

These reports identify transactions where revenues and costs are not matched for a given accounting period and, when required, calculates proposed adjustments per COGS GL account.

Run the *Detail report* for an accounting period and range of COGS GL accounts. The report identifies COGS and revenue mismatches at the sales order/RMA line level and at the related invoice/credit memo line level. Mismatches are line items for which the revenue and COGS percentages recognized in an accounting period are not equal.

The report calculates proposed adjustments to COGS account balances to reestablish matching. To facilitate the recording of adjusting journal entries in the general ledger, the report summarizes proposed adjustments by GL account.

Run the *Summary report* for an accounting period and range of COGS GL accounts. The report provides an "at a glance view" of all proposed adjustments to COGS account balances by GL account, without the details included in the first report.

When submitting both reports, you can include only posted or only unposted Costing and Receivables accounting distributions.

Both reports include only sales order/RMA and invoice/credit memo lines with non-service items, for which the following Item Master attributes have been set:

- Costing Enabled
- Invoicable Item
- Invoice Enabled
- Shippable
- Inventory Asset

### Prerequisites

Before submitting the COGS and Revenue Matching reports, first run appropriate concurrent requests in Oracle Costing (Inventory Interface Program, Process Transaction Interface Program, and Cost Manager Program) and in Oracle Receivables (AutoInvoice, Revenue Recognition for invoices with rules, and GL Transfer for posting to GL).

## Related Topics

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Collection Effectiveness Indicators

Use this report to monitor your customers' overall payment patterns and see debit item information by the split amount that you defined in the System Options window.

If you calculate collections effectiveness for a closed period, and the value you specify for the Report Date option for this report is either on or after the end date of this period, Receivables stores the results. You can display these results the next time you run the report.

Receivables converts all foreign currency receipt and debit items into your functional currency for this report.

Receivables stores the information it generates for this report, and then displays it in the subsequent period's report as prior period information.

## Report Parameters

**Periods to Recalculate:** Receivables calculates your collections effectiveness indicators for the number of accounting periods that you specify. You can recalculate a maximum of ten periods. If you enter 0, Receivables does not calculate any new values, but reports on stored values from previous runs.

## Report Headings

**Report Date:** Your report date.

**Rolling Ten Periods:** The Collection Effectiveness Indicators report prints ten periods of activity so you can monitor payment patterns and review your collections effectiveness over time.

## Row Headings

**Adjustments Created:** The total amount of adjustments created during each period.

**Average Invoice Over Split Amount:** The average amount for invoices, debit memos, and chargebacks greater than the split amount you specify in the QuickCash window for this report. The Average Invoice Over Split Amount only includes debit items for the period you are reviewing.

**Average Invoice Under Split Amount:** The average amount for invoices, debit memos, and chargebacks less than the split amount you specify in the Transactions window for this report. The Average Invoice Under Split Amount only includes debit items for the period you are reviewing.

**Amount Collected:** The total amount of the cash receipts collected in each period.

**Conventional DSO:** The following equation shows how Receivables calculates your Conventional Day Sales Outstanding:

$$\text{Conventional DSO} = (\text{total outstanding receivables} / \text{total sales for prior DSO days}) * (\text{DSO days})$$

**Creation Date:** The date on which Receivables calculates the values for the current period.

**Credit Memos Created:** The total amount of credit memos and on-account credits created during each period.

**Current Sales:** The percent you collect of your current sales.

**DSO Calculation Days:** The number of days to use in calculating your Conventional Day Sales Outstanding. You specify the number of days in the Days in Days Sales Outstanding Calculation field in the System Options window.

**Gross Receivables:** The total amount of open invoices, debit memos, and chargebacks as of the date you run the report, regardless of the period in which they were created.

**Inv. Split Amount:** The split amount to determine the number of invoices, debit items, and chargebacks over and under this amount and the total amounts remaining. You specify your split amount in the Split Amount field in the System Options window.

**Invoice Amount Over Split Amount:** The total invoice amount for invoices, debit memos, and chargebacks greater than the split amount. The Invoice Amount Over Split Amount only includes debit items for the period you are reviewing.

**Invoice Amount Under Split Amount:** The Invoice Amount Under Split Amount only includes debit items for the period you are reviewing.

**Net Receivables:** The total amount collectable in each period. Receivables calculates this field by subtracting your Open Receipts and Open Credit Memos from your Gross Receivables.

**Number of Invoices Over Split Amount:** The number of open invoices, debit memos, and chargebacks created for each period that are over the split amount.

**Number of Invoices Under Split Amount:** The number of open invoices, debit memos, and chargebacks created for each period that are under the split amount.

**Open Credit Memos:** The total amount of open credit memos as of the Report Date or the end of the period, whichever is earlier.

**Open Receipts:** The total amount of open receipts as of the Report Date or the end of the period which ever is earlier.

**Payment Pattern (% Collected):** The cumulative percentage of debit item amounts you collect per period sales for each of the 9 periods before your current period. You can use this section to see how much of the prior periods sales are collected. Receivables prints cumulative amounts so you can review the payment patterns over time to further assess the effectiveness of your collectors. For example, when you review the 2 Periods Prior row, this is the amount of the sales from 2 periods prior that have been collected as of the time you run this report.

**(#) Period Prior:** The cumulative percent collected for each period's sales as of  $x$  periods before your current period.

**Total:** The total number of invoices, debit memos, and chargebacks.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Collection Key Indicators Report

Use this report to review and manage your collectors productivity. Receivables gives you a percentage breakdown of call topics and responses for each of your collectors within the date range that you specify.

This report contains three sections. The first section of this report contains information about the number of customer calls made by each collector. The second section contains information about your customer responses. The third section contains information about the outcome of your collectors calls.

## Report Heading

**By:** Receivables prints this report by collector, by response, and by outcome.

## Column Headings

**Calls:** The number of customer calls for each collector within the call date range that you specify.

**Call Topics:** The total number of call topics for each collector.

**Percent of Call Topics:** The percent of total calls for each call topic.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Collections by Collector Report

Use this report to review payment applications that each collector helped to collect. You also use this report to see which debit items are fully paid to determine how effective your collectors are at collecting customer payments. Receivables automatically sorts your information by collector and prints a line for each payment received within the cash collection date range that you specify.

## Report Parameters

**Default Collector Only:** Enter Yes to report collections by the default collector assigned to a customer. Enter No to report collections listed by the last collector to contact a customer prior to a receipt application.

## Report Headings

**Between (Date) and (Date):** The apply date range that you specify.

**Order By:** Receivables prints 'Collector' as your sort by option.

## Row Heading

**Total for Currency: (Currency Code):** The total, by currency, for the Payment Amount and Invoice Amount columns in your report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Collections Receipt Forecast Report

Use this report to review your collector's estimates of how much cash they expect to receive as entered in the Customer Calls window. Receivables prints forecasting information for your invoices, debit memos, and chargebacks, along with any notes your collectors record during the call. This report is printed by currency and provides currency totals

### Report Headings

**Currency:** The currency of the transaction.

**Forecast Date from (Date) to (Date):** Receivables prints your report for the forecast date range, if you entered one.

**Order By:** Your order by option.

**Status:** The collection status.

### Column Headings

**Expected Cash:** The receipt amount your collector expects to receive by this forecast date.

**Forecast Date:** The date your collector estimates to receive payment for this invoice, debit memo, or chargeback.

**%:** The percent of the remaining amount due on this invoice, debit memo, or chargeback that your collector expects to receive.

### Row Headings

**Currency Total:** The total for the numeric columns for each currency in your report.

**Location:** The address location associated with each debit item.

### Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Collector Call History Report

Use this report to review call topics entered in the Topics window during a customer call that are assigned to open invoices. You can specify the date range and range of invoice numbers, collectors, and customers to include in your report. Leave a field blank if you do not want to limit the content of your report (for example, to include information for all customers, leave the Customer Name parameter blank).

### Report Headings

**Order By:** Receivables prints 'Customer' as your sort by option.

**For (Date) through (Date):** The call date range that you enter for the Call Date report parameter.



## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Collector's Follow Up Report

Collectors can use this report to review a list of items that require follow-up action to resolve open debit memos, invoices, and chargebacks. The report includes follow up dates and actions entered in the Call Topics window during a customer call.

## Report Headings

**Order By:** Receivables prints 'Collector' as your order by option.

**For (Date) through (Date):** Your follow up date range, if you entered one in the report parameters.

**Collector:** Receivables prints the collector above all the follow up items belonging to that collector.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Customer Calls, page 8-13

## Commitment Balance Report

Use this report to review summary information for your customer commitments. Receivables prints each commitment displaying information about the commitment, customer, primary salesperson, and other commitment information. Receivables also automatically prints all invoices and credit memos against the initial commitment, and displays the remaining balance of the commitment.

**Note:** The commitment balance also reflects reservations created in Order Management, if the OM: Commitment Sequencing profile option is set to Yes. See: Profile Options in Oracle Order Management, page B-23.

## Report Parameters

**Format Level:** Enter the amount of detail that you want to see in the report.

- A detailed report displays header level amounts and balances, as well as line details, of the invoices and credit memos that have been entered against a commitment.
- A summary report displays only the header level amounts and balances of the invoices and credit memos that have been entered against a commitment.

Both options also display information about orders that have been entered in Oracle Order Management against commitments in Receivables.

## Report Heading

**Commitment Currency:** Receivables prints the commitment currency code for commitments on this page of the report.

## Row Heading

**Commitment Balance:** Receivables prints the remaining balance of the commitment.

## Related Topics

Using Commitments, page 3-248

Entering Commitments, page 3-46

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Contingency-Based Deferred Revenue Report

Use the Contingency-Based Deferred Revenue report to review the revenue deferral decisions that the Revenue Management Engine makes for your imported invoices. See: Event-Based Revenue Management, page 3-32.

This report displays the current deferred revenue and contingency statuses for each invoice that has deferred revenue. These statuses can change whenever events such as receipt application or the expiration of contingency periods occur. This report therefore provides you with a real-time snapshot of the conditions behind the automatic deferral and recognition of revenue for your imported invoices.

**Note:** This report excludes invoices whose revenue was originally deferred, but which you have since removed from further collectibility analysis. See: Modifying Invoices Under Collectibility Analysis, page 3-42. In addition, this report excludes invoices that are assigned deferred accounting rules.

The Contingency-Based Deferred Revenue report is an RXi report.

## Selected Report Parameters

**Organization Name:** The organization that you want to run the report for.

## Selected Column Headings

**Customer Name:** The customer that has invoices with deferred revenue. Receivables groups this report by customer.

**GL Date:** GL date of the invoice that has deferred revenue.

**Line Number:** Invoice line that has deferred revenue.

**Line Amount:** Total invoice line amount (includes both already recognized and deferred revenue amounts).

**Credit Memo Amount:** Total amount of credit memos, if any, that were applied to this invoice line.

**Net Unscheduled Revenue:** Deferred revenue less any applicable credit memos.

**Revenue Contingency:** Revenue contingency on this invoice line.

**Revenue Recognition Event:** Revenue recognition event that is associated with the revenue contingency on this invoice line.

**Expected Contingency Expiration Date:** Expiration date of any contingency on this invoice line.

**Accounting Rule Name:** The invoice line's assigned accounting rule.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Using Standard Request Submission, *Oracle Applications User Guide*

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Credit Hold Report

Use this report to review your customers and customer addresses that are on credit hold. You can place a customer on credit hold in the Customers and Customer Account windows. You can place a customer address on credit hold in the Customer Addresses window. See: Credit Holds, page 8-19.

The Credit Hold report displays information as described in the following table:

Credit Hold Level	Information Display
Customer account	<p>Receivables places all bill-to sites across all organizations on hold.</p> <p>The Credit Hold report displays the Balance Due and Past Due Balance for each bill-to site. You can use the Reporting Level and Reporting Context parameters to control whether the report displays information across all organizations.</p> <p><b>Note:</b> If you want your customer hold to apply to only one organization, then you should apply the customer hold at the bill-to site level.</p>
Customer bill-to site	<p>Receivables places only the selected bill-to site on hold.</p> <p>The Credit Hold report displays the Balance Due and Past Due Balance for that one bill-to site.</p>

## Selected Report Parameters

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the profile option MO: Top Reporting Level. You can accept this value or enter a subordinate reporting level. For

example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level that you specified. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the multiple organization support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

## Report Headings

**Currency:** Receivables prints the currency above all customer accounts belonging to this currency. Receivables creates separate pages for different currencies.

**Order By:** The sorting option you chose when you submitted the report.

## Column Headings

**(Account Status) Subtotal:** The total balance due and balance past due for each account status. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates. This is also true for the Customer, Currency, and Balance subtotals.

**Address (Bill-To):** The primary Bill-To address for each customer in your report. If there is no primary Bill-To address, Receivables prints the first Bill-To address available.

**Balance Due:** The total account balance for each customer in your report. If you have debit or credit items without exchange rates, Receivables prints your balance due with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Balance Past Due:** The total amount for all past due invoices, debit memos, and chargebacks minus any open credit items for this customer. If you have debit or credit items without exchange rates, Receivables prints your balance past due with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Collector:** The collector who is linked to the site that is on credit hold.

**Contact:** The contact associated with the customer address.

**Days on Credit Hold:** The number of days this customer has been on credit hold. If this customer has been on and off credit hold in the past, those days are not included in the Days on Credit Hold value.

**Primary:** Receivables prints Yes or No to indicate whether this address is the primary Bill-To address for this customer.

**Telephone:** The contact's telephone number. If there is no contact or no telephone number for the contact, Receivables prints the telephone number associated with the address.

## Row Headings

**(Account Status) Subtotal:** The total balance due and balance past due for each account status. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Currency Subtotal:** The total balance due and balance past due for each currency. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Customer Subtotal:** The total balance due and balance past due for each customer. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Cumulative Activity Balance Report

The Cumulative Activity Balance report displays all transactions that comprise the balance for any Asset and Liability account in Oracle Receivables, as of a specified date. This report lets you easily create audit reports of any balance sheet account which Receivables posts to, at either the GL natural account or GL account level.

Use this report to view the net activity in accounts such as Unearned Revenue and Unbilled Receivables.

For improved report performance, baseline accounting data is created when you first run this report. Subsequent report submissions will collect accounting data *after* the original baseline date. This data collection method helps to improve report performance for subsequent runs.

When you first run the report to create the baseline data, enter your last audit date in the GL As Of Date parameter. It is less likely that reports will be needed prior to this date.

## Selected Report Parameters

**Note:** See: Common Report Parameters for Reconciliation Reports, page 11-7.

**Reporting Format:** Indicate if the report should be run at the GL natural account or GL account level.

**GL As Of Date:** Receivables prints all open activity for an account as of this GL date.

## Related Topics

Reconciling Receivables, page 9-9

Running Standard Reports and Listings, page 11-4

## Customer Balance Revaluation Report

Use this report to identify customers with credit (negative) balances. In many countries you are required to enter a manual journal entry to adjust the general ledger balance for such customers.

This report provides you with two results:

- Independent from the accounting entries for your receivables account, this report gives you the balance of your customer and the open items that make up the balance. It takes into account paid deposits and on-account receipts; unpaid deposits are not included.
- A report listing only customers with a negative balance only, customers with a positive balance, or both kind of customers at once. This is needed in some countries, where you need a separate entry on the balance sheet for customers with a negative balance.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your receivables with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, and to include customers with a negative balance, customers with a positive balance, or both.

**Important:** Make sure you have entered an End-Of-Period (EOP) rate for each currency used. If any EOP is missing, the report will notify you that the results calculated may be wrong.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

## Report Parameters

**Revaluation Period:** Select the period for which you want to revalue.

**Include Up To Due Date:** If you want to differentiate short-term, midterm, and long-term Receivables activities, you can enter a date; otherwise, you should leave this field empty.

**Customer Balance:** Select from the following values:

- **Show positive Balance:** List only customers with a positive balance.
- **Show negative Balance:** List only customers with a negative balance.
- **Show positive and negative Balance:** List all customers, regardless of their current balance. This is the default.

## Report Headings

**Customer Balance:** The total balance due for this customer.

**Customer Name/Number:** The customer name, customer number, and customer site that have open items.

## Column Headings (Report Name, if needed for different report parameters)

**Transaction Number:** The number of the transaction.

**Transaction Type:** The name of the transaction type.

**Transaction Date:** The date of the transaction.

**Due Date:** The due date of the transaction.

**Cur:** The currency used to enter the transaction.

**Open Orig. Amount:** The balance of the transaction in its original currency.

**Exchange Rate:** The exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

**Open Func. Amount:** The balance of the transaction valued at the exchange rate used when the transaction was approved.

**EOP Rate:** The End-Of-Period rate, which the report uses to revalue the balance of the transaction.

**EOP Open Amount:** The balance of the transaction, revaluated using the EOP rate.

**Open Revaluated Amount:** Receivables uses the lower of the Open Functional Amount and the EOP Open Amount to determine the market value of the open item.

**Credit/Debit:** The sum of the positive open items (Debit) and the sum of the negative open items (Credit). These figures help you determine the amount of the adjustments to your general ledger balances.

## Customer Credit Snapshot Report

Use this report to see an overview of your customer's credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer.

## Report Parameters

**Bucket Set:** Enter the bucket set to use for aging. You can enter any bucket set with a bucket set type of Credit Snapshot.

**Collector:** Receivables prints information for collectors between the low and high values you specify. Receivables prints all collectors by default.

**Customer Name:** Receivables prints information for customer names between the low value and high value you specify. Receivables prints all customers by default.

**Customer Number:** Receivables prints information for customer numbers between the low value and high value you specify. Receivables prints all customers by default.

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the profile option MO: Top

Reporting Level. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level that you specified. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the multiple organization support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

## Report Headings

**Billing Address:** Receivables prints each billing address for this customer.

**Phone:** Receivables prints your customer's primary telephone number.

## Current Aging Column Headings

Receivables prints your current aging information based on the aging buckets you define in the Aging Buckets window whose type is Credit SnapShot. Debit items that have any adjustments whose status is pending are treated as disputed items.

**Amount:** Receivables prints the total amount of open invoices, debit memos, and chargebacks for each aging category.

**Bucket:** Receivables prints the aging periods that you define in the Define Aging Buckets form for these aging buckets.

**Percent:** Receivables prints the percent of total open receivables in each aging bucket.

## Current Aging Row Headings

**Adjusted Balance:** Receivables calculates and displays the adjusted balance for this customer. This figure represents your customer's outstanding balance minus any unapplied or on-account payments.

**Buckets 1-7:** Receivables prints the name of your seven aging buckets in this column. You define your aging buckets in the Aging Buckets window.

**In Collection:** The amount of your customer's account that is in collection.

**On-Account Cash:** The total of this customer's on-account payments.

**Outstanding Balance:** The total of your customer's open invoices, debit memos, and chargebacks.

**Unapplied Cash:** The total of this customer's unapplied payments.



## Customer History Section

This section displays historic information for this customer account. This information includes the amount and date of this customer's Largest Invoice and the Highest Credit Limit assigned to this customer.

## Rolling 12-Month Summary Section

This section displays a twelve month rolling history for this customer's account. Each row of this section provides the total amount and/or count for the last twelve months for each of the following indicators.

- Sales Gross
- Payments
- Credits
- Finance Charges
- Amount Written Off
- Earned Discounts Taken
- Unearned Discounts Taken
- NSF/Stop Payments
- Average Payment Days
- Average Days Late
- Number of Late Payments
- Number of On Time Payments

## Credit Summary Section

The Credit Summary section provides summary information about the customers current credit assignments. These assignments include:

- Credit Tolerance
- Credit Rating
- Risk Code
- Credit Hold
- Account Status
- Standard Terms
- Exempt from Dunning
- Collector

If your customer uses more than one currency, Receivables prints credit information for each currency. This information includes the currency type and the amount in that currency for each of the following indicators.

- Credit Limit
- Order Credit Limit
- Available Credit

- Exceeded Credit Amount

## Last Transaction Summary Section

This section displays a summary of each this customer's last transactions types. These transaction types include:

- Invoice
- Credit Memo
- Guarantee
- Deposit
- Debit Memo
- Chargeback
- Payment
- Adjustment
- Write Off

**Note:** If the system option Require Billing Location for Receipts is set to No, any payments entered for customers without a statement site or who do not have a billing location associated with the receipt will not appear in this report.

## Related Topics

Common Report Parameters, page 11-4

Running Standard Reports and Listings, page 11-4

## Customer Follow Up History Report

Use this report to review a history of collection calls for each customer and see what further action to take as a result of a previous call. You can view the call topics, promise dates, and collector comments for follow up calls for the date range you specify. Use the Collections Receipt Forecast report to see what your customers promised in more detail.

## Report Headings

**Order By:** The sort by option you specified for this report. Receivables automatically sorts your report information by customer.

**Follow Up Date From (Date) to (Date):** The follow up date range you specified in the report parameters.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Customer Listing Detail and Summary Reports

Use the Customer Listing Detail report to review detail customer information entered for each customer.

Use the Customer Listing Summary report to review summary information about your customers. You can view customer name, customer number, status, and any addresses and site uses you entered for your customers.

### Report Headings

**Carrier:** Receivables prints the freight carrier for your customer, if you entered one.

**Category:** Receivables prints the category of this customer. Category may be either Customer, Prospect or any other category you have set up.

**Class:** Receivables prints the customer class that is assigned to this customer, if you entered one.

**Customer Name:** The customer name range you specify as your report parameter.

**Customer Number:** The customer number range you specify as your report parameter.

**FOB:** Receivables prints the Free On Board point for this business purpose, if you entered one.

**GSA Indicator:** Receivables prints Yes or No to indicate if this business purpose is a Government Services Agency.

**Order By:** The order by which you chose to sort information in this report.

**Reference:** If this customer was imported through Customer Interface, Receivables prints the reference number from the original system.

**Sales Channel:** Receivables prints the sales channel for this customer, if you entered one.

**SIC Code:** Receivables prints the Standard Industry Classification code for your customer.

**Type:** Receivables prints the customer type that is assigned to this customer, if you enter one. Customer types are Internal and External.

### Customer Contacts Section - Detail

Receivables prints all contacts for this customer. Information in this section includes the contact name, job title, primary role, mail stop, and status. If you did not enter contacts for this customer, Receivables does not print this section.

### Customer Contact Roles section - Detail

Receivables lists the contact roles and whether the role is primary. Information in this section includes a description of the contact's role (for example, Sill-To, Ship-To, Statement, etc.) and whether this contact is primary. If you did not enter roles for this contact, Receivables does not print this section.

### Customer Contact Telephones Section - Detail

Receivables lists the details of telephone numbers for the contact person. Information in this section includes area code, telephone number, extension, status, and whether

this telephone number is primary. If you did not enter telephone numbers for this contact, Receivables does not print this section.

## **Customer Addresses Section - Detail**

Receivables prints all addresses for this customer, if you entered any. Information in this section includes the customer address, city, state, postal code, province, county, country, and, if this address was imported through Customer Interface, a reference number from the original system. If you did not enter addresses for this customer, Receivables does not print this section.

## **Address Contacts Section - Detail**

Receivables prints all contact people for this address, if you entered any. Information in this section includes the contact people for this address, job title, primary role, mail stop and status of this contact person. If you did not enter contact people for this address, Receivables does not print this section.

## **Address Contacts Roles Section - Detail**

Receivables prints contact roles for each contact, if you entered any. Information in this section includes a description of this contact role (e.g. Bill-To, Credit Memos, Dunning, etc.) and whether this is the primary role assigned to this contact. If you did not enter any contact roles, Receivables does not print this section.

## **Address Contacts Telephone Section - Detail**

Receivables prints all the telephone numbers for the contact person for this address. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this contact person, Receivables does not print this section.

## **Address Telephone Section - Detail**

Receivables prints all the telephone numbers for this address, if you entered any. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this address, Receivables does not print this section.

## **Business Purposes Section**

Receivables prints the business purposes for this customer, if you entered any. If you did not enter business purposes, Receivables does not print this section.

**Bill-To Location:** Receivables prints the Bill to Location, if this business purpose is Ship-To.

**Carrier:** The carrier for this business purpose.

**Contact:** The primary contact person for this business purpose.

**Customer Profile Class:** The Customer Profile Class for this business purpose.

**Demand Class:** The demand class for this business purpose.

**FOB:** The FOB for this business purpose.

**GSA Indicator:** The Yes or No to indicate whether this business purpose is a General Services Administration.

**Location:** The location name for this address.

**Order Type:** The order type to be defaulted in the Enter Sales Orders window for this business purpose.

**Payment Terms:** The payment terms for this business purpose.

**Price List:** The price list to be defaulted in the Enter Sales Orders window for this business purpose.

**Sales Territory:** The territory flexfield for this business purpose.

**SIC Code:** The SIC Code for this business purpose.

**Status:** The status of this business purpose

**Usage:** Receivables prints the business purpose for this address. Typical business purposes include Ship-To, Bill-To, Statements and Marketing.

**Warehouse:** The standard shipping warehouse to be defaulted in the Enter Sales Orders window for this business purpose.

## Business Purpose Payment Methods Section

Receivables prints payment methods for this business purpose, if you entered any. If you did not enter payment methods, Receivables does not print this section.

**End Date:** The end date on which this payment method becomes inactive.

**Payment Method:** The payment methods that you assigned to this business purpose.

**Primary:** Yes or No indicates whether this payment method is the primary one for this business purpose.

**Start Date:** The date on which this payment method becomes active.

## Business Purpose Bank Accounts Section

Receivables prints bank account details for this business purpose, if you entered any. If you did not enter bank accounts, Receivables does not print this section.

**Account Name:** The customer bank account name assigned to this business purpose.

**Account Number:** The customer bank account number assigned to this business purpose.

**Bank Name:** The name of the customer bank assigned to this business purpose.

**Branch Number:** The branch number of the customer bank assigned to this business purpose.

**Currency:** The currency of the customer bank account assigned to this business purpose.

**End Date:** The date on which this bank account becomes inactive.

**Primary:** Receivables prints Yes or No to indicate whether this bank account is the primary one for this business purpose.

**Start Date:** The date on which this bank account becomes active.

## Customer Section

**Carrier:** The freight carrier for your customer, if you entered one.

**Category:** The category of this customer. Category may be either Customer, Prospect, or any other category you have set up.

**Class:** The customer class assigned to this customer, if you entered one.

**FOB:** The FOB (Free On Board) point for this business purpose, if you entered one.

**Freight Terms:** The freight term for this business purpose, if you entered one.

**GSA Indicator:** Receivables prints Yes or No to indicate if this business purpose is a Government Services Agency.

**Name:** The name of this customer. If you are printing this report for more than one customer, Receivables prints a separate page for each customer.

**Number:** The customer number.

**Order Type:** The order type for this customer, if you entered one.

**Price List:** The price list for this customer, if you entered one.

**Profile Class:** The profile class to which this customer belongs.

**Reference:** If this customer was imported through Customer Interface, Receivables prints the reference number from the original system.

**Sales Channel:** The sales channel for this customer, if you entered one.

**Salesperson:** The salesperson for this customer, if you entered one.

**SIC Code:** The Standard Industry Classification code for your customer.

**Status:** The status of this customer. Customers with Active statuses display as list of values choices.

**Tax Code:** The tax code that you assigned to your customer.

**Tax Rate:** The tax rate associated with the tax code that you assigned to your customer.

**Tax Registration Number:** The tax registration number of this customer.

**Type:** The customer type assigned to this customer, if you entered one. Customer types include Internal and External.

**Warehouse:** The warehouse for this business purpose, if you entered one.

## Customer Telephones Section

Receivables lists the details of telephone numbers for this customer. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this customer, Receivables does not print this section.

## Customer Payment Methods Section

Receivables prints payment methods for your customer, if you entered any. If you did not enter payment methods, Receivables does not print this section.

**End Date:** The date on which this payment method becomes inactive.

**Payment Method:** The payment methods that you assigned to this customer.

**Primary:** Yes or No indicates whether this payment method is the primary one for this customer.

**Start Date:** The date on which this payment method becomes active.

## Customer Bank Accounts Section

Receivables prints bank account details for this customer, if you entered any. If you did not enter bank accounts, Receivables does not print this section.

**Account Name:** The customer bank account name assigned to this customer.

**Account Number:** The customer bank account number assigned to this customer.

**Bank Name:** The name of the customer bank assigned to this customer.

**Branch Number:** The branch number of the customer bank assigned to this customer.

**Branch:** The branch name of the customer bank assigned to this customer.

**Currency:** The currency of the customer bank account assigned to this customer.

**End Date:** Receivables prints the date on which this bank account is to be inactivated.

**Primary:** Yes or No indicates whether this bank account is the primary one for this customer.

**Start Date:** Receivables prints the date on which this bank account is to be activated.

## Customer Relationships Section

Receivables prints relationships for this customer, if you entered any. If you did not enter any relationships for this customer, Receivables does not print this section.

Submit the Customer Relationships Listing to see a list of the customer account and party relationships that exist for a customer. See: Customer Relationships Listing, page 11-66.

**Related Customer:** The name of the related customer.

**Related Number:** The number of the related customer.

**Type:** The type of this relationship.

**Status:** The status of this relationship.

**Comments:** Receivables prints any comments that you have entered regarding this relationship.

**Customer Reciprocal Relationship:** Yes or No indicates whether this relationship is Reciprocal.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Entering Customers, page 7-16

## Customer Open Balance Letter

Use the Customer Open Balance Letter to periodically inform your customers of open balances or for your own internal auditing purposes. This letter contains an introductory paragraph, individual transaction information, and the outstanding balance due for a customer site as of a specific date.

You can include transactions for all currencies in which a customer does business or for only one currency. If you include multiple currencies, the report lists the total balance in each currency separately.

When calculating a customer's open balance, Receivables includes invoices, debit memos, credit memos, bank charges, payments, discounts, on-account credits, and unapplied receipts. Receivables uses the following formula to calculate the balance due:

**Sum of Open Invoices - On-Account Credits - On-Account Receipts - Unapplied Receipts = Open Balance**

## Report Parameters

Enter parameters to define the content of the report.

**As of Date:** The date for which you want to review the customer's open balance. For example, if you enter 30-SEP-99, the report displays the customer's open balance as of September 30, 1999.

**Currency:** The currency of transactions to include in the report. Leave this field blank to report on transactions in the currencies in which they were entered.

**Minimum Invoice Balance:** The minimum open amount for a transaction to appear in the report.

**Minimum Open Balance:** The minimum open balance for a customer to appear in the report.

**Include On Account Credits:** Choose whether to display on-account credits in the report.

**Include On Account Receipts:** Choose whether to display on-account receipts in the report.

**Include Unapplied Receipts:** Choose whether to display receipts that have not been fully applied in the report.

**Include Uncleared Receipts:** Choose whether to display receipts for which the cash has not yet been recognized in Receivables.

**Reference Number:** A reference number to uniquely identify this report.

**Customer Name From/To:** To limit the report to one customer, enter the same customer name in both fields. Leave these parameters blank to include open balances for all customers.

## Report Headings

**Reference Number:** The number you entered to uniquely identify the report.

**Customer Tax Reference Number:** The tax reference number for this customer. You enter a customer tax registration number in the Customers window.

**On Account Credits and Receipts:** The sum of any on-account credits and receipts for this customer.



## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Customer Profiles Report

Use this report to review customer profile information assigned to each customer or customer site. You can also review any changes made to your existing customer profiles in the Customer Profile Classes window.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information using the value of the Alternate Name field in the Customers window.

## Report Headings

**Customer Number: (Number) to (Number):** The customer number range that you specified in the report parameters.

## Column Headings

**Credit Limit Per Order:** The amount of credit that you give to this customer for each order in this currency.

**Currency:** The currency for each currency amount limit.

**Finance Charge Interest Rate:** The interest rate for each currency.

**Max Interest Amt per Invoice:** The maximum interest amount that you charge for each invoice in this currency.

**Min Customer Balance for Finance Charge:** The minimum customer balance that must be met before you assess finance charges for past due items in this currency.

**Min Dunning Amount:** The minimum past due amount that must be met before you send your customers dunning letters in this currency.

**Min Dunning Invoice Amount:** The minimum invoice amount that must be met for each debit item before you send your customers dunning letters in this currency.

**Min Invoice Balance for Finance Charge:** The minimum debit item balance that must be met before you assess finance charges for past due items in this currency.

**Min Receipt Amount:** The minimum receipt amount that must be met before you can create automatic receipt in this currency.

**Minimum Statement Amount:** The minimum outstanding balance that a customer must meet before you send your customers statements in this currency.

**Total Credit Limit:** The total amount of credit that you want to give to this customer in this currency.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Customer Relationships Listing

This report lets you review all customer relationships that have been defined. This report includes the name and number of the primary and related customers, whether the relationship is reciprocal, and any comments. The report lists all active relationships first followed by the inactive ones.

This report also shows the party relationships that exist for the selected customers. See: Registry Relationships Section, page 11-66.

### Selected Report Parameters

Enter parameters to define the content of the report. For more information, see: Common Report Parameters, page 11-4.

**Registry ID/ Low High:** Range of party IDs of customers to include on the report. Leave blank to include all.

**Relationship Type/ Low High:** Range of relationship types of customers to include on the report. Leave blank to include all.

### Registry Relationships Section

Receivables displays the parties who are directly related, via Oracle Trading Community Architecture Relationship Manager, to a customer. Receivables displays only parties of type Organization that have accounts.

If no party relationships exist for a customer, then Receivables does not include this section.

For information about party relationships, see: *Creating Relationships, Oracle Trading Community Architecture User Guide*.

**Primary Customer Name:** Name of the customer.

**Primary Registry ID:** Party ID of the customer.

**Relationship Type:** Type of this relationship.

**Relationship Phrase:** Relationship phrase of this party type.

**Related Customer Name:** Name of the related customer.

**Related Registry ID:** Party ID of the related customer.

**From Date:** Starting effective date of the party relationship.

**To Date:** Ending effective date of the party relationship.

### Relationship Groups Section

Use this section to see the relationship groups, such as Pay Within or Pay Below, that the relationship types listed in the Registry Relationships section are assigned to.

### Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Creating Customer Relationships, page 7-51

## Deposited Cash Reports - Applied Detail and Open Detail

These reports let you view your daily cash activity and to reconcile Receivables with your bank statement. The Applied Detail report lists all applied amounts, unapplied amounts, and miscellaneous cash. The Open Detail report lists the total applied, unapplied, NSF, and on-account amount for each deposit date. Receivables prints information based on the deposit date that you enter in the QuickCash and Receipts windows.

### Report Headings - Applied Detail Report

**Order By:** Your order by option.

**Bank:** The remittance bank range, if you entered one. If you did not enter one, Receivables prints 'All' and prints your report for all remittance banks.

**Deposit Date From (Date) to (Date):** The deposit date range, if you entered one.

### Column Headings - Applied Detail Report

**Account Number:** The remittance bank account numbers that are listed in the previous section.

**Actual Amount:** The total amount of deposits for this deposit date.

**Applied Amount:** The total amount of receipts that were fully applied to invoices on this deposit date.

**Bank Account Name:** The remittance bank account names that are listed in the previous section.

**Bank Name:** The remittance bank names that are listed in the previous section.

**Branch Name:** The remittance bank branch names that are listed in the previous section.

**Control Amount:** The total amount of receipts for this deposit date.

**Currency:** The functional currency of your receipts.

**Difference Amount:** The difference between the Control and Actual Amounts for this deposit date.

**Inv Cnt:** The total number of invoices created on this deposit date.

**NSF Amount:** The total amount of non-sufficient funds for this deposit date.

**Pay Cnt:** The number of payments received on this deposit date.

**Payment Amount:** The total amount of payments made on this deposit date. This is the same as the Actual Amount less the Unapplied and On-Account Amount.

**Unapplied and On Account Amount:** The total amount of unapplied, on-account, and partially applied receipts for this deposit date.

### Row Heading

**Sum (Currency):** The total for each numeric column by currency in your report.

## Report Headings - Open Detail Report

**Order By:** Your order by option.

**Bank:** Receivables prints your report for the bank range, if you entered one. If you did not enter one, Receivables prints 'All' and prints your report for all banks.

**Deposit Date From (Date) to (Date):** Receivables prints your report for the deposit date range, if you entered one.

## Column Headings - Open Detail Report

**Applied Amount:** The amount of receipts that are applied to invoices, debit memos, and chargebacks.

**Applied Cnt:** The number of receipts that are applied to invoices, debit memos, or chargebacks.

**Difference Amount:** Receivables prints any difference between the actual amount and the control and for the batch. This is the amount that still needs to be entered into Receivables.

**Unapplied: Amount:** The amount of receipts that are unapplied.

**Unapplied: Cnt:** The number of receipts that are unapplied.

## Row Heading

**Sum (Currency):** The total for each numeric column by currency in your report.

## Summary For Banks

Receivables prints the Summary For Banks section when you generate either the Deposited Cash Report - Applied Detail or Open Detail report. This section displays all of your remittance banks and bank accounts that refer to receipts listed in the previous section.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Discount Projection Report

Use this report to review your exposure to discounts. Receivables lets you specify a date on which all of your customers pay for their outstanding debit items for this report. Receivables then calculates your projected discount based on this date. Receivables also lets you specify whether to calculate your discount exposure for earned discounts, unearned discounts, or both earned and unearned discounts.

If you set the Allow Unearned Discounts field to No in the QuickCash window, this report does not display any unearned discounts. In this case, you cannot submit this report if you want to review only your unearned discount exposure.

## Selected Parameters

**As of Date:** Receivables calculates and prints your projected discount exposure by using this date as the date on which receipts for all of your outstanding debit items are received. The default is the system date.

**Company Segment:** Receivables selects and prints your report information from the company range you specify. If you leave this field blank Receivables includes all segments.

**Currency:** Receivables selects and prints your report information from the currency range you specify.

**Customer Name:** Receivables selects and prints your report information from the customer name range you specify.

**Customer Number:** Receivables selects and prints your report information from the customer number range you specify.

## Report Headings

**Company:** Receivables prints the company above all debit items belonging to this company. Receivables prints a separate page for each company.

**Currency Code:** The currency code above all debit items belonging to this currency. Receivables prints a separate page for each currency.

## Column Headings

**Class:** The class that is associated with each debit item.

**Customer Name:** The customer name for each debit item.

**Customer Number:** The customer number for each debit item.

**Discount Amount:** The projected discount amount for each invoice, debit memo, or chargeback assigned to customers whom you select for this report.

**Discount Date:** The discount date for each debit item.

**Due Date:** The due date for each debit item.

**Earned Discount: Amount:** The projected earned discount amount for each debit item.

**Earned Discount: Percent:** The projected earned discount percent for each debit item.

**Invoice Number:** The transaction number for each debit item.

**Terms:** The payment terms for each debit item.

**Unearned Discount: Amount:** The projected unearned discount amount for each debit item.

**Unearned Discount: Percent:** The projected unearned discount percent for each debit item.

## Row Headings

**Company Total:** The total of all projected discounts for each company.

**Currency Total:** The total of all projected discounts for each currency.

**Customer Total:** The total of all projected discounts for each customer.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Discounts, page 6-124

## Disputed Invoice Report

Use this report to review all disputed invoices, debit memos, and chargebacks. Receivables prints information for each disputed debit item and displays totals in the entered currency. You can also review the collector name and any comments included with each debit item. You can place items in dispute or take them off of dispute in the Customer Calls and Transaction windows.

## Report Headings

**Currency:** The currency code associated with the invoices, debit memos, or chargebacks. Receivables prints totals for each currency code in your report.

**Order By:** Your sort by option. Receivables lets you sort this report by customer, invoice number, or due date.

## Row Headings

**Comments:** Receivables prints all notes related to this invoice, debit memo, or chargeback that is in dispute. You can enter notes about a debit item in the Record A Call and Transactions windows.

**Grand Total:** The total transaction amount balance due and dispute amount for all currencies.

**Sum for (Currency Code) Currency:** For each currency, Receivables prints the total transaction amount balance due and dispute amount in the entered currency.

**Sum for (Customer Name) Customer:** For each customer, Receivables prints the total transaction amount balance due and dispute amount in the entered currency.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Placing an Item in Dispute, page 8-17

## Dunning History Report

Use the Dunning History report to review the complete dunning history of your overdue items. This report prints the details of each dunning correspondence that included these items.

Use the Submit Requests window to run the Dunning History report.

## Report Parameters

**Collector Low/High:** Receivables selects and prints your report information for collectors between the low and high values for the collector range that you specify.

**Customer Low/High:** Receivables selects and prints your report information for customer names between the low and high values that you specify for your customer range.

**Customer Number Low/High:** Receivables selects and prints your report information for customers between the low and high values for the customer number range that you specify.

**Dunning Level Low/High:** Receivables selects and prints only the past due debit items whose dunning levels are within the range you specify. Leave this field blank if you want to run this report for all dunning levels.

**Dunning Method:** Choose Days Overdue if you want the report to sum the outstanding balance by currency code. Choose Staged Dunning if you want the report to sum the outstanding balance by dunning level and currency code.

**Transaction Type Low/High:** Receivables selects and prints only past due debit items whose transaction types are within the range you specify. Leave this field blank to run this report for all transaction types.

## Report Headings

**Balance Amount:** The balance of the overdue item.

**Currency Code:** Receivables groups your overdue items by the their currency code.

**Customer Location:** Receivables groups your overdue items by the customer address.

**Customer Name:** Receivables groups your overdue items by the customer name.

**Customer Number:** Receivables groups your overdue items by the customer number.

**Date:** The transaction date of the overdue item.

**Days Late:** The days overdue of this item as it appears on the dunning letter.

**Dunning as of Date:** Receivables selects and prints your report information for the as of date you specify. The default is the system date.

**Dunning Level:** Receivables groups your overdue items by their current dunning level.

**Dunning Method:** If you choose Staged Dunning, Receivables prints the dunning level of each past due item in the Invoices section of your dunning letter.

**Dunning Site Address:** The address of the dunning site. This address includes the country of the dunning site address if that country is different from your home country.

**Interest Rate:** The interest rate of the overdue item.

**Invoice Amount:** The transaction amount of the overdue item.

**Letter Name:** The name of the dunning letter on which this item was printed.

**Letter Set:** The name of the dunning letter set to which the dunning letter belongs.

**Print Date:** The correspondence date of the dunning letter on which this item was printed.

**Total for Customer:** The sum of the invoice amount and balance amount of all overdue items for this customer.

**Total For Dunning Level:** If you entered 'Days Overdue' for the Dunning Method parameter, Receivables prints the sum of the invoice amount and balance amount by currency code. If you entered 'Staged Dunning' for the Dunning Method parameter, Receivables prints the sum of the invoice amount and balance amount by dunning level and the currency code.

**Transaction Number:** The transaction number of the overdue item.

**Transaction Type:** The transaction type of the overdue item.

## Related Topics

Printing Dunning Letters, page 8-35

Viewing Dunning History, page 8-12

## Dunning Letter Generate

Use the Dunning Letter Generate program in the Print Dunning Letters window to print your dunning letters. Receivables provides a default dunning letter set named STANDARD which includes dunning letters STANDARD1 - 3. Use the Dunning Letter Preliminary report to see a list of customers that will be included in your next dunning cycle. For information about customizing your dunning letter sets, see: Using Dunning Letters, page 8-23.

## Report Parameters

**Collector Low/High:** Receivables selects and prints your report information for collectors between the low and high values for the collector range you specify.

**Country:** Receivables selects and prints only past due debit items for the country that you specify.

**Customer Low/High:** Receivables selects and prints your report information for customer names between the low and high values you specify for your customer range.

**Important:** Receivables prints dunning letters for a customer only if the customer is assigned to a dunning letter set with the same dunning method that you specify in the report parameters. For example, Computer Services is in the range of customers you specify and is assigned to a Staged Dunning letter set. If you specify a Dunning Method of Days Overdue, Receivables does not print dunning letters for Computer Services.

**Customer Number Low/High:** Receivables selects customers between the low and high values for the customer number range you specify.

**Dunning as of Date:** Receivables selects and prints your report information for the as of date you specify. The default is the system date.

**Dunning Level Low/High:** Receivables selects and prints only the past due debit items whose dunning levels are within the range you specify.



**Dunning Method:** Choose either Days Overdue or Staged Dunning. If you choose Staged Dunning, Receivables prints the dunning level of each past due item in the Invoices section of your dunning letter. See Attention above for more information.

**Letter Set Low/High:** Receivables selects and prints your report information for dunning letter sets between the low and high values you specify for your dunning letter set range.

**Order By:** Select the option you want Receivables to use to sort your information from the following:

- Customer
- Postal Code

**Preliminary:** Choose Yes or No depending on whether you want to print actual dunning letters or a preliminary dunning report.

**Preliminary:** Choose Yes or No to indicate whether you want to print actual dunning letters or the dunning letters preliminary report.

**Single Staged Letter:** If you are using the Staged Dunning method and you set this option to Yes, all items selected for dunning appear in the letter defined for the highest dunning level. If this option is No, items selected for dunning appear in the letter within the dunning level range defined for that letter. No is the default.

**Transaction Type Low/High:** Receivables selects and prints only past due debit items whose transaction types match the range you specify.

## Report Headings

**Remit-To Address:** Receivables prints the address to which you want your customer to remit payment. This address will include the country of the remit-to address if that country is different from the country of the customer address.

**Dunning Site Address:** Receivables prints the address of the dunning site. This address will include the country of the dunning site address if that country is different from your home country.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Dunning History Report, page 11-70

## Dunning Letters - Preliminary Report

Use the Dunning Letter-Preliminary report to print a report of customers that you are including in your next dunning.

This report lets you view the details of all invoices, debit memos, and chargebacks you are dunning such as customer name, bill-to address, debit item number, transaction type, purchase order, creation date, due date, days past due, amount, and balance due.

This report will associate the payment transactions with the customer's locations. Run this report by entering a request Name of Dunning Letters - Preliminary.

## Report Parameters

**Dunning As of Date:** Receivables selects and prints your report information for the as of date you specify. The default 'as of' date is the system date.

**Letter Set:** Receivables selects and prints your report information for dunning letter sets between the low and high values you specify for your dunning letter set range. The low and high values of your dunning letter set default to the value All.

**Preliminary:** Choose Yes or No depending on whether you want to print actual dunning letters or a preliminary dunning report.

## Report Headings

**Dunning Date:** Receivables prints the dunning date you specify for this Dunning Letter-Preliminary report. You specify a dunning date as a report option in the Parameters pop up.

## Column Headings

**Address:** The name and the Bill-To address of the customer receiving the dunning letter(s).

**Balance Due:** The remaining balance due of each invoice, debit memo, or chargeback.

**Days Past Due:** The number of days each invoice, debit memo, or chargeback is past due. Receivables displays debit items not past due with negative numbers.

**Document Number:** If you are using sequential document numbering, Receivables prints the document number assigned to this item.

**Due Date:** The date each invoice, debit memo, or chargeback is due.

**Dunning Level:** If this item belongs to a customer or customer site whose profile has been assigned to a Staged Dunning letter set, Receivables prints the item's dunning level.

**Dunning Level:** If this item belongs to a customer or customer site whose profile has been assigned to a Staged Dunning letter set, Receivables prints the item's dunning level.

**Invoice Amount:** The total amount of each invoice, debit memo, or chargeback.

**Invoice Date:** The creation date for each invoice, debit memo, or chargeback. Date format is DD-MON-YY.

**Invoice Number:** The invoice, debit memo, or chargeback number for each debit item.

**Purchase Order:** Receivables prints the purchase order number for each invoice, debit memo, or chargeback.

**Sequence Name:** If you are using sequential document numbering, Receivables prints the document sequence name assigned to this item.

**Type:** Receivables automatically prints the transaction type for each invoice, debit memo, or chargeback. You define valid transaction types in the Transaction Types window. Receivables gives you the flexibility to review reports for a specific transaction type or all existing types.

## Row Headings

**Currency:** The currency code for each dunning amount.

**Finance Charges:** The total finance charges for each customer by currency.

**Subtotal:** The total balance due amount for each customer by currency.

**Total:** The total dunning amount for each customer by currency.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Printing Dunning Letters, page 8-35

## Duplicate Customer Report

Use the Duplicate Customer Report to highlight possible duplicate customers. The Duplicate Customer Report lists the company or agency name, address, location, city, state, postal code, and country. Receivables groups possible duplicate customer information together for you to review. Use this information to consolidate duplicated customer information.

## Report Parameters

**Customer Name:** To restrict the search to a specific name, enter a customer name (optional).

**Number of Characters:** Enter the number of characters that you think should be the same, for the customer names to be deemed as potential duplicates.

## Report Headings

**Address:** The street address for this customer.

**City:** The city for this customer address.

**Country:** The country for this customer address.

**Customer Name:** The customer name.

**Customer Number:** The customer id number.

**Postal Code:** The postal code for this customer address.

**Site Code:** The business purpose assigned to this address.

**State:** The state for this customer address.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Merging Customers, page 7-86

## European Sales Listing

Use this listing to produce a detail or summary listing of all sales to customers in European Union (EU) member states other than your own. You can run this report from the Submit Requests window in either Detail or Summary mode. The report will be sorted by member state, with a second sort by VAT Number. Sales will be totalled by member state.

Prior to submitting this report you must set the VAT Member State codes for all the EU countries in the Countries and Territories window.

All EU countries must have a none null value in the VAT Member State Code column, apart from the 'Home Country'. For example, running these reports from the UK would mean that the only states with none null VAT Member State Code would be the EU countries minus the UK.

## Report Parameters

**Detail/Summary:** Choose to produce a Detail or a Summary listing.

**From/To Date:** The start and end dates for the report.

**Site Reported:** Choose the site use for the VAT registration numbers that you want printed in this report.

If you choose Ship To, but a ship-to site use for a VAT registration number was never defined, then Receivables prints the bill-to site use for the VAT registration number.

## Report Headings

**Branch ID:** The Branch Id of the Trader whose sales information is being reported.

**From Date/To Date:** The starting and ending dates of the period being reported.

**Trader VAT No:** The VAT Number of the Trader whose sales information is being reported.

## Column Headings

**Line Number:** Receivables prints a sequential line number for each line of the Detail part of this Header/Detail report.

**Country:** The Country Name of the member state being reported on. This is the member state of the Trader's Customer.

**VAT Number:** The VAT Number of the Trader's customer being reported.

**Currency:** The currency of the amount in the Net Total column.

**Net Total:** The Net Total of sales for the respective VAT Number. If the report is run in 'Detail' mode then this figure will relate to each detail line within each VAT Number, within each Country. If the report is run in 'Summary' mode then this figure will relate to each VAT Number within each Country and so will be a summary for each VAT Number.

**Functional Total:** The total of sales for the respective VAT number in your functional currency.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Incomplete Invoices Report

Use this report to review all of your incomplete invoices, debit memos, credit memos, and on-account credits. Incomplete invoices do not update your open receivables balance nor do they display on your agings. Use the Transactions window to complete your invoice or debit memo once you have updated them. For credit memos and on-account credits, use the Credit Transactions window.

## Report Parameters

**Order By:** Select the option you want Receivables to use to sort your information from the following:

- Customer
- Invoice

**Invoice Number:** Receivables selects and prints report information from the invoice number range you specify.

**Customer Name:** Receivables selects and prints report information from the customer name range you specify.

**Customer Number:** Receivables selects and prints report information from the customer number range you specify.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Intercompany Invoice Report

Before you transfer transactions to your general ledger, use the Inter Company Invoice report to see a list of all transactions whose receivables and revenue accounts have different company segments.

## Report Heading

**GL Date (Date) to (Date):** Receivables prints the general ledger date range you select as your reporting option.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Intercompany Receipts Report

Use this report to review payments that were sent from one company and applied to another company, but have not yet posted. Before you post these receipts, review this report, then correct any errors in the transactions.

The totals for companies with inter company transactions will be inflated/deflated by the total amount of the inter company transactions.

Each payment appears in two company reports: As a credit item in the company that received the cash payment, and as a debit item in the company that owns the invoice.

### Report Parameters

**Apply Date:** The apply date range of the transactions to print on this report.

**Company:** The company segment range of the transactions to print on this report.

**Creation Date:** The creation date range of the transactions to print on this report.

### Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Invoice Exception Report

Use this report to see detail for any transactions where Open Receivables is set to No. These transactions appear on your Transaction Register, but do not display on your aging reports.

Even if these items do not affect aging, they may still affect GL balances, if postable.

The report will be sorted by company with each invoice allocated to a company via its receivables account. An invoice is associated to a receivables account by its transaction type.

### Selected Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

### Report Headings

**Currency:** The currency code for this group of invoices. Receivables groups and prints transactions by currency and postable status.

**GL Date (Date) to (Date):** Receivables prints the GL date range you selected to print on this report.

**Page:** The page number for each page of this report.

**Postable:** The post to general ledger status for this group of invoices. Receivables groups and prints transactions by currency and postable status.

## Row Headings

**Currency Subtotal:** The entered and functional currency subtotal amount for invoices with the same currency and postable status.

**Grand Total:** The invoice and functional grand total amount for all invoices included in this report. If your report is for a single currency, then the postable subtotal and grand total will be the same as the currency total.

**Postable Subtotal:** The functional currency subtotal amount for invoices with the same currency and postable status.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Invoice Print Preview Report

Use this report to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, and on-account credits that will print if you specify these report parameters. You can submit this report from either the Print Invoices or the Submit Requests window.

## Report Parameters

**Batch:** Receivables selects and displays report information for the batch you specify. This field is required if you choose the Batch print option.

**Installment Number:** To limit the installments printed for transactions with split payment terms, enter a range of installment numbers. If you do not enter an installment number, Receivables prints all installments.

**Open Invoices Only:** Choose to print only open debit items. Open invoices are open to receivables and have an amount remaining not equal to zero.

**Print Date:** Receivables selects and displays report information for the print date range you specify. The print date is the transaction date unless you have specified print lead days on your payment term, in which case the print date is the number of lead days before your transaction due date.

**Print Option:** Select which invoice to include in your preview. Choose from one of the following options:

- A Batch of Invoices
- Adjustments
- All New Invoices
- Print and Reprint Specific Invoices

## Report Headings

**Currency:** The currency above all transactions belonging to this currency.

**Invoice Dates:** The print date range, if you entered one in the report parameters.

**Invoice Numbers:** The transaction number range, if you entered one in the report parameters.

**Open Invoices:** Yes or No indicates whether you want to only include open items.

**Print Option:** The print option you specified.

## Column Headings

Receivables displays an asterisk (\*) next to the transactions that have a printing status of Print, but have not yet printed. You assign printing statuses when you enter your transactions. If you assign a status of 'Do Not Print' to your transaction, Receivables does not select this transaction for printing.

**Note:** If you have a transaction with multiple installments and do not print installments in order, Receivables will treat any skipped installments as printed. For example, if your invoice has 3 installments and only installment 2 has been printed. An asterisk will be displayed against installment 3 only. Installment 1 is treated as if it were printed.

## Row Headings

**Total for Class:** The total amount by class for each currency.

**Total for Currency:** The total amount for each currency.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Printing Transactions, page 3-54

## Invoices Posted to Suspense

Use this report to view a list of all transactions that have revenue amounts posted to suspense accounts. Receivables posts revenue amounts to a Suspense account if you are importing invoices through AutoInvoice and both of the following are true:

- the amount specified for an invoice line does not match the Price \* Quantity
- the Create Clearing option for the transaction batch source is set to Yes

Receivables groups and prints revenue amounts by company, postable status, and currency.

## Report Headings

**Company:** The company segment for this group of transactions. Receivables groups and prints transactions by company, postable status, and currency.

**Currency Code:** The currency code for this group of invoices. Receivables groups and prints transactions by company, postable status, and currency.

**GL Date: (Date) to (Date):** The GL date range you selected to print on this report.

**Invoice Date: (Date) to (Date):** The Invoice date range you selected to print on this report.



**Order By:** The option you used to sort information for this report (either Customer or Invoice Number).

**Postable:** Receivables prints the post to general ledger status for this group of invoices. Receivables groups and prints transactions by company, postable status, and currency.

**Sum:** Receivables prints the total amount assigned to suspense accounts in your foreign and functional currency by company, postable status, currency, and class.

## Column Headings

**Class:** The transaction type class for this transaction. Classes include Credit Memo and Invoice.

**Customer Name:** The customer name for this transaction.

**Customer Number:** The customer id number for this transaction.

**Foreign Currency:** The foreign currency amount, if this transactions was invoiced in a foreign currency. For example, if a customer was invoiced for 100,000 euros, Receivables prints 100,000 here. Receivables prints a new page for each currency.

**Functional Currency:** The functional currency amount. If your transaction is in a foreign currency, Receivables automatically converts the invoice currency amount to your functional currency.

**GL Date:** The date this transaction posts to your general ledger.

**Invoice Date:** The invoice date for this transaction. This is typically the date you create the transaction.

**Invoice Number:** The invoice number for this transaction.

**Type:** The transaction type for this transaction.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

AutoAccounting, page 2-38

Transaction Batch Sources, page 2-165

## Journal Entries Report

This report, in conjunction with the Account Analysis report in Oracle General Ledger, provides information needed to reconcile your accounts receivable subledger with the General Ledger. Using this report you can review the details that make up your general ledger journal entries.

This report selects all transactions that will be posted to the General Ledger (i.e. associated transaction type has Post to GL set to Yes).

The Journal Entries report displays:

- Details of what is or will be posted to each GL account for a specific period
- Journals by receivables categories

Receivables provides you with four different parameters that enable you to generate multiple formats for this report:

- Print Detail by Category
- Print Detail by Account
- Print Summary by Category
- Print Summary by Account

Select one or more formats. If you select each parameter, then Receivables prints four different reports in one report submission.

If Multiple Reporting Currencies (MRC) is enabled you can run this report for a reporting currency.

## Using Specific Journal Entries Reports

Use the following journal entries reports to confirm that account balances match the appropriate registers:

- Adjustments Journal
- Unapplied Receipts Journal
- Applied Receipts Journal
- On-Account Credit Memo Gain and Loss Journal
- Sales Journal

These specific journals ensure that you access *only* the data that you need during reconciliation activities.

If reports are submitted in Receivables Mode, then only the journals for the selected category (AR) are displayed and the total will match the related value on the AR Reconciliation report. If not, then all categories will print.

## Selected Report Parameters for the Journal Entries Report

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Print Detail By Category:** Print each transaction for each category and its "Receivables" equivalent GL account and currency.

**Print Detail By Account:** Print each transaction for each GL account, category, and currency.

**Transaction Category:** Choose to select and print information for the transaction categories that you specify.

Transaction categories include: Sales Invoices, Debit Memos, Chargebacks, Credit Memos, Credit Memo Applications, Adjustments, Trade Receipts, Miscellaneous Receipts, and Bills Receivable.

Or, run specific journal reports. See: Using Specific Journal Entries Reports, page 11-82.

**Exclude Rounding Equals Zero:** If this option is Yes, then the report does not print journal entries that impact rounding accounts and have a balance of zero.

## Report Headings

**Currency:** The currency that you chose to generate the report.

**GL Date:** The GL Date range that you specify for this report.

**Posted Date:** The GL Posted Date range that you specify for this report.

## Column Headings

**Accounting Flexfield:** Receivables prints each Accounting Flexfield that is referenced by a category that you include in this report.

**Category:** Categories include Cash, Misc Receipts, Debit Memos, Credit Memos, Adjustments, Sales Invoices and Trade receipts.

**Currency:** The currency for the sum in that currency of each Accounting Flexfield that is referenced by a category that you include in this report.

**Foreign Currency: Credits:** The foreign currency credit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

**Foreign Currency: Debits:** The foreign currency debit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

**Functional Currency: Debits:** The functional currency debit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

**Functional Currency: Credits:** The functional currency credit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

## Row Headings

**Total Receivables:** The total functional currency debit and credit amounts for the Receivables account.

**Total for Category:** The total functional currency debit and credit amounts for each category of transactions selected for this report. Oracle Receivables does use the sums of an Accounting Flexfield that are referenced by categories that you select to calculate the total functional currency debit and credit amounts for this report if this Accounting Flexfield contains a sum in only one currency.

**Total for Currency:** The total functional currency debit and credit amounts for each currency of transactions that you select for this report.

**Category:** Categories include Cash, Misc Receipts, Debit Memos, Credit Memos, Adjustments, Invoices and Trade receipts.

## Related Topics

Common Report Parameters, page 11-4

## Journal with GL Details Report

Use this report to identify the General Ledger journal entries imported from particular transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator. You can list your transactions either sorted and grouped by Document Sequence Number or the GL Date of the transactions.

**Important:** To ensure the accuracy of receipt information in this report, you should always transfer data to your general ledger in Detail format. See: Running General Ledger Interface, page 9-4.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

### Report Parameters

**Trx GL Date From/To:** Enter the beginning and end dates for the invoice and receipt GL dates to include in this report.

**Customer Name From/To:** Enter a customer or a range of customers to include in this report, or select from QuickPick. Leave this field blank to submit this report for all customers.

**Sequence Name:** If you use sequential document numbers and you want to limit the report to one sequence name, enter the sequence name.

**Document Number From/To:** If you use sequential document numbers and you want to print a range of documents, enter the range of document sequence numbers.

**Sort Order:** Enter the method you want to use to sort the information in your report. Select from the following:

- **Doc Seq Name and Number:** This option groups your transactions by the unique identifier Sequence Name and Document Number. For each Document Name/Number, Oracle Receivables calculates a total.
- **Trx GL Date:** This option groups transactions by their GL date. Oracle Receivables prints a total for each GL Date.

### Report Headings

Receivables prints all Report Parameters/Parameter ranges and the values selected from the above list as report header information.

### Column Headings (Receivables Information)

**Trx GL Date:** The GL date of the invoice or receipt distribution.

**Trx Doc Seq Name:** If you are using document sequencing, Oracle Receivables prints the name of the document sequence used for the transaction.

**Trx Doc Seq No:** If you are using document sequencing, Oracle Receivables prints the document number.

**Associated Trx:** The invoice or receipt number of any associated transactions. For example, if this transaction was a receipt application, Receivables prints the invoice number (the receipt is printed as the Transaction Number).

**Customer Name/Customer Address:** The customer's name and address.

**Trx Date:** The invoice date of the invoice distribution, or receipt date of the receipt distribution.

**Transaction:** The transaction type. For example, invoice, debit memo, credit memo, chargeback, or adjustment.

**Trx Number:** The invoice number for an invoice distribution, or receipt document number for a receipt distribution.

**LN:** If this is an invoice distribution, Receivables prints the distribution line number.

**Accounting Flexfield:** The account to which this distribution was charged.

**Rate:** The exchange rate used for the transaction.

**Cur:** The currency for this transaction.

**Entered Dr/Cr:** The invoice or receipt distribution amount in the currency in which it was entered.

**Accounted Dr/Cr:** The invoice or receipt distribution amount in your functional currency.

## Column Headings (General Ledger Information)

**GL Batch Name:** The name of the general ledger journal batch to which this transaction was transferred.

**Header Name:** The name of the general ledger journal entry to which this transaction was transferred.

**LN:** The line number of the general ledger journal entry line to which this transaction was transferred.

**GL Date:** The general ledger date of the journal entry line.

**Description:** The description of the Journal Entry line.

**GL Doc Seq:** The sequence name of the journal entry, if you use sequential document numbers.

**Doc Seq No:** If you use sequential document numbers, Receivables prints the document sequence number of the journal entry.

**Entered Dr/Cr:** The credit/debit amount of the journal entry line in the currency in which it was entered.

**Accounted Dr/Cr:** The debit/credit amount of the journal entry line in your functional currency.

## Miscellaneous Receipts Register

Use this report to review miscellaneous receipts and document number information. Enter miscellaneous receipts in the Receipts window to record non-invoice related payments such as investment income, interest income, refunds, and revenue from stock sales.

Credit card refunds will display on this report as negative miscellaneous receipts. See: Credit Card Refunds, page 3-179.

For each receipt, Receivables prints deposit date, batch information, receipt information, GL account, and the percent allocated to each account.

The Miscellaneous Receipts Register is an RXi report with a default attribute set and three other available attribute sets: Batch, Deposit Date, and Document Number. The attribute set determines how information is ordered and what information is included in report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

## Selected Report Parameters

Enter parameters to define the content of the report.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Start/End Receipt Date:** Enter a date range to indicate which receipts to include in the report.

**Receipt Currency:** To include only receipts in a specific currency, enter a currency. Leave this field blank to include all receipts, regardless of currency.

**Bank Account:** To include only receipts assigned to a specific bank account, enter a bank account.

**Payment Method:** To include only receipts assigned to a specific payment method, enter a payment method.

## Report Headings

**Currency Code:** The currency code for receipts on this page. Receivables creates separate pages for different currencies.

**GL Date: (Date) to (Date):** The GL date range you specify for this report.

**Order By:** The option you chose to sort information for this report. You can order by Batch and Deposit Date.

## Column Headings

**Accounting Flexfield:** Receivables prints the Accounting Flexfield that represents this miscellaneous receipts distribution account.

**Amount:** The amount of your miscellaneous receipt payment that was allocated to the Accounting Flexfield.

**Document Number:** The document sequence number of the transaction. This column appears only if you submitted the report using the Document Number attribute set.

**Percent:** The percent of this miscellaneous receipt payment that is allocated to the Accounting Flexfield displayed in the Code Combination column.

## Row Headings

**Total:** The total for all miscellaneous receipts by currency.

**Total for Deposit Date (Date):** The total for all miscellaneous receipts by date.

## Related Topics

Entering Miscellaneous Receipts, page 6-43

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Open Items Revaluation Report

Use the Open Items Revaluation report to revalue your open items, such as invoices, commitments, credit memos, and debit memos.

This report takes into account changes in the value of your receivables due to changes in foreign currency rates. You revalue open items based on the revaluation rate that you specify, which is either an end of period rate or a daily rate.

This report provides you with three amounts:

- The value of your open items before revaluation, which you can reconcile with your General Ledger Balances. The Open Items Revaluation report also provides a complete list of all open items and explains the balance of your Receivables account.
- The value for each revalued open item with the revaluation rate. This itemized total is needed in some countries, such as the United States.
- The higher of the two item values both before and after the revaluation. Oracle Receivables totals these values and calculates the difference. This total is needed in some countries, such as Germany, where the lower market value of open items needs to be determined.

The report is divided into sections for each unique combination of balancing segment and receivable account. Within each section, the report lists open items for each customer.

The Open Item Revaluation report determines the amount needed to manually adjust your General Ledger balance to reflect the difference between the original and revalued balance. This revaluation difference is calculated for each asset accounting flexfield and summed for each balancing segment. You should reverse this adjustment at the beginning of the next period to synchronize Receivables and General Ledger balances.

You can run the Open Items Revaluation report for a revaluation period, up to a particular due date, and for a range of balance segment values. Check that you have entered rate information for each currency that you use. Use the Include Up To Due Date parameter to split your assets into short-term, mid-term, or long-term receivables.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

## Prerequisites

- If you are using an end of period rate, then define the rates in the Period Rates window. See: *Entering Period Rates, Oracle General Ledger User Guide*.
- If you are using a daily rate, then enter daily rates for the rate type you want to use, whether that rate type is predefined or user defined. See: *Defining Conversion Rate Types, Oracle General Ledger User Guide, Entering Daily Rates, Oracle General Ledger User Guide*.

## Report Parameters

**Revaluation Period:** Enter the period that you want to revalue. All open invoices with invoice dates up to the last date of this period are selected.

**Include Up To Due Date:** Enter a date if you want to differentiate short-term, mid-term, and long-term receivables. Otherwise, leave this field blank. The date is the maximum due date included in this report.

**Rate Type:** Select the type of rate you want to use to revalue the open transactions:

- **Period.** Rate at the end of the revaluation period.
- **Daily.** If you select Daily, then also enter values for the Daily Rate Type and Rate Date.

**Daily Rate Type:** If you select Daily as your rate type, then select a daily rate type.

**Rate Date:** If you select Daily as your rate type, then select the daily rate date.

**Balancing Segment Low:** Enter the lowest balancing segment value for the range of values that you want to report.

**Balancing Segment High:** Enter the highest balancing segment value for the range of values that you want to report.

**Apply Posted Transactions Only:** Enter Yes if you want the report only to include transactions transferred to General Ledger. Only receipts transferred to General Ledger can decrease the transaction balance. Enter No if you want both posted and not yet posted transactions and receipts to take effect for open balances of your receivables.

**Apply Cleared Receipts Only:** Enter Yes if you want receipts to have an effect on the transaction open balances only if the receipts were cleared. Enter No if you want both cleared and not yet cleared receipts to take effect for open balances.

## Report Headings

**Balancing Segment From/To:** Range of balancing segment values that you selected when you submitted the report.

**Balancing Segment:** Each value of the balancing segment for the selected balancing segment range.

**Accounting Flexfield:** The accounting flexfield for each of the accounts with the balancing segments within the selected range.

## Column Headings

**Customer/Customer Number:** The customer name and number, as well as customer sites that have open items charged to the accounting flexfield of your Receivables account.

**Transaction Number:** The transaction number.

**Transaction Type:** The transaction type, such as invoice, debit memo, credit memo, chargeback, and deposit.

**Transaction Date:** The transaction date.

**Due Date:** The transaction due date.

**Curr.:** The transaction currency.



**Open Original Amount:** The transaction in the entered currency. Oracle Receivables prints an asterisk if the open amount differs from the original amount. The open amount may differ if receipts were applied or adjustments made to the transaction.

**Exchange Rate:** The exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

**Open Functional Amount:** The functional currency balance of the transaction, valued at the exchange rate used when the transaction was approved.

**Revaluation Rate:** Rate that the report uses to revalue the balance of the transaction.

**Revaluation Open Amount:** Transaction balance, revalued using the revaluation rate.

**Open Revalued Amount:** The higher of the Open Functional Amount and the Revalued Amount. Used to determine the market value of the open item.

## Row Headings

**Total for [customer]:** The supplier that the totals are calculated for.

**Total for [balancing segment]:** The balancing segment that the totals are calculated for.

## Summary Headings

**Accounting Flexfield:** The accounting flexfield that totals are calculated for.

**Open Functional Amount:** The total for each accounting flexfield, balancing segment, and the entire report.

**Revalued Amount:** The total for each accounting flexfield, balancing segment, and the entire report.

**Difference:** The total for the difference between the Open Functional Amount and Revaluation Open Amount for each accounting flexfield, balancing segment, and the entire report.

**Open Revalued Amount:** The total for each accounting flexfield, balancing segment, and the entire report.

**Difference:** The total for the difference between the Open Functional Amount and Open Revalued Amount for each accounting flexfield, balancing segment, and the entire report.

**Total:** The total for the report.

## Ordering and Grouping Rules Listing

Use this report to review the Ordering and Grouping rules you created in the Grouping Rules and the Invoice Line Ordering Rules windows. AutoInvoice uses these rules for ordering lines and grouping transactions when creating transactions.

## Report Parameters

**Create Grouping Rules Report:** Choose whether to include grouping rules in this report.

**Create Ordering Rules Report:** Choose whether to include ordering rules in this report.

**Grouping Rule Name Range:** Select and print report information from the grouping rule name range you specify.

**Ordering Rule Name Range:** Print report information from the ordering rule name range you specify.

## Ordering Rules Column Headings

**Sequence:** The sequence numbers in this column indicate the priority of the transaction attribute.

**Transaction Attribute:** The transaction attributes that you specified. These attributes determine how AutoInvoice orders invoice lines when it groups the transactions that it creates into invoices, debit memos, and credit memos.

**Type:** Ascending or Descending, depending on the type you specified.

## Grouping Rules Row Headings

**Ordering Rule:** The invoice line ordering rule for this grouping rule. The invoice line ordering rule tells AutoInvoice how to order transactions within this grouping rule.

**Transaction Class:** The transaction class that you defined for this grouping rule. The valid values for class are: Invoice, Debit Memo, and Credit Memo.

## Grouping Rules Column Headings:

**Optional Grouping Characteristics:** Any additional transaction attributes you specified to group your transactions.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Grouping Rules, page 2-80

Invoice Line Ordering Rules, page 2-44

## Other Applications Report

Use this report to review all invoices against guarantees, invoices against deposits, and credit memos against invoices, guarantees, and deposits.

This report also displays refunds against on-account credit memos. See: Applying On-Account Credit Memos, page 3-89.

## Report Headings

**Postable:** A Yes or No indicates whether the invoices, credit memos, deposits, and guarantees on this page of the report can post to your general ledger. Receivables prints all postable items first.

**GL Date from (Date) to (Date):** The general ledger date range you entered for your report option.

## Row Headings

**Postable Total:** The total of all the transactions in your report that you can post to your general ledger.

**Type Subtotal:** The subtotal of all amounts by the Applied From type.

**Report Grand Total:** The grand total functional applied amounts for this report.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Other Receipt Applications Report

Use the Other Receipt Applications report to view the non-invoice applications that you made for cash receipts. This report can display these types of receipt applications:

- Chargeback
- Credit Card Refund
- Receipt Write-off
- Short Term Debt

These applications impact cash balances only, not customer open receivables. Note the following clarifications:

- For receipt chargebacks, the chargeback activity affects cash and is reported here. The actual chargeback transaction affects the customer balance and is reported on the Transaction Register.
- For credit card refunds, the refund activity affects cash, while the actual credit memo affects the customer balance.
- Receipt write-offs *do* affect customer balances, but not the open receivable amount.

For a single application type, the report displays receipt information, customer information, the amount applied in both entered and functional currency, and the account that Receivables posted the transaction to.

Use the Other Receipt Applications report to reconcile non-invoice applications against cash receipts. You can also use this report to reconcile the GL account balances and the receipt balances.

You submit the Other Receipt Applications report from the Submit Requests window.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Attribute Set:** Enter the attribute set for the report. You can use attribute sets to specify the data to include in your report and the order in which it appears. Use DEFAULT to print the report using a predefined attribute set, or select a different attribute set from the list of values.

**Output Format:** Enter the output file type for the report. Choose HTML, Tab Delimited, or Text.

**Receipt Date Low/High:** Receivables prints non-invoice application for receipt with receipt dates between the low and high receipt dates that you specify. If you leave these fields blank, Receivables prints information for all receipt dates.

**Apply Date Low/High:** Receivables prints apply dates between the low and high apply dates that you specify. If you leave these fields blank, Receivables prints information for all receipt dates.

**Batch Name Low/High:** Receivables prints information between the low and high range of batch names that you specify. If you leave this field blank, Receivables prints information for all batches.

**Receipt Number Low/High:** Receivables prints information between the low and high range of receipt numbers that you specify. If you leave this field blank, Receivables prints information for all receipts.

**Customer Name:** Receivables selects and prints the information based on the customer name that you specify.

**Customer Number:** Receivables selects and prints the information based on the customer number that you specify.

**Application Type:** The application type of the receipt.

**Receipt Currency:** A specific currency code. If you do not enter a code, Receivables displays all of your receipts converted to your functional currency. If you choose a specific currency, then Receivables displays only receipts in that currency in the report.

## Report Headings

**Receipt Date Low/High:** The range of receipt dates that you specify for this report.

**Apply Date Low/High:** The range of applied dates that you specify for this report.

**Batch Name Low/High:** The range of batch names that you specify for this report.

**Receipt Number Low/High:** The range of receipt numbers that you specify for this report.

**Customer Name:** The customer name that you specify for this report.

**Customer Number:** The customer number that you specify for this report.

**Application Type:** The application type of the receipt.

**Receipt Currency:** The receipt currency that you specify for this report.

## Column Headings

**Customer Number:** The customer ID number for this receipt.

**Customer Name:** The customer name for this receipt.

**Receipt Currency:** The currency of this receipt.

**Receipt Number:** The receipt number.

**Receipt Date:** The receipt date.

**Apply Date:** The apply date of the receipt application.

**GL Date:** The application general ledger date.

**Receipt Amount:** The total receipt amount.

**Accounting Flexfield:** The account to which this application line was credited.

**Amount Applied:** The amount applied in receipt currency.

**Accounted Amount:** The amount applied in your functional currency.

## Row Headings

**Total for Currency:** The total amount of receipts for the currency.

**Total for Customer:** The total amount of receipts for the customer.

## Past Due Invoice Report

Use this report to view information about your customer's past due invoices, debit memos, credit memos, deposits, chargebacks, and guarantees.

## Report Headings

**As of:** The date Receivables used to compare against the due date to determine if the invoice is past due. This date prints on each page of your report.

**Balance Due From (Amount) to (Amount):** The balance due range you specified in the report parameters.

**Currency:** The currency code for past due items on this page.

**Days Past Due From (Date) to (Date):** The days past due range you specified in the report parameters.

**Order By:** The option you chose to sort information for this report.

## Row Heading

**Total for Currency:** The total for all invoices, debit memos, chargebacks, deposits, credit memos, guarantees, and on-account credits by currency. The Past Due Invoice report does not include on-account cash or unapplied cash. To review on-account and unapplied cash, see the: Unapplied and Unresolved Receipts Register, page 11-133.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Reviewing a Customer Account, page 8-1

## Payment Terms Listing

Use this listing to review all standard and negotiated payment terms you entered in the Payment Terms window.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Payment Terms, page 2-109

## Print Invoice Reports

Use the Print Invoices window to submit your invoices, debit memos, chargebacks, deposits, guarantees, invoices against deposits, invoices against guarantees, credit memos, on-account credits, and adjustments for printing. You can print a batch of invoices, new invoices, selected invoices, and adjustments.

## Report Parameters

**Invoice Print Batch of Invoices:** Choose this option to display Batch, Transaction Class, Transaction Type, Tax Registration Number, and Open Invoices Only in your report.

**Invoice Print New Invoices:** Choose this option to display Transaction Type, Transaction Class, Print Date, Installment Number, Open Invoices Only and Tax Registration Number in your report.

**Invoice Print Preview Report:** Choose this option to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, on-account credits that will print if you specify these report parameters.

**Invoice Print Selected Invoices:** Choose this option to display Transaction Class, Transaction Type, Transaction Number, Print Date, Customer Class, Customer, Installment Number, Open Invoices Only, and Tax Registration Number.

**Print Adjustments:** Choose this option to display Adjustment Number, Transaction Number, and Tax Registration Number in your report. This option lets you print specific adjustments if your customer needs to see an adjustment made on one of their debit items.

## Report Parameters

**Adjustment Number:** Receivables displays report information for the adjustment number range that you specify.

**Batch:** Receivables displays report information for the batch you specify.

**Customer Class:** Receivables displays report information for the customer class that you specify.

**Customer:** Receivables displays report information for the customer name that you specify.

**Installment Number:** For transactions with split payment terms, you can specify the installment number. To print all installments, do not enter an installment number.

**Open Invoices Only:** Specify whether to print only open debit items. The default value is Yes.

**Order By:** Receivables displays report information in the order you specify. Choose one from the following options:

- Adjustment Number
- Customer
- Postal Code
- Transaction Number

**Print Date:** Receivables displays report information from the print date range you specify. The print date is the transaction date unless you have specified print lead days on your payment term, in which case the print date is the number of lead days before your transaction due date.

**Print Option:** Select which invoice you want Receivables to include in your preview. Choose one of the following options:

- A Batch of Invoices
- Adjustments
- All New Invoices
- Print and Reprint Specific Invoices

**Tax Registration Number:** Receivables displays your tax registration number on each printed transaction. The default is the tax registration number that you entered in the System Options window.

**Transaction Class:** Receivables displays report information for the transaction class that you specify. You can choose Chargeback, Credit Memo, Debit Memo, Deposit, Guarantee, or Invoice.

**Transaction Number:** Receivables displays report information from the transaction number range you specify.

**Transaction Type:** Receivables displays report information for the transaction type that you specify.

## Tax Options

Receivables lets you specify how tax amounts will print on your invoices and debit memos. When you define and maintain your customer profiles, you can specify the tax printing option for each site or customer. If you do not specify tax printing options for your customer or their sites, Receivables uses the value you entered in the System Options window.

For a description of the tax printing options in Receivables, see: Tax System Options, page 2-132.

## Enabling the Print Tax Yes/No Flag

There is a Tax field in the report which is controlled by a hidden SRS parameter, Print Tax Yes/No Flag. This parameter is hidden because it has been included for compatibility with Release 9 only. If you set the parameter to Yes, an X will print in the Tax field if the line has tax associated with it. If the parameter is set to No, this field will always be blank.

Since you cannot set any values for this parameter through the regular SRS screen, follow the procedure described below to set the Print Tax Yes/No Flag to Yes:

- Choose the Application Developer responsibility and navigate to the Concurrent Programs window.
- Query each of the invoice print programs by entering RAXINV% in the Short Name field.
- For each program in turn except for RAXINVAD and RAXINVPR, go to the Concurrent Program Details region and choose Parameters.
- Do several Field Nexts until you reach the Default Value field.
- Do a Field Edit and change the value from 'N' to 'Y'.

## Report Headings

**Back Order:** (Receivables does not populate this column.)

**Bill-To:** The bill-to customer and address for this transaction.

**Currency Code:** The currency code for this transaction.

**Customer Contact:** The customer's contact.

**Customer Number:** The identification number for the customer on this transaction.

**Date:** The transaction date.

**Description:** The item description for each item on the transaction.

**Due Date:** The date that payment for this transaction is due.

**Extended Amount:** The total amount for this item. This total is the quantity shipped times the unit price.

**Extended Amount:** The total amount for this item. This total is the quantity shipped times the unit price.

**Invoice/Credit Memo/Guarantee/Adjustment:** Receivables prints the type of transaction in the upper right hand corner of the report to signify whether this is an invoice, credit memo, guarantee or adjustment. Receivables prints 'Invoice' for invoices, debit memos and deposits and 'Credit Memo' for credit memos and on-account credits.

**Item No:** The number for the items on this transaction. The first item has an item number of 1 and each following item is numbered sequentially.

**Location Number:** A number for the location of this customer.

**Number:** The transaction number.

**Our Reference:** The invoice number of the invoice that a credit memo credits. This value is only filled in for credit memos.

**Our Reference:** The invoice number of the invoice that a credit memo credits. This value is only filled in for credit memos.

**Page:** The page number of this transaction. The page number is displayed in the following format: 'X of Y' where X is the page of this transaction and Y is the total number of pages for this transaction.

**Purchase Order Number:** The purchase order number from your customer for this invoice.

**Quantity Ordered:** Receivables displays the number of units that were originally ordered for this item.



**Quantity Shipped:** The number of units that were shipped and are being invoiced on this transaction.

**Remit To:** The address where your customers send their receipts.

**Sales Order Number:** The sales order number with which this invoice is associated.

**Salesperson:** The primary salesperson for this transaction.

**Ship Date:** The date that the items on this transaction were shipped.

**Ship-To:** The ship-to customer and address for this transaction.

**Shipping Reference:** The shipping reference number for this transaction.

**Shipping/Handling:** The shipping and handling charges for this transaction.

**Special Instructions:** Any special instructions that you have entered for this transaction.

**Subtotal:** The subtotal of the line items for this transaction.

**Tax Registration Number:** The tax registration number for this transaction.

**Tax:** Receivables displays a 'Y' if tax was charged on this line and an 'N' if tax was not charged on this line.

**Terms:** The payment terms for this transaction.

**Total:** The total of all line items, tax, and shipping charges for this transaction.

**Transaction Description:** A description of the transaction.

**Unit Price:** The price for one unit of this item.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Printing Transactions, page 3-54

## Potential Reconciling Items Report

During the internal reconciliation process, use the AR Reconciliation report, page 11-26 to confirm that your transactional and accounting data match. Even if the data matches, however, the journals could still post to incorrect GL accounts. The Potential Reconciling Items report addresses this issue by suggesting journal items that might potentially post to GL accounts with *unexpected account types*, thus creating reconciliation issues in Oracle General Ledger.

An unexpected account type refers to GL account types that are not normally associated with an item's GL category. General Ledger account types used by Oracle Receivables include assets, liabilities, income, and expense.

For example, a receivable item might be expected to post to an asset account; if the item posts to a non-asset account, then it will display on the Potential Reconciling Items report. Typical items that the Potential Reconciling Items report includes are:

- Adjustment journals with offset accounts that are asset accounts, rather than income or expense.

- Revenue journals for invoices and credit memos that post to account types other than income.
- Unearned revenue journals that post to an account type other than liability.
- Unbilled journals created for deferred billing that post to an account type other than asset.
- Finance charge journals that post to an account type other than income.
- Cash, confirmation, or remittance journals that post to account types other than asset.
- Short term debt journals created by factoring receipts that post to account types other than liability.
- Nonrecoverable tax that posts to an account type other than expense.

Possible causes of this discrepancy could be due to:

- Incorrect accounting setup
- Incorrect manual updating of GL account distributions
- Setup created for activities that is inconsistent with the intended use of Oracle Receivables

When a potential reconciling item is an error, correct the individual transaction as well as the incorrect setup to prevent future occurrences of the same error.

Run the Potential Reconciling Items report as an automatic step during the submission of the AR Reconciliation report. The Potential Reconciling Items report is an exception report that will print only if you select it as a parameter when you run the AR Reconciliation report. Typically, run the Potential Reconciling Items report:

- For new software installations, to confirm the correct derivation of accounting.
- Whenever accounting setup has been modified, such as the creation of new transaction types or receivables activities.

## Related Topics

AR Reconciliation Report, page 11-26

Reconciling Receivables, page 9-9

## Projected Gains and Losses Report

Use this report to review open foreign currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify. Receivables compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss. Receivables automatically sorts report information by customer name and then by invoice type for each customer.

Receivables prints the total debit item foreign currency amount for each invoice type, by currency. Additionally, Receivables prints the unrealized gain or loss for each transaction type and subtotals for each transaction type and customer. This report includes a Currency Totals section so you can review your unrealized gain and loss totals by currency.

## Report Parameters

**Customer Name:** Receivables prints your report information between the low value and high values you specify for your customer name range.

**Customer Number:** Receivables prints your report information between the low value and high values you specify for your customer number range.

**Exchange Rate Date:** The date that corresponds to the exchange rate to use as your revaluation rate. The rate date and the rate type determine the revaluation rate that Receivables uses to revalue your debit items. For example, if you are using the Spot rate for June 1, 1991, enter 01-Jun-91 here. If you are using Period Average as your rate type, enter a date that is within the receivables accounting period for the Period Average rate you defined. If you enter a rate type and rate date that does not exist for a currency, Receivables does not calculate unrealized gains or losses for that currency. The default is the current date.

**Exchange Rate Type:** The rate type you want to use as your revaluation rate. The rate date and the rate type determine the revaluation rate that Receivables uses to revalue your debit items. If you enter a rate type and rate date that do not exist for a currency, Receivables does not calculate unrealized gains or losses for that currency.

**Foreign Currency:** Receivables prints your report information for the currency code that you specify.

**GL Date:** Receivables prints your report information from the debit item GL date range that you specify.

**Transaction Type:** Receivables prints your report information for the transaction type you enter.

## Report Headings

**Functional Currency:** The functional currency code for your set of books. Your functional currency is the currency for your set of books.

**GL Date between (Date) and (Date):** The GL date range you specified in the report parameters.

**Order By:** Receivables automatically prints customer as the sort by option for this report.

## Row Headings

**Total for Type: (Type):** The total unrealized gain and unrealized loss for each transaction type and customer.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Receipt Analysis - Days Late Report

Use this report to review your customer receipts. You can easily see which customers are constantly past due with their receipts. This report provides details of each receipt by customer, including the receipt number, amount paid, and days late. Receivables also

calculates the weighted average days late for each customer so you can see how costly the late receipts are to your company.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information in this report using the value of the Alternate Name field in the Customers window.

## Report Headings

**Transaction Date Between (Date) and (Date):** The transaction date range you specified in the report parameters.

**Order By:** Your sort by option for this report. You can only order by customer or Alternate name.

## Row Headings

**Average Days Late:** The average number of days late for receipts by customer and currency.

**Average Days Late = Sum of Days Late / Total Number of Receipts**

**Currency:** The currency used by each customer. If your customer uses more than one currency, Receivables displays each currency separately.

**Weighted Average Days Late:** Receivables prints the weighted average days late for receipts within the date range by customer and currency. Use the weighted average days late to see the average amount that past due debit items cost you.

**Weighted Average Days Late = Sum of Weighted Days Late / Total Amount Paid**

## Related Topics

Common Report Parameters, page 11-4

## Receipt Forecast Report

The report shows the date you can expect to receive payment for open debit items. The report prints information by payment method, due date, and customer name. Use this report to help you plan the flow of cash in and out of your business.

**Important:** To print this report from the Submit Request window, choose the Publish Receipt Forecast report. The RX Only: Receipt Forecast report is intended for use with Applications Desktop Integrator (ADI).

## Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Enter the attribute set for the report. You can use attribute sets to specify the data to include in your report and the order in which it appears. Use DEFAULT to print the report using a predefined attribute set, or select a different attribute set from the list of values.

**Output Format:** Enter the output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Attribute Set and Output Format are Report eXchange (RXi) parameters that enable you to choose the content, format, and output file type of the report. For more information, refer to the *Oracle Financials RXi Reports Administration Tool User Guide*.

**Currency Code:** To include only receipts in a specific currency, enter a currency. Leave this field blank to include all transactions, regardless of currency.

**Customer Name Low/High:** To limit the report to one customer, enter a customer name, or select from the list of values. Leave this field blank to include transactions for all customers.

**Payment Method:** To include only receipts assigned to a specific payment method, enter a payment method.

**Start/End Due Date:** Enter a date range to indicate which transactions to include in the report.

## Column Headings

**Site Name:** The name assigned to the customer bill-to site.

**Scheduled Amount:** The receipt amount expected by the due date.

**Total Due Date:** The total amount of receipts entered between the due dates you specified.

**Total Payment Method <payment method name>:** The total amount of receipts for this payment method.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Receipt Journal

Use this report to review details of receipts that appear in your Journal Entries report. The Journal Entries report shows the receipt numbers that contribute to a particular GL account. Using the receipt number you can see the detailed information on the Receipt Journal report.

This report includes the journal entries for both standard and miscellaneous receipts.

When reconciling, the Receipts Register's total should match the Receipt Journal. Both reports include standard and miscellaneous receipts.

**Note:** Receipt Journal by Account is in functional currency, while Receipt Journal by Customer is in entered currency.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Order By:** Choose how you want Receivables to sort your information. Choose from the following:

- Accounting Flexfield
- Status
- Type

**Payment Method:** The payment method for which this report is generated. If you do not specify payment method, Receivables prints information for all the payment methods associated with the specified receipt class.

**Receipt Class:** The receipt class for which this report is generated. If you do not specify a receipt class, Receivables prints information for all receipt classes.

**Report Mode:** The mode in which to print the report. If run in Balance mode, Receivables displays receipts only in their last status. If run in Transaction mode, Receivables displays every transaction entering and leaving each status. For example, if a receipt that had been remitted is now cleared, it will appear in both the remitted status and the cleared status of the report. In the remitted status it will appear as entering the status (as a positive amount) as well as leaving the status (as a negative amount). The net effect being a zero balance in the remittance account.

**Status:** The account type for which this report is generated. Type options include:

- Bank Charges
- Cash
- Confirmation
- Factor
- Remittance
- Short Term Debt

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Receipt Promises Report

Use this report to review collector call information for invoices, debit memos, and chargebacks with promise dates and promise amounts entered through the Customer Calls window. You can easily see what commitments your customers made and decide what follow-up action to take.

You can submit this report from either the Print Collection Reports or the Submit Request windows.

## Report Headings

**Collector:** Receivables prints the collector above all items belonging to this collector.

**Currency:** Receivables prints the currency above all items belonging to this currency.

**Promise Date From (Date) to (Date):** Receivables prints the promise date range, if you entered one.

**Promise Date:** Receivables prints the promise date above all items belonging to this date.

## Row Headings

**Sum for Collector:** The totals by collector for the promise amount and the total amount collected.

**Sum for Currency:** The totals by each currency for the promise amount and the total amount collected.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Customer Calls, page 8-13

## Receipt Register

Use this report to review a list of receipts for the range of dates, receipt numbers, or document numbers that you specify.

This report includes both standard trade receipts and miscellaneous receipts. The report total should tie to the total of the Receipts Journal, which displays the GL account assignments of all the receipts.

When reconciling, the Receipts Register's total should match the Receipt Journal. Both reports include standard and miscellaneous receipts.

This report uses an asterisk (\*) to indicate changed amounts for receipts from prior periods. For example, a prior period receipt might experience an exchange rate adjustment.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information using the value of the Alternate Name field in the Customers window.

The Receipt Register is an RXi report with a default attribute set and seven other available attribute sets: Batch, Customer, Deposit Date, Document Number, GL Date, Receipt Number, and Receipt Status. The attribute set determines how information is ordered and what information is included in the report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: *Working with Attribute Sets, Oracle Financials RXi Reports Administration Tool User Guide* and *Using the RXi Reports Concurrent Program, Oracle Financials RXi Reports Administration Tool User Guide*.

## Selected Report Parameters

Enter parameters to define the content of the report.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Receipt Status Low/High:** Enter a range of receipt statuses to include in this report.

**Document Sequence Name:** To include receipts associated with a specific document sequence, enter a document sequence name or select from the list of values.

**Document Sequence Number From/To:** If you entered a document sequence name, enter a range of document numbers to include in the report. Leave this parameter blank to include all numbers for this document sequence name.

## Report Headings

**Currency:** Receivables prints the currency above all receipts belonging to this currency. Receivables creates separate pages for different currencies.

**Document Number:** The document sequence number of the receipt. This column appears only if you submitted the report using the Document Number attribute set.

**GL Date (Date) to (Date):** The receipt general ledger date range, if you entered one.

**Order By:** The report parameter you chose to sort information in this report.

## Row Headings

**Other:** The total amount of non-invoice related receipts within this company.

**Total for Company:** The total amount of invoice-related and non-invoice related receipts for each company.

**Total for Currency:** The total amounts for all amounts as well as the total amount of all receipts by currency.

**Total for customer:** The total amount of invoice related receipts for each customer.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Enter Receipts, page 6-2

## Receipts Awaiting Bank Clearance

Use this report to review a list of receipts that are waiting to be cleared by your remittance bank. This includes automatic and manual receipts that have been remitted but not cleared and have bank clearance as a step for the receipt class. Also, automatic and manual receipts that have been confirmed and require bank clearance, but do not require remittance as a step for the receipt class will be included in this report.

## Report Parameters

**Bank Account Name:** The name of a bank account you want used to select receipts for this report. If you do not select a bank account Receivables includes information for all bank accounts.

**Currency:** The currency you want used to select receipts for this report.

**Maturity Date Range:** A maturity date range for the receipts you want to include in this report.



**Order By:** Select the option you want Receivables to use to sort your information from the following:

- Maturity Date
- Receipt Number
- Remittance Bank

**Payment Method:** The payment method you want used to select receipts for this report. If you do not select a method Receivables includes information for all payment methods

**Remittance Amount Range:** The amount range for the receipts you want to include in this report

**Remittance Method:** The remittance method you want used to select receipts for this report. If you do not select a method Receivables includes information for all remittance methods.

## Related Topics

Common Report Parameters, page 11-4

## Receipts Awaiting Remittance Report

Use this report to review a list of manual and automatic receipts that are awaiting remittance to your bank. Before an automatic receipt can be included in this report, it must be confirmed or created as confirmed, and the receipt class assigned to it must have Require Remittance set to Yes. Before a manual receipt can be included in this report, the receipt class assigned to it must have Require Remittance set to Yes. You can review all receipts waiting to be sent to your remittance bank or receipts that are in different stages of the remittance process.

Once a receipt has been approved for remittance it will no longer be displayed in this report.

Receipts that have started, but not yet completed, the creation or approval process also appear in this report.

## Selected Report Parameters

**Summarize:** Enter Yes to print information in summary format.

**Bank Account Name:** Receivables prints report information for the bank account name that you specify.

**Currency:** Receivables prints report information for the currency that you specify.

**Maturity Date:** Receivables prints report information from the maturity date range that you specify.

**Order By:** The option you want Receivables to use to sort your information. Choose from the following:

- Maturity Date
- Receipt Number
- Remittance Bank

**Payment Method:** Receivables prints report information for the payment method that you specify.

**Remittance Amount:** Receivables prints report information from the remittance amount range that you specify.

**Remittance Method:** Receivables prints report information for the remittance method that you specify.

**Status:** Choose the status of the Invoices to include in your report from the following:

**Available for Remittance**

Include automatic receipts that have been confirmed but not yet selected for remittance and have a receipt class of Require Remittance set to Yes. This option will also include automatic receipts that have been approved and have a receipt class of Require Confirmation set to No, but have not yet been selected for remittance and have receipt class of Require Remittance set to Yes. Additionally, manual receipts that have a receipt class with Require Remittance set to Yes will also be included.

**Creation Completed**

Include receipts that have been selected for remittance but have not been approved.

**Deletion Completed**

Include receipts that have been deleted.

**Started Creation**

Include receipts that have started, but not completed, the remittance creation process.

**Started Approval**

Include receipts that have started, but not completed, the remittance approval process.

**Started Deletion**

Include receipts that have started deletion, but not completed the process.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Receipts Without Sites Report

Use this report to review all receipts that do not have an address assigned to them. The address is required to determine on which bill-to site's statement the receipt should appear.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

## Receivables Key Indicators Report/Receipts Key Indicators Report

Use the **Receivables Key Indicators report** to view your customers, invoices, credit memos, payments, discounts, and adjustments for a specific accounting period.

Use the **Receipts Key Indicators report** to view your receipt batches, manual receipts, miscellaneous receipts, receipt statuses, and adjustments for a specific accounting period.

You can compare your current period to any prior period. Receivables summarizes all of your transactions for the two periods so you can spot, track, and take action on developing trends. These reports let you view changes in your receivables activity or measure your employees' performance and productivity.

## Report Parameters

**Accounting Period:** Print report information for the current period that you specify.

**Currency:** Print report information for the currency that you specify.

**Prior Accounting Period:** Print report information for the previous period that you specify.

## Report Headings

**Currency:** Receivables prints the report by currency and prints the currency denomination at the top of each page.

**Period:** The current period range for this report.

**Prior:** Receivables prints the previous period range for this report.

## Column Headings - Detail Report

**Adjustments: Count:** The total number of adjustments for all payment batches with the same entry date.

**Adjustments: Amount:** The total amount of adjustments for all payment batches with the same entry date.

**Averages for period: Batches per day:** The average number of payment batches per day for the current period and prior period and the percent change.

**Averages for period: Payments per day:** The average number of invoices paid per day for the current and prior period and the percent change.

**Batches: Cash:** The number, amount, and percent changes of cash in your payment batches from the current and prior period.

**Customer Exceptions: On Credit Hold:** The current number, prior number, percent change, and year to date number of customers on credit hold from the current and prior period.

**Entry Date:** The date you entered the receipt batch or adjustment. All payment batches displayed have entry dates within the current period you specified as your selection option. Receivables displays the oldest payment batches first. The entry date may be in a period other than the period that was current when you entered your receipt batch.

**New Customers: Customers:** The current number, prior number, percent change, and year to date number of new customers from the current and prior period.

**New Customers: Locations:** The current number, prior number, percent change, and year to date number of new customer locations from the current and prior period.

**Payment Status: Applied:** The number, amount, and percent change of applied payments from the current and prior period. Applied payments are payments that you fully apply to one or many invoices, debit memos, or chargebacks.

**Payment Exceptions: NSF:** The number, amount, and percent change of non-sufficient fund transactions from the current and prior period.

## Row Headings - Detail Report

**Adjustments:** The number, amount, and percent change for each adjustment activity name for the current and prior period. You define your adjustment activity names in the Receivables Activities window.

**Averages for period: Batches per Day:** The average number of payment batches per day for the current period and prior period and the percent change.

**Averages for Period: Payments per Batch:** The average number of payments per receipt batch for the current period and prior period and the percent change.

**Averages for period: Payments per Day:** The average number of invoices paid per day for the current and prior period and the percent change.

**Batches: Cash:** The number, amount, and percent changes of cash in your payment batches from the current and prior period.

**Batches: QuickCash:** The number, amount, and percent change of QuickCash payment batches from the current and prior period.

**Currency:** Receivables prints this report by currency and prints the currency at the top of each page.

**Customer Exceptions: Off Credit Hold:** The current number, prior number, percent change, and year to date number of customers off credit hold from the current and prior period.

**Customer Exceptions: On Credit Hold:** The current number, prior number, percent change, and year to date number of customers on credit hold from the current and prior period.

**Discounts: Earned Taken:** The number, amount, and percent change of earned discounts taken from the current and prior period. An earned discount is a discount you give to a customer who pays prior to the discount date or within the discount grace period. Discounts are determined by the terms you assign to the invoice during invoice entry.

**Discounts: Unearned Taken:** The number, amount, and percent change of unearned discounts taken from the current and prior period. If you allow unearned discounts, Receivables lets you give your customer the unearned discount if the customer pays after the discount date or after the discount grace period.

**New Customers: Customers:** The current number, prior number, percent change, and year to date number of new customers from the current and prior period.

**New Customers: Locations:** The current number, prior number, percent change, and year to date number of new customer locations from the current and prior period.

**Payment Exceptions: NSF:** The number, amount, and percent change of non-sufficient fund transactions from the current and prior period.

**Payment Exceptions: Reversal:** The number, amount, and percent change of payment reversals from the current and prior period.

**Payment Exceptions: Stop Payment:** The number, amount, and percent change of stop payment transactions from the current and prior period.

**Payment Status: Applied:** The number, amount, and percent change of applied payments from the current and prior period. Applied payments are payments that you fully apply to one or many invoices, debit memos, or chargebacks.

**Payment Status: On-Account:** The number, amount, and percent change of on-account payments from the current and prior period. On-account payments are payments that you intentionally apply all or part of the payment amount to a customer without reference to an invoice, debit memos, or chargeback.

**Payment Status: Unapplied:** The number, amount, and percent change of unapplied payments from the current and prior period. Unapplied payments are payments where you know the customer, but you have not applied or placed on-account all or part of the payment. For example, your customer may have invoices to pay, but you cannot identify the invoice to pay.

**Payment Status: Unidentified:** The number, amount, and percent change of unidentified payments from the current and prior period. Unidentified payments are payments for which you cannot identify the customer.

**Payments:** The number, amount, and percent change for different payment methods from the current and prior period.

**Receivables: Invoices Due:** The number, amount, and percent change of invoices due from the current and prior period.

**Receivables: Invoices Past Due:** The number, amount, and percent change of invoices that are past due from the current and prior period.

**Receivables: New Credits:** The number, amount, and percent change of new credit memos from the current and prior period.

**Receivables: New Invoices:** The number, amount, and percent change of new invoices from the current and prior period.

**Total Adjustments:** The total number, amount, and percent change for all adjustments the current and prior period.

**Total:** The total number, amount, and percent change of all your payments from the current and prior period.

## Column Headings - Summary Report

**Current Period:** The number of transactions for the current period that you specify.

**Current Period:** The total amount of each transaction for the current period that you specify.

**Percent Change:** The percent change for each transaction amount between your current and prior period.

**Percent Change:** The percent change of transaction numbers between your current and prior periods.

**Prior Period:** The number of transactions for the prior period that you specify.

**Prior Period:** The total amount of each transaction for the prior period that you specify.

**Year to Date:** The total number of transactions for the year to date.

**Year to Date:** The total transaction amount year to date.

## Row Headings - Summary Report

**Percent Change:** The percent of change between your prior and current period totals. You define the current and prior periods as your selection option.

**Period Totals:** The total counts and amounts for all payment batches, payments, other receipts, payment statuses, and adjustments for the current period you specify.

**Prior Period Totals:** The total counts and amounts for all payment batches, payments, other receipts, payment statuses, and adjustments for the prior period you specify.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Remittance Batch Management Report

Use this report to review the status of your Remittance Batches and a total for the Remittance Batches in each currency within a status. Receivables automatically sorts the batches by status, but you can order the information within each status by batch name or remittance account.

This report also displays Remittance Batches that have started, but not completed, the creation, approval, or formatting process.

## Report Parameters

**Batch Name:** Prints remittances whose batch names fall within the range you specify.

**Deposit Number:** Print remittances whose deposit numbers fall within the range you specify.

**Include Formatted Batches:** Enter Yes to display Remittance Batches that have been formatted. If you specify No for this parameter, the report does not display Remittance Batches that have been formatted.

**Order By:** The option you want Receivables to use to sort the information in this report. Choose from the following:

- Batch Name
- Remittance Account

**Remittance Bank Account:** The remittance bank account name. If you leave this field blank, Receivables includes remittances for all accounts in this report.

**Remittance Bank Branch:** The remittance bank branch name. If you leave this field blank, Receivables includes remittances for all branches in this report.

**Remittance Bank:** The remittance bank name. If you leave this field blank, Receivables includes remittances for all banks in this report.

**Remittance Date:** Prints remittances that fall within the remittance date range that you specify.

**Remittance Method:** The remittance method of the batch to select. Valid values for this parameter are Standard, Factoring, and Standard and Factoring.

**Status:** The status of the Remittance Batches to include in your report. Choose from the following:

**Creation Completed**

Remittance batches that have been created but not approved.

**Approval Completed**

Remittance batches that have been approved but not formatted.

**Deletion Completed**

Remittance batches that have been deleted.

**Started Creation**

Remittance batches that have started, but not completed, the creation process.

**Started Approval**

Remittance batches that have started, but not completed, the approval process.

**Started Format**

Remittance batches that have started, but not completed, the format process.

**Started Deletion**

Remittance batches that have started, but not completed, the deletion process.

**Summary Or Detailed:** The Summary option will report only batch level information. The Detailed option will produce extra detail lines for each receipt in the remittance batch. The default is Detailed.

## Related Topics

Running Standard Reports and Listings, page 11-4

Creating Remittance Batches, page 6-151

## Revenue Exceptions Report

Use the Revenue Exceptions report to view the invoices that the Revenue Management Engine initially analyzed for event-based revenue management, but which were later removed from collectibility analysis due to certain manual adjustments.

For a complete list of the types of manual adjustments that remove invoices from collectibility analysis, see: Modifying Invoices Under Collectibility Analysis, page 3-42.

This report displays both the already scheduled, as well as the unscheduled, revenue amounts for each invoice that was manually adjusted during a period of time that you specify.

For a definition of scheduled revenue, see: Revenue Accounting, page 3-28.

This report identifies these invoices so that your revenue managers know which invoices to analyze for manual revenue recognition. In addition, your finance managers can use this report to analyze and control the frequency of the manual adjustments that impact collectibility analysis.

The Revenue Exceptions report is an RXi report.

## Selected Report Parameters

**Organization Name:** The organization that you want to run the report for.

**Manual Adjustment Date Low/High:** Receivables displays the invoices that were manually adjusted during this time period.

For example, if the manual adjustment period is from March 1 through March 31, then the Revenue Exceptions report will show the scheduled and unscheduled revenue amounts for all transactions that were manually adjusted during that time period.

## Selected Column Headings

**Customer Name:** The customer whose invoice(s) was removed from collectibility analysis. Receivables groups this report by customer.

**Invoice Number:** The invoice that was removed from collectibility analysis.

**GL Date:** GL date of the invoice that was removed from collectibility analysis.

**Line Number:** The invoice line that was removed from collectibility analysis.

**Line Amount:** Total invoice line amount (includes both already recognized and deferred revenue amounts).

**Credit Memos:** Total amount of credit memos, if any, that were applied to this invoice line.

**Unscheduled Revenue:** Deferred revenue amount for this invoice line.

**Scheduled Revenue:** Scheduled revenue amount for this invoice line.

**Accounting Rule Name:** The invoice line's assigned accounting rule.

**Manual Adjustment Date:** Date when the invoice line was manually adjusted.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Using Standard Request Submission, *Oracle Applications User Guide*

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Reversed Receipts Report

Use this report to review receipt reversals. You reverse receipts when your customer stops the payment or when a payment comes from an account with non-sufficient funds.

The first section of the report contains receipts you reversed by reopening the items. The second section contains receipts you reversed by creating a debit memo.

## Report Headings

**Reversed Receipts GL Date from (Date) to (Date):** The reversed receipts GL date range that you specified for this report.



**Order By:** The option you chose to sort information for this report. You can sort information by either Customer or Remittance Bank.

### Row Headings for Order by Customer

**Grand Total for All Reversed Receipts:** The grand total for all reversed receipts for the parameters you specify.

**Total for Customer Reversed Receipts:** The total amounts for all reversed receipts by customer for the parameters you specify.

### Row Headings for Order by Bank

**Total for Bank Account Reversed Receipts:** The total amounts of all reversed receipts by bank account.

**Total for Invoice Related Cash Receipts:** The total amount of all invoice-related receipt reversals.

**Total for Miscellaneous Cash Receipt:** The total amount of all non-invoice related receipt reversals.

**Total for Non-Sufficient Funds:** The total amount of all receipts with reversal category of NSF.

**Total for Reversed Receipts:** The total amount of all receipts with reversal category of Reverse Receipts.

**Total for Stop Receipts:** The total amount of all receipts with reversal category of Stop Receipt.

**Total for all Reversed Receipts:** The total amount of all reversed receipts for the parameters you specify. The totals are calculated separately for Invoice-Related Receipts, Miscellaneous Receipts, Non-Sufficient Funds, Reversed Receipts and Stop Receipts in your functional currency.

### Debit Memo Reversal Section

This section will have an additional column to show the debit memo number associated with each reversal. The row headings for order by customer and bank in case of debit memo reversals will be same as those for standard reversals.

### Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Reversing Receipts, page 6-46

### Sales Journal by Customer

Use this report to review all journal entries associated with a receivables activity for a specific period. This report includes all debit and credit entries by type of account, such as Receivable, Revenue, Tax, or Freight.

The summary totals for the sales journal are by Posting Status, Company, and Transaction Currency.

When reconciling, run this report by account type of Receivable, and match to the Transaction Register in entered currency.

**Note:** The Sales Journal by Customer report displays amounts only in entered currency. Use this report only when reconciling by entered currency, not by functional currency.

## Selected Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Customer Name:** The customer range to include in this report. If you leave this field blank the report will include all customers.

**GL Account Type:** The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types. If you leave this field blank the report will show all types.

**Order By:** The option you want Receivables to use to sort information for this report. Choose from the following:

- Customer
- Invoice Number

**Report By Line:** Enter Yes or No to indicate whether you want the invoice line details printed on the report.

**Transaction Date:** The transaction date range to include in this report.

**Transaction Number:** The transaction Number to include in this report.

**Transaction Type:** The transaction type you want to include in this report. If you leave this field blank the report will include all transaction types.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Sales Journal by GL Account

This report shows all transactions and the associated GL account information for the GL date range and accounts that you specify. Use the Sales Journal when balancing your accounts receivable aging to the general ledger.

When reconciling, the total on the Sales Journal by GL Account should equal the total of postable items in the Transaction Register.

To match both foreign and functional currency amounts to your general ledger, run your Sales Journal by currency. If you want to preview your post to see if your debits match your credits, run the Sales Journal with a posting status of Unposted.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Entered Currency:** To match foreign currency amounts against your general ledger, select the foreign currency code. If you do not select a code, then the report will not display amounts in the Foreign Currency columns.

**GL Account Type:** The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types.

**Order By:** Sort your information by choosing one of the following:

**Customer**

Sort and print your sales journal information by customer name.

**Invoice Number**

Sort and print your sales journal information by invoice number.

## Report Headings

**Company:** The balancing segment for this group of transactions.

**Currency:** The currency code for this group of transactions.

**GL Account Type:** The general ledger account type for the sales journal information on this page of the report.

**GL Date (Date) to (Date):** The range of invoice general ledger dates you selected to print on this report.

**Posting Status:** The posting status for sales journal information on this page of your report.

## Row Headings

**Subtotal by Invoice Currency:** The total amount of debits and credits for an invoice in your functional currency.

**Totals:** The total amount of debits and credits for this report in both your foreign and functional currency.

## Related Topics

Transaction Register, page 11-127

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Sales Register

Use the Sales Register for reconciliation purposes or, in general, to print detailed transaction and line distribution information. For example, you can report on transactions within a certain GL date range, with a support revenue over a specified amount or with a specified tax amount.

The Sales Register provides the same basic information as the Transaction Register does, but the Sales Register can display line information. The distribution level details include the line type, amount, item name, tax code, General Ledger date, and General Ledger account information.

If you want only line information for certain lines, select 'Line' in the Line or Transaction parameter and use the line parameters Distribution Account From/To and Distribution Amount From/To.

The Sales Register is an RXi report with a default attribute set that displays the distribution level details and other transaction information. You can copy this attribute set and customize the layout to suit your reporting needs.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

Use the Standard Request Submission windows to submit the Sales Register.

## Report Parameters

**GL Date From:** Enter the earliest GL date that you want to report from.

**GL Date To:** Enter the latest GL date that you want to report to.

**Posting Status:** Enter the posting status for the transactions that you want to report on:

- **Posted.** Posted transactions only.
- **Posted and Unposted.** All transactions.
- **Unposted.** Unposted transactions only.

Unposted transactions include invoices that are on hold and invoices that are not yet approved. The default is *Posted and Unposted*.

**Transaction Type:** Enter the transaction type that you want to report on.

**Line or Transaction:** Enter *Line* if you only want to report on lines that correspond to what you enter in the parameters for lines. Enter *Transaction* if you want to report on those lines as well as all lines within the same transaction.

**Transaction Number From:** Enter the first transaction number that you want to report from.

**Transaction Number To:** Enter the last transaction number that you want to report to.

**Document Sequence Name:** Enter the document sequence name that you want to report on.

**Document Sequence Number From:** Enter the first document sequence number that you want to report from.

**Document Sequence Number To:** Enter the last document sequence number that you want to report to.

**Receivables Natural Account From:** Enter the first Receivables natural account that you want to report from.

**Receivables Natural Account To:** Enter the last Receivables natural account that you want to report to.

**Distribution Account From:** Enter the first distribution account that you want to report from.

**Distribution Account To:** Enter the last distribution account that you want to report to.

**Currency Code:** Enter the currency that you want to report on.

**Distribution Amount From:** Enter the lowest distribution amount that you want to report from.

**Distribution Amount To:** Enter the highest distribution amount that you want to report to.

**Customer Name From:** Enter the first customer name that you want to report from.

**Customer Name To:** Enter the last customer name that you want to report to.

**Customer Number From:** Enter the lowest customer number that you want to report from.

**Customer Number To:** Enter the highest customer number that you want to report to.

## Column Headings

**Trans Number:** The transaction number.

**Trans Date:** The date that the transaction is created.

**Currency:** The transaction currency code.

**Exchange Rate:** The exchange rate for the transaction.

**Payment Terms:** The payment terms for the transaction.

**Transaction Type:** The transaction type.

**Sequence Name:** The document sequence name for the transaction.

**Sequence Number:** The document sequence number for the transaction.

**Line:** The line number of the transaction.

**Type:** The line type.

**Item:** The item name for the line.

**Quantity:** The quantity of the item for the line.

**UOM:** The unit of measure.

**Unit Price:** The selling price per unit.

**Tax Code:** The tax code.

**Amount:** The line distribution amount in the functional currency.

**GL Date:** The General Ledger date.

**Account:** The General Ledger account for the line.

**Account Description:** The description for the General Ledger account.

## Row Headings

**Bill To Customer Name:** The bill-to customer.

**Bill To Customer Number:** The bill-to customer number.

**Transaction Total:** The total line amounts for the transaction.

**Customer Total:** The total line amounts per customer.

**Report Total:** The line amounts report total.

## Sample Dunning Letter Print

Use the Sample Dunning Letter Print to review a copy of your dunning letters. You can print one of the 'STANDARD' or 'USER' dunning letters that Receivables provides, or your custom dunning letters.

Receivables provides three standard dunning letters, STANDARD1, STANDARD2 and STANDARD3, that you can customize using Oracle\*Reports. Receivables also provides ten user-definable dunning letters: USER1 through USER10. You can use a standard text editor to customize the text for these letters. You can also create your own, custom dunning letters in the Dunning Letters window. See: Creating Dunning Letters, page 2-75.

Receivables prints your dunning letter with sample transaction data and displays each of the variable values that would be populated if you were to run this dunning letter with real data.

## Report Parameter

**Letter Name:** Select and print a sample dunning letter for the letter name you specify.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Printing Dunning Letters, page 8-35

Dunning Letters, page 8-23

## Setup Details Report

Use the Setup Details report to view a wide range of information about the system setup configuration in Oracle Receivables. Displaying setup information in a single report lets you easily anticipate and correct possible setup errors when running large processes such as AutoInvoice. You can use the Setup Details report to review:

- Tax setup
- Tax defaults and rules
- Transaction and Customer details
- Batch Source details
- AutoAccounting setup
- General Ledger period information
- Transaction Type details

- Remit-to Addresses
- Profile option values

You can submit this report from the Setup Details window.

**Important:** You cannot submit this report from the Submit Requests window.

## Report Parameters

**Batch Source ID:** Choose from the list of values the name of the transaction batch source for which you want to see system setup details. See: Transaction Batch Sources, page 2-165.

**Max GL Date:** Enter a cutoff general ledger date (DD-MON-YYYY) for the report. The Setup Details report will contain information about the periods before the date you enter.

**Transaction Type (optional):** If you would like to see setup details for one particular transaction type, choose the type from the list of values. If you do not choose a transaction type, the Setup Details report will provide setup information for every transaction type defined in the AutoInvoice interface tables.

## Related Topics

Importing Invoice Information Using AutoInvoice, page 3-192

## Standard Memo Lines Listing

Use this listing to review all standard memo lines you entered in the Standard Memo Lines window. You can enter standard memo lines for charges, freight, line, and tax. Receivables displays all information you entered for each standard memo line.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Common Report Headings, page 11-8

Standard Memo Lines, page 2-125

## Statements

Use statements to communicate invoice, debit memo, chargeback, deposit, payment, on-account credit, credit memo, and adjustment activity to your customers. Receivables also prints your customer's past due information based on the aging buckets whose type is Statement Aging. You can customize your statements with messages in the Standard Messages window.

**Important:** When you print statements for all of a particular customer's locations, (by entering the customer name, but leaving the location blank), you must select a single language for the entire print run. If, however, you enter a specific customer's name and select a specific location, Receivables *automatically* selects the correct language in which to print the statements. Note that if you are printing statements

for *all* customers, you do not select the language in which the statements are generated: Receivables automatically prints them in the correct language as specified for each of your customer's statement locations.

## Report Parameters

**As of Date:** The as of date on which you want Receivables to print these statements. The default is the current date.

**Bucket:** The name of the aging bucket you want to use for this statement.

**Calculate Finance Charges:** Enter Yes or No to indicate whether you want to calculate finance charges for statements included in this statement submissions.

**Charge Finance on Disputed Items:** Enter Yes or No to indicate whether you want to calculate finance charges on disputed items.

**Customer:** Enter the customer name if you want to print a statement for a specific customer. If you choose to Print a draft statement, you need to enter either a customer name or number.

**Cycle:** The statement cycle for this statement submission.

**Invoice Type:** If you want to restrict the transactions that appear on statements specify the transaction type to be included here.

**Location:** The customer billing location for which you want to generate a statement.

**Number:** Enter the customer number if you want to print a statement for a specific customer. If you choose to Print a draft statement, you need to enter either a customer name or number.

**Option:** Choose Print Statements to print statements for a particular customer or statement cycle. Choose Print a Draft statement to print a draft statement for a customer. Choose Reprint Statements to reprint statements for a specific customer or statement cycle.

**Primary Salesperson:** Enter the primary salesperson if you want to restrict the transactions to those to which you have assigned the specific salesperson.

**Standard Messages:** Enter the name of the standard message you want to print on the statements.

**Statement Date:** The date on which these statements should be printed.

## Report Headings

**Amount Remitted:** Your customer uses this space to print the payment amount they remit with this statement.

**Customer ID:** The identification number for each customer.

**Statement Date:** The statement date you specify in the Statement Date field of the Print Statements window.

**To:** The customer name and address for each statement. Receivables prints the address you define as the statement address for customer in the Customers window. The country of the customer address will also be printed if it is different than the home country you specified in the System Options window. If you do not have a statement address



defined for this customer, Receivables prints a statement for each bill-to address that has activity during the statement period.

## Column Headings

**1-30 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your second bucket in the Aging Bucket window.

**31-60 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your third bucket in the Aging Bucket window.

**61-90 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your fourth bucket in the Aging Bucket window.

**Over 90 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your fifth bucket in the Aging Bucket window.

**Amount Due:** Receivables prints the remaining amount due for each customer's invoices, debit memos, and chargebacks. Credit items appear here with negative amount due values.

**Bill To Location:** Receivables prints the name of the bill-to location for each invoice, debit memo, chargeback, or deposit.

**Current:** Receivables prints your customer's open item information based on the aging bucket you define as your first bucket in the Aging Buckets window. If you want to print all of your customer's current open items, select Current in the Type field of the Aging Buckets window.

**Due Date:** Receivables prints the due date for invoices, debit memos, chargebacks, deposits, credit memos, and on-account credits.

**Finance Charge Rate:** Past due items are subject to a FINANCE CHARGE of (Percent) per month which is an ANNUAL RATE of (Percent).

**Finance Charges:** The total amount of finance charges your customer owes your company. Receivables lets you choose whether to charge finance charges for each customer in the Customer Profile Classes window.

**Invoice No:** The invoice, debit memo, chargeback, credit memo, or on-account number associated with each transaction. For example, if a transaction is a payment, Receivables prints the debit item number to which this payment applies. If this is a cross-site or cross-customer receipt, Receivables displays 'Cross Rcpt' in this column.

**Reference:** Additional information about each transaction including payment number, credit memo number, purchase order number, and adjustment name.

**Total Amount Due:** The total amount due and the currency. If your customer has open items in multiple currencies, Receivables prints a separate page for each currency.

**Transaction:** The name of each transaction. Valid transactions include:

- Invoice
- Deposit
- Adjustment
- Credit Memo
- Debit Memo

- Payment
- Finance Charge

Receivables does not print NSF or STOP payments that were reversed after your statement date.

**Transaction Amount:** Receivables prints the amount of each transaction. For example, if a transaction is an invoice, Receivables prints the invoice amount.

**Transaction Date:** The date of each transaction. For example, if a transaction is an adjustment, Receivables prints the adjustment date.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Printing Statements, page 8-49

## Supplier Customer Netting Report

This report displays the net balance in Oracle Payables and Oracle Receivables for any Suppliers and Customers who have the same name, NIF Code, or VAT Registration. For example, if you sell to Kline Manufacturing, but you also purchase goods from them, they are considered both a customer and a supplier.

The Supplier Customer Netting report will show a transaction listing and total balance for Receivables and Payables where the transactions are in the selected currency and for the selected range of customers or suppliers. The report will calculate a net amount owed where a customer and supplier exist with exactly the same name. This amount will be calculated as Receivables minus Payables.

## Report Parameters

**Currency Code:** Enter the currency code of the transactions you want used to calculate the suppliers or customers balance. If you do not enter a currency code, the report will show the balance for each currency for which transactions exist for that supplier or customer.

**Join Criteria:** The join criteria for the report. You may join customers and suppliers by NIF Code, Name, or VAT/Tax code.

**Supplier/Customer Low - High Range:** If your Join Criteria is Supplier/Customer Name, use this parameter to enter the range of Supplier or Customer names to include in the report.

**Supplier/Customer NIF Low - High Range:** If your Join Criteria is NIF Code, use the this parameter to enter the range of Supplier or Customer NIF Codes to include in the report.

**Supplier/Customer VAT Low - High Range:** If your Join Criteria is VAT/Tax Code, use this parameter to enter the range of Supplier or Customer VAT/Tax Codes to include in the report.

## Report Headings

**Currency Code:** The report is grouped by currency within supplier/customer. This heading shows which currency balances are being shown in this section of the report. The heading also shows the exchange rate being used if the currency code is not the functional currency for this set of books. The Period End exchange rate must be set up for this exchange rate to be found.

**Sub-ledger:** This heading shows whether the balances are from Oracle Receivables or Oracle Payables.

## Column Headings

**Original Amount/Amount Due Remaining (DEM):** The original amount/amount due remaining of this invoice in the entered currency. The currency code is shown in brackets.

**Original Amount/Amount Due Remaining (GBP):** The original amount/amount due remaining of this invoice in the functional currency. The currency code is shown in brackets. The entered currency amount is converted to the functional currency amount using the period end average rate entered in GL.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Transaction Batch Sources Listing

Use this listing to review all batch sources that you defined in the Transaction Sources window.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Transaction Batch Sources, page 2-165

## Transaction Detail Report

Use this report to review all of the information you entered for your invoices, credit memos, debit memos, chargebacks, guarantees, and deposits.

## Report Parameters

**Transaction Number:** Enter the transaction number range to include in this report. Receivables displays all transactions based on the transaction number range you enter here.

**Transaction Class:** Receivables prints your report information for the transaction class you specify.

## Report Headings

**From Invoice Number (Number) to (Number):** The transaction number range you specify for this report.

## Row Headings

**Comments:** Any comments about this transaction appear in this column.

**Credit Method for Installments:** The method the credit memo uses to credit invoices with installments.

**Credit Method for Rules:** The method the credit memo uses to adjust the revenue accounts of an invoice that uses invoicing and accounting rules.

**Special Instructions:** Any special instructions about this transaction appear in this column.

**Transaction Flexfield:** Receivables prints the transaction flexfield for this transaction, if you entered one.

## Invoices Credited Column Headings

**Batch Source:** The Batch source of the transaction you are crediting.

**Commitment Number:** If the transaction you are crediting refers to a commitment, Receivables prints the commitment number. Otherwise, this column is blank.

**Currency:** The currency code for the transaction you are crediting.

**Customer Name:** The customer name of the transaction you are crediting.

**Customer Number:** The customer number of the transaction you are crediting.

**Exchange Rate:** The exchange rate used by this transaction.

**Exchange Rate:** The exchange rate used for this transaction.

**Invoice Amount:** The original transaction amount.

**Invoice Due Date:** The due date for the transaction you are crediting.

**Invoice GL Date:** The general ledger date for the transaction you are crediting.

**Invoice Number:** The number of the transaction you are crediting.

**Payment Method:** The Payment Method of the transaction you are crediting.

**Rate Date:** The exchange rate date used by this transaction.

**Rate Type:** The exchange rate type used by this transaction.

**Total Credited:** The total credit memo amount.

**Transaction Class:** The Transaction Class of the transaction you are crediting.

**Transaction Type:** The Transaction Type of the transaction you are crediting.

## Revenue Accounts Column Headings

**Accounting Flexfield:** The revenue account for this invoice line item distribution.

**Accounting Rule:** The accounting rule associated to the invoice line you are crediting if one exists for this invoice line.

**Amount:** The amount of this invoice line item distributed to this revenue account.

**Comments:** Any comments about this invoice line item distribution appear in this column.

**GL Date:** The accounting period to which this invoice line item distribution will be posted.

**Line No:** The transaction line item number that refers to this revenue account. One transaction line item can be distributed to many revenue accounts.

**Percent:** The percent of the transaction line amounts that is associated to this account.

**Posted GL Date:** If this invoice line item distribution has posted to your general ledger, Receivables prints this date here. Otherwise, this column is blank.

## Account Sets Column Headings

**Account Class:** The account class for the accounting flexfield.

**Accounting Flexfield:** The accounting flexfield for the tax account.

**Accounting Rule:** The accounting rule for the transaction line.

**Comments:** Any comments for the transaction line appear in this column.

**Line No:** The transaction line number to which this account set is applied.

**Line Type:** The line type.

**Other Line:** The tax or freight line number.

**Percent:** The percent of the transaction line amounts that is associated with this account.

## Related Topics

Transaction Register, page 11-127

Transaction Types Listing, page 11-128

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Transaction Reconciliation Report

Use this report to identify the General Ledger journal entry lines imported from specific transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator.

This report totals the debits and credits for each transaction, customer, and customer site.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

## Report Parameters

When you request this report, Receivables provides the following reporting options.

**Trx GL Date From/To:** Enter the range of GL Dates for this report. Receivables prints transactions whose GL dates are within this range.

**Customer Name From/To:** Enter the customer or range of customers whose transactions you want to print, or select from the list of values.

**Trx Number From/To:** Enter the transaction number or range of transaction numbers for which you want to submit this report. Leave this field blank to submit the report for all transactions.

**Trx Date From/To:** Enter a range of transaction dates to include in this report. Receivables prints transactions whose dates are within this range. Leave this field blank to submit the report for all transaction dates.

## Report Headings (Receivables Information)

**Trx GL Date:** The GL date of the subledger transaction.

**Trx Doc Seq Name:** If you are using document sequencing, Receivables prints the name of the document sequence used for the transaction.

**Trx Doc Seq No:** If you are using document sequencing, Receivables prints the document number.

**Associated Trx:** The number of the transaction associated with the original transaction. For example, for a receipt applied to an invoice, Receivables prints the invoice number.

**Customer Name/Customer Address:** The customer's name and address.

**Trx Date:** The date of the transaction. This can be the invoice date, receipt date, or credit memo date.

**Transaction:** The transaction type.

**Trx Number:** The transaction number.

**LN:** If there are line numbers for transactions (for example, invoice lines), Receivables prints the invoice line number. This column is empty for transactions without line numbers (for example, receipts).

**Accounting Flexfield:** The account to which this transaction line was charged.

**Rate:** The exchange rate used for the transaction.

**Cur:** The currency used for this transaction.

**Entered Dr/Cr:** The invoice or receipt line amount in the currency in which it was entered.

**Accounted Dr/Cr:** The invoice or receipt line amount in your functional currency.

## Column Headings (General Ledger Information)

**GL Batch Name:** The name of the general ledger journal batch to which this transaction was transferred.

**Header Name:** The name of the general ledger journal entry to which this transaction was transferred.

**LN:** The line number of the general ledger journal entry line to which this transaction was transferred.

**GL Date:** The general ledger date of the journal entry line.

**Description:** The description of the Journal Entry line.

**GL Doc Seq:** The sequence name of the journal entry, if you use sequential numbering.

**Doc Seq No:** The document number of the journal entry, if you use sequential numbering.

**Entered Dr/Cr:** The credit/debit amount of the journal entry line in the currency of the original transaction.

**Accounted Dr/Cr:** The debit/credit amount of the journal entry line in the functional currency.

## Transaction Register

The Transaction Register includes all transactions (such as invoices, credit memos, debit memos, chargebacks, deposits, and guarantees) that increase or decrease a customer's outstanding balance for a specified period, including transactions that do not post or age. Receivables groups and prints transactions by company, currency, and postable status.

To gain a more complete picture of your transactions, use the Transaction Register in conjunction with the Invoice Exception report and the Adjustment Register. The Invoice Exception report displays any transactions that do not age. The Adjustment Register includes the applied amounts of commitments (deposits and guarantees).

When reconciling, the Transaction Register's posted total should match the receivables accounts on the Sales Journal. To ensure that the two reports match, run the Sales Journal by Account for the receivables account type.

The Transaction Register is an RXi report with a default attribute set and four other available attribute sets: Alternate Name, Customer, Document Number, and Invoice Number. You can copy any attribute set and customize the layout to suit your reporting needs.

- **Alternate Name:** Sort customers according to the value you entered in the Alternate Name field of the Customers window. (Oracle Receivables only displays this option if the profile option AR: Sort Customer Reports by Alternate Fields is Yes.)
- **Customer:** Sort information by the invoice type, then by customer.
- **Document Number:** Sort information by the document sequence number of each transaction.
- **Invoice Number:** Sort information by the invoice type, then by invoice number.

See: *Working with Attribute Sets, Oracle Financials RXi Reports Administration Tool User Guide* and *Using the RXi Reports Concurrent Program, Oracle Financials RXi Reports Administration Tool User Guide*.

## Selected Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Transaction Date:** The transaction date range to include in this report.

**Transaction Type:** The transaction type range to include in this report.

**Document Sequence Name:** To include transactions associated with a specific document sequence, enter a document sequence name or select from the list of values.

**Document Sequence Number From/To:** If you entered a document sequence name, enter a range of document numbers to include in the report. Leave this parameter blank to include all document numbers for this document sequence name.

## Report Headings

**Company:** The balancing segment for this group of transactions.

**Currency:** The currency code for this group of transactions.

**Document Number:** The document sequence number of the transaction. This column appears only if you submitted the report using the Document Number attribute set.

**GL Date From (Date) to (Date):** The range of general ledger dates you selected to print on this report.

**Invoice Date From (Date) to (Date):** The range of invoice dates you selected to print on this report.

**Postable:** The post to general ledger status for this group of transactions.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters for Reconciliation Reports, page 11-7

Common Report Parameters, page 11-4

## Transaction Types Listing

Use this report to review the standard transaction types you entered in the Transaction Types window.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Transaction Types, page 2-171

## Transactions Awaiting Consolidation

Use this report to review a list of transactions (debit memos, credit memos, on-account credits, invoices) that have been designated for automatic receipt application (i.e., that have been assigned an automatic payment method). You can also review transactions that have been designated to be exchanged for bills receivable (i.e., that have been assigned a bill receivable payment method). You can review all transactions that are in different stages of the creation process. These stages include creating, approving, and formatting. Receivables does not display transactions that have been confirmed, or approved for automatic receipt with a receipt class of Require Confirmation set to No, in this report.



Receivables will also display transactions that started but did not complete, the creation, approval, or formatting process in this report.

The column heading of the amount column in this report will change dynamically depending upon the status being displayed. It will display as Balance Due for transactions with a status of Available for Automatic Receipt. It will display as Amount Applied for transactions with any other status.

## Report Parameters

**Order By:** Choose the option you want Receivables to use to sort your information from the following:

- Customer Name
- Due Date
- Invoice Number

**Summarize:** Enter Yes to print summary information. Receivables only displays receipt batch and due date information.

**Status:** Choose one of the following Invoice statuses to include in your report:

### **Available for Automatic Receipt**

Include all transactions with an automatic payment method. Guarantees will not be included because they cannot have a payment method assigned to them.

### **Creation Completed**

Include all transactions that have been selected for automatic receipt.

### **Approval Completed**

Include all transactions that have been approved for automatic receipt. These transactions must have a payment method assigned to them with a receipts class of Require Confirmation set to Yes.

### **Format Completed**

Include all transactions that have been formatted but not yet confirmed and have been assigned a payment method with a receipt class of Require Confirmation set to Yes.

### **Deletion Completed**

Include all transactions that have been deleted.

### **Started Creation**

Include all transactions that were submitted for automatic receipt creation, but did not complete the creation process.

### **Started Approval**

Include all transactions that were submitted for automatic receipt approval, but did not complete the approval process.

### **Started Format**

Include all transactions that were submitted for automatic receipt formatting, but did not complete the format process.

### **Started Deletion**

Include all transactions that were submitted for deletion.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

Automatic Receipts, page 6-131

## Transactions Check Report

Use this report to verify the accuracy of information entered for your transactions. The report also shows you which Receivables user last updated each debit item, as well as all line item information for each, including the GL date, tax code, transaction type, document sequence name, customer, and accounting information.

**Important:** To print this report from the Submit Request window, choose the Publish Transactions Check report. The RX Only: Transactions Check report is intended for use with Applications Desktop Integrator (ADI).

## Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Enter the attribute set for the report. You can use attribute sets to specify the data to include in your report and the order in which it appears.

**Output Format:** Enter the output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Attribute Set and Output Format are Report eXchange (RXi) parameters that enable you to choose the content, format, and output file type of the report. For more information, refer to the *Oracle Financials RXi Reports Administration Tool User Guide*.

**Invoice Class Low/High:** Enter a range of invoice classes to include in the report, or select from the list of values.

**Customer Name Low/High:** To limit the report to only one customer, enter a customer name, or select from the list of values. Leave this field blank to include invoices for all customers.

**Start/End Update Date:** Enter a date range to indicate which transactions to include in the report.

**Last Updated By:** To include only invoices updated by a specific user, enter a user name, or select from the list of values.

## Column Headings

**Invoice Date:** The date the invoice was created.

**Exchange Rate:** The exchange rate used to convert a foreign currency transaction to your functional currency.

**Sequence Name:** The document sequence name used to generate a document number for this transaction.

**Sequence Value:** The document number for this transaction.

**Type:** The line type (for example, Line or Tax).

**UOM:** The unit of measure for this transaction line.

**Tax Code:** The tax code assigned to this transaction line. Tax codes determine how Receivables calculates tax on an item.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Transactions Key Indicators Report/Customers and Transactions Key Indicators Report

Use the **Transactions Key Indicators report** to compare current invoice and credit memo activity to a prior period. You can review the current period totals, prior period totals, and the percent change from prior period to current period. When you enter the current period and prior period range, Receivables prints the count and amount of manually entered and imported invoices plus all your standard and on-account credit memos.

Use the **Customers and Transactions Key Indicators report** to summarize the number of customers, new locations, and inactive customers for the current and prior period. This report also provides a count and summary of invoices and credit memos.

Use these reports to view summary information for a specific accounting period and compare it to another period. You can choose any two periods to compare. Receivables summarizes your transactions for the two periods that you specify so you can easily spot, track, and take action on developing trends. For example, you can easily see the number and amount of invoices created during your current and prior periods to compare overall productivity.

## Report Parameters - Daily Summary and Summary Reports

**Current Period:** Enter the current period date range to include in this report.

**Prior Period:** Enter the prior period date range to include in this report.

**Currency:** Receivables selects and prints your report information for the currency that you specify.

## Report Headings - Daily Summary and Summary Reports

**Current Period: (Date) to (Date):** The current period date range you selected to print on this report.

**Invoice Currency:** Receivables prints this report by currency and prints the currency denomination at the top of each page.

**Prior Period: (Date) to (Date):** The prior period date range you selected to print on this report.

## Column Headings - Daily Summary Report

**Credit Memos Entered: Amount:** The total amount of credit memos entered on the date in the date column.

**Credit Memos Entered: Count:** The total number of credit memos entered on the date in the Date column.

**Credit Memos Posted to General Ledger: Amount:** The total credit memo amount posted to your general ledger on the date in the Date column.

**Credit Memos Posted to General Ledger: Count:** The total number of credit memos posted to your general ledger on the date in the Date column.

**Date:** The date the invoice was posted to your general ledger.

**Invoices Entered Through AutoInvoice: Amount:** The total amount of invoices created by AutoInvoice on the date in the Date column.

**Invoices Entered Through AutoInvoice: Count:** The total number of invoices created by AutoInvoice on the date in the Date column.

**Invoices Manually Entered: Amount:** The total amount of manually entered invoices for the date in the Date column.

**Invoices Manually Entered: Count:** The total number of manually entered invoices on the date in the Date column.

**Invoices Posted to General Ledger: Amount:** The total invoice amount posted to your general ledger on the date in the Date column.

**Invoices Posted to General Ledger: Count:** The total number of invoices posted to your general ledger on the date in the Date column.

**Invoices Printed Amount:** The total amount of invoices printed on the date in the Date column.

**Invoices Printed: Count:** The total number of invoices printed on the date in the Date column.

## Column Headings - Summary Report

**Amounts: All Periods:** The total transaction amount to date.

**Amounts: Current Period:** The total amount of each transaction for the current period you specify.

**Amounts: Percent Change:** The percent change for each transaction amount between your current and prior period.

**Amounts: Prior Period:** The total amount of each transaction for the prior period that you specify.

**Counts: All Periods:** The total number of transactions to date.

**Counts: Current Period:** The number of transactions for the current period that you specify.

**Counts: Percent Change:** The percent change of transaction numbers between your current and prior periods.

**Counts: Prior Period:** The number of transactions for the prior period that you specify.

## Row Headings - Daily Summary Report

**Percent Change:** The percent change between the current and prior periods for each column.

**Period Totals:** The current period totals for each column.

**Prior Period:** The prior period totals for each column.

## Row Headings - Summary Report

**Customers:** The current number, prior number, percent change, and total number of new customers to date.

**Inactive Customers:** The current number, prior number, percent change, and total number of inactive customers to date.

**Invoices Entered:** The number, amount, and percent change of new invoices by Invoice type from the current and prior period.

**New Locations:** The current number, prior number, percent change, and total number of new customer locations to date.

**Reasons for Credit Memos:** The number, amount, and percent change of new credit memos by reason from the current and prior period.

**Total:** The total number, amount, and percent change of all new invoices entered from the current and prior period.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Unapplied and Unresolved Receipts Register

Use the Unapplied and Unresolved Receipts Register to review detailed information about your customers' on-account and unapplied payments for the date range that you specify. Having an understanding of a customer's on-account and unapplied payments more accurately indicates how much a customer actually owes you.

This report includes all receipts that are not fully applied to customer transactions. This includes receipts with unapplied cash, in addition to receipts with applications that require resolution, such as applications to:

- On Account
- Claim Investigation (for users of Oracle Trade Management only)
- Prepayment

This report excludes receipts applied to activities that do not affect the customer balance, such as receipt write-offs, short-term debt, and credit card refunds. For example, when you create a credit card refund, it is the credit memo associated with the refund that affects the customer balance (and is reported in the Transaction Register).

This report also excludes miscellaneous receipts.

When reconciling, the Unapplied and Unresolved Receipts Register's total should match the Unapplied Receipts Journal.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information using the value of the Alternate Name field in the Customers window.

The Unapplied and Unresolved Receipts Register is an RXi report.

See: Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 11-7.

**Format Option:** Choose the format to use to print your report. You can choose from the following:

### Detailed

This option includes customer name, customer number and the GL date for this line as well as the payment balance information.

### Summarize

This option includes customer name and customer number as well as the payment balance information.

**Batch Name:** Print report information for the receipt batch range that you specify.

**Batch Source:** Print report information for the receipt batch source range that you specify.

**Entered Currency:** Print report information for the currency code that you specify. If you do not enter a currency, Receivables prints all amounts in your functional currency.

**Customer Name:** Prints report information for the customer name range that you specify.

**Customer Number:** Print report information for the customer number range that you specify.

**Receipt GL Date:** Prints your report information for the general ledger date or general ledger date range that you specify.

**Receipt Number:** Print report information for the receipt number range that you specify.

## Report Headings

**Company Segment:** The balancing segment from the Accounting Flexfield.

**Format:** The format you selected for this report in the report parameters.

**GL Date (Date) to (Date):** The GL date range you specified for this report in the report parameters.

## Related Topics

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Unposted Items Report

Receivables prints the Unposted Items Report for all items that are not posted for the specified GL date range. There are two ways to generate this report: through the Submit Requests window or by running the General Ledger Interface Program. If you submit this report through the Submit Requests window, the output will consist of all unposted items for the specified GL date range.

The General Ledger Interface Program automatically generates this report if there are items that you attempt to transfer to your general ledger that are out of balance. In this case, Receivables prints a reminder on the Posting Execution Report to check your log file for out of balance items. See: Posting Execution Report, page 9-7.

The General Ledger Interface program also generates this report if items contain invalid accounting. You must correct invalid accounts in Receivables before you can transfer those transactions to the general ledger.

See: Correcting Invalid Accounts, page 9-6.

## Report Parameters

**GL Dates:** Prints report information for the general ledger date range that you specify.

## Report Heading

**Category:** Receivables prints the category of the transactions. Categories include Adjustments, CM Applications, Sales Invoices, Miscellaneous Receipts, or Trade Receipts.

## Column Headings

**Adjustment/Credit Memo/Invoice/Receipt Number:** The transaction number for each unposted transaction.

**Batch Source/Name/Activity:** The receipt batch source and receipt batch name for each unposted transaction. If category is Adjustments, Receivables prints the type of adjustment in this column.

**Credit Amount:** Any credit amount that may exist for each unposted transaction.

**Currency Code:** The currency code of each unposted transaction.

**Debit Amount:** Any debit amount that may exist for each unposted transaction.

**GL Date:** The date on which you transfer a transaction, and create an entry for this transaction in your general ledger.

**Invoice Number/GL Account Type/Transaction Description:** For credit memo applications or adjustments, Receivables prints the invoice number associated with the particular transaction.

For Invoices, Receivables prints the GL Account Type for each unposted invoice.

For Receipts, Receivables prints the Transaction description for each unposted receipt.

## Row Heading

**Total for Currency:** The total amounts of debits and credits for each currency.

## Related Topics

Running General Ledger Interface, page 9-4

Running Standard Reports and Listings, page 11-4

Common Report Parameters, page 11-4

## Update Customer Profiles Report

Receivables automatically generates this report when you choose either 'Update All Profiles' or 'Update All Uncustomized Profiles' when saving changes in the Customer Profile Classes window. Receivables does not generate this report if you choose 'Do Not Update Existing Profiles.'

If you choose to Update All Uncustomized Profiles, this report will consist of the following two sections:

- **Exceptions:** Use this section to review the customized profiles that were excluded from the automatic update process.
- **Audit:** Use this section to review summary information about changes made to your existing customer profiles belonging to this credit class.

If you choose Update All Profiles, Receivables will only generate the Audit section of this report.

## Report Headings for Exceptions

**Customer Name:** The name of the customer that was excluded from automatic update.

**Customer Number:** The number of the customer that was excluded from automatic update.

**Location:** The customer location with a customized profile class that was excluded from update.

**Customized Profile Option:** The name of the customized profile option

**Current Value:** The value of the customized profile option for the customer or customer location.

**Important:** The Current Value and the Credit Class Value may be the same if the profile option for the Customer Profile Class was updated to the same value as the customized profile option.

## Column Headings

**Previous Value:** The value that the attribute had prior to your modification.

**Profile Option Updated Value:** The attribute of the customer profile class that was modified.

**Update Option:** The update option selected when you updated the customer profile class.

**Updated Value:** The updated value of the attribute that you modified.



## Report Headings for Audit

**Credit Class:** The name of the customer profile class that was updated.

**Number of Profiles Updated:** The number of customers whose profile options were updated when you modified the customer profile class.

**Update Option:** The update option that you selected when you updated the customer profile class. This report will only be generated if you select either Update All Profiles or Update All Uncustomized Profiles.

## Column Headings

**Previous Value:** The value that the attribute had prior to your modification.

**Profile Option Updated Value:** The attribute of the customer profile class that was modified.

**Update Option:** The update option selected when you updated the customer profile class.

**Updated Value:** The updated value of the attribute that you modified.

## Related Topics

Updating a Customer Profile Class, page 7-58

Running Standard Reports and Listings, page 11-4



## Oracle Receivables Menu Paths

This appendix covers the following topics:

- Receivables Navigation Paths
- Oracle Receivables Character Mode Forms and Corresponding GUI Windows

### Receivables Navigation Paths

This table lists each Receivables window and corresponding navigation path, although your system administrator may have customized your navigator.

If you recently upgraded from a character mode version of Oracle Receivables, see: Oracle Receivables Character Mode Forms and Corresponding GUI Windows, page A-6.

Window Name	Navigator Path
Account Details, page 8-7	Collections->Account Details
Account Overview, page 8-1	Collections->Account Overview
Accounting Calendar, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Calendars-> Periods
Accounting Distributions, page 3-190	Control->AutoInvoice->Interface Lines. Choose Accounting button.
Accounting Periods, page 9-8	Accounting->Open/Close Periods
Aging, page 8-4	Collections->Aging
Aging Buckets, page 2-26	Setup->Collections->Aging Buckets
Alternate Name Receipt Matches, page 6-90	Receipts->Alternate Name Matches
Applications, page 6-8	Receipts->Apply
Approval Limits, page 2-29	Setup->Transactions->Adjustment Limits
Approve Adjustments, page 3-235	Control->Adjustments->Approve Adjustments
Assign Flexfield Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Security->Define
Assign Key Flexfield Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Security->Define
Assign Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Security->Define

Window Name	Navigator Path
AutoCash Rule Sets, page 2-40	Setup->Receipts->AutoCash Rule Sets
AutoInvoice Grouping Rules, page 2-80	Setup->Transactions->AutoInvoice ->Grouping Rules
Automatic Accounting, page 2-38	Setup->Transactions-> AutoAccounting
Bank Charges, page 2-61	Setup->Receipts->Bank Charges
Banks, page 2-47	Setup->Receipts->Bank
Category Codes, <i>Oracle Inventory User Guide</i>	Setup->Transactions->Item-> Category->Define->Category
Category Sets, <i>Oracle Inventory User Guide</i>	Setup->Transactions->Item-> Category Define->Default Sets
Clear/Risk Eliminate, page 6-158	Receipts->Clear/Risk Eliminate
Collectors, page 2-62	Setup->Collections->Collectors
Completed Requests, <i>Oracle Applications User Guide</i>	Control->Requests->View
Concurrent Requests Summary, <i>Oracle Applications User Guide</i>	Control->Concurrent
Conditions, page 2-157	Setup->Tax->Groups. Choose Conditions button.
Confirmation Action, page 3-64	Setup->Transaction->Confirmation Action
Conversion Rate Types, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Currencies-> Rates->Types
Copy Transactions, page 3-51	Transactions->Copy
Correspondence, page 8-20	Collections->Correspondence
Correct Invalid GL Accounts, page 9-6	Control->Accounting->Correct Invalid GL Accounts
Countries and Territories, page 2-164	Setup->System->Countries
Create AutoAdjustments, page 3-232	Control->Adjustments->Create AutoAdjustments
Create Receipt Write-off, page 6-164	Control->Create Receipt Write-off
Credit Card Errors, page 3-185	Receipts->Correct Credit Card Errors
Credit Transactions, page 3-76	Transactions->Credit Transactions
Cross Validation Rules, <i>Oracle Applications User Guide</i>	Setup->Financials->Flexfields-> Key-> Rules
Currencies, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Currencies-> Define
Customer Accounts, page 8-1	Collections->Customer Account
Customer Calls, page 8-13	Collections->Record A Call
Customer Interface, page 7-97	Interfaces->Customer
Customer Merge, page 7-86	Customers->Merge
Customer Profile Classes, page 7-53	Customers->Customer Profile Classes
Customers Quick, page 7-16	Customers->Customer Quick

Window Name	Navigator Path
Customers Standard, page 7-16	Customers->Customer Standard
Customers Summary, page 7-16	Customers->Customer Summary
Daily Rates, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Currencies-> Rates->Daily
Default Category Sets, <i>Oracle Inventory User Guide</i>	Setup->Transactions->Item-> Category->Define->Sets
Define Organization, page 2-98	Setup->System->Organization
Define Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Security->Define
Demand Class Lookups, page 2-94	Setup->System->QuickCodes-> Demand Class
Descriptive Flexfield Segments, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Segments
Distribution Sets, page 2-64	Setup->Receipts->Distribution Sets
Document Sequences, page 2-64	Application->Document->Define (use System Administrator responsibility)
Document Transfer Summary, page 3-65	Transactions->Document Transfer Summary
Dunning History, page 8-12	Collections->Account Details. Choose Dunning History button.
Dunning Letter Sets, page 2-76	Setup->Print->Dunning Letter Sets
Dunning Letters, page 8-35	Setup->Print->Dunning Letters
Exceptions, page 2-157	Setup->Tax->Groups. Choose Exceptions button.
Format Programs, page 2-45	Setup->Receipts->Format Programs
Freight Carriers, page 2-79	Setup->System->QuickCodes-> Freight
Freight, page 3-14	Transactions->Transactions. Choose the Freight button. Or Transactions->Transactions->Line Items. Choose the Freight button.
GL Accounts, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Combinations
Group Constraints, page 2-157	Setup->Tax->Groups. Choose Group Constraints button.
Interface: Customer, page 7-97	Interfaces->Customer
Interfaces: AutoInvoice, page 3-186	Interfaces->AutoInvoice
Interface Exceptions, page 3-190	Control->AutoInvoice->Interface Exceptions
Interface Freight Lines, page 3-190	Control->AutoInvoice->Interface Lines. Choose Freight button.
Interface Lines, page 3-190	Control->AutoInvoice->Interface Lines
Interface Tax Lines, page 3-190	Control->AutoInvoice->Interface Lines. Choose Tax button.
Inventory Delete Items, page 2-86	Setup->Transactions->Item->Delete Items

Window Name	Navigator Path
Invoice Line Ordering Rules, page 2-44	Setup->Transactions->AutoInvoice ->Line Ordering
Invoicing and Accounting Rules, page 2-22	Setup->Transactions->Rules
Item Status Codes, page 2-84	Setup->Transactions->Item->Status
Item Tax Rate Exceptions, page 2-161	Setup->Tax->Exceptions
Key Flexfield Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Key ->Security->Define
Line Errors, page 3-190	Control->AutoInvoice->Interface Lines. Choose Errors button.
Lockbox Transmission History, page 6-104	Receipts->Lockbox->Transmission History
Lockboxes, page 2-95	Setup->Receipts-> Lockbox->Lockbox
Lockbox Transmission Data, page 6-102	Receipts->Lockbox->Maintain Transmission Data
Memo Lines, page 2-125	Setup->Transactions->Memo Lines
Open/Close Accounting Periods, page 9-8	Accounting->Open/Close Periods
Payment Methods, page 2-100	Setup->Receipts->Receipt Classes
Payment Programs, page 2-45	Setup->Receipts->Receipt Programs
Payment Terms, page 2-109	Setup->Transactions->Payment Terms
Period Rates, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Currencies-> Rates->Period
Period Types, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Currencies-> Rates->Type
Print Accounting Reports, page 11-8	Reports->Accounting
Print Collection Reports, page 11-11	Reports->Collections
Print Dunning, page 8-35	Print->Documents->Dunning
Print Invoices, page 3-54	Print->Documents->Invoices
Print Listing Reports, page 11-13	Reports->Listing
Print Other Reports, page 11-13	Reports->Other
Print Statements, page 8-49	Print->Documents->Statements
Profile User Values, page B-1	Control->Profile Options
Quick Find by Alternate Name, page 7-15	Customers->Quick Find by Alternate Name
Receipt Batches Summary, page 6-52	Receipts->Receipts Summary
Receipt Batches, page 6-52	Receipts->Batches
Receipt Classes, page 2-113	Setup->Receipts->Receipt Classes
Receipt Sources, page 2-115	Setup->Receipts->Receipt Sources
Receipts Summary, page 6-2	Receipts->Receipts Summary

Window Name	Navigator Path
Receipts, page 6-2	Receipts->Receipts
Receivables Activities, page 2-116	Setup->Receipts->Receivable Activity
Receivables Lookups, page 2-86	Setup->System->QuickCodes-> Receivable
Remit-To Addresses, page 2-121	Setup->Print->Remit To Addresses
Remittances Summary, page 6-148	Receipts->Remittances
Remittances, page 6-148	Receipts->Remittances
Request Sets (User Mode), <i>Oracle Applications System Administrator's Guide</i>	Control->Requests->Set
Requests Submit, page 11-4	Control->Requests->Run
Resource, page 2-122	Setup->Transactions->Salespersons
Revenue Accounting and Sales Credits, page 3-28	Control-> Accounting -> Revenue Accounting
Run AutoInvoice, page 3-186	Interfaces->AutoInvoice
Run Customer Interface, page 7-108	Interfaces->Customer
Run General Ledger Interface, page 9-4	Interfaces->General Ledger
Run Revenue Recognition, page 3-25	Control->Accounting->Revenue Recognition
Run Tax Rate Interface, <i>Oracle Receivables Tax Manual</i>	Interfaces->Tax Rate
Sales Credits, page 3-190	Control->AutoInvoice->Interface Lines. Choose Sales Credits button.
Sales Tax Rates, page 2-147	Setup->Tax->Sales Tax Rates
Scheduler, page 8-21	Collections->Scheduler
Search and Apply, page 6-8	Receipts->Search and Apply
Segment Values, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Values
Select Actions for Credit Card Errors, page 2-103	Setup->Receipts->Receipt Classes->Credit Card Error Handling
Set of Books, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Books
Setup Details, page 11-118	Setup->System->Setup Details
Shorthand Aliases, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Key ->Aliases
Standard Memo Lines, page 2-125	Setup->Transactions->Memo Lines
Standard Messages, page 2-127	Setup->Print->Standard Messages
Statement Cycles, page 2-128	Setup->Print->Statement Cycles
Submit Lockbox Processing, page 6-94	Interfaces->Lockbox
System Options, page 2-129	Setup->System->System Options
Tax Accounting, page 2-151	Setup->Tax->Codes. Choose Tax Accounting button.

Window Name	Navigator Path
Tax Authorities, page 2-154	Setup->Tax->Authorities
Tax Codes and Rates, page 2-147	Setup->Tax->Codes
Tax, page 3-12	Transactions->Transactions->Tax Choose the Tax button. Or Transactions->Transactions->Line Items. Choose the Tax button.
Tax Exemptions, page 2-155	Setup->Tax->Exemptions
Tax Groups, page 2-157	Setup->Tax->Groups
Tax Locations and Rates, page 2-149	Setup->Tax->Locations
Tax Options, <i>Oracle General Ledger User Guide</i>	Setup->Tax->GL Tax Assignments
Territories, page 2-162	Setup->Transactions->Territories
Transaction Batches Summary, page 3-48	Transactions->Batches Summary
Transaction Batches, page 3-48	Transactions->Batches
Transaction Overview, page 8-7	Collections->Transaction Overview
Transaction Sources, page 2-165	Setup->Transactions->Sources
Transaction Summary, page 3-2	Transactions->Transaction Summary
Transaction Types, page 2-171	Setup->Transactions->Transaction Types
Transactions, page 3-2	Transactions->Transactions
Transactions Summary, page 3-2	Transactions->Transactions Summary
Transmission Formats, page 2-178	Setup->Receipts->Lockbox Transmission
Units of Measure Classes, page 2-183	Setup->System->UOM->Class
Units of Measure, page 2-183	Setup->System->UOM->UOM
Viewing Requests, <i>Oracle Applications User Guide</i>	Other->Requests->View

## Related Topics

Function Security, page C-1

Receivables Workbenches, page 1-1

## Oracle Receivables Character Mode Forms and Corresponding GUI Windows

The table below shows each Receivables character mode form followed by its character mode navigation path and corresponding standard GUI navigation path. Where applicable, the GUI path includes both menu selections and buttons.

Most windows are accessible when you use the Receivables Manager responsibility. Unless otherwise specified, all navigation paths below assume you are using the Receivables Manager responsibility.



Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Approve Adjustments \ Navigate Adjust Approve	Approve Adjustments window See: Approving Adjustments, page 3-235 Navigator: Control > Adjustments > Approve Adjustments
Approve Automatic Receipts \ Navigate Receipt Automatic Approve	Receipt Batches window See: Approving Automatic Receipts , page 6-141 Navigator: Receipts > Batches. Choose Automatic from the Batch Type poplist. Choose the Approve button.
Approve Automatic Remittances \ Navigate Receipt Remit Approve	Remittances window See: Approving Remittance Batches, page 6-156 Navigator: Receipts > Remittances. Choose the Approve button
Assign Descriptive Flexfield Security Rules \ Navigate Setup Financial Flexfields Descriptive Security Assign	Assign Security Rules window See: Planning Your Descriptive Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Flexfields > Descriptive > Security > Assign
Assign FlexBuilder Parameters \ Navigate Setup Financial Flexfields FlexBuilder Assign	Flexbuilder is replaced by the Account Generator in Oracle Workflow. See: Using the Account Generator in Oracle Receivables, page 2-31
Assign Key Flexfield Security Rules \ Navigate Setup Financial Flexfields Key Security Assign	Assign Security Rules window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Security > Assign
Assign Value Set Security Rules \ Navigate Setup Financial Flexfields Validation Security Assign	Assign Security Rules window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Validation > Security > Assign
Clear Bank Remittances \ Navigate Receipt Clear	Run Automatic Clearing window See: Automatic Clearing for Receipts, page 6-158 Navigator: Receipts > Clear/Risk Eliminate
Confirm Automatic Receipts \ Navigate Receipt Automatic Confirm	Receipts or Receipts Summary window See: Confirming Automatic Receipts , page 6-144 Navigator: Receipts > Receipts. Choose the Confirm button. or Navigator: Receipts > Receipts Summary. Choose the Confirm button.

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Create AutoAdjustments \ Navigate Adjust Automatic	Create AutoAdjustments window See: Creating Automatic Adjustments, page 3-232 Navigator: Control > Adjustments > Create AutoAdjustments
Create Automatic Receipts \ Navigate Receipt Automatic Create	Receipt Batches window See: Creating Automatic Receipts, page 6-136 Navigator: Receipts > Batches. Choose Automatic from the Batch Type poplist. Choose the Create button.
Create Automatic Remittances \ Navigate Receipt Remit Create	Remittances window See: Creating Remittance Batches, page 6-151 Navigator: Receipts > Remittances. Choose the Create button.
Create Recurring Invoices \ Navigate Invoice Recurring	Copy Transactions window See: Copying Invoices, page 3-51 Navigator: Transactions > Copy
Define Accounting Combinations \ Navigate Setup Financial Combinations	GL Accounts window See: Defining Accounts, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Combinations
Define Adjustment Limits \ Navigate Setup Adjust Limit	Approval Limits window See: Approval Limits, page 2-29 Navigator: Setup > Transactions > Adjustment Limits
Define Aging Buckets \ Navigate Setup System Aging	Aging Buckets window See: Aging Buckets, page 2-26 Navigator: Setup > Collections > Aging Buckets
Define AutoAccounting \ Navigate Setup Invoice AutoAccounting	Automatic Accounting window See: AutoAccounting, page 2-38 Navigator: Setup > Transactions > AutoAccounting
Define AutoCash Rule Sets \ Navigate Setup Receipt Rule	AutoCash Rule Sets window See: AutoCash Rule Sets, page 2-40 Navigator: Setup > Receipts > AutoCash Rule Sets
Define Automatic Receipt Programs \ Navigate Setup Receipt Programs	Format Programs window See: Automatic Receipt Programs, page 2-45 Navigator: Setup > Receipts > Format Programs
Define Calendar Periods \ Navigate Setup Financial Calendars Periods	Accounting Calendar window See: Accounting Calendar, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Calendars > Periods

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Collectors \ Navigate Setup System Collector	Collectors window See: Collectors, page 2-62 Navigator: Setup > Collections > Collectors
Define Cross-Validation Rules \ Navigate Setup Financial Flexfields Key Rules	Cross-Validation Rules window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Rules
Define Currencies \ Navigate Setup Financial Currencies Define	Currencies window See: Define currencies, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Currencies > Define
Define Customer Banks \ Navigate Setup Customer Bank	Banks window See: Defining Banks, page 2-47 Navigator: Setup > Receipts > Bank
Define Customer Profile Classes \ Navigate Setup Customer Profile Class	Customer Profile Classes window See: Defining Customer Profile Classes , page 7-53 Navigator: Customers > Profile Class
Define Customer Relationships \ Navigate Setup Customer Relationship	Customers or Customer Summary window See: Creating Customer Relationships , page 7-51 Navigator: Customers > Standard. Choose the Relationships button. or Navigator: Customers > Summary. Choose the Relationships button.
Define Daily Rates \ Navigate Setup Currencies Rates Daily	Daily Rates window See: Entering Daily Rates, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Currencies > Rates > Daily
Define Demand Classes \ Navigate Setup System QuickCode Demand Class	Demand Class Lookups window See: Demand Class Lookups, page 2-94 Navigator: Setup > System > QuickCodes > Demand Class
Define Descriptive Flexfield Security Rule \ Navigate Setup Financial Flexfields Descriptive Security Define	Define Security Rules window See: Defining Security Rules, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Descriptive > Security > Define
Define Descriptive Flexfield Segment Values \ Navigate Setup Financial Flexfields Descriptive Values	Segment Values window See: Defining Security Rules, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Descriptive > Values

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Descriptive Flexfield Segments \ Navigate Setup Financial Flexfields Descriptive Segments	Descriptive Flexfield Segments window See: Defining Security Rules, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Descriptive > Segments
Define Distribution Sets \ Navigate Setup Receipt Distribution Set	Distribution Sets window See: Distribution Sets, page 2-64 Navigator: Setup > Receipt > Distribution Set
Define FlexBuilder Parameters \ Navigate Setup Financial Flexfields FlexBuilder Define	Flexbuilder is replaced by the Account Generator in Oracle Workflow. See: Using the Account Generator in Oracle Receivables, page 2-31
Define Freight Carrier \ Navigate Setup System QuickCode Freight	Freight Carriers window See: Freight Carriers, page 2-79 Navigator: Setup > System > QuickCodes > Freight
Define Grouping Rules \ Navigate Setup Invoice AutoInvoice Grouping	Grouping Rules window See: Grouping Rules, page 2-80 Navigator: Setup > Transactions > AutoInvoice > Grouping Rules
Define Invoice Sources \ Navigate Setup Invoice Source or \ Navigate Setup Memo Source	Transaction Sources window See: Transaction Batch Sources, page 2-165 Navigator: Setup > Transactions > Sources
Define Invoicing and Accounting Rules \ Navigate Setup Invoice Rule	Invoicing and Accounting Rules window See: Accounting Rules, page 2-22 Navigator: Setup > Transactions > Rules
Define Items \ Navigate Setup Invoice Item Define	Items window See: Items, page 2-85 Navigator: Setup > Transactions > Item > Define Items
Define Item Status \ Navigate Setup Invoice Item Status	Status window See: Items Status, page 2-84 Navigator: Setup > Transactions > Item > Define Items
Define Item Tax Exceptions \ Navigate Setup Tax Rate Exception	Item Tax Rate Exceptions window See: Tax Rate Exceptions, page 2-161 Navigator: Setup > Tax > Exceptions
Define Key Flexfield Security Rule \ Navigate Setup Financial Flexfields Key Security Define	Define Security Rules window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Security > Define

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Key Flexfield Segments \ Navigate Setup Financial Flexfields Key Segments	Key Flexfield Segments window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Segments
Define Key Flexfield Segment Values \ Navigate Setup Financial Flexfields Key Values	Segment Values window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Values
Define Line Ordering Rules \ Navigate Setup Invoice AutoInvoice LineOrder	Invoice Line Ordering Rules window See: Invoice Line Ordering Rules, page 2-44 Navigator: Setup > Transactions > AutoInvoice > Line Ordering
Define Lockboxes \ Navigate Setup Bank Lockbox Define	Lockboxes window See: Lockboxes, page 2-95 Navigator: Setup > Receipts > Lockbox > Lockbox
Define Memo Lines \ Navigate Setup Invoice Line or \ Navigate Setup Memo Line	Standard Memo Lines window See: Standard Memo Lines, page 2-125 Navigator: Setup > Transactions > Memo Lines
Define Organization \ Navigate Setup System Organization	Organization window See: Organizations, page 2-98 Navigator: Setup > System > Organization
Define Other Tax Rates \ Navigate Setup Tax Rate Other	Tax Codes and Rates window See: Tax Codes and Rates , page 2-147 Navigator: Setup > Tax > Codes
Define Payment Methods \ Navigate Setup Receipt Method	Receipt Classes window See: Payment Methods, page 2-100 Navigator: Setup > Receipts > Receipt Class
Define Payment Terms \ Navigate Setup Invoice Term	Payment Terms window See: Payment Terms, page 2-109 Navigator: Setup > Transactions > Payment Terms
Define Period Rates \ Navigate Setup Financial Currencies Rates Period	Period Rates window See: Entering Period Rates, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Currencies > Rates > Period
Define Period Types \ Navigate Setup Financial Calendars Types	Period Types window See: Defining Period Types, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Calendars > Types

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Rate Types \ Navigate Setup Financial Currencies Rates Types	Conversion Rate Types window See: Defining Conversion Rate Types, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Currencies > Rates > Types
Define Receipt Classes \ Navigate Setup Receipt Class	Receipt Classes window See: Receipt Classes, page 2-113 Navigator: Setup > Receipts > Receipt Class
Define Receipt Programs \ Navigate Setup Receipt Program	Automatic Receipt Programs window See: Automatic Receipt Programs, page 2-45 Navigator: Setup > Receipts > Receipt Programs
Define Receipt Source \ Navigate Setup Receipt Source	Receipt Sources window See: Receipt Sources, page 2-115 Navigator: Setup > Receipts > Receipt Sources
Define Receivables Activity \ Navigate Setup Adjust Type or \ Navigate Setup Receipt Type	Receivables Activity window See: Receivables Activity, page 2-116 Navigator: Setup > Receipts > Receivable Activity
Define Receivables QuickCodes \ Navigate Setup System QuickCode Receivables	Receivables Lookups window See: Defining Receivables Lookups , page 2-86 Navigator: Setup > System > QuickCodes > Receivable
Define Remit-To Addresses \ Navigate Setup Print RemitTo	Remit-To Addresses window See: Remit To Addresses, page 2-121 Navigator: Setup > Print > Remit-To Addresses
Define Remittance Banks \ Navigate Setup Bank Remittance	Banks window See: Defining Banks, page 2-47 Navigator: Setup > Receipts > Bank
Define Report Set \ Navigate Other Reports Set	Request Set window See: Request Sets (User Mode), <i>Oracle Applications System Administrator's Guide</i> Navigator: Control > Requests > Set
Define Rollup Groups \ Navigate Setup Financial Flexfields Key Groups	Rollup Groups window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Groups
Define Salespeople \ Navigate Setup System Salespeople	Resource window See: Salespersons, page 2-122 Navigator: Setup > Transactions > Salespersons

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Set of Books \ Navigate Setup Financial Books	Set of Books window See: Set of Books, <i>Oracle General Ledger User Guide</i> Navigator: Setup > Financials > Books
Define Shorthand Aliases \ Navigate Setup Financial Flexfields Key Aliases	Shorthand Aliases window See: Shorthand Aliases, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Key > Aliases
Define Standard Messages \ Navigate Setup Print Statement Message	Standard Messages window See: Standard Messages, page 2-127 Navigator: Setup > Print > Standard Messages
Define Statement Cycles \ Navigate Setup Print Statement Cycles	Statement Cycles window See: Statement Cycles, page 2-128 Navigator: Setup > Print > Statement Cycles
Define Status \ Navigate Setup Invoice Item Status	Status window See: Item Status Codes, page 2-84 Navigator: Setup > Transactions > Item > Status
Define System Options \ Navigate Setup System Option	System Options window See: Defining Receivables System Options, page 2-129 Navigator: Setup > System > System Options
Define Tax Codes and Rates \ Navigate Setup Tax Rate Code	Tax Codes and Rates window See: Tax Codes and Rates, page 2-147 Navigator: Setup > Tax > Codes
Define Tax Exemptions \ Navigate Setup Tax Rate Exemption	Tax Exemptions window See: Tax Exemptions, page 2-155 Navigator: Setup > Tax > Exemptions
Define Tax Locations and Rates \ Navigate Setup Tax Rate Location	Tax Locations and Rates window See: Tax Locations and Rates, page 2-149 Navigator: Setup > Tax > Sales Tax Rates
Define Territories \ Navigate Setup System Territory	Territories window See: Maintaining Countries and Territories, page 2-164 Navigator: Setup > Transactions > Territories
Define Transaction Types \ Navigate Setup Invoice Type	Transaction Types window See: Transaction Types, page 2-171 Navigator: Setup > Transactions > Transaction Types
Define Transmission Formats \ Navigate Setup Bank Lockbox Transmission	Transmission Formats window See: Transmission Formats, page 2-178 Navigator: Setup > Receipts > Lockbox > Transmission

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Unit of Measure Classes \ Navigate Setup System UOM Class	Unit of Measure Classes window See: Units of Measure Classes, page 2-183 Navigator: Setup > System > UOM > Class
Define Units of Measure \ Navigate Setup System UOM UOM	Units of Measure window See: Units of Measure, page 2-183 Navigator: Setup > System > UOM > UOM
Define Value Set Security Rule \ Navigate Setup Financial Flexfields Validation Security Define	Define Security Rules window See: Define Security Rules, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Validation > Security > Define
Define Value Sets \ Navigate Setup Financial Flexfields Validation Sets	Value Sets window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Validation > Sets
Define Values \ Navigate Setup Financial Flexfields Validation Values	Segment Values window See: Defining Key Flexfields, <i>Oracle Applications Flexfields Guide</i> Navigator: Setup > Financials > Flexfields > Validation > Values
Delete Items \ Navigate Setup Invoice Item Delete	Delete Items window See: Inventory Delete Items, page 2-86 Navigator: Setup > Transactions > Item > Delete Items
Enter Commitments \ Navigate Invoice Commitment	Transactions window See: Entering Transactions, page 3-2 Navigator: Transactions > Transactions. Choose Guarantee or Deposit from the Class poplist.
Enter Credit Memos \ Navigate Memo Standard	Transactions Summary or Credit Transactions window See: Crediting Transactions, page 3-76 Navigator: Transactions > Transactions Summary or Navigator: Transactions > Credit Transactions
Enter Customer Information \ Navigate Setup Customer Standard	Customers, Customer Summary or Quick Customers window See: Entering Customers, page 7-16 Navigator: Customers > Standard or Navigator: Customers > Summary or Navigator: Customers > Quick



Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Enter Exchange Rate Adjustments \ Navigate Adjust Manual Rate	Receipts window See: Adjusting an Exchange Rate , page 3-24 Navigator: Receipts > Receipts. Choose Adjust Exchange Rate from the Special menu.
Enter Invoice Adjustments \ Navigate Adjust Manual Standard	Transactions Summary window See: Entering Manual Adjustments, page 3-230 Navigator: Transactions > Transaction Summary. Choose the Adjust button.
Enter Invoices \ Navigate Invoice Standard	Transactions or Transactions Summary window See: Entering Transactions, page 3-2 Navigator: Transactions > Transactions. Choose Invoice from the Class poplist. or Navigator: Transactions > Transactions Summary. Choose Invoice from the Class poplist.
Enter Miscellaneous Transactions \ Navigate Receipt Manual Other	Receipts window See: Entering Miscellaneous Receipts, page 6-43 Navigator: Receipts > Receipts. Choose Misc from the Receipt Type poplist.
Enter On Account Credit \ Navigate Memo Standard	Transactions window See: Creating On-Account Credit Memos, page 3-89 Navigator: Transactions > Transactions. Choose Credit Memo from the Class poplist.
Enter Rate Exception \ Other Zoom (from Enter Invoices, Commitments, Credit Memos, etc. forms)	Exchange Rate window See: Foreign Currency Transactions, page 3-22 Choose Exchange Rate from the Special menu.
Enter Receipts \ Navigate Receipt Manual Standard	Receipts window See: Entering Receipts, page 6-2 Navigator: Receipts > Receipts. Choose Standard from the Receipt Type poplist.
Enter Recurring Invoices \ Navigate Invoices Recurring	Copy Transactions window See: Copying Invoices , page 3-51 Navigator: Transactions > Copy
Enter Sales Credit Adjustments \ Navigate Adjust Manual SalesCredit	Sales Credits window See: Entering Sales Credits, page 3-190 Navigator: Transactions > Transactions. Choose the Sales Credits button.
Format Automatic Receipts \ Navigate Receipt Automatic Format	Receipt Batches window See: Formatting Automatic Receipts, page 6-143 Navigator: Receipts > Batches. Choose Automatic from the Batch Type poplist. Choose the Format button.

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Format Remittances \ Navigate Receipt Remit Format	Remittances window See: Formatting Remittance Batches, page 6-157 Navigator: Receipts > Remittances. Choose the Format button.
Maintain Countries and Territories \ Navigate Setup System Country	Countries and Territories window See: Maintaining Countries and Territories, page 2-164 Navigator: Setup > System > Countries
Maintain Customer Profiles \ Navigate Setup Customer Profile Maintain	Customer Profile Classes window See: Assigning Profile Classes to Customers, page 7-57 Navigator: Customers > Profile Class
Maintain Dunning Letter Sets \ Navigate Setup Print Dunning Set	Dunning Letter Sets window See: Creating Dunning Letter Sets, page 2-76 Navigator: Setup > Print > Dunning Letter Sets
Maintain Dunning Letters \ Navigate Setup Print Dunning Letter	Dunning Letters window See: Creating Dunning Letters, page 2-75 Navigator: Setup > Print > Dunning Letters
Maintain Invoices \ Navigate Invoice Maintain	Transactions window See: Maintaining Your Transactions, page 3-68 Navigator: Transactions > Transactions
Maintain Lockbox Transmission Data \ Navigate Receipt Lockbox	Lockbox Transmission Data window See: Maintaining Lockbox Transmission Data, page 6-102 Navigator: Receipts > Lockbox > Maintain Transmission Data
Maintain Tax Authority \ Navigate Setup Tax Authority	Tax Authorities window See: Tax Authorities, page 2-154 Navigator: Setup > Tax > Authorities
Merge Customers \ Navigate Setup Customer Merge	Merge Customers window See: Merging Customers, page 7-86 Navigator: Customers > Merge
Open/Close Accounting Periods \ Navigate Run Accounting Period	Open/Close Accounting Periods window See: Opening and Closing Accounting Periods, page 9-8 Navigator: Control > Accounting > Open/Close Periods
Post QuickCash \ Navigate Receipt Post QuickCash	Receipt Batches Summary window See: Post QuickCash, page 6-110 Navigator: Receipts > Batches Summary. Choose the Post QuickCash button.

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Print Accounting Reports \ Navigate Print Accounting	Print Accounting Reports window See: Receivables Accounting Reports, page 11-8 See: Running Standard Reports and Listings, page 11-4 Navigator: Reports > Accounting
Print Collection Reports \ Navigate Print Collection	Collection Reports window See: Receivables Collection Reports, page 11-11 See: Running Standard Reports and Listings, page 11-4 Navigator: Reports > Collections
Print Dunning Letters \ Navigate Print Dunning	Print Dunning Letters or Submit Request window See: Printing Dunning Letters, page 8-35 Navigator: Print Documents > Dunning or Navigator: Control > Requests > Run
Print Invoices \ Navigate Print Invoice	Print Invoices window See: Printing Transactions, page 3-54 Navigator: Print Documents > Invoices
Print Listing Reports \ Navigate Print Listings	Print Listing Reports window See: Receivables Listing Reports, page 11-13 See: Running Standard Reports and Listings, page 11-4 Navigator: Reports > Listing
Print Other Reports \ Navigate Print Other	Print Other Reports window See: Other Receivables Reports, page 11-13 See: Running Standard Reports and Listings, page 11-4 Navigator: Reports > Other
Print Statements \ Navigate Print Statement	Print Statements window See: Printing Statements , page 8-49 Navigator: Print Documents > Statements
Quick Customer Entry \ Navigate Setup Customer Quick	Customers window See: Entering Customers, page 7-16 Navigator: Customers > Quick
Quick Transaction Entry \ Navigate Invoice Quick	Transactions window See: Entering Quick Transactions, page 3-2 Navigator: Transactions > Transactions
QuickCash \ Navigate Receipt Manual Quick	Receipt Batches window See: QuickCash, page 6-105 Navigator: Receipts > Batches. Choose Manual Quick from the Batch Type poplist. Choose the Receipts button.

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Reapply Credits \ Navigate Memo Reapply	Transactions Summary window  See: Updating Credit Memos and On-Account Credit Memos, page 3-92  Navigator: Transactions > Transactions Summary. Choose the Applications button.
Reapply Receipts \ Navigate Receipt Manual Reapply	Receipts Summary window  See: Reapplying Receipts, page 6-49  Navigator: Receipts > Receipts Summary. Choose Apply.
Reconcile Receipts \ Navigate Receipt Clear Manual	Run Automatic Clearing window or Submit Request window  See: Automatic Clearing for Receipts, page 6-158  Navigator: Receipts > Clear/Risk Eliminate  or  Navigator: Control > Requests > Run (or use Oracle Cash Management)
Record A Call \ Navigate Call	Customer Calls window  See: Customer Calls, page 8-13  Navigator: Collections > Call
Remit Receipts \ Navigate Receipts Remit Approve	Remittances window  See: Creating Remittance Batches, page 6-151  Navigator: Receipts > Remittances
Reverse Receipts \ Navigate Receipt Manual Reverse	Receipts window  See: Reversing Receipts, page 6-46  Navigator: Receipts > Receipts. Choose the Reverse button.
Review Sales Tax Rates \ Navigate Setup Tax Review	Review Sales Tax Rates window  See: Reviewing Sales Tax Rates, page 2-152  Navigator: Setup > Tax > Sales Tax Rates
Run AutoInvoice \ Navigate Run Invoice	Run AutoInvoice window or Submit Request window  See: Importing Transactions Using AutoInvoice, page 3-186  Navigator: Interfaces > AutoInvoice  or  Navigator: Control > Requests > Run
Run Automatic Clearing \ Navigate Receipt Clear Automatic	Run Automatic Clearing window or Submit Request window  See: Automatic Clearing For Receipts, page 6-158  Navigator: Receipts > Clear/Risk Eliminate  or  Navigator: Control > Requests > Run

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Run Customer Interface \ Navigate Run Customer	Run Customer Interface window See: Importing Customers Using Customer Interface, page 7-97 Navigator: Interfaces > Customer
Run GL Interface \ Navigate Run Accounting Journal	Run General Ledger Interface window See: Running GL Interface, page 9-4 Navigator: Interfaces > General Ledger
Run Lockbox Interface \ Navigate Run Receipt	Submit Lockbox Processing window See: Running AutoLockbox, page 6-94 Navigator: Interfaces > Lockbox
Run Reports \ Navigate Other Reports Run	Requests window See: Running Standard Reports and Listings, page 11-13 Navigator: Other > Requests > Run or Print Other Reports window Navigator: Reports > Other
Run Revenue Recognition \ Navigate Run Accounting Revenue	Run Revenue Recognition window See: Recognizing Revenue, page 3-27 Navigator: Control > Accounting > Revenue Recognition
Run Tax Rate Interface \ Navigate Run Tax Rate	Run Tax Rate Interface window See: Running the Tax Rate Interface Program, <i>Oracle Receivables Tax Manual</i> Navigator: Interfaces > Tax Rate
Sales Credit Adjustment \ Navigate Adjust Manual SalesCredit	Sales Credits window See: Entering Revenue Credits, page 3-17 Navigator: Transactions > Transactions. Choose the Sales Credits button.
Submit AutoAdjustment \ Navigate Adjust Automatic	Create AutoAdjustments window See: Creating Automatic Adjustments, page 3-232 Navigator: Control > Adjustments > Create AutoAdjustments
Submit Lockbox Processing \ Navigate Run Receipt	Submit Lockbox Processing window See: Running AutoLockbox, page 6-94 Navigator: Interfaces > Lockbox
Test FlexBuilder Parameters \ Navigate Setup Financials Flexfield FlexBuilder Test	Flexbuilder is replaced by the Account Generator in Oracle Workflow. See: Using the Account Generator in Oracle Receivables, page 2-31

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Update Personal Profile Options \ Navigate Other Profile	Personal Profile Values window See: Defining Preferences with User Profile Options, <i>Oracle Applications User Guide</i> Navigator: Control > Profile Options
View Call History \ Navigate View Account Call	Correspondence window See: Customer Correspondence, page 8-20 Navigator: Collections > Correspondence
View Concurrent Requests \ Navigate Other Concurrent	Requests window See: Monitoring Requests, <i>Oracle Applications User Guide</i> Navigator: Control > Requests > View
View Customer Account Detail \ Navigate View Account Detail	Account Details window See: Reviewing a Customer Account, page 8-1 Navigator: Collections > Account Details
View Customer Account Summary \ Navigate View Account Summary	Customer Account window See: Reviewing a Customer Account, page 8-1 Navigator: Collections > Account Overview
View Customer Account Summary Aging \ Navigate View Account Summary	Customer Aging window See: Viewing Account Balances by Aging Bucket, page 8-4 Navigator: Collections > Aging
View Customers \ Navigate View Customer	Customers Summary window See: Reviewing a Customer Account, page 8-1 Navigator: Customers > Summary
View Invoice Image \ Navigate View Invoice Image	Transaction Overview window See: Viewing Transactions, page 8-7 Navigator: Collections > Transaction Overview
View Receipt Bank Details \ Navigate View Receipt Bank	Receipts Summary window See: Reviewing Receipts and Applications, page 6-50 Navigator: Receipts > Receipt Summary
View Receipt Batches \ Navigate View Receipt Batch Status	Receipt Batches Summary window See: Batching Receipts for Easy Entry and Retrieval, page 6-52 Navigator: Receipts > Batches Summary
View Receipts by Batch \ Navigate View Receipt Batch Detail	Receipts Summary window See: Batching Receipts for Easy Entry and Retrieval, page 6-52 Navigator: Receipts > Receipts Summary

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
View Receipts by Customer \ Navigate View Receipt Customer	Receipts Summary window See: Reviewing Receipts and Applications, page 6-50 Navigator: Receipts > Receipts Summary
View Reports \ Navigate Other Reports View	Requests window Monitoring Requests, <i>Oracle Applications User Guide</i> Navigator: Reports > View
View Requests \ Navigate Other Concurrent	Requests window Monitoring Requests, <i>Oracle Applications User Guide</i> Navigator: Control > Requests > Concurrent or Navigator: Control > Requests > View or Choose Requests from the View menu
View Transaction History \ Navigate View Invoice History \ Navigate View Receipt History	Account Details window See: Viewing Transactions, page 8-7 Navigator: Collections > Account Details. Choose the Activity button.
View Transmission History \ Navigate View Receipt Lockbox	Transmission History window See: Viewing Transmission History, page 6-104 Navigator: Receipts > Lockbox > Transmission History
View Unapplied Receipts by Batch \ Navigate View Receipt Batch Unapplied	Receipt Batches Summary window See: Batching Receipts for Easy Entry and Retrieval, page 6-52 Navigator: Receipts > Batches Summary





---

# Oracle Receivables Profile Options

This appendix covers the following topics:

- Profile Options

## Profile Options

During your implementation, you set a value for each Receivables user profile option to specify how Receivables controls access to and processes data. Receivables lets you govern the behavior of many of the windows that use profile options.

Profile options can be set at the following levels:

- **Site:** This is the lowest profile level. Site level profile option values affect the way all applications run at a given site.
- **Application:** These profile option values affect the way a given application runs.
- **Responsibility:** These profile option values affect the way applications run for all users of a given responsibility.
- **User:** These profile option values affect the way applications run for a specific application user. The values you enter for options at the User level supersede the values that your system administrator has entered for you for these options.

Each of these user profile options affect the behavior of Receivables in different contexts. In Receivables, operations that profile options can affect include receipt application, the entry of adjustments, the creation and remittance of automatic receipts and taxes, and posting to your general ledger.

You may also have additional user profile options on your system that are specific to applications other than Receivables.

To change profile options at the Site, Application, or Responsibility level, choose the System Administrator responsibility, then navigate to the Personal Profile Values window. Query the Profile Name field to display the profile options with their current settings, make your changes, then save your work.

You can change profile options at the user level in the Personal Profile Values window. To do this, navigate to the Personal Profile Values window, query the profile option to change, enter a new User Value, then save your work.

Generally, your system administrator sets and updates profile values at each level.

**Important:** For any changes that you make to profile options to take effect, you must either exit, and then reenter Receivables, or switch responsibilities.

## Related Topics

Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-23

Profile Options in Oracle Application Object Library, page B-25

## Overview of Receivables User Profile Options

This section lists each Receivables profile option. For each user profile option, we give a brief overview of how Receivables uses that profile, and tell you at which level you can set or update it.

### Profile Options not Owned by Receivables

The following profile options affect the operation of Receivables, but are not "owned" by Receivables:

- **MO: Operating Unit:** This profile option controls to which operating unit a particular responsibility corresponds and is used only if you have installed multiple organization support. For more information, see: *Using the Multiple Organization Support Feature*, page 2-100.
- **MO: Top Reporting Level:** This profile option determines which reporting levels are available for a particular responsibility when reporting across multiple organizations. Available values include Set of Books, Legal Entity, and Operating Unit. The default is Operating Unit. See: *Using the Multiple Organization Support Feature*, page 2-100.
- **Indicate Attachments:** This profile option lets you turn off the indication of attachments when querying records in Receivables. Setting this profile option to No can increase system performance. For more information, see the *Oracle Applications System Administrator's Guide*.

### Profile Option Settings

This table indicates whether you can view or update profile options and at which levels your system administrator can update these profile options: the user, responsibility, application, or site levels.

A *Required* profile option requires you to provide a value. An *Optional* profile option already provides a default value which you can change.

The key for this table is:

- Update - You can update the profile option
- View Only - You can view the profile option, but cannot change it
- No Access - You cannot view or change the profile option value

<b>Profile Option</b>	<b>Value</b>	<b>Default</b>	<b>User Access</b>	<b>System Admin Access: User</b>	<b>System Admin Access: Resp.</b>	<b>System Admin Access: App.</b>	<b>System Admin Access: Site</b>
Tax: Allow Ad Hoc Tax Changes	Optional	No default	View Only	Update	Update	Update	Update
Tax: Allow Manual Tax Lines	Optional	No default	View Only	Update	Update	Update	Update
Tax: Allow Override of Customer Exemptions	Optional	No default	View Only	Update	Update	Update	Update
Tax: Allow Override of Tax Code	Optional	No default	View Only	Update	Update	Update	Update
Tax: Debug File Directory	Optional	No default	View Only	View Only	View Only	View Only	Update
Tax: Debug Flag	Optional	No default	Update	Update	View Only	Update	View Only
Tax: Inventory Item for Freight (This profile option affects Receivables but is owned by another application)	Required	No default	View Only	Update	Update	Update	Update
Tax: Invoice Freight as Revenue (This profile option affects Receivables but is owned by another application)	Optional	No default	View Only	Update	Update	Update	Update
Tax Taxware: Service Indicator	Optional	No default	View Only	View Only	Update	Update	Update
Tax Taxware: Tax Selection	Optional	No default	View Only	View Only	Update	Update	Update
Tax Taxware: Tax Type	Optional	No default	View Only	View Only	Update	Update	Update
Tax Taxware: Use Nexpro	Optional	No default	View Only	View Only	Update	Update	Update
Tax: Use Tax PL/SQL Vendor	Optional	No default	View Only	Update	Update	Update	Update
Tax: Use Tax Vendor	Optional	No default	View Only	View Only	Update	Update	Update
Tax Vertex: Case Sensitive	Optional	No default	View Only	View Only	No Access	No Access	Update
Tax Vertex: Secondary Taxes	Optional	No default	View Only	View Only	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
AR: Allow Overapplication in Lockbox	Required	No	View Only	View Only	Update	Update	Update
AR: Allow summary table refresh	Optional	No default	Update	View Only	View Only	Update	View Only
AR: Allow Update of Existing Sales Credits	Required	Yes	Update	Update	Update	Update	Update
AR: Always Default Transaction Balance for Applications	Optional	No default	Update	Update	Update	Update	Update
AR: Application GL Date Default	Optional	Later of Receipt GL Date and Invoice GL Date	View Only	No Access	Update	Update	Update
AR: AutoInvoice Gather Statistics	Optional	No default	Update	Update	Update	Update	Update
AR: Bank Directory Source	Optional	No default	No Access	Update	Update	Update	Update
AR: Bank Directory URL	Optional	No default	No Access	No Access	No Access	No Access	Update
AR: Bills Receivable Batch Source	Optional	No default	Update	Update	No Access	No Access	No Access
AR: BPA Details Access Enabled	Optional	No	View Only	Update	Update	Update	Update
AR: BPA Print Output Directory	Required	No default	View Only	Update	Update	Update	Update
AR: Cash - Allow Actions	Required	Yes	View Only	Update	Update	Update	Update
AR: Change Customer on Transaction	Optional	Yes	View Only	Update	Update	Update	Update
AR: Commit Between Validations in Lockbox	Optional	No default	Update	No Access	Update	Update	Update
AR: Create Bank Charges	Optional	Yes	Update	View Only	Update	Update	Update
AR: Credit Hierarchy Type	Optional	No default	Update	Update	Update	Update	Update
AR: Customer Merge Commit Size	Optional	1000	View Only	No Access	Update	Update	Update

<b>Profile Option</b>	<b>Value</b>	<b>Default</b>	<b>User Access</b>	<b>System Admin Access: User</b>	<b>System Admin Access: Resp.</b>	<b>System Admin Access: App.</b>	<b>System Admin Access: Site</b>
AR: Customer Text Last Successful Run	Optional	No default	No Access	No Access	No Access	No Access	Visible
AR: Customers - Enter Alternate Fields	Optional	Yes	View Only	No Access	Update	Update	Update
AR: Debug Level for Lockbox / PostBatch	Required	3	Update	Update	Update	Update	Update
AR: Default Exchange Rate Type	Required	No default	View Only	View Only	Update	Update	Update
AR: Default Open Receipts for Application	Optional	No	Update	Update	Update	Update	Update
AR: Deposit Offset Account Source	Optional	Auto-Accounting	No Access	No Access	Update	Update	Update
AR: Disable Receivable Activity Balancing Segment Substitution	Optional	No	No Access	Update	Update	Update	Update
AR: Enable SQL Trace	Optional	No default	Update	Update	No Access	No Access	No Access
AR: Enable Debug Message Output	Optional	No default	Update	Update	No Access	No Access	No Access
AR: Factor/Endorse Bills Receivable without Recourse	Optional	No	View Only	Update	Update	Update	Update
AR: GL Transfer Balance Test	Optional	Yes	View Only	Update	Update	Update	Update
AR: Include Receipts at Risk in Customer Balance	Required	No default	Update	Update	Update	Update	Update
AR: Invoices with Unconfirmed Receipts	Optional	None	View Only	Update	Update	Update	Update
AR: Item Flexfield Mode	Optional	Concatenated Segment Entry	Update	Update	Update	Update	Update
AR: Mask Bank Account Numbers	Optional	Mask - First Four Digits Visible	View Only	Update	Update	Update	Update
AR: Maximum Lines Per AutoInvoice Worker	Optional	No default	View Only	No Access	Update	Update	Update

<b>Profile Option</b>	<b>Value</b>	<b>Default</b>	<b>User Access</b>	<b>System Admin Access: User</b>	<b>System Admin Access: Resp.</b>	<b>System Admin Access: App.</b>	<b>System Admin Access: Site</b>
AR: Override Adjustment Activity Account Option	Optional	Yes	View Only	Update	Update	Update	Update
AR: Receipt Batch Source	Required	No default	Update	Update	Update	Update	Update
AR: Require Adjustment Reason	Optional	No	Update	Update	Update	Update	Update
AR: Require Payment Method on Remittance Batch	Optional	No	View Only	View Only	Update	Update	Update
AR: Sort Customer Reports by Alternate Fields	Required	No default	View Only	No Access	Update	Update	Update
AR: Transaction Batch Source	Required	No default	Update	Update	Update	Update	Update
AR: Update Due Date	Required	Yes	View Only	Update	Update	Update	Update
AR: Use Invoice Accounting For Credit Memos	Optional	Yes	View Only	Update	Update	Update	Update
AR: Use Oracle Approvals Management in Credit Memo Workflow	Optional	No	View Only	No Access	No Access	No Access	Update
AR: Use Statement Site & Dunning Site Profiles	Optional	No	No Access	No Access	Update	Update	Update
HZ: Audit Customer Account Merge	Optional	No	View Only	No Access	No Access	No Access	Update
HZ: Bypass Find/Enter Window	Optional	No default	View Only	Update	Update	Update	Update
HZ: Change Party Name	Optional	Yes	View Only	Update	Update	Update	Update
HZ: Display Accounts for All Operating Units	Optional	Yes	Update	Update	Update	Update	Update
HZ: Display D&B Button in Customer Form	Optional	No default	Update	No Access	No Access	No Access	Update
HZ: Gather Table Stats	Optional	Yes	Update	Update	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
HZ: Internal Party	Optional	No default	Update	Update	Update	Update	Update
HZ: Location Updatable	Optional	No	Update	Update	Update	Update	Update
HZ: Log Customer Merge	Optional	No default	Update	Update	Update	Update	Update
HZ: Name/ Address Backwards Compatibility	Optional	Yes	Update	Update	Update	Update	Update
HZ: Number of Workers Used by Customer Interface	Optional	No default	Update	Update	Update	Update	Update
HZ: Show Only Active Addresses	Optional	No default	Update	Update	Update	Update	Update
Oracle Exchange Database Link	Optional	No default	No Access	View Only	View Only	View Only	Update
Default Country (This profile option affects Receivables but is owned by another application)	Required	No default	Update	Update	Update	Update	Update
Enable Transaction Code	Optional	No	No Access	Update	Update	Update	Update
Journals: Display Inverse Rate (This profile option affects Receivables but is owned by another application)	Optional	No	Update	Update	Update	Update	Update
OM: Item Flexfield (This profile option affects Receivables but is owned by another application)	Required	No default	View Only	No Access	No Access	No Access	Update
Sequential Numbering (This profile option affects Receivables but is owned by another application)	Optional	Not Used	Update	No Access	Update	Update	Update

### Tax: Allow Ad Hoc Tax Changes

This profile option lets you choose whether to update rates and amounts assigned to tax codes in the Transactions window in Receivables, if you defined tax codes in the Tax Codes and Rates window and set Ad Hoc to Yes.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user. This profile option has no default value; a null value is equivalent to No.

#### **Tax: Allow Manual Tax Lines**

This profile option determines whether users can enter manual tax lines in the Transactions windows in Receivables. You might want to restrict this data entry by setting the profile option to No.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user. This profile option has no default value; a null value is equivalent to Yes.

#### **Tax: Allow Override of Customer Exemptions**

Use this profile option to prevent users from entering unapproved exemptions in Receivables. This profile option controls access to the Tax Handling field in the Lines window when entering transactions. You use this field to indicate how Receivables handles exemptions for each transaction line. You can also use this profile option to control whether you allow sales tax systems to automatically create unapproved sales tax exemptions during invoice entry.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user. This profile option has no default value; a null value is equivalent to No.

#### **Tax: Allow Override of Tax Code**

This profile option lets you choose whether to override a system-derived tax code during order or invoice entry. If you override a system derived tax code, Receivables will use the rate and amount assigned to the new tax code to determine the tax for the transaction.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user. This profile option has no default value; a null value is equivalent to No.

#### **Tax: Invoice Freight as Revenue**

If you are using Oracle Order Management, this profile option determines how Order Management imports freight amounts to Receivables when you run the Receivables Interface program. Use this profile if you require freight amounts to be taxed. If this option is Yes, Order Management will create a line item of type 'Line' on the invoice for the freight amount identified on the Ship Confirm window, so that it can be taxed. When Receivables prints the invoice, this amount will be printed as the last invoice line with the description of 'Freight.'

#### **Tax: Inventory Item for Freight**

Use this profile if you have set 'Tax: Invoice Freight as Revenue' to Yes (so that freight can be taxed) and you need to control the rate of tax applied to freight. You can do this by defining an inventory item of User Type "Freight" and setting this option to your new inventory item. When Order Management identifies this inventory item, it uses the Tax Codes (or Groups) assigned to it or Item Exceptions to control the applicable tax rates and accounting for the freight service. On the printed invoice, the description of the freight line will be derived from the inventory item that you defined, rather than the default description 'Freight'.



**Tax Taxware: Service Indicator**

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to define your service indicator. Taxware uses the service indicator to identify the taxability in jurisdictions where the taxability differs according to the service indicator. Choose Service, Rental, or Non-service. This profile option has no default value; a null value is equivalent to Non-service. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

**Tax Taxware: Tax Selection**

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to control whether jurisdiction-level jurisdiction codes should be used when calculating taxes. Choose Tax Only to calculate tax based on the ship-to address. Choose Jurisdiction and Tax to calculate tax based on the ship-to, ship-from, point of order acceptance, and point of order origin information. This profile option has no default value; a null value is equivalent to Jurisdiction and Tax. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

**Tax Taxware: Tax Type**

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to identify the default tax type for transactions that are passed to Taxware from Receivables. Taxware uses the tax type to determine how to calculate tax in jurisdictions in which tax calculations are different depending on the tax type. Choose Sales, Service, or Use. This profile option has no default value; a null value is equivalent to Sales. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

**Tax Taxware: Use Nexpro**

This profile option determines whether you use Nexpro, a function of the Taxware Sales/Use Tax System. Choose Yes if Taxware is your tax vendor; otherwise, set this profile option to No. A null value is equivalent to No. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

**Tax: Use Tax PL/SQL Vendor**

This profile option determines the tax vendor to use in a multiple organization environment when multiple tax vendors are installed. Choose either Taxware or Vertex. The default value is Null. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels.

### **Tax: Use Tax Vendor**

This profile option lets your system administrator control which users can call an installed third party application for tax calculations. This profile option is required in multiple organization installations in which one set of executables is shared across many different tax compliance requirements. Choose Yes to indicate that a user can call a third party application to calculate tax. A null value for this profile option is equivalent to No. See: *Implementing the Tax Vendor Extension*, *Oracle Receivables Tax Manual*

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **Tax Vertex: Case Sensitive**

If Vertex Quantum is your tax vendor, this profile option determines whether tax calculation queries to the Vertex Tax Decision Maker (TDM) are case sensitive. If you do not use Vertex Quantum, Receivables ignores this profile option. See: *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site level but cannot be updated by the user.

### **Tax Vertex: Secondary Taxes**

If Vertex Quantum is your tax vendor, this profile option indicates whether secondary taxes should be returned to Oracle Receivables. This profile option has no default value; a null value is equivalent to Use Secondary Taxes. If you do not use Vertex Quantum, Receivables ignores this profile option. See: *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Allow Overapplication in Lockbox**

This profile option controls how AutoLockbox handles receipts when the payment amount is greater than the balance due for a transaction. When a payment exceeds the balance due, AutoLockbox closes the transaction and leaves a negative balance due for the item if both of the following are true:

- AR: Allow Overapplication in Lockbox is set to Yes
- the open debit item's transaction type has Allow Overapplication set to Yes

If either of these are *not* true, AutoLockbox applies only enough to close the transaction and leaves the remaining receipt amount unapplied.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Allow summary table refresh**

Set this profile option to Yes if you want to allow the data contained within the transaction summary and open balance tables to be initialized or reset.

After the tables are populated, changes that occur to transaction balances are updated in the summary tables via business events.

Use this profile option for added security to ensure that the summary tables are refreshed only when necessary.

This profile option can be set by the system administrator or user at the application level.

#### **AR: Allow Update of Existing Sales Credits**

This profile option determines whether a user can update existing sales credits or if additional sales credit records need to be created to maintain an audit trail.

#### **AR: Always Default Transaction Balance for Applications**

This profile option determines the default amount applied value that displays in the Applications window, whether you enter applications directly or by using the Search and Apply feature. The default value includes discount amounts, where applicable.

If you set the profile option to *Yes*, then the default amount applied is the remaining transaction amount.

If you set the profile option to *No*, or if a null value exists, then the defaulting rule is:

1. If the unapplied receipt amount is greater than or equal to the transaction, then the default amount applied is the remaining transaction amount.
2. If the unapplied receipt amount is less than the remaining transaction amount, then the default amount applied is the unapplied receipt amount.
3. If the unapplied receipt amount is negative, then the default amount applied is the remaining transaction amount.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels. The user can also update this profile option.

#### **AR: Application GL Date Default**

This profile option determines how Receivables determines the default GL Date when you apply receipts. Choose one of the following values:

- Later of Receipt GL date and Invoice GL date: Choose this value to use either the receipt GL date or the invoice GL date, whichever is later, as the default GL date for your receipt applications. This is the default value.
- Later of Receipt GL date, Invoice GL date, and Current date: Choose this value to use the receipt GL date, the invoice GL date, or the current date, whichever is later, as the default GL date for your receipt applications.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

#### **AR: AutoInvoice Gather Statistics**

This profile option determines if the AutoInvoice Master program analyzes and gathers information about the interface tables each time AutoInvoice is run. Analyzing tables ties up system resources.

If the value for this profile option is set to *Yes*, or is null, AutoInvoice analyzes the interface tables and gathers statistics.

If the value is set to *No*, AutoInvoice does not analyze the interface tables.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels. The user can also update this profile option.

### **AR: Bank Directory Source**

This profile option is used by *iReceivables* for bank account transfer payments that make use of the Automated Clearing House (ACH) network. The profile option provides *iReceivables* with access to the E-Payment routing directory via the Federal Reserve Financial Services web site, a local file downloaded from this web site, or both. *iReceivables* uses the E-Payment routing directory to derive the name of the bank or financial institution from the routing number that a customer enters to pay an invoice using an ACH bank account transfer.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels but cannot be updated by the user.

### **AR: Bank Directory URL**

This profile option is used by *iReceivables* to identify the URL in Oracle *iReceivables* that will host the Federal Reserve Financial Services web site. This profile option is set when the AR: Bank Directory Source profile option is set to *Web Services* or *Web Service First then Local*.

This profile option can be set by the system administrator at the site level but cannot be updated by the user.

### **AR: Bills Receivable Batch Source**

This profile option determines the default bills receivable transaction batch source to use for bills receivable transactions. Enter a bills receivable batch source that you previously defined to default to the Bills Receivable window and the Bills Receivable Transaction Batches window.

This profile option can be set only at the user level and can be updated by the user.

### **AR: BPA Details Access Enabled**

This profile option determines the level of information internal users and customers can access online presented by Oracle Bill Presentment Architecture. If set to yes, the user can access the details page of an online bill by clicking an active hyperlink in the Item Description column of the Lines and Tax table to view detail billing information from supplementary data sources. If set to no, no hyperlink is displayed and users cannot access a details page for billing detail.

This profile option can be set by the system administrator at the site, application, responsibility, and user level and cannot be updated by the user.

### **AR: BPA Print Output Directory**

This profile option identifies the output directory for invoice PDF files generated by the invoice batch print program submitted in Oracle Bill Presentment Architecture or Oracle Receivables. It also stores PDF files generated by the Print Preview feature of Interactive Preview when the user selects one or more invoices to print.

This profile option can be set by the system administrator at the site, application, responsibility, and user level and cannot be updated by the user.

### **AR: Cash - Allow Actions**

This profile option determines whether you can create adjustments and chargebacks when applying receipts in the Applications window.

Your system administrator selects either Yes or No to indicate whether Receivables lets you create item level actions in the Applications window while you apply receipts. Valid item level actions include adjustments to your debit items or the creation of chargebacks for specific debit items.

If your system administrator sets this profile option to Yes, when you choose either Chargebacks or Adjustments in the Applications window Receivables displays the Chargebacks or Adjustments window and lets you create chargebacks and adjustments. If your system administrator sets this profile option to No, Receivables disables the Chargebacks and Adjustments buttons in the Applications window.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

#### **AR: Change Customer on Transaction**

This profile option determines whether you can update customer names in the Transaction windows. If this option is Yes, you can update the bill-to and ship-to names of customers on your transactions.

**Note:** You cannot update the customer bill-to or ship-to information if the transaction is a chargeback, has activity against it, or has been posted, even if this profile option is set to Yes.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

#### **AR: Commit Between Validations in Lockbox**

This profile option determines whether the AutoLockbox program will commit (save) after validating each record in a Lockbox transmission. If you set this profile option to No, AutoLockbox will only commit after validating *all* of the records in the transmission.

This profile option can be set by the system administrator at the site, application, and responsibility levels.

#### **AR: Create Bank Charges**

This profile option determines whether users can create bank charges when entering receipts in Receivables.

Other operations that this profile can affect include the following:

- QuickCash
- PostBatch

The value for this option can be set by the system administrator at the site, application, and responsibility levels, but cannot be updated by the user.

For more information, see: Bank Charges, page 2-61.

#### **AR: Credit Hierarchy Type**

Set this profile option to the relationship type that you are using in Credit Management. This profile option is used for determining the party relationship hierarchy when generating the case folder.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

#### **AR: Customer Merge Commit Size**

This profile option determines how many site uses are included in a merge set when you run the Customer Merge program from the Standard Request Submission windows. This profile option is not used when you submit the program from the Customers Merge window. A merge set contains one or more pairs of customer accounts to merge and is created based on these two rules, with the first rule taking precedence:

- Site uses for a customer account cannot be split between two merge sets.
- The number of site uses in a merge set is as close to the profile option value as possible without violating the first rule.

For example, you leave the profile option at the default value of 1000, and you have three groups of customer accounts to merge. Each merge involves 100 addresses with 20 site uses per address, so each of the three merges has 2000 site uses that must belong to the same merge set. With the profile option set to 1000, the Customer Merge program runs three merge sets, each with 2000 site uses.

If you set the profile option to 3000, the program runs two merge sets. After processing the first 2000 site uses, the Customer Merge program checks that the profile option is not yet reached and processes another 2000 for a merge set of 4000 total site uses. With the profile option already reached in the first merge set, the program creates another merge set and processes the last 2000 site uses.

When you set this profile option, consider the number of site uses of the merge-from customers. If you set the value too low, a small number of records are saved in each merge set. If you set the profile option too high, indexes might not be properly used. In addition, if you set the profile option to less than 1000, 1000 is the value that the program uses.

For more information about the Customer Merge program, see Customer Merge Program, page 7-95.

#### **AR: Customer Text Last Successful Run**

This profile option stores the last successful run date of the customer text data creation and indexing process. You must run this customer text data creation and indexing process to acquire good search results in the Text tabbed region of the Find/Enter Customers window.

#### **AR: Customers - Enter Alternate Fields**

This profile option controls whether users can enter information in the Alternate Name field in the Customers and Customer Addresses windows. This field lets you enter a phonetic representation of a customer name. Alternate names are used primarily in Japan to enter and sort customer information using Kana characters.

Receivables also uses this information when you choose Customer Name Sort as a parameter when printing certain Receivables reports (for example, the Customer Listing - Detail or Summary report). Refer to the AR: Sort Customer Reports by Alternate Fields profile option in this section.

### AR: Debug Level for Lockbox / PostBatch

This profile option determines whether AutoLockbox and PostBatch (Post QuickCash) are run in debug mode.

Enter one of the following values to indicate how extensive the debugging information saved to the log file will be:

- 0 - Save only the most severe messages and errors (default setting).
- 1 - Save messages that indicate entering and exiting various functions.
- 2 - Save any useful and informative messages.
- 3 - Save all other debug messages, including printing values of several important variables.

### AR: Default Exchange Rate Type

This option determines the default exchange rate to use when converting foreign currency transactions to your functional currency. Valid values are:

- Corporate Exchange Rate - An exchange rate you define to standardize rates for your company. This rate is usually a standard market rate determined by senior financial management for use throughout the organization.
- Spot Exchange Rate - An exchange rate you enter to perform a conversion based on the rate on a specific date.
- User Specified Rate - An exchange rate you specify when entering a foreign currency transaction.

**Note:** If using the Automatic Receipts and Remittances Creation programs to pay foreign currency transactions, then set this profile option to a value other than *User*.

See: Scheduling the Automatic Receipts Creation program, page 6-139 and Scheduling the Automatic Remittances Creation Program, page 6-155.

### AR: Default Open Receipts for Application

Use this profile option to indicate whether or not these items should always be selected:

- Include Open Receipts box in the Receipt Applications window (Tools menu)
- Open Receipts box in the Search and Apply window

The default is No.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels. The user can also update this profile option.

### AR: Deposit Offset Account Source

This option indicates which accounting source to use for a deposit's offset account. Receivables can use either AutoAccounting or the deposit's transaction type as the accounting source for the offset account.

### **AR: Disable Receivable Activity Balancing Segment Substitution**

This profile option lets you disable balancing segment substitution for receivable activities. This profile option does not affect the gain, loss, and rounding accounts that you define at the system options level.

The default value is No. If you set this profile option to Yes, then you must define a suspense account in the event that your activities and original transactions do not post to the same balancing segment value.

This profile option affects these activities:

- Adjustments
- Discounts (earned and unearned)
- Finance charges
- Activity applications, such as receipt write-off activity, short term debt, and claims investigation

See: Using the Account Generator in Oracle Receivables, page 2-31.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels but cannot be updated by the user.

### **AR: Enable SQL Trace**

Use this profile option to activate SQL Trace, a program that creates a log file of each SQL procedure performed while executing Oracle Receivables functions. If this profile option is enabled and a SQL-related error occurs, Oracle Applications developers and your system administrator can use the log file the program creates to identify the cause.

Accept the default setting of No for optimum performance during normal day-to-day processing. Enable this profile option before reproducing and researching SQL errors.

#### **Yes, show bind variable name**

Choose this value to enable SQL Trace and display only the names of bind variable in each SQL statement.

#### **Yes, show bind variable value**

Choose this value to enable SQL Trace and display the values of bind variables in each SQL statement. This option may be more useful as the program shows the actual value used during statement execution, rather than just the bind variable name.

#### **No**

Disable SQL Trace. This is the default value.

This profile option can be set only at the user level and can be updated by the user.

### **AR: Enable Debug Message Output**

Use this profile option to help resolve errors that can occur when generating *i*Receivables pages, such as web pages that appear with missing fields or data that displays incorrectly. This profile option activates a debugging program that inserts comments into your HTML source files to help your system administrator determine the cause of any errors.

This profile option can be set only at the user level and can be updated by the user.



### **AR: Factor/Endorse Bills Receivable without Recourse**

This profile option determines whether you can create factored remittances or endorsements without recourse. The profile option controls this by allowing users to uncheck the With Recourse box in the Remittances window and the Transaction Batches window.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels but cannot be updated by the user.

### **AR: GL Transfer Balance Test**

This profile option controls whether the General Ledger Interface program will reject debit and credit balances that are not equal before posting to the general ledger.

Available values are:

#### **Yes**

Receivables will reject unbalanced debits and credits before posting to the general ledger. These rejected unbalanced debits and credits will be listed in the Unposted Items Report which runs automatically during the posting program.

#### **No**

Receivables will not reject unbalanced debits and credits before posting to general ledger.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels but cannot be updated by the user.

### **AR: Include Receipts at Risk in Customer Balance**

This profile option controls whether Receivables displays items at risk and includes them when calculating customer account balances in the Account Details, Account Overview, and Customer Account windows. Set this option to No if you do not want to view items at risk in these windows or include them when calculating the balance due.

### **AR: Invoices with Unconfirmed Receipts**

This profile option lets you choose whether to adjust or credit invoices selected for automatic receipt. You can adjust transactions that have been approved, but not confirmed.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Item Flexfield Mode**

This profile option lets you choose the format to use for entering flexfield information for Line Items for commitments in the Transactions and Item Tax Rate Exceptions windows.

Available values are:

#### **Always Pop a Flexfield Window**

The item flexfield always pops up as you navigate through the field.

#### **Concatenated Segment Entry**

The item flexfield never pops up as you navigate through the field. Instead, you can type the item flexfield information directly into the field.

**No Window for a Single  
Segment Flexfield**

The item flexfield will only pop if it has more than one segment enabled.

The value you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

**AR: Mask Bank Account Numbers**

Use this profile option to control the display of bank account numbers in Receivables windows. If you accept credit cards as payment for open debit items, Receivables displays the credit card number in the Bank Account field of the Customers, Transactions, and Receipts windows. You can limit access to this information by displaying only a portion of the number.

**No Masking**

Do not mask any portion of the number.

**Mask - First Four Digits**

**Visible**

Show only the first four digits of the number. Display the remaining digits as asterisks (\*).

**Mask - Last Four Digits**

**Visible**

Show only the last four digits of the number. Display the preceding digits as asterisks (\*).

This profile option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

**AR: Maximum Lines per AutoInvoice Worker**

This profile option lets you set a maximum number of lines per AutoInvoice worker.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user. This profile option has no default value.

**AR: Override Adjustment Activity Account Option**

This profile option lets you choose whether you can override the default adjustment account when entering or updating manual adjustments and when updating automatic adjustments. These changes must be made before posting to the general ledger.

This profile option pertains only to adjustments whose receivable activity's GL account source is *Activity*.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

**AR: Receipt Batch Source**

This is the default receipt source for the Batch field in the Receipts and Receipt Batches windows.

Only Receipt sources with a Receipt Source Type of 'Manual' will be displayed in the list of values.

The value that you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

#### **AR: Require Adjustment Reason**

Use this profile option to control whether a reason is required when entering manual adjustments. If you set this option to Yes, then Receivables requires a reason whenever a manual adjustment is made. The default value is No.

The value you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

#### **AR: Require Payment Method on Remittance Batch**

Use this profile option to control whether the receipt class and payment method are mandatory in the Receipt Remittances window. The default value is No.

The value for this option can be set by the system administrator at the site, application, and responsibility levels, but cannot be updated by the user.

#### **AR: Sort Customer Reports by Alternate Fields**

This profile option controls whether Receivables will sort information using the value of the Alternate Name field in the Customers window when you run certain reports. To use this option, the AR: Customers - Enter Alternate Fields profile option must also be set to Yes.

Reports that can use this option include: the Customer Profiles Report, Receipt History Report, Applied Receipts Register, Unapplied and Unresolved Receipts Register, Automatic Receipts Awaiting Confirmation, Print Statements, Transaction Register, and the Customer Listing Detail and Summary reports.

#### **AR: Transaction Batch Source**

This profile option determines the default invoice source that will appear in the Batch field of the Transaction and Credit Memo windows. Receivables only displays batch sources with a Transaction Source Type of 'Manual' in the list of values for this option.

The value you specify for this profile option at the user level in this window takes precedence over the value set for this profile option by the system administrator at the site, application, responsibility, or user level.

#### **AR: Update Due Date**

This profile option determines whether you can update the due date (payment schedule) of a transaction in the Installments and Account Details windows.

Available values are:

##### **Yes**

Receivables lets you update the due date of a debit item to any date that is greater than the transaction date of this item. If you change the due date of your debit item, Receivables does not update the terms of this item.

##### **No**

Receivables prevents you from updating the due dates of debit items.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

#### **AR: Use Invoice Accounting For Credit Memos**

This profile option determines whether to assign your credit memo to the same accounts that are assigned to the invoice you are crediting.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

#### **AR: Use Oracle Approvals Management in Credit Memo Workflow**

This profile option determines which credit memo workflow to use: either the original workflow without Oracle Approvals Management (AME), or the AME workflow.

The value for this option can be set by the system administrator at the site level, but cannot be updated by the user.

#### **AR: Use Statement Site & Dunning Site Profiles**

Use this profile option to select whether to pick profile amounts for statements and dunning from the customer level or the site level.

The default value is No. If you set this profile option to Yes, then:

- When you generate statements, Receivables uses the profile amounts defined at the statement site, if one exists.
- When you run the Dunning Letter Generate program, Receivables uses the profile amounts defined at the dunning site, if one exists.

The value for this option can be set by the system administrator at the site, application, and responsibility levels, but cannot be viewed by the user.

#### **Oracle Exchange Database Link**

This profile option lets you enter the name of the database link between Oracle Exchange and Receivables when they are on two separate database instances. Set this profile option in Receivables after you create the database link to Exchange. You must set this profile option if you want to integrate your Exchange billing data with Receivables.

The value for this option can be set by the system administrator at the site level only, and cannot be updated by the user. This profile option has no default value.

Please refer to the *Oracle Exchange and Oracle Sourcing System Operator Implementation Guide*, Release 6.2.2 and above, for complete information on the Oracle Exchange Billing integration with Receivables.

#### **Related Topics**

Profile Options, page B-1

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-23

Profile Options in Oracle Application Object Library, page B-25

## Profile Options in Oracle Trading Community Architecture

The following Oracle Trading Community Architecture profile options affect the operation of Oracle Receivables.

### HZ: Audit Customer Account Merge

This profile option causes the creation of a log file when customer accounts are merged. If this option is set to Yes, an audit log file is generated.

### HZ: Bypass Find/Enter Window

This profile option lets you specify if users can bypass the Search Criteria or Find/Enter window and directly enter the Customers-Standard and Customers-Quick windows. If you set this profile option to No, then the user must navigate through the Search Criteria or Find/Enter window each time they want to enter new customers in the Customers-Standard and Customers-Quick windows.

### HZ: Change Party Name

Choose whether to let users update customer names in the Customer windows.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### HZ: Display Accounts for All Operating Units

This profile option determines the default of the View Only Current Operating Unit check box in the Search Criteria window. You can still check or uncheck the check box to override this profile option setting.

If you set this profile option to *No*, the check box is by default checked. When you perform a search in the Search Criteria window, the Search Results window displays only the results for your operating unit. With the *Yes* default of this profile option, the check box is by default unchecked. All customer accounts are displayed regardless of operating unit.

**Note:** Even if your search results include accounts outside your operating unit, you can only access accounts in your operating unit.

### HZ: Display D&B Button in Customer Form

This profile option enables the D&B Information button in the Customers-Standard and Customers-Quick windows of Oracle Receivables. Use this profile option only if you enable Dun and Bradstreet integration with Receivables.

### HZ: Gather Table Stats

Use this profile option to determine if the Customer Interface program analyzes the interface tables before processing the records. If the profile option is set to *Yes*, then Customer Interface gathers statistics for all the interface tables before processing the records.

### HZ: Internal Party

To indicate whether an organization is a competitor, a sales partner, or can be used as a reference, you must first define the party as an internal party using this profile option.

### **HZ: Location Updatable**

Set this profile option to *Yes* or *No* to determine whether the Location field for the merge-to customer in the Customers Merge window can be updated or not. See: Merging Different Customers, page 7-91.

### **HZ: Log Customer Merge**

Set this profile option to *Yes* to reduce the number of debug messages in the Customer Merge log file. You do not completely prevent writing messages to the file. If the profile option is set to *No* or left blank, then all messages are displayed.

### **HZ: Name/Address Backwards Compatibility**

Use this option to control whether existing Oracle Receivables address formatting should instead use TCA address formatting functionality:

- Set to *Yes* to preserve backwards compatibility by continuing to use AR address formatting.
- Set to *No* to use TCA address formatting.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels. The user can also update this profile option.

### **HZ: Number of Workers Used by Customer Interface**

Use this profile option to define the number of parallel workers that process data at the same time when you run the Customer Interface Master Conc program.

### **HZ: Show Only Active Addresses**

Enter *Yes* or *No* to determine if customer queries should display only active addresses or all addresses. This profile option also determines the default for the Show Only Active Addresses check box in the Customers - Standard window.

### **Dun & Bradstreet Integration with Oracle Receivables**

Set these profile options to enable the Dun & Bradstreet integration with Receivables:

- HZ: D&B Password
- HZ: D&B User Name
- HZ: D&B URL
- HZ: Web Server Proxy Host Name
- HZ: Web Server Proxy Password
- HZ: Web Server Proxy Port
- HZ: Web Server Proxy User Name

See: Third Party Data Integration Profile Options, *Oracle Trading Community Architecture Administration Guide*.

### **Related Topics**

Overview of Receivables User Profile Options, page B-2

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-23

Profile Options in Oracle Application Object Library, page B-25

Setting Profile Options, *Oracle Trading Community Architecture Administration Guide*

## Profile Options in Oracle Order Management

Because some Oracle Applications products have overlapping functions, the following Oracle Order Management profile option also affects the operation of Receivables, even if you have not installed Oracle Order Management.

### OM: Commitment Sequencing

This profile option controls whether or not a deposit assigned in Order Management affects the commitment balance in Receivables. See: Using Commitments, page 3-248.

- If Yes, then the commitment balance includes reserved amounts.
- If No, then Receivables assumes that no amounts were reserved in Order Management.

### OM: Item Flexfield

This profile option indicates the structure of the Item Flexfield (System Items) used by Order Management. This structure should be the same across all applications in the same database.

This profile option is visible and updatable at the site level.

### Related Topics

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options in Oracle General Ledger, page B-23

Profile Options in Oracle Application Object Library, page B-25

Order Management Profile Options, *Oracle Order Management User Guide*

## Profile Options in Oracle General Ledger

Because some Oracle Applications products have overlapping functions, the following Oracle General Ledger profile option also affects the operation of Receivables, even if you have not installed Oracle General Ledger.

### Journals: Display Inverse Rate

Use this profile option to determine how you enter and display conversion rates in the Oracle Order Management Enter Sales Orders and Returns windows, and the Oracle Receivables Receipts and Applications windows.

#### Yes

You can enter and display conversion rates in the functional-to-foreign format; that is, the rate by which you multiply the functional amount to determine the foreign amount.

**No**

You can enter and display conversion rates in the foreign-to-functional format; that is, the rate by which you multiply the foreign amount to determine the functional amount.

The default value is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility, or user level.

**Note:** In Receivables, this profile option also affects how the exchange rate appears in the Exchange Rate pop-up window when you choose a Rate Type of either Corporate or Spot. See: *Defining Conversion Rate Types, Oracle General Ledger User Guide*.

**Currency: Allow Direct EMU/Non-EMU User Rates**

Use this profile option to control whether a user can derive an exchange rate between an EMU and Non-EMU currency, based on the floating exchange rate between the euro and the Non-EMU currency. The user derives the exchange rate while entering both transactions and period rates.

**Background:** All NCUs have a fixed exchange rate with the euro. Floating rates exist only between NCU and Non-NCU. By setting this profile option to No, a user can enter a transaction involving an NCU and Non-NCU, choose User as the Rate Type in the Exchange Rates window, and enter the current exchange rate between the euro and the Non-NCU. Oracle General Ledger calculates a rate between the NCU and Non NCU for your transaction.

**Yes**

You cannot derive an exchange rate between an NCU and Non-NCU.

**No**

You can derive an exchange rate between an NCU and Non-NCU.

The default value for this profile option is Yes.

You can view this profile option at the site, application, and responsibility level. You can set this profile option at the site, application, or responsibility level.

See: Foreign Currency Transactions, page 3-22.

**Enable Transaction Code**

Use this profile option to enter transaction codes when entering journal entries. These transaction codes create additional budgetary or proprietary journal entries automatically during posting. You must also enable budgetary control for your set of books.

This profile option is also used to enable transaction code functionality in AutoLockbox. AutoLockbox uses transaction codes to manage receivables accounting in a manner that is consistent with federal regulations. This feature is available only in public sector installations.

**Yes**

You can enter a transaction code in windows that allow it in public sector installations of Oracle Payables, Oracle Receivables, Oracle Purchasing, and Oracle General Ledger.

**No**

You are unable to create additional account pairs for your journal entries and you will not be able to use transaction codes in AutoLockbox.



You cannot view this profile option at the user level. Your System Administrator can set this profile option at the site, application, or responsibility level.

## **Related Topics**

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle Application Object Library, page B-25

Setting General Ledger Profile Options, *Oracle General Ledger User Guide*

## **Profile Options in Oracle Application Object Library**

This section lists each profile option in Oracle Application Object Library, which are available to every Oracle Application. For each profile option, we give a brief overview of how Oracle Application Object Library uses the profile's setting.

### **Account Generator:Purge Runtime Data**

Setting this profile option to Yes ensures that the Oracle Workflow data used to generate accounting flexfield code combinations using the Account Generator is purged after the Account Generator has completed.

This profile option should always be set to Yes unless you are debugging the Account Generator; in this case, we recommend that you set it to No temporarily at the user level. Running the Account Generator with this profile option set to No fills up the workflow tables and can slow system performance.

Users can see and update this profile option.

This profile option is visible and updatable at all levels.

### **Concurrent:Hold Requests**

This profile option lets you automatically place your concurrent requests on hold when you submit them.

The default value is No. The concurrent managers run your requests according to the priority and start time specified for each.

Changing this value does not affect requests you have already submitted.

A value of Yes means your concurrent requests and reports are automatically placed on hold. To take requests off hold, you:

- Navigate to the Concurrent Requests Summary window to select a request
- Select the Request Control tabbed region
- Uncheck the Hold check box

Users can see and update this profile option.

### **Concurrent:Report Access Level**

This profile option determines access privileges to report output files and log files generated by a concurrent program. This option can be set to User or Responsibility.

Setting the Concurrent:Report Access Level profile option to 'User' means only the user who submitted a request may:

- view the completed report output for that request online
- view the diagnostic log file for that request online (System Administrator also has this privilege)
- reprint a completed report, if the Concurrent:Save Output profile option is set to Yes (System Administrator also has this privilege)

If a user changes responsibilities, the reports and log files available for online review do not change, but are still determined by the user who submitted the concurrent requests.

Setting the Concurrent:Report Access Level profile option to 'Responsibility' means access to reports and diagnostic log files is based on the responsibility the user is currently using. In this case, for any requests submitted from their current responsibility, any user may:

- view the completed report output for a request online
- view the diagnostic log file for a request online (System Administrator also has this privilege)
- reprint a completed report, if the Concurrent:Save Output profile option is set to Yes (System Administrator also has this privilege)

If a user changes responsibilities, the reports and log files available for online review change to match the user's current responsibility. Users can always see the output and log files from reports they personally submitted, but may also see reports and log files submitted by any user from the current responsibility.

Users can see this profile option, but they cannot update it.

### **Concurrent:Report Copies**

This profile option lets you set the number of output copies that print for each concurrent request. The default value is 1.

- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

### **Concurrent:Request Priority**

This displays the default priority number for your concurrent requests. You cannot change your request priority. The priority of your requests is set by your System Administrator.

Requests normally run according to start time on a "first-submitted, first-run" basis. Priority overrides request start time. A higher priority request starts before an earlier request.

Priorities range from 1 (highest) to 99 (lowest). The standard default value is 50.

Users can see this profile option, but they cannot update it.

### **Concurrent:Request Start Time**

You can set the date and time that your requests are available to start running:

- If the start date and time is at or before the current date and time, requests are available to run immediately.
- If you want to start a request in the future, for example, at 3:45 pm on June 12, 1998, you enter 12-JUN-98 15:45:00 as the profile option value.
- You must include both a date and a time.
- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

### **Concurrent:Save Output**

You can save your request outputs in a standard file format.

- The default setting saves request outputs in standard file format.
- Some concurrent requests do not generate an output file.
- If your request output is saved, you can reprint a request. This is useful when requests complete with an Error status. For example, the request runs successfully, but a printer malfunctions.
- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

### **Concurrent:Sequential Requests**

You can force your requests to run one at a time (sequentially) according to the requests' start dates and times, *or* allow them to run concurrently, when their programs are compatible.

- Concurrent programs are incompatible if simultaneously accessing the same database tables incorrectly affects the values each program retrieves.
- When concurrent programs are defined as incompatible with one another, they cannot run at the same time.

"Yes" prevents your requests from running concurrently. Requests run sequentially in the order they are submitted.

"No" means your requests *can* run concurrently when their concurrent programs are compatible.

Changing this value does not affect requests you have already submitted.

Users can see and update this profile option.

### **Currency:Mixed Currency Precision**

Use Mixed Currency Precision to specify how many spaces are available to the right of the decimal point when displaying numbers representing different currencies.

- Normally, currency numbers are right-justified.
- Each currency has its own precision value that is the number of digits displayed to the right of a decimal point. For U.S. dollars the precision default is 2, so an example display is 345.70.
- Set Mixed Currency Precision to be equal to or greater than the *maximum* precision value of the currencies you are displaying. For example, if you are reporting on rows

displaying U.S. dollars (precision=2), Japanese yen (precision=0), and Bahraini dinar (precision=3), set Mixed Currency Precision=3.

Users can see and update this profile option.

### **Currency:Negative Format**

You can use different formats to identify negative currency. The default identifier is a hyphen ( - ) preceding the currency amount, as in "-xxx". You can also select:

Angle brackets < > < xxx >  
Trailing hyphen - xxx -

If you run Oracle Applications in character mode, you can also use:

Parentheses ( ) ( xxx )  
Square Brackets [ ] [ xxx ]

If you use the negative number formats of "(xxx)" or "[xxx]" in the GUI version of Oracle Applications, your negative numbers appear as "<xxx>".

Users can see and update this profile option.

### **Currency:Positive Format**

You can use different formats to identify positive currency values. The default condition is no special identifier.

This is the only format available for positive numbers in the GUI version of Oracle Applications. If you use the character mode positive number formats of "+xxx" or "xxx+," your positive numbers appear as "xxx" in the GUI windows.

Users can see this profile option.

### **Currency:Thousands Separator**

You can separate your currency amounts in thousands by placing a thousands separator, for example, a comma ( , ), every three digits (or 10<sup>3</sup> power).

If your currency amount does not fit within the field window, the thousands separator does not display.

Users can see and update this profile option.

### **Default Country**

This is the default source for the Country field for all address regions and is used by the Flexible Address Formats feature, the Flexible Bank Structures feature, and the Tax Registration Number and Taxpayer ID validation routines.

This profile can be set to any valid country listed in the Maintain Countries and Territories window and can be set to a different value for each user.

If the Default Country profile option is not defined, Receivables uses the value of the Default Country field in the System Options window as the default when you enter addresses.

The Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation routines are only performed for customers and banks in the home Country. If the

current transaction does not have a Country value, the Default Country profile value is used to determine whether validation is required. If the Default Country profile is not defined, validation will not be performed.

Users can see and update this profile option.

### **Flexfields:AutoSkip**

You can save keystrokes when entering data in your flexfields by automatically skipping to the next segment as soon as you enter a valid value into a segment.

- “Yes” means after entering a valid value in a segment you automatically move to the next segment.
- “No” means after entering a valid value in a segment you must press [Return] to go to the next segment.

Users can see and update this profile option.

### **Flexfields:Shorthand Entry**

If shorthand flexfield entry is defined for your flexfield, you can use a shorthand alias to automatically fill in values for some or all of the segments in a flexfield.

#### **Not Enabled**

Shorthand Entry is not available for any flexfields for this user, regardless of whether shorthand aliases are defined.

#### **New Entries Only**

Shorthand Entry is available for entering new records in most foreign key windows. It is not available for combinations windows, updating existing records, or entering queries.

#### **Query and New Entry**

Shorthand Entry is available for entering new records or for entering queries. It is not available for updating existing records.

#### **All Entries**

Shorthand Entry is available for entering new records or updating old records. It is not available for entering queries.

#### **Always**

Shorthand Entry is available for inserting, updating, or querying flexfields for which shorthand aliases are defined.

Users can see and update this profile option.

### **Flexfields:Show Full Value**

If an alias defines valid values for *all* of the segments in a flexfield, and Flexfields: Shorthand Entry is enabled, when you enter the alias the flexfield window does not appear.

You can override this by selecting Flexfields: Show Full Value, which displays the full flexfield window with the cursor resting on the last segment.

Users can see and update this profile option.

### **Language**

This profile option displays the name of the language used by your application windows and menus. Only your system manager can change this profile option.

Users can see this profile option, but they cannot update it.

### **Maximum Page Length**

You can set the maximum number of lines per page for your printer.

- You should set "Maximum Page Length" to a value appropriate for the paper size your printer uses.
- The default value of 58 accommodates A4 type paper in landscape mode.
- If your printer uses 8 1/2" by 11" size paper, you can set "Maximum Page Length" to 66.

Users can see and update this profile option.

### **Menu Style**

You can choose between Lotus-style (left-to-right scrolling) or Macintosh-style (pull-down) menus.

- Both menus have the same sequence of menu choices for each application function.

Users can see and update this profile option.

### **Message:Prompt for Explanation**

You can automatically display a pop-up window asking if you want to see a message explanation. By setting this option to:

- "Yes" you see a DecisionPoint window when a message explanation is available.
- "No" you do not see a DecisionPoint window when a message explanation is available. You acknowledge messages by pressing any key.

Users can see this profile option, but they cannot update it.

### **Message:Shared Application**

Messages appearing in the message line near the bottom of the screen are typically generated by the application you are running.

Occasionally, an application may share another application's messages. The Message:Shared Application profile option lets you identify another application whose error messages can be referenced.

Users can see and update this profile option.

### **Printer**

You can select the printer that prints your reports. If a printer cannot be selected, contact your System Administrator. Printers must be registered with Oracle Applications.

Users can see and update this profile option.

### **QuickPick:AutoReduction**

You can automatically reduce a list of values to a list containing only values starting with a character(s) you specify, by selecting AutoReduction: "Normal."

When you select AutoReduction: "PowerSkip," you can reduce a list of values to only those starting with a character(s) you specify, *and* your cursor automatically skips to the next *differing* character.

For example, if you had a long list of quarterly reports, two starting with the letter "z" (ZDept CF1 and ZDept CF2), when you type the letter "z" the list of values list is reduced to two values, and the cursor automatically skips to the last character. You then type "1" or "2" to select a report.

In the example above, with AutoReduction set to Normal, you must type all the characters if you want to use the AutoReduction feature to select one of the reports.

Users can see and update this profile option.

### **QuickPick:AutoSelect**

After you reduce a list of values to a single choice, AutoSelect automatically enters the value for you.

Use QuickPick:AutoReduction to help reduce list of value lists to a single choice. Then with QuickPick:AutoSelect you can, for example:

- Specify the first character(s) of the choice you want
- If only one value begins with the character(s), AutoSelect automatically selects the correct choice, closes the pop-up window, and enters the value.

To enter a QuickPick value when AutoSelect is set to "No", you must press [Return] after selecting the value.

Users can see and update this profile option.

### **Sequential Numbering**

Sequential Numbering assigns numbers to documents that you create in Oracle financial products. For example, when you are in a window that creates invoices, each invoice document can be numbered sequentially.

- Sequential numbering provides a method of checking whether documents have been posted or lost.
- Not all windows within an application can be selected to support sequential numbering.

Sequential Numbering has the following profile option settings:

#### **Always Used**

You may not enter a document if no sequence exists for it.

#### **Not Used**

You may always enter a document.

#### **Partially Used**

You will be warned, but not prevented from entering a document, when no sequence exists.

Only system administrators can change this profile option.

Users can see this profile option, but they cannot update it.

This profile option is visible and updatable at the site, application, and responsibility levels, as described in the table below.

**Note:** The ability to set the Sequential Numbering profile option at the responsibility level was added for the Multiple Organizations Support feature. We recommend setting this option at either the site or application level unless you are implementing this feature.

Level	Visible	Allow Update
Site	Yes	Yes
Application	Yes	Yes
Responsibility	Yes	Yes
User	No	No

The internal name for this profile option is UNIQUE:SEQ\_NUMBERS.

### Sign-On:Notification

You can display a message at login that indicates:

- If any concurrent requests failed since your last session.
- How many times someone tried to log on to Oracle Applications with your user name, but an incorrect password.
- When the default printer identified in your user profile is unregistered or not specified.

Users can see and update this profile option.

### Related Topics

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-23

Profile Options in Oracle Application Object Library, *Oracle Applications System Administrator's Guide*



---

# Oracle Receivables Function Security

This appendix covers the following topics:

- Function Security in Oracle Receivables

## Function Security in Oracle Receivables

Use function security to control user access to Receivables functions. By default, access to Receivables functionality is *not* restricted. Your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

The following examples are common results that enforcing function security may produce:

- Button is hidden
- Field is not updatable
- Tabbed region is hidden
- Window is inaccessible

For example, your system administrator creates a Billing responsibility that lets users enter, update and delete all transactions except commitments. Depending on the type of restriction he wishes to impose, he could exclude one or more of the following functions:

```
Commitment: View  
    Commitment: Enter  
    Commitment: Update  
    Commitment: Delete
```

If Commitment: View is excluded from a responsibility, the user cannot perform any functions on commitments (for example, enter, update, delete, or view).

If Commitment: Enter is excluded from a responsibility, the user cannot enter new commitments, but can query existing commitments to view, update, or delete them.

If Commitment: Enter, Commitment: Update, and Commitment: Delete are excluded, the user can only query existing commitments for review, he cannot perform any other actions.

Function security is used in several setup windows and in each of the following workbenches: Transactions Workbench, Receipts Workbench, Collections Workbench, Customers Workbench, and Bills Receivable Workbench. If a workbench is completely removed from the menu, all functions associated with the workbench are automatically removed.

**Important:** Your system administrator can submit the Function Security Menu Reports request set. This request set includes the Function Security Functions report, which shows a complete list of Receivables functions assigned to each preseeded responsibility.

## Related Topics

Overview of Function Security, *Oracle Applications System Administrator's Guide*

How Function Security Works, *Oracle Applications System Administrator's Guide*

Implementing Function Security, *Oracle Applications System Administrator's Guide*

Customer Window Parameters, page C-9 (when function security definitions conflict with window parameters)

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*

## Receivables Functions

The following tables list restrictions by workbench. In addition, your system administrator can restrict access to any workbench, setup windows, or alternative regions within a window.

## Transactions Workbench

The following functions described in the table below can be excluded in the Transaction Workbench:

<b>Function Name</b>	<b>Restriction(s)</b>
Adjustment: View	View adjustments
Adjustment: Approve	Approve adjustments
Adjustment: Enter	Enter adjustments
Adjustment: Update	Update adjustments
Commitment: View	View commitments
Commitment: Delete	Delete Commitments
Commitment: Enter	Enter commitments
Commitment: Update	Update commitments
Credit Memo: View	View credit memos
Credit Memo: Delete	Delete credit memos
Credit Memo: Enter	Enter credit memos
Credit Memo: Update	Update credit memos
Debit Memo: View	View debit memos
Debit Memo: Delete	Delete debit memos
Debit Memo: Enter	Enter debit memos
Debit Memo: Update	Update debit memos
Invoice: View	View invoices
Invoice: Delete	Delete invoices
Invoice: Enter	Enter invoices
Invoice: Update	Update invoices
On Account: View	View on-account credits
On Account: Applications	Apply on-account credits
On Account: Delete	Delete on-account credits
On Account: Enter	Enter on-account credits
On Account: Update	Update on-account credits
Transactions: Complete	Complete transactions
Transactions: Copy**	Copy Transactions
Transactions: Dispute*	Place transactions in dispute
Transactions: Print**	Print transactions
Transactions: Apply Deposits	Apply deposits to completed invoices

**Note:** \* The Transactions: Dispute function lets a user place transactions in dispute. This function can be performed in both the Transactions and the Collections workbenches. If your system administrator has excluded the function from the Transactions Workbench, it will automatically be excluded from the Collections Workbench. However, if the entire Transaction Workbench is excluded from a responsibility, then the system administrator may choose to explicitly include or exclude the function in the Collections Workbench.

**Note:** \*\* Implies that the functionality may be accessed either via a button or directly from the menu. Excluding the function will disable access via the button. However, the system administrator is still required to remove access from the menu when defining menu structures.

## Receipts Workbench

The following functions described in the table below can be excluded in the Receipts Workbench.

Function Name	Restriction(s)
Automatic Receipts: View	View automatic receipts
Automatic Receipts: Approve	Approve automatic receipts
Automatic Receipts: Confirm	Confirm automatic receipts
Automatic Receipts: Create	Create automatic receipts
Automatic Receipts: Format	Format automatic receipts
Automatic Receipts: Maintain	Maintain automatic receipts
Automatic Receipts: Unconfirm	Unconfirm automatic receipts
Exchange Rate Adjustment	Adjust exchange rates
Miscellaneous Receipt: View	View miscellaneous receipts
Miscellaneous Receipt: Delete	Delete miscellaneous receipts
Miscellaneous Receipts: Enter	Enter miscellaneous receipts
Miscellaneous Receipts: Update	Update miscellaneous receipts
QuickCash: View	View QuickCash receipts
QuickCash: Enter	Enter QuickCash receipts
QuickCash: Post	Post QuickCash receipts
QuickCash-Lockbox: Update	Update lockbox QuickCash receipts
QuickCash-Manual: Update	Update manual QuickCash receipts
Receipt Reversal: Debit memo	Reverse debit memos
Receipt Reversal: Standard	Reverse standard receipts
Receipt: View	View receipts
Receipt: Delete	Delete receipts
Receipt: Enter	Enter receipts
Receipt: Update	Update receipts
Remittance: View	View remittances
Remittance: Approve	Approve remittances
Remittance: Create	Create remittances
Remittance: Format	Format remittances
Remittance: Maintain	Maintain remittances

### Collections Workbench

The following functions described in the table below can be excluded in the Collections Workbench.

<b>Function Name</b>	<b>Restriction(s)</b>
Account Details: Subfunction	Access the Account Details window from a button to view account details
Account Overview: Subfunction	Access the Account Overview window from a button to view account activity for a specific period of time
Aging: Subfunction	Access the Aging window from a button to view customer account balances by aging bucket
Call: Subfunction	Access the Customer Calls window from a button to record and view customer calls information
Correspondence: Subfunction	Access the Correspondence window to view customer correspondence
Credit Hold: Subfunction	Place an account on credit hold
Customer Account: Subfunction	Access the Customer Accounts window from a button to view customer account information
Customer Workbench: Subfunction	Access the Find/Enter Customers window of the Customer Workbench from a button
Dunning: Subfunction	Access the Dunning History window from a button to view dunning history
Scheduler: Subfunction	Access the Scheduler window from a button to view items that require further collection activity
Statements: Subfunction	Access the Print Statements window from a button to print statements for customers
Transaction Overview: Subfunction	Access the Transaction Overview window from a button to view information for a specific transaction

## Customer Workbench

The following functions described in the table below can be excluded in the Customers Workbench.

Function Name	Restriction(s)
Customers: Address Banks	Assign banks to addresses
Customers: Address Contacts	Enter contacts names, contacts telephone numbers, and contacts roles
Customers: Address Payment Methods	Assign payment methods to addresses
Customers: Address Profile	Assign and maintain customer site profiles
Customers: Address Telephones	Enter address telephone numbers
Customers: Banks	Assign banks to customers
Customers: Contacts	Enter contacts names, contacts telephone numbers, and contacts roles
Customers: Marketing	Enter marketing information
Customers: Payment Methods	Assign payment methods to customers
Customers: Profile	Assign and maintain customer profiles
Customers: Relationships	Create and view customer relationships
Customers: Telephones	Enter customer telephone numbers

You cannot restrict access to the Classification, Addresses, or Business Purposes tabbed regions using function security.

### **Bills Receivable Workbench**

The following functions described in the table below can be excluded in the Bills Receivable Workbench.

Function Name	Restriction(s)
Bills Receivable Remittance: View	View bills receivable remittances
Bills Receivable Remittance: Approve	Approve bills receivable remittances
Bills Receivable Remittance: Create	Create bills receivable remittances
Bills Receivable Remittance: Format	Format bills receivable remittances
Bills Receivable Remittance: Maintain	Maintain bills receivable remittances
Bills Receivable: View	View bills receivable
Bills Receivable: Accept	Accept bills receivable
Bills Receivable: Cancel	Cancel bills receivable
Bills Receivable: Complete	Complete bills receivable
Bills Receivable: Delete	Delete bills receivable
Bills Receivable: Eliminate Risk	Eliminate risk on bills receivable
Bills Receivable: Endorse	Endorse bills receivable
Bills Receivable: Enter	Enter bills receivable
Bills Receivable: Exchange	Exchange bills receivable
Bills Receivable: Hold	Hold bills receivable
Bills Receivable: Incomplete	Mark bills receivable as incomplete
Bills Receivable: Protest	Protest bills receivable
Bills Receivable: Recall	Recall bills receivable
Bills Receivable: Restate	Restate bills receivable
Bills Receivable: Restore Risk	Restore risk on bills receivable
Bills Receivable: Unpaid	Mark bills receivable as unpaid
Bills Receivable: Update	Update bills receivable

## Banks

The following functions described in the table below can be excluded in the Banks window.



Function Name	Restriction(s)
Banks: Payable Options	Access the AP Options region of the Bank Accounts window to define various attributes for Oracle Payables
Banks: Payment Documents	Access Payment Documents window to enter new payment documents
Banks: Receivable Options	Access the AR Options and More AR Options regions of the Bank Accounts window to define GL Accounts
Banks: Related Banks	Assign related banks to a Clearing House.

## Bank Accounts

The following functions described in the table below can be excluded in the Bank Accounts window.

Function Name	Restriction(s)
Bank Account Access: Customer	Access customer bank accounts.
Bank Account Access: Supplier	Access supplier bank accounts.
Bank Account Access: Internal	Access internal bank accounts.

## Related Topics

Overview of Function Security, page C-1

How Function Security Works, *Oracle Applications System Administrator's Guide*

Customer Window Parameters, page C-9 (when function security definitions conflict with window parameters)

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*

## Customer Window Parameters

You can control the appearance or behavior of certain customer windows by specifying parameter values when you define menus.

If you use a parameter to specify that a window displays a particular tabbed region, but access to that region is disallowed by function security, Receivables will open the default tabbed region instead. (See the relevant window parameter section to see how these conflicts are resolved.)

For example, you want your collections agents to see contact telephone numbers automatically after retrieving a customer record. To ensure that the Customers window shows the "Contacts:Telephones" tabbed region when it is first opened, add the following parameter to a window function that opens ARXCUDCI, then add that function to your collections responsibility:

```
CUST_FIRST_CANVAS=CUST_CONT
```

The following parameters control the behavior of the Customers windows.

### Customer window initial tabbed region

Use the CUST\_FIRST\_CANVAS parameter to specify which tabbed region is visible when you first open the Customers window. Valid values include:

- **CUST\_MKT:** Marketing region
- **CUST\_CLASS:** Classification region
- **ADDR\_SUMMARY:** Addresses region
- **CUST\_PROF:** Profile:Transaction region
- **CUST\_CONT:** Contacts:Telephones region
- **CUST\_PHONE:** Telephones region
- **CUST\_PAYMETH:** Payment Methods region
- **CUST\_REL:** Relationships region
- **CUST\_BANK:** Bank Accounts region

If you do not specify a value for this parameter, or if you specify a tabbed region that is disallowed by a responsibility's function security definitions, the Classification tabbed region displays.

### Customer Address window initial tabbed region

Use the ADDR\_FIRST\_CANVAS parameter to specify which customer address tabbed region is visible when you first open the Customer Addresses window. Valid values include:

- **ADDR\_SU:** Business:Purposes region
- **ADDR\_PROF:** Profile:Transaction region
- **ADDR\_BANK:** Bank Accounts region
- **ADDR\_PHONE:** Telephones region
- **ADDR\_PAYMETH:** Payment Methods region
- **ADDR\_CONT:** Contacts:Telephones region

If you do not specify a value for this parameter, or if you specify a tabbed region that is disallowed by a responsibility's function security definition, Receivables displays the Business Purposes tabbed region.

### Business Purpose display for addresses

Use the ADDR\_MODE parameter to specify the mode for displaying business purposes. Valid values include:

- **STANDARD:** Business:Purposes (multi-row format)
- **QUICK:** Business:Purposes (check boxes)

### Summary or Detail business purposes

Use the CUST\_RECORD\_COUNT parameter to specify which tabbed region is visible when you first open the Customers window:

- **1:** Customer window first displays the Customer detail window
- **2:** Customer window first displays the summary gateway window

## **Related Topics**

Overview of Function Security, *Oracle Applications System Administrator's Guide*

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*



---

# Attachments in Oracle Receivables

This appendix covers the following topics:

- Attachments in Receivables

## Attachments in Receivables

To illustrate or clarify your application data, you can link non-structured data such as images, word processing documents, spreadsheets, or video to more structured application data. For example, you could attach an image file to an invoice to show the item or items that your customer ordered.

The Attachment icon in the toolbar indicates whether the Attachments feature is enabled in a Receivables window. When the button is greyed out, the Attachment feature is not available. When the Attachment feature is enabled in a window, the icon becomes a solid paper clip. The icon changes to a paper clip holding a paper when the Attachment feature is enabled in a window and the current record has at least one attachment.

To view the attachment, choose the Attachment icon, or choose Attachments from the View menu.

In Receivables, you can use Attachments in the following windows:

- Credit Transactions
- Customer Calls
- Customers windows (Standard, Quick, Summary)
- Receipt Batches and Receipt Batches Summary
- Receipts, Receipts Summary, and Receipt Applications
- Remittances and Remittances Summary
- Transactions, Transaction Lines, and Transactions Summary

## Viewing Attachments from Related Windows

In certain windows, Receivables also lets you view attachments from related windows.

For example, you can view a file attached to a customer record when looking at that customer's transaction in the Transactions window.

To see attachments that are attached to related entities, choose Attachments from the View menu, or choose the Attachment icon, to open the Attachments window. When

you check the Include Related Documents check box, the Attachments window queries those related attachments as well as the attachments for the base entity.

In Receivables, you can see:

- Attachments to customers from the Transactions and Transactions Summary windows
- Attachments to Order Management orders and order lines from the Transaction Lines window
- Attachments to customers from the Receipts and Receipts Summary windows
- Attachments to customers and transactions from the Receipt Applications window
- Attachments to customers and transactions from the Account Details window
- Attachments to customers, transactions, and receipts from the Account Details Activities window

For more information, see: *About Attachments, Oracle Applications User's Guide*.

---

# Oracle Receivables Documents on the Desktop

This appendix covers the following topics:

- Desktop Documents

## Desktop Documents

Desktop Documents is an Oracle Applications feature that lets you save an Oracle Receivables window and the current record to the Navigator for easy access. You can use this feature as a to-do list or to quickly resume working on a specific record after attending to more urgent tasks.

For example, you are viewing information about a customer account in the Account Details window, but another task requires your immediate attention. To save the Account Details window and the customer account information, choose Place on Navigator from the File menu. When you do this, Receivables creates an Account Details item in the Documents region on the Navigator.

When you are ready to resume work, you can quickly reopen the window by double clicking the Account Details icon. Receivables reopens the window, which still displays the record you were viewing when you placed it on the Navigator.

You can display your desktop documents either as icons or items in a list by selecting either the Icon View or List View radio buttons.

**Note:** If you have documents on the desktop when you exit Receivables, then Receivables displays the Documents region to remind you of the saved items the next time you log on.

## Renaming and Removing Desktop Documents

To rename a document on the desktop, select it, and then choose the Rename button. Enter the new name in the Rename Label dialog, then choose OK. If you are displaying your desktop document in icon form, you can also display the Rename Label dialog by placing the cursor over the name of the item, and then double clicking.

To remove a desktop document, select the item, choose the Remove button, and then choose OK to acknowledge the message.

Receivables lets you save the following windows as Desktop Documents:

- Account Details

- Credit Transactions
- Customer Calls
- Receipts
- Receipts Summary
- Scheduler
- Transactions
- Transactions Summary
- Transaction Overview



---

# Oracle Receivables Table and Column Descriptions

This appendix covers the following topics:

- Customer Interface Table Descriptions and Validation
- AutoInvoice Table and Column Descriptions
- Lockbox Table and Column Descriptions

## Customer Interface Table Descriptions and Validation

Below is a detailed description of the five Customer Interface tables and the validation Receivables performs on each column when you run Customer Interface.

**Note:** If you applied a patch that modified the Release 11i Customer Interface tables, refer to the online help for an update to this section.

### Table Name: RA\_CUSTOMERS\_INTERFACE\_ALL

This table stores customer, address, and business purpose information. You do not have to enter values in this table if you do not want to import customers, addresses, or business purposes.

#### ADDRESS1 through 4

Enter the address for your customer in these four columns. You can enter up to four lines of an address.

**Validation:**

If you enter a value in ORIG\_SYSTEM\_ADDRESS\_REF, you must enter a value in ADDRESS1. For multiple rows with the same address reference, insert values in address 1-4.

**Destination:**

HZ\_LOCATIONS.ADDRESS1, HZ\_LOCATIONS.ADDRESS2, HZ\_LOCATIONS.ADDRESS3, and HZ\_LOCATIONS.ADDRESS4

#### CITY, STATE, PROVINCE, COUNTY, POSTAL\_CODE, COUNTRY

Enter the city, state, province, county, and postal code for this customer's address. You must enter values that have already been defined in AR\_LOCATION\_VALUES if Address Validation is set to 'Error' and you are calculating sales tax. You must do this for each address component on which your tax location flexfield structure is based.

If Address Validation is set to 'Warning' and you pass an address component value that does not exist in AR\_LOCATION\_VALUES, Customer Interface inserts this value into AR\_LOCATION\_VALUES and displays a warning message in the Customer Interface Transfer report.

If Address Validation is set to 'No Validation' and you pass a value that does not exist in AR\_LOCATION\_VALUES, Customer Interface inserts this value into AR\_LOCATION\_VALUES.

You must always enter a value for Country.

**Validation:**

The country must exist in FND\_TERRITORIES.

**Destination:**

HZ\_LOCATIONS.CITY, HZ\_LOCATIONS.STATE, HZ\_LOCATIONS.PROVINCE, HZ\_LOCATIONS.COUNTY, HZ\_LOCATIONS.POSTAL\_CODE, and HZ\_LOCATIONS.COUNTRY

## **ADDRESS\_KEY**

This column is not currently used by Customer Interface.

## **ADDRESS\_LINES\_PHONETIC**

The phonetic or Kana (Japanese) representation of the customer address. This column is optional.

**Validation:**

None

**Destination:**

HZ\_LOCATIONS.ADDRESS\_LINES\_PHONETIC

## **BILL\_TO\_ORIG\_ADDRESS\_REF**

Enter the Bill-To location that you want to associate with the Ship-To address on this record.

**Validation:**

You can enter a value only if the SITE\_USE\_CODE column in this record is 'Ship-To'. Also, the Bill-To address must exist for this customer or any related customers.

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.BILL\_TO\_SITE\_USE\_ID

## **CUSTOMER\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information for customer. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_ACCOUNTS.ATTRIBUTE\_CATEGORY and HZ\_PARTIES.ATTRIBUTE\_CATEGORY

## **ADDRESS\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information for address. This column is optional.

**Validation:**

None

**Destination:**

HZ\_LOCATIONS.ATTRIBUTE\_CATEGORY, HZ\_PARTY-SITES.ATTRIBUTE\_CATEGORY, and HZ\_CUST\_ACCT\_SITES\_ALL.ATTRIBUTE\_CATEGORY

**SITE\_USE\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information for site use. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.ATTRIBUTE\_CATEGORY

**CUSTOMER\_ATTRIBUTE\_1 to 15**

Enter Descriptive Flexfield information for customer. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_ACCOUNTS.ATTRIBUTE1 TO 15 and HZ\_PARTIES.ATTRIBUTE1 TO 15

**ADDRESS\_ATTRIBUTE\_1 to 15**

Enter Descriptive Flexfield information for address. This column is optional.

**Validation:**

None

**Destination:**

HZ\_LOCATIONS.ATTRIBUTE1 TO 15, HZ\_PARTY\_SITES.ATTRIBUTE1 TO 15, and HZ\_CUST\_ACCT\_SITES\_ALL.ATTRIBUTE1 TO 15

**SITE\_USE\_ATTRIBUTE\_1 to 15**

Enter Descriptive Flexfield information for site use. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.ATTRIBUTE1 TO 15, HZ\_PARTIES.ATTRIBUTE1 TO 15, and HZ\_CUST\_ACCOUNTS.ATTRIBUTE1 TO 15

**CUSTOMER\_CATEGORY\_CODE**

Enter a category to categorize your customer. Use customer categories that you previously defined in the Receivables Lookups window. This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'CUSTOMER\_CATEGORY'

**Destination:**

HZ\_CUST\_ACCOUNTS.CATEGORY\_CODE

## ADDRESS\_CATEGORY\_CODE

Enter the address category code for your customer site. Use a defined code from the Oracle Receivables Lookups window. This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'ADDRESS\_CATEGORY.'  
The lookup code must be enabled.

**Destination:**

HZ\_CUST\_ACCT\_SITES\_ALL.CUSTOMER\_CATEGORY\_CODE

## CUSTOMER\_CLASS\_CODE

Enter the customer class for this customer. Use customer classes that you previously defined in the Receivables Lookups window. This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'CUSTOMER CLASS'

**Destination:**

HZ\_CUST\_ACCOUNTS.CUSTOMER\_CLASS\_CODE

## CUSTOMER\_KEY

This column is not currently used by Customer Interface.

## CUSTOMER\_NAME

Enter the name of your customer. This column is required.

**Validation:**

The same customer reference cannot have different customer names within this table.

**Destination:**

HZ\_PARTIES.PARTY\_NAME

## CUSTOMER\_NAME\_PHONETIC

The phonetic or Kana (Japanese) representation of the customer name. This column is optional.

**Validation:**

None

**Destination:**

HZ\_PARTIES.PARTY\_NAME\_PHONETIC

## CUSTOMER\_NUMBER

Enter this customer's number.

**Validation:**

Must be null if you are using Automatic Customer Numbering. Must exist if you are not using Automatic Customer Numbering. This value must be unique within HZ\_PARTIES.

**Destination:**

HZ\_PARTIES.PARTY\_NUMBER

## **CUSTOMER\_STATUS**

Enter the status of this customer. This column is required.

**Validation:**

Must equal 'A' for Active or 'I' for Inactive.

**Destination:**

HZ\_CUST\_ACCOUNTS.STATUS and HZ\_PARTIES\_STATUS

## **CUSTOMER\_TYPE**

Enter 'Internal' or 'External' to indicate customer type for this customer. This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'CUSTOMER\_TYPE'.

Multiple rows with the same customer reference must have the same customer type.

**Destination:**

HZ\_CUST\_ACCOUNTS.CUSTOMER\_TYPE

## **CUST\_TAX\_CODE, SITE\_USE\_TAX\_CODE**

Enter the tax code that you want to assign to this customer or business purpose, depending on the column you choose. You must use tax codes that you previously defined in the Tax Codes and Rates window. These columns are optional.

**Validation:**

Must exist in AR\_VAT\_TAX.

**Destination:**

HZ\_CUST\_ACCOUNTS.TAX\_CODE and HZ\_CUST\_SITE\_USES\_ALL.TAX\_CODE

## **CUST\_TAX\_EXEMPT\_NUM**

This column is not currently used by Customer Interface and must be left blank.

**Validation:**

None

**Destination:**

None

## **CUST\_TAX\_REFERENCE**

Enter the tax registration number for this customer. This column is optional.

**Validation:**

None

**Destination:**

HZ\_PARTIES.TAX\_REFERENCE

## **CUST\_SHIP\_VIA\_CODE, SITE\_SHIP\_VIA\_CODE**

Enter the freight carrier you want to assign to this customer or business purpose, depending on the column you choose. Use freight carriers that you previously defined in the Freight Carriers window. This column is optional.

**Validation:**

Must exist in ORG\_FREIGHT.

**Destination:**

HZ\_CUST\_ACCOUNTS.SHIP\_VIA and HZ\_CUST\_SITE\_USES\_ALL.SHIP\_VIA

**CREATED\_BY**

Enter the user ID that is creating this row. This column is required.

**Validation:**

None

**Destination:**

None

**CREATION\_DATE**

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

**DEMAND\_CLASS\_CODE**

Enter the demand class for this address. Use demand classes that you previously defined in the Demand Classes window. This column is optional.

**Validation:**

Must exist in FND\_COMMON\_LOOKUPS

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.DEMAND\_CLASS\_CODE

**GL\_ID\_REC**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the Receivable account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_REC

**GL\_ID\_REV**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the Revenue account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_REV

**GL\_ID\_TAX**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the Tax account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_TAX

**GL\_ID\_FREIGHT**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the Freight account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_FREIGHT

**GL\_ID\_CLEARING**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the AutoInvoice Clearing Account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_CLEARING

**GL\_ID\_UNBILLED**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the Unbilled Receivable account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_UNBILLED

**GL\_ID\_UNEARNED**

If the business purpose for this customer address is Bill-To, enter the code combination ID for the Unearned Revenue account. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.GL\_ID\_UNEARNED

**INSERT\_UPDATE\_FLAG**

Specify whether you are inserting a new record or updating an existing record. This column is required.

**Validation:**

'I' for insert or 'U' for update.

**Destination:**

None

## INTERFACE\_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

## LOCATION

Enter a shorthand name for this business purpose. You use this value to quickly refer to a business purpose during data entry.

**Validation:**

If automatic site numbering is set to No, you must enter a value in this column. If not, do not enter a value. Values for this column must be unique.

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.LOCATION

**Important:** This column is not updatable.

## LOCATION\_CCID

This column is used by Customer Interface and should be left null. Customer Interface stores the code combination id of valid addresses in this column.

**Validation:**

None

**Destination:**

None

## LAST\_UPDATED\_BY

Enter the user id that is updating this row. This column is required.

**Validation:**

None

**Destination:**

None

## LAST\_UPDATE\_DATE

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

## LAST\_UPDATE\_LOGIN

Enter the login id. This column is optional.

**Validation:**

None

**Destination:**

None



## LANGUAGE

Enter the language used by this customer site. This column is optional.

**Validation:**

Must exist in FND\_LANGUAGES.NLS\_LANGUAGE

**Destination:**

HZ\_CUST\_ACCT\_SITES\_ALL.LANGUAGE

## MESSAGE\_TEXT

This column is used by Customer Interface and should be left null.

**Validation:**

None

**Destination:**

None

## ORIG\_SYSTEM\_ADDRESS\_REF

Enter a value you can use to uniquely identify this address in your original system.

This column forms part of the primary key for RA\_CUSTOMERS\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_ADDRESS\_REF, and SITE\_USE\_CODE.

To enter multiple addresses for a customer, enter multiple records in RA\_CUSTOMERS\_INTERFACE with identical customer information, but with different address information.

This column is required if you are either inserting or updating address information.

**Validation:**

Must not exist in HZ\_LOCATIONS for insert. Must exist in HZ\_CUST\_ACCT\_SITES\_ALL for update.

**Destination:**

HZ\_LOCATIONS.ORIG\_SYSTEM\_REFERENCE and HZ\_CUST\_ACCT\_SITES\_ALL.ORIG\_SYSTEM\_REFERENCE

## ORIG\_SYSTEM\_CUSTOMER\_REF

Enter a value that uniquely identifies this customer in your original system.

This column forms part of the primary key for RA\_CUSTOMERS\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_ADDRESS\_REF, and SITE\_USE\_CODE.

If you are entering a new customer, you must also enter a customer level profile in RA\_CUSTOMER\_PROFILES\_INTERFACE. This column is required.

**Validation:**

Must not exist in HZ\_PARTIES for insert. Must exist in HZ\_CUST\_ACCOUNTS for update. The same customer reference cannot have different customer names within this table. Inserts for this column must be unique.

**Destination:**

HZ\_CUST\_ACCOUNTS.ORIG\_SYSTEM\_REFERENCE and HZ\_PARTIES.ORIG\_SYSTEM\_REFERENCE

## ORIG\_SYSTEM\_PARENT\_REF

Enter the original system reference of the related customer, if one exists. If you enter a value in this column, Receivables checks the CREATE\_RECIPROCAL\_FLAG parameter for the Customer Interface programs to determine whether the application should automatically create the reciprocal relationship.

If the parameter is set to *Yes*, Receivables creates an additional, opposite entry in the HZ\_CUST\_ACCT\_RELATE\_ALL table. This column is optional.

### **Validation:**

Must exist in HZ\_PARTIES.Orig\_System\_Reference and HZ\_Cust\_Accounts.Orig\_System\_Reference. Multiple rows with the same customer reference must have the same ORIG\_SYSTEM\_PARENT\_REF.

### **Destination:**

Inserts into HZ\_CUST\_ACCT\_RELATE\_ALL.CUST\_ACCOUNT\_ID.

## ORIG\_SYSTEM\_PARTY\_REF

Enter a value you can use to unique identify this party in your original system. To create a new customer for an existing party, you must populate this column with the existing party's reference. This column is used for creating multiple customer accounts for one party through Customer Interface.

If you do not provide an original system reference, then the value from the ORIG\_SYSTEM\_CUSTOMER\_REF column becomes the reference for the party as well as the customer.

### **Validation:**

Must exist in HZ\_PARTIES for insert and update.

### **Destination:**

HZ\_PARTIES.Orig\_System\_Reference

## PARTY\_NUMBER

Enter the party number if the HZ: Generate Party Number profile option is set to *No*. If the profile option is set to *Yes*, you must leave this column blank because the party number is automatically generated.

### **Validation:**

Must exist in HZ\_PARTIES for insert and update.

### **Destination:**

HZ\_PARTIES.PARTY\_NUMBER

## PARTY\_SITE\_NUMBER

Enter the party site number if the HZ: Generate Party Site Number profile option is set to *No*. If the profile option is set to *Yes*, you must leave this column blank because the party site number is automatically generated.

### **Validation:**

Must exist in HZ\_PARTY\_SITES for insert and update.

### **Destination:**

HZ\_PARTY\_SITES.SITE\_NUMBER

**PERSON\_FLAG**

Enter Y if this customer is a person.

**Validation:**

Must be 'Y,' 'N,' or null.

**Destination:**

None

**PERSON\_FIRST\_NAME**

If the customer is a person, then enter the person's first name.

**Validation:**

None

**Destination:**

HZ\_PARTIES.PERSON\_FIRST\_NAME and HZ\_PERSON\_PROFILES.PERSON\_FIRST\_NAME

**PERSON\_LAST\_NAME**

If the customer is a person, then enter the person's last name, also known as the surname or family name.

**Validation:**

None

**Destination:**

HZ\_PARTIES.PERSON\_LAST\_NAME and HZ\_PERSON\_PROFILES.PERSON\_LAST\_NAME

**PRIMARY\_SITE\_USE\_FLAG**

Enter 'Y' or 'N' to indicate whether this is the primary business purpose. Enter a value in this column only if the INSERT\_UPDATE\_FLAG is 'Y' and you enter a value in ORIG\_SYSTEM\_ADDRESS\_REF.

**Validation:**

Must have only one primary business purpose for each usage (Bill-To, Ship-To, etc.). Must be null, 'Y,' or 'N'.

Mandatory when inserting an address and must be null when the record is for updating purposes. Not updatable.

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.PRIMARY\_FLAG

**REQUEST\_ID**

This column is used by Customer Interface and should be left null.

**SITE\_USE\_CODE**

Enter the business purpose for this customer's address. Use business purposes you previously defined in the Receivables Lookups window with a lookup type of 'Business purposes for a customer address.'

This column forms part of the primary key for RA\_CUSTOMERS\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_ADDRESS\_REF, and SITE\_USE\_CODE.

If you enter a value in ORIG\_SYSTEM\_ADDRESS\_REF, you must enter a value in this column. To enter multiple business purposes for an address, enter multiple records in RA\_CUSTOMERS\_INTERFACE with identical customer and address information, but with different site uses. You can only assign one type of business purpose to each address.

**Validation:**

Must equal a value in AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'SITE\_USE\_CODE'. Inserts for this column must be unique.

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.SITE\_USE\_CODE

### **SITE\_USE\_TAX\_EXEMPT\_NUM**

This column is not currently used by Customer Interface and must be left blank.

**Validation:**

None

**Destination:**

None

### **SITE\_USE\_TAX\_REFERENCE**

Enter the tax registration number for this site. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_SITE\_USES\_ALL.TAX\_REFERENCE

### **TERRITORY**

The territory associated with this customer record.

**Validation:**

None

**Destination:**

HZ\_CUST\_ACCT\_SITES\_ALL.TERRITORY

### **TRANSLATED\_CUSTOMER\_NAME**

The translated customer name.

**Validation:**

None

**Destination:**

HZ\_CUST\_ACCT\_SITES\_ALL.TRANSLATED\_CUSTOMER\_NAME

### **VALIDATED\_FLAG**

This column is used by Customer Interface and should be left null.

**Destination:**

HZ\_CUST\_ACCOUNTS.CUSTOMER\_TYPE

**WARNING\_TEXT**

This column is not currently used by Customer Interface.

**URL**

The uniform resource locator (URL) for the customer's home page on the World Wide Web. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CONTACT\_POINTS.URL

**Table Name: RA\_CUSTOMER\_PROFILES\_INTERFACE**

This table stores customer profile information. If you are entering a new customer in RA\_CUSTOMERS\_INTERFACE, you must either pass a customer profile class that already exists or customer profile values. You do not have to enter values in this table if you are not entering a new customer or assigning customer profile information to customer addresses.

The HZ\_CUST\_PROFILE\_CLASSES table contains values from the profile class that you pass, or from the seeded profile class if you do not provide a class. During import, these values populate the HZ\_CUSTOMER\_PROFILES table.

The data in the RA\_CUSTOMERS\_PROFILES\_INTERFACE table also populates the HZ\_CUSTOMER\_PROFILES table. Because both sources can provide values for the same column in the HZ\_CUSTOMER\_PROFILES table, the resulting value depends on whether the value from the RA\_CUSTOMER\_PROFILES\_INTERFACE table is null or not.

- **Value is not null** - The value from the RA\_CUSTOMER\_PROFILES\_INTERFACES table always overwrites any value from the HZ\_CUST\_PROFILE\_CLASSES table.
- **Value is null**
  - These fields in the HZ\_CUSTOMER\_PROFILES table still take the null value from the RA\_CUSTOMER\_PROFILES\_INTERFACES table:

AUTO\_REC\_INCL\_DISPUTED\_FLAG

CREDIT\_HOLD

CREDIT\_RATING

PERCENT\_COLLECTABLE

RISK\_CODE

ATTRIBUTE\_CATEGORY

ATTRIBUTE1 through ATTRIBUTE15

CLEARING\_DAYS

GLOBAL\_ATTRIBUTE\_CATEGORY

GLOBAL\_ATTRIBUTE1 through GLOBAL\_ATTRIBUTE20

- These fields in the HZ\_CUSTOMER\_PROFILES table take instead the value from the HZ\_CUST\_PROFILE\_CLASSES table:

COLLECTOR\_ID (referenced by the COLLECTOR\_NAME column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

CREDIT\_BALANCE\_STATEMENTS

CREDIT\_CHECKING

DISCOUNT\_TERMS

DUNNING\_LETTERS

INTEREST\_CHARGES

STATEMENTS

TOLERANCE

TAX\_PRINTING\_OPTION

AUTOCASH\_HIERARCHY\_ID (referenced by the AUTOCASH\_HIERARCHY\_NAME column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

DISCOUNT\_GRACE\_DAYS

DUNNING\_LETTER\_SET\_ID (referenced by the DUNNING\_LETTER\_SET\_NAME column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

INTEREST\_PERIOD\_DAYS

OVERRIDE\_TERMS

PAYMENT\_GRACE\_DAYS

STANDARD\_TERMS (referenced by the STANDARD\_TERM\_NAME column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

STATEMENT\_CYCLE\_ID (referenced by the STATEMENT\_CYCLE\_NAME column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

CHARGE\_ON\_FINANCE\_CHARGE\_FLAG

GROUPING\_RULE\_ID (referenced by the GROUPING\_RULE\_NAME column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

CONS\_INV\_FLAG

CONS\_INV\_TYPE

AUTOCASH\_HIERARCHY\_ID\_FOR\_ADR (referenced by the AUTOCASH\_HIERARCHY\_NAME\_ADR column in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

LOCKBOX\_MATCHING\_OPTION

CREDIT\_ANALYST\_ID (not exposed in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

REVIEW\_CYCLE (not exposed in the RA\_CUSTOMER\_PROFILES\_INTERFACE table)

## **ACCOUNT\_STATUS**

Enter the status of this customer's account. Use account statuses you previously defined in the Receivables Lookups window with a lookup type of 'Account Status.' This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'ACCOUNT\_STATUS' and ENABLED\_FLAG='Y'

**Destination:**

HZ\_CUSTOMER\_PROFILES.ACCOUNT\_STATUS

## **ATTRIBUTE\_CATEGORY, AMOUNT\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information. These columns are optional.

**Validation:**

None

**Destination:**

HZ\_CUSTOMER\_PROFILES.ATTRIBUTE\_CATEGORY and HZ\_CUST\_PROFILE\_AMTS.ATTRIBUTE\_CATEGORY

## **ATTRIBUTE1-15, AMOUNT\_ATTRIBUTE1-15**

Enter Descriptive Flexfield information. These columns are optional.

**Validation:**

None

**Destination:**

HZ\_CUSTOMER\_PROFILES.ATTRIBUTE1-15 and HZ\_CUST\_PROFILE\_AMTS.ATTRIBUTE1-15

## **AUTO\_REC\_INCL\_DISPUTED\_FLAG**

Specify whether to include debit items that have been placed in dispute when you create automatic receipts for your customers. Defaults to No if null.

**Validation:**

Must equal 'Y' (Yes) or 'N' (No). Mandatory when profile class is null.

**Destination:**

HZ\_CUSTOMER\_PROFILES.AUTO\_REC\_INCL\_DISPUTED\_FLAG

## **AUTOCASH\_HIERARCHY\_NAME**

Enter the AutoCash Rule set to assign to this customer. Use AutoCash Rules sets that you previously defined in the AutoCash Rule Sets window.

**Validation:**

Must exist in AR\_AUTOCASH\_HIERARCHIES with status 'A.' Mandatory when no profile class specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.AUTOCASH\_HIERARCHY\_ID

### **AUTO\_REC\_MIN\_RECEIPT\_AMOUNT**

Enter the minimum receipt amount that must be specified for this customer when you create automatic receipts in this currency. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.AUTO\_REC\_MIN\_RECEIPT\_AMOUNT

### **CHARGE\_ON\_FINANCE\_CHARGE\_FLAG**

Specify whether you want to compound interest for this customer.

**Validation:**

Must equal 'Y' (Yes) or 'N' (No). Required if INTEREST\_CHARGES is set to 'Y.' Do not enter a value if INTEREST\_CHARGES is null or set to 'N'.

**Destination:**

HZ\_CUSTOMER\_PROFILES.CHARGE\_ON\_FINANCE\_CHARGE\_FLAG

### **CLEARING\_DAYS**

Enter the number of clearing days for this customer profile.

**Validation:**

Must be an integer greater than or equal to zero.

**Destination:**

HZ\_CUSTOMER\_PROFILES.CLEARING\_DAYS

### **COLLECTOR\_NAME**

Enter the collector assigned to this customer profile.

**Validation:**

Must be unique in AR\_COLLECTORS and STATUS = 'A' (Active). Mandatory when no profile class specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.COLLECTOR\_ID (derived from CUSTOMER\_NAME)

### **CONS\_INV\_FLAG**

Enter Y if you send this customer consolidated billing invoice.

**Validation:**

If you enter a value, you must enter either Y or N.

**Destination:**

HZ\_CUSTOMER\_PROFILES.CONS\_INV\_FLAG

### **CONS\_INV\_TYPE**

If you send this customer consolidated bills, then enter the type of consolidated billing invoice, SUMMARY or DETAIL.

**Validation:**

None



**Destination:**  
HZ\_CUSTOMER\_PROFILES.CONS\_INV\_TYPE

## CREATED\_BY

Enter the user id that is creating this row. This column is required.

**Validation:**  
None

**Destination:**  
None

## CREATION\_DATE

Enter the system date. This column is required.

**Validation:**  
Must be a valid date format.

**Destination:**  
None

## CREDIT\_BALANCE\_STATEMENTS

Specify whether to send statements to customers with credit balances.

**Validation:**  
Must equal 'Y' (Yes) or 'N' (No). Must be 'N' when STATEMENTS = 'N.' Mandatory when no profile class specified. Mandatory when STATEMENTS = Yes. Must be null when STATEMENTS is null.

**Destination:**  
HZ\_CUSTOMER\_PROFILES.CREDIT\_BALANCE\_STATEMENTS

## CREDIT\_HOLD

Specify whether to put a hold on your customer's credit.

**Validation:**  
Must equal 'Y' (Yes) or 'N' (No)'.

**Destination:**  
HZ\_CUSTOMER\_PROFILES.CREDIT\_HOLD

## CREDIT\_RATING

Enter the credit rating for this customer. Use credit ratings you previously defined in the Receivables Lookups window using the lookup Type 'Credit rating for customers.' This column is optional.

**Validation:**  
AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'CREDIT\_RATING' and ENABLED\_FLAG='A'

**Destination:**  
HZ\_CUSTOMER\_PROFILES.CREDIT\_RATING

## CURRENCY\_CODE

Enter a currency code to define customer profile amounts for this customer. Use currency codes previously defined in the Currencies window. Regardless of the value stored in INSERT\_UPDATE\_FLAG, Customer Interface always inserts and updates customer profile amount values you pass in this table. You must enter a value if any one of the following columns have values:

INTEREST\_RATE

MAX\_INTEREST\_CHARGE

MIN\_DUNNING\_AMOUNT

MIN\_DUNNING\_INVOICE\_AMOUNT

MIN\_FC\_BALANCE\_AMOUNT

MIN\_FC\_INVOICE\_AMOUNT

MIN\_STATEMENT\_AMOUNT

OVERALL\_CREDIT\_LIMIT

TRX\_CREDIT\_LIMIT

To update customer profile amounts, you provide a currency code for each row in the interface table. To update just the customer profile, you provide one row with a null CURRENCY\_CODE column. To update both, you must provide a row with a null CURRENCY\_CODE column to update the profile and rows with currency code to update the amounts.

**Validation:**

Must exist in FND\_CURRENCIES. Mandatory when a profile amount value is populated. (Profile amount columns are listed above.)

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.CURRENCY\_CODE

## CUSTOMER\_PROFILE\_CLASS\_NAME

Enter the name of the customer profile class you want to assign to this customer or bill-to, dunning, or statements address. This column is required.

If this column is null, an active profile class with a profile class ID of '0' must exist in the HZ\_CUST\_PROFILE\_CLASSES table.

**Validation:**

Must equal HZ\_CUST\_PROFILE\_CLASSES.NAME and STATUS = 'A' (Active)

**Destination:**

HZ\_CUSTOMER\_PROFILES.CUSTOMER\_PROFILE\_CLASS\_ID (derived from CUSTOMER\_PROFILE\_CLASS\_NAME)

## DISCOUNT\_TERMS, CREDIT\_CHECKING, DUNNING\_LETTERS, INTEREST\_CHARGES, STATEMENTS

Specify whether to allow discounts, check credit, send dunning letters, charge interest or and send statements.

**Validation:**

Must equal 'Y' (Yes) or 'N' (No). Mandatory when no profile class specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.DISCOUNT\_TERMS, HZ\_CUSTOMER\_PROFILES.CREDIT\_CHECKING, HZ\_CUSTOMER\_PROFILES.DUNNING\_LETTERS, HZ\_CUSTOMER\_PROFILES.INTEREST\_CHARGES, and HZ\_CUSTOMER\_PROFILES.STATEMENTS

**DISCOUNT\_GRACE\_DAYS**

Enter the number of days after the discount date that this customer can still take discounts.

**Validation:**

Number must be non-negative (must be  $\geq 0$ ). Must be null when DISCOUNT\_TERMS is null or 'No'.

**Destination:**

HZ\_CUSTOMER\_PROFILES.DISCOUNT\_GRACE\_DAYS

**DUNNING\_LETTER\_SET\_NAME**

Enter the dunning letter set to associate with this customer. Use dunning letters that you previously defined in the Dunning Letter Sets window.

**Validation:**

Must uniquely exist in AR\_DUNNING\_LETTER\_SETS. Mandatory when DUNNING\_LETTERS is Yes. Must be null when DUNNING\_LETTERS is No or null.

**Destination:**

HZ\_CUSTOMER\_PROFILES.DUNNING\_LETTER\_SET\_ID (derived from DUNNING\_LETTER\_SET\_NAME)

**GROUPING\_RULE\_NAME**

Enter the grouping rule to assign to this customer. Use grouping rules you previously defined in the Grouping Rules window.

**Validation:**

Must exist in RA\_GROUPING\_RULES. Mandatory when no profile class is specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.GROUPING\_RULE\_ID (derived from GROUPING\_RULE\_NAME)

**INTERFACE\_STATUS**

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages which apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes which are described later in this section.

**Validation:**

None

**Destination:**

None

## INSERT\_UPDATE\_FLAG

Enter a value to indicate whether you are inserting a new record or updating an existing record.

Regardless of the value you enter in this column, you cannot insert or update profile information in the following columns: CURRENCY\_CODE, AUTO\_REC\_MIN\_RECEIPT\_AMOUNT, INTEREST\_RATE, MAX\_INTEREST\_CHARGE, MIN\_DUNNING\_AMOUNT, MIN\_DUNNING\_INVOICE\_AMOUNT, MIN\_FC\_BALANCE\_AMOUNT, MIN\_FC\_INVOICE\_AMOUNT, MIN\_STATEMENT\_AMOUNT, OVERALL\_CREDIT\_LIMIT, TRX\_CREDIT\_LIMIT, AMOUNT\_ATTRIBUTE\_CATEGORY and AMOUNT\_ATTRIBUTE1 through AMOUNT\_ATTRIBUTE15.

If you are trying to insert new profile amount information, Customer Interface will automatically insert this information even if this column is set to 'U.' For example, if you want to update the tax printing option value for a record that you have already inserted and at the same time enter a new currency code for this customer profile, enter 'U' in this column. Customer Interface will automatically update the tax printing option value and automatically insert the new currency code.

This column is required.

**Validation:**

I' for insert, 'U' for update

**Destination:**

None

## INTEREST\_PERIOD\_DAYS

Enter the number of days to which the interest rate refers.

**Validation:**

Number must be positive. Mandatory when INTEREST\_CHARGES is Yes. Must be null when INTEREST\_CHARGES is No or null.

**Destination:**

HZ\_CUSTOMER\_PROFILES.INTEREST\_PERIOD\_DAYS

## INTEREST\_RATE

Enter the interest rate to charge this customer for this currency. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.INTEREST\_RATE

## LAST\_UPDATED\_BY

Enter the user id that is updating this row. This column is required.

**Validation:**

None

**Destination:**

None

**LAST\_UPDATE\_DATE**

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

**LAST\_UPDATE\_LOGIN**

Enter the login id. This column is optional.

**Validation:**

None

**Destination:**

None

**MAX\_INTEREST\_CHARGE**

Enter the maximum amount of interest to charge this customer in this currency for each invoice. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.MAX\_INTEREST\_CHARGE

**MIN\_DUNNING\_AMOUNT**

Enter the minimum amount in this currency that must be past due for this customer before you select these customers for dunning. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.MIN\_DUNNING\_AMOUNT

**MIN\_DUNNING\_INVOICE\_AMOUNT**

Enter the minimum invoice amount in this currency that must be past due for this customer before you select these customers for dunning. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.MIN\_DUNNING\_INVOICE\_AMOUNT

**MIN\_FC\_BALANCE\_AMOUNT**

Enter the minimum customer balance that you require before you charge this customer finance charges for past due items in this currency. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.MIN\_FC\_BALANCE\_AMOUNT

**MIN\_FC\_INVOICE\_AMOUNT**

Enter the minimum invoice balance that you require before you charge this customer finance charges for past due items in this currency. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.MIN\_FC\_INVOICE\_AMOUNT

**MIN\_STATEMENT\_AMOUNT**

Enter the minimum outstanding balance in this currency that this customer must exceed in order for Receivables to generate a statement. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.MIN\_STATEMENT\_AMOUNT

**ORIG\_SYSTEM\_CUSTOMER\_REF**

Enter the value that represents the customer or bill-to, dunning, or statements site for which you are inserting or updating customer profile information.

**Validation:**

For insert, this customer reference must exist in HZ\_CUST\_ACCOUNTS or be successfully validated in RA\_CUSTOMERS\_INTERFACE. For update, this customer reference must exist in HZ\_CUST\_ACCOUNTS.

**Destination:**

HZ\_CUSTOMER\_PROFILES.CUSTOMER\_ID (Derived from ORIG\_SYSTEM\_CUSTOMER\_REF)

**ORIG\_SYSTEM\_ADDRESS\_REF**

Enter the value that represents the customer bill-to, dunning, or statements address for which you are inserting or updating customer profile information. An active bill-to, dunning, or statements business purpose must be associated with this address.

**Validation:**

For insert, this address reference must exist in HZ\_CUST\_ACCT\_SITES or be successfully validated in RA\_CUSTOMERS\_INTERFACE. For update, this address reference must exist in HZ\_CUST\_ACCT\_SITES.

**Destination:**

HZ\_CUSTOMER\_PROFILES.SITE\_USE\_ID (derived from ORIG\_SYSTEM\_ADDRESS\_REF)

**OVERALL\_CREDIT\_LIMIT**

Enter the total amount of credit to give to this customer in this currency. This column is optional.

**Validation:**

TRX\_CREDIT\_LIMIT and OVERALL\_CREDIT\_LIMIT must both be filled in, or both be null. TRX\_CREDIT\_LIMIT may not be greater than the OVERALL\_CREDIT\_LIMIT.

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.OVERALL\_CREDIT\_LIMIT

 **OVERRIDE\_TERMS**

Specify whether you want to be able to enter payment terms that are different from the payment term you enter in STANDARD\_TERM\_NAME.

**Validation:**

Must equal 'Y' (Yes) or 'N' (No). Mandatory when no profile class is specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.OVERRIDE\_TERMS

 **PAYMENT\_GRACE\_DAYS**

Enter the number of days you will allow this customer's receipt to be overdue before you will initiate collection action.

**Validation:**

Number must be non-negative (must be  $\geq 0$ ).

**Destination:**

HZ\_CUSTOMER\_PROFILES.PAYMENT\_GRACE\_DAYS

 **PERCENT\_COLLECTABLE**

Enter the percentage of this customer's account balance that you expect to collect regularly. This column is optional.

**Validation:**

Must be between 0 to 100.

**Destination:**

HZ\_CUSTOMER\_PROFILES.PERCENT\_COLLECTABLE

 **REQUEST\_ID**

This column is used by Customer Interface, and should be left null.

**Validation:**

None

**Destination:**

None

 **RISK\_CODE**

Enter the risk code for this customer. Use risk codes you previously defined in the Receivables Lookups window with a lookup type of 'Customer credit risk.' This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'RISK\_CODE'

**Destination:**

HZ\_CUSTOMER\_PROFILES.RISK\_CODE

## STANDARD\_TERM\_NAME

Enter the standard payment terms for this customer. Use payment terms that you previously defined in the Payment Terms window. This column is optional.

**Validation:**

Must exist in RA\_TERMS. Must have a unique value. Mandatory when no profile class is specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.STANDARD\_TERMS (derived from STANDARD\_TERM\_NAME)

## STATEMENT\_CYCLE\_NAME

Enter the statement cycle to associate with this customer. Use statement cycles that you previously defined in the Statement Cycles window.

**Validation:**

Must exist in AR\_STATEMENT\_CYCLES. Must be null when STATEMENTS is No or null. Mandatory when STATEMENTS is Yes. Must have a unique value.

**Destination:**

HZ\_CUSTOMER\_PROFILES.STATEMENT\_CYCLE\_ID (derived from STATEMENT\_CYCLE\_NAME)

## TAX\_PRINTING\_OPTION

Enter a tax printing option to indicate how you want to print tax information for this customer's invoices.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'TAX\_PRINTING\_OPTION'. Mandatory when no profile class specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.TAX\_PRINTING\_OPTION

## TOLERANCE

Enter the percent over the credit limit that this customer can exceed before you will act.

**Validation:**

Must be between -100 and 100. Mandatory when no profile class specified.

**Destination:**

HZ\_CUSTOMER\_PROFILES.TOLERANCE

## TRX\_CREDIT\_LIMIT

Enter the amount of credit for each order that you want to give to this customer in this currency.

**Validation:**

TRX\_CREDIT\_LIMIT and OVERALL\_CREDIT\_LIMIT must both be filled in, or both be null. TRX\_CREDIT\_LIMIT may not be greater than the OVERALL\_CREDIT\_LIMIT.

**Destination:**

HZ\_CUST\_PROFILE\_AMTS.TRX\_CREDIT\_LIMIT



## **VALIDATED\_FLAG**

This column is used by Customer Interface, and should be left null.

### **Validation:**

None

### **Destination:**

None

## **RA\_CONTACT\_PHONES\_INTERFACE**

This table stores telephone numbers for customers, addresses and contacts as well as contacts for customers and addresses. You do not have to enter values in this table if you do not want to pass telephone or contact information.

## **CONTACT\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information. This column is optional.

### **Validation:**

None

### **Destination:**

HZ\_ORG\_CONTACTS.ATTRIBUTE\_CATEGORY and HZ\_CUST\_ACCT\_ROLES.ATTRIBUTE\_CATEGORY

## **PHONE\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information. This column is optional.

### **Validation:**

None

### **Destination:**

HZ\_CONTACT\_POINTS.ATTRIBUTE\_CATEGORY

## **PHONE\_ATTRIBUTE\_1-15**

Enter Descriptive Flexfield category information. These columns are optional.

### **Validation:**

None

### **Destination:**

HZ\_CONTACT\_POINTS.ATTRIBUTE1 TO 15

## **CONTACT\_ATTRIBUTE1-24**

Enter Descriptive Flexfield information. These columns are optional.

### **Validation:**

None

### **Destination:**

HZ\_ORG\_CONTACTS.ATTRIBUTE1 TO 24 and HZ\_CUST\_ACCT\_ROLES.ATTRIBUTE1 TO 24

## **CONTACT\_FIRST\_NAME**

Enter the contact's first name.

**Validation:**

None

**Destination:**

HZ\_PARTIES.PERSON\_FIRST\_NAME and HZ\_PERSON\_PROFILES.PERSON\_FIRST\_NAME

**CONTACT\_JOB\_TITLE**

Enter the job title or responsibility for this contact. Use contact job titles that you previously defined in the Receivables Lookups window. This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'RESPONSIBILITY'

**Destination:**

HZ\_ORG\_CONTACTS.JOB\_TITLE\_CODE

**CONTACT\_LAST\_NAME**

Enter the contact's last name. If ORIG\_SYSTEM\_CONTACT\_REF is filled in, then you must enter a value in this column. Otherwise, this column is optional.

**Validation:**

None

**Destination:**

HZ\_PARTIES.PERSON\_LAST\_NAME and HZ\_PERSON\_PROFILES.PERSON\_LAST\_NAME

**CONTACT\_TITLE**

Enter the title for this contact. This column is optional.

**Validation:**

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'CONTACT\_TITLE'

**Destination:**

HZ\_ORG\_CONTACTS.TITLE

**CREATED\_BY**

Enter the user id that is creating this row. This column is required.

**Validation:**

None

**Destination:**

None

**CREATION\_DATE**

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

## INTERFACE\_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

## INSERT\_UPDATE\_FLAG

Enter a value to indicate whether you are inserting a new record or updating an existing record. This column is required.

**Validation:**

'I' for insert, 'U' for update.

**Destination:**

None

## LAST\_UPDATED\_BY

Enter the userid that is updating this row. This column is required.

**Validation:**

None

**Destination:**

None

## LAST\_UPDATE\_DATE

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

## LAST\_UPDATE\_LOGIN

Enter the login id. This column is optional.

**Validation:**

None

**Destination:**

None

## ORIG\_SYSTEM\_CUSTOMER\_REF

Enter a value that you can use to uniquely identify this customer in your original system.

**Validation:**

Must equal HZ\_CUST\_ACCOUNTS.ORIG\_SYSTEM\_REFERENCE for update. If you are entering either contact or telephone information, you must enter a value in this column.

**Destination:**

None

## ORIG\_SYSTEM\_ADDRESS\_REF

Enter a value that you can use to uniquely identify this address in your original system.

If this column is null, the phone or contact that you enter refers to the customer.

### **Validation:**

Must equal HZ\_CUST\_ACCT\_SITES\_ALL.Orig\_System\_Reference for update. If you are entering information that refers to an address, such as a contact or telephone, then you must enter a value in this column.

### **Destination:**

None

## ORIG\_SYSTEM\_CONTACT\_REF

Enter a value that you can use to uniquely identify this contact in your original system.

This column forms part of the primary key for HZ\_CUST\_ACCT\_ROLES and HZ\_ORG\_CONTACTS. The primary key is a combination of ORIG\_SYSTEM\_CONTACT\_REF and ORIG\_SYSTEM\_TELEPHONE\_REF.

To enter a contact for a customer, do not enter a value in ORIG\_SYSTEM\_ADDRESS\_REF.

If you are entering a contact for a specific address, then enter values in both ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF.

### **Validation:**

Must equal HZ\_ORG\_CONTACTS.Orig\_System\_Reference for update. If you are entering contact information or information that refers to a contact, such as a telephone number assigned to a contact, you must enter a value in this column.

### **Destination:**

HZ\_ORG\_CONTACTS.Orig\_System\_Reference and HZ\_CUST\_ACCT\_ROLES.Orig\_System\_Reference

## ORIG\_SYSTEM\_TELEPHONE\_REF

Enter a value that you can use to uniquely identify this telephone in your original system.

This column forms part of the primary key for RA\_CONTACT\_PHONES\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CONTACT\_REF and ORIG\_SYSTEM\_TELEPHONE\_REF.

To enter a telephone for a customer, do not enter values in ORIG\_SYSTEM\_ADDRESS\_REF or ORIG\_SYSTEM\_CONTACT\_REF.

To enter a telephone for a specific address, enter values in ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF.

To enter telephones for a specific contact, enter values in ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_CONTACT\_REF, and ORIG\_SYSTEM\_ADDRESS\_REF, if the contact is associated with an address.

### **Validation:**

Must equal HZ\_CONTACT\_POINTS.Orig\_System\_Reference. Mandatory when specifying telephone information.

### **Destination:**

HZ\_CONTACT\_POINTS.Orig\_System\_Reference

## REQUEST\_ID

This column is used by Customer Interface and should be left null.

## TELEPHONE

Enter the telephone number for the customer, address, or contact.

### Validation:

Mandatory when specifying telephone information (for example, if ORIG\_SYSTEM\_TELEPHONE\_REF is filled in).

### Destination:

HZ\_CONTACT\_POINTS.PHONE\_NUMBER

## TELEPHONE\_AREA\_CODE, TELEPHONE\_EXTENSION

Enter the area code or extension for the telephone number, depending on the column you choose. These columns are optional.

### Validation:

None

### Destination:

HZ\_CONTACT\_POINTS.AREA\_CODE and HZ\_CONTACT\_POINTS.EXTENSION

## TELEPHONE\_TYPE

Enter the type of telephone number such as General, Fax, or Telex. Use telephone types that you previously defined in the Receivables Lookups window with a lookup type of 'Types of communication used in contacting customers.'

- If TELEPHONE\_TYPE in RA\_CONTACTS\_PHONES\_INT\_ALL = 'TLX,' then CONTACT\_POINT\_TYPE = 'TLX' and PHONE\_LINE\_TYPE is null.
- If TELEPHONE\_TYPE in RA\_CONTACTS\_PHONES\_INT\_ALL is a valid lookup code of PHONE\_LINE\_TYPE lookup and = 'Phone,' then CONTACT\_POINT\_TYPE = 'PHONE' and PHONE\_LINE\_TYPE = 'GEN.'
- If TELEPHONE\_TYPE in RA\_CONTACTS\_PHONES\_INT\_ALL is a valid lookup code of PHONE\_LINE\_TYPE lookup and does not = 'PHONE,' then CONTACT\_POINT\_TYPE = 'PHONE' and PHONE\_LINE\_TYPE = valid lookup code 'X.'

If you want to specify that the phone line type is general, then you should populate the interface table with 'GEN.' The CONTACT\_POINT\_TYPE will be 'PHONE' for all telephone types except 'TLX.'

### Validation:

AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'PHONE\_LINE\_TYPE' or 'TLX.' Mandatory when specifying telephone information (for example, if ORIG\_SYSTEM\_TELEPHONE\_REF is filled in).

### Destination:

HZ\_CONTACT\_POINTS.CONTACT\_POINT\_TYPE

## VALIDATED\_FLAG

This column is used by Customer Interface and should be left null.

## SEX\_CODE

The gender of the contact person (male or female). This column is not currently used by Customer Interface.

## EMAIL\_ADDRESS

The electronic mail address for this contact person. This column is optional.

**Validation:**

None

**Destination:**

HZ\_CONTACT\_POINTS.EMAIL\_ADDRESS

## MAIL\_STOP

The location used by the postal service to deliver mail to this contact person. This column is optional.

**Validation:**

None

**Destination:**

HZ\_ORG\_CONTACTS.MAIL\_STOP

## SALUTATION

The introductory greeting to use in official documents sent to this contact person. This column is not currently used by Customer Interface or Oracle Receivables.

## CONTACT\_KEY

This column is populated by an Oracle Sales and Marketing Application Programming Interface (API). This column is optional.

**Validation:**

None

**Destination:**

HZ\_ORG\_CONTACTS.CONTACT\_KEY

## RA\_CUSTOMER\_BANKS\_INTERFACE

This table stores bank information for a customer or for a specific Bill-To address. You do not have to enter values in this table if you do not want to insert or assign customer bank information. If you associate an automatic payment method to a customer or a customer's Bill-To business purpose, you must enter a bank account for this customer.

## ATTRIBUTE\_CATEGORY

Enter Descriptive Flexfield category information. This column is optional.

**Validation:**

None

**Destination:**

AP\_BANK\_ACCOUNT\_USES.ATTRIBUTE\_CATEGORY

**ATTRIBUTE1-15**

Enter Descriptive Flexfield information. This column is optional.

**Validation:**

None

**Destination:**

AP\_BANK\_ACCOUNT\_USES.ATTRIBUTE1-15

**BANK\_ACCOUNT\_NUM, BANK\_ACCOUNT\_CURRENCY\_CODE**

Enter the account number or currency code for this bank account, depending on the column you choose. This number must be unique within a bank branch.

**Validation:**

If the bank account already exists, do not enter a value. If the bank account does not exist, you must enter a value.

**Destination:**

AP\_BANK\_ACCOUNT.BANK\_ACCOUNT\_NUM and AP\_BANK\_ACCOUNTS.CURRENCY\_CODE

**BANK\_ACCOUNT\_INACTIVE\_DATE**

Enter the date that this bank account becomes inactive. This column is optional.

**Validation:**

Must be a valid date format.

**Destination:**

AP\_BANK\_ACCOUNTS.INACTIVE\_DATE

**BANK\_ACCOUNT\_DESCRIPTION**

Enter a description for this bank account. This column is optional.

**Validation:**

None

**Destination:**

AP\_BANK\_ACCOUNTS.DESCRPTION

**BANK\_ACCOUNT\_CHECK\_DIGITS**

Enter the number this bank account prints on checks. This column is optional.

**Validation:**

None

**Destination:**

AP\_BANK\_ACCOUNT.CHECK\_DIGITS

**BANK\_ACCOUNT\_NAME**

Enter the bank account name to assign to this customer or Bill-To address. Use the Banks window to define banks and bank accounts for your customers. If the bank account has not already been defined, Customer Interface will try to create it in AP\_BANK\_ACCOUNTS. This column is required.

**Validation:**

Must exist in AP\_BANK\_ACCOUNTS or, if it does not exist, values must exist for BANK\_ACCOUNT\_CURRENCY\_CODE, BANK\_ACCOUNT\_NUM, BANK\_NAME, and BANK\_BRANCH\_NAME.

**Destination:**

AP\_BANK\_ACCOUNTS.BANK\_ACCOUNT\_NAME

**BANK\_NAME, BANK\_BRANCH\_NAME**

Enter the name of the bank or bank branch for the account you are inserting. If the bank account does not exist, you must enter a value.

**Validation:**

BANK\_NAME together with BANK\_BRANCH\_NAME must be unique. If the bank account already exists, do not enter a value. Bank\_Branch\_Name is mandatory when the bank account is not defined.

**Destination:**

AP\_BANK\_BRANCHES.BANK\_NAME and AP\_BANK\_BRANCHES.BANK\_BRANCH\_NAME

**BANK\_NUMBER**

Enter the number of the bank associated with the bank account.

**Validation:**

Must be unique. If the bank account already exists, do not enter a value. If the bank account does not exist, this column is optional.

**Destination:**

AP\_BANK\_BRANCHES.BANK\_NUMBER

**BANK\_NUM**

Enter the number of the bank branch associated with the bank account you are inserting.

**Validation:**

Must be unique. If the bank account already exists, do not enter a value. If the bank account does not exist, this column is optional.

**Destination:**

AP\_BANK\_BRANCHES.BANK\_NUM

**BANK\_BRANCH\_DESCRIPTION**

Enter a description for this bank branch. This column is optional.

**Validation:**

None

**Destination:**

AP\_BANK\_BRANCHES.DESCRPTION

**BANK\_BRANCH\_ADDRESS1-4, BANK\_BRANCH\_CITY, BANK\_BRANCH\_COUNTY, BANK\_BRANCH\_STATE, BANK\_BRANCH\_ZIP, BANK\_BRANCH\_PROVINCE**

Enter the street address, city, county, state, postal code, or province for this bank branch. These columns are optional.



**Validation:**

None

**Destination:**

AP\_BANK\_BRANCHES\_.ADDRESS\_LINE1-3, AP\_BANK\_BRANCHES.CITY, AP\_BANK\_BRANCHES.STATE, AP\_BANK\_BRANCHES.ZIP, AP\_BANK\_BRANCHES.PROVINCE

**BANK\_BRANCH\_COUNTRY**

Enter the country for this bank branch. This column is optional.

**Validation:**

Must exist in FND\_TERRITORIES.TERRITORY\_CODE.

**Destination:**

AP\_BANK\_BRANCHES.COUNTRY

**BANK\_BRANCH\_PHONE, BANK\_BRANCH\_AREA\_CODE**

Enter the telephone number or telephone area code for this bank branch. These columns are optional.

**Validation:**

None

**Destination:**

AP\_BANK\_BRANCHES.PHONE and AP\_BANK\_BRANCHES.AREA\_CODE

**BANK\_BRANCH\_EFT\_USER\_NUMBER**

Enter the Electronic Funds Transfer user id. This column is optional.

**Validation:**

None

**Destination:**

AP\_BANK\_BRANCHES.EFT\_USER\_NUMBER

**BANK\_ACCOUNT\_ATT\_CATEGORY, BANK\_BRANCH\_ATT\_CATEGORY**

Enter Descriptive Flexfield category information. These columns are optional.

**Validation:**

None

**Destination:**

AP\_BANK\_ACCOUNTS.ATTRIBUTE\_CATEGORY and AP\_BANK\_BRANCHES.ATTRIBUTE\_CATEGORY

**BANK\_ACCOUNT\_ATTRIBUTE1-15, BANK\_BRANCH\_ATTRIBUTE1-15**

Enter Descriptive Flexfield information. These columns are optional.

**Validation:**

None

**Destination:**

AP\_BANK\_ACCOUNTS.ATTRIBUTE1-15 and AP\_BANK\_BRANCHES.ATTRIBUTE1-15

## CREATED\_BY

Enter the user id that is creating this row. This column is required.

**Validation:**

None

**Destination:**

None

## CREATION\_DATE

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

## END\_DATE

Enter the date that this bank account becomes inactive. This column is optional.

**Validation:**

End Date cannot be before the start date. Customers can be assigned to multiple bank accounts as long as there is no overlapping date range. Must be a valid date format.

**Destination:**

AP\_BANK\_ACCOUNT\_USES.END\_DATE

## INTERFACE\_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

**Validation:**

None

**Destination:**

None

## LAST\_UPDATED\_BY

Enter the user id that is updating this row. This column is required.

**Validation:**

None

**Destination:**

None

## LAST\_UPDATE\_DATE

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

**LAST\_UPDATE\_LOGIN**

Enter the login id. This column is optional.

**Validation:**

None

**Destination:**

None

**ORIG\_SYSTEM\_CUSTOMER\_REF**

Enter the value that represents the customer for which you are inserting bank information. This column is required.

**Validation:**

The customer reference must exist in HZ\_CUST\_ACCOUNTS or be successfully validated in RA\_CUSTOMERS\_INTERFACE.

**Destination:**

AP\_BANK\_ACCOUNT\_USES.CUSTOMER\_ID (derived from ORIG\_SYSTEM\_CUSTOMER\_REF)

**ORIG\_SYSTEM\_ADDRESS\_REF**

Enter the value that represent the customer address for which you are inserting bank information. An active Bill-To business purpose must be associated with this address. This column is required only if you want to insert bank information for a specific Bill-To address.

**Validation:**

For insert, the address reference must exist in HZ\_CUST\_ACCT\_SITES\_ALL or be successfully validated in RA\_CUSTOMERS\_INTERFACE (derived from ORIG\_SYSTEM\_CUSTOMER\_REF)

**Destination:**

AP\_BANK\_ACCOUNT\_USES.CUSTOMER\_SITE\_USE\_ID

**PRIMARY\_FLAG**

Indicates whether this is the primary bank account for this customer or Bill-To address. This column is required.

**Validation:**

Enter 'Y' or 'N.' Only one primary bank account can exist at either the customer level or address level.

**Destination:**

AP\_BANK\_ACCOUNT\_USES.PRIMARY\_FLAG

**REQUEST\_ID**

This column is used by Customer Interface, and should be left null.

**Validation:**

None

**Destination:**

None

**START\_DATE**

Enter the starting date that this bank account becomes active. This column is required.

**Validation:**

End Date cannot be before the start date. Customers can be assigned to multiple bank accounts as long as there is no overlapping date range. Must be a valid date format.

**Destination:**

AP\_BANK\_ACCOUNT\_USES.START\_DATE

**VALIDATED\_FLAG**

This column is used by Customer Interface, and should be left null.

**Validation:**

None

**Destination:**

None

**Table Name: RA\_CUST\_PAY\_METHOD\_INTERFACE**

This table stores payment method information for a customer or for a specific Bill-To address. If you associate an automatic payment method to a customer or a customer's Bill-To address, a bank account must exist for this customer. You do not have to enter values in this table if you do not want to assign a payment method to a customer. You cannot insert payment methods using Customer Interface. You must use the Payment Methods window to create new payment methods.

**ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUST\_RECEIPT\_METHODS.ATTRIBUTE\_CATEGORY

**ATTRIBUTE1-15**

Enter Descriptive Flexfield information. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUST\_RECEIPT\_METHODS.ATTRIBUTE1-15

**CREATED\_BY**

Enter the user id that is creating this row. This column is required.

**Validation:**

None

**Destination:**

None

**CREATION\_DATE**

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

**END\_DATE**

Enter the date that this payment method becomes inactive. This column is optional.

**Validation:**

Customers can be assigned to multiple payment methods as long as there is no overlapping date range. Must be a valid date format.

**Destination:**

RA\_CUST\_RECEIPT\_METHODS.END\_DATE

**INTERFACE\_STATUS**

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

**Validation:**

None

**Destination:**

None

**LAST\_UPDATED\_BY**

Enter the user id that is updating this row. This column is required.

**Validation:**

None

**Destination:**

None

**LAST\_UPDATE\_DATE**

Enter the system date. This column is required.

**Validation:**

Must be a valid date format.

**Destination:**

None

**LAST\_UPDATE\_LOGIN**

Enter the login id. This column is optional.

**Validation:**

None

**Destination:**

None

**ORIG\_SYSTEM\_CUSTOMER\_REF**

Enter the value that represents the customer for which you are inserting a payment method. This column is required.

**Validation:**

The customer reference must exist in HZ\_CUST\_ACCOUNTS or be successfully validated in RA\_CUSTOMERS\_INTERFACE.

**Destination:**

RA\_CUST\_RECEIPTS\_METHODS.CUSTOMER\_ID (derived from ORIG\_SYSTEM\_CUSTOMER\_REF)

**ORIG\_SYSTEM\_ADDRESS\_REF**

Enter the value that represents the customer address for which you are inserting a payment method. An active Bill-To business purpose must be associated with this address. This column is required only if you are inserting a payment method for a specific Bill-To address.

**Validation:**

This address reference must exist in HZ\_PARTY\_SITES or be successfully validated in RA\_CUSTOMERS\_INTERFACE.

**Destination:**

RA\_CUST\_RECEIPT\_METHODS.SITE\_USE\_ID (derived from ORIG\_SYSTEM\_ADDRESS\_REF)

**PAYMENT\_METHOD\_NAME**

Enter the name of the payment method that you want to assign to this customer or Bill-To address. This column is required.

**Validation:**

Must exist in AR\_RECEIPT\_METHODS.

**Destination:**

RA\_CUST\_RECEIPTS\_METHODS.RECEIPT\_METHOD\_ID (derived from PAYMENT\_METHOD\_NAME)

**PRIMARY\_FLAG**

Enter 'Y' or 'N' to indicate whether this is the primary payment method for this customer or Bill-To address. This column is required.

**Validation:**

Only one primary payment method can exist at either the customer level or Bill-To address level.

**Destination:**

RA\_CUST\_RECEIPTS\_METHODS.PRIMARY\_FLAG

## REQUEST\_ID

This column is used by Customer Interface and should be left null.

**Validation:**

None

**Destination:**

None

## START\_DATE

Enter the starting date that this payment method becomes active. This column is required.

**Validation:**

Customers can be assigned to multiple payment methods as long as there is no overlapping date range. Must be a valid date format.

**Destination:**

RA\_CUST\_RECEIPT\_METHODS.START\_DATE

## VALIDATED\_FLAG

This column is used by Customer Interface and should be left null.

**Validation:**

None

**Destination:**

None

## Related Topics

Customer Import, page 7-97

System Tables Updated by Customer Interface, page 7-104

Interface Data Required to Run Customer Interface, page 7-100

A Sample Customer Import, page 7-105

## AutoInvoice Table and Column Descriptions

Below is a detailed description of the four interface tables Receivables uses to temporarily store transaction data from your original system. Each column has important, detailed information you need to know to successfully run AutoInvoice. AutoInvoice uses the fifth table, RA\_INTERFACE\_ERRORS\_ALL, to store information about interface data that failed validation.

## Interface Tables

- RA\_INTERFACE\_LINES\_ALL, page F-40
- RA\_INTERFACE\_SALESCREDITS\_ALL, page F-81
- RA\_INTERFACE\_DISTRIBUTIONS\_ALL, page F-85
- AR\_INTERFACE\_CONTS\_ALL, page F-90
- RA\_INTERFACE\_ERRORS\_ALL, page F-91

## Table Name: RA\_INTERFACE\_LINES\_ALL

This table stores transaction header and line information. AutoInvoice uses Transaction Flexfields to uniquely identify each transaction that you import into Receivables. AutoInvoice always uses the Line Transaction Flexfield structure for both the Link-to and Reference information when importing invoices. For more information, see: Transaction Flexfields., page 3-214

### ACCOUNTING\_RULE\_DURATION

Enter the accounting rule duration for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, and this transaction uses a variable duration accounting rule, you must enter a value in this column.

If LINE\_TYPE = 'TAX' , 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, do not enter a value in this column.

#### Validation:

Accounting periods must be defined for the duration of the accounting rule in GL\_PERIODS and RA\_INTERFACE\_LINES\_ALL.GL\_DATE and RA\_INTERFACE\_LINES\_ALL.RULE\_START\_DATE must be in a period that has a status of 'Open' or 'Future'. The value in this column must be a positive integer.

#### Destination:

RA\_CUSTOMER\_TRX\_LINES\_ALL.ACCOUNTING\_RULE\_DURATION

### ACCOUNTING\_RULE\_ID

Enter the accounting rule ID for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in ACCOUNTING\_RULE\_NAME, depending on the value you entered for your batch source. If you entered a value in ACCOUNTING\_RULE\_NAME, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX', 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the accounting rule from the transaction you are crediting.

#### Validation:

Must exist in RA\_RULES.RULE\_ID and RA\_RULES.TYPE = 'A' or 'ACC\_DUR'. If LINE\_TYPE = 'CHARGES', then this column must be null.

#### Destination:

RA\_CUSTOMER\_TRX\_LINES\_ALL.ACCOUNTING\_RULE\_ID

### ACCOUNTING\_RULE\_NAME

Enter the accounting rule name for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in ACCOUNTING\_RULE\_ID, depending on the value you entered for your batch source.



If LINE\_TYPE = 'TAX,' 'CHARGES,' or if you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the accounting rule from the transaction you are crediting.

**Validation:**

Must exist in RA\_RULES.NAME and RA\_RULES.TYPE = 'A' or 'ACC\_DUR'. If LINE\_TYPE = 'CHARGES', then this column must be null.

**Destination:**

None

## ACCTD\_AMOUNT

Do not enter a value. Receivables does not currently use this column.

**Validation:**

None

**Destination:**

None

## AGREEMENT\_NAME

Enter the name of the customer agreement for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES' or you are passing header freight, this column is optional. Depending on the value you entered for your batch source, you can enter either a value in this column or in AGREEMENT\_ID. For invoice lines against a commitment, AutoInvoice will default the agreement from the commitment if AGREEMENT\_NAME and AGREEMENT\_ID are null and a agreement exists for the commitment.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column, AutoInvoice uses the customer agreement from the transaction you are crediting.

**Validation:**

Must exist in SO\_AGREEMENTS.NAME

**Destination:**

None

## AGREEMENT\_ID

Enter the customer agreement ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES' or you are passing header freight, this column is optional. Depending on the value you entered for your batch source, you can enter either a value in this column or in AGREEMENT\_NAME. For invoice lines against a commitment, AutoInvoice will default the agreement from the commitment if AGREEMENT\_NAME and AGREEMENT\_ID are null and a agreement exists for the commitment.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line do not enter a value in this column.

For credit memos, do not enter a value in this column, AutoInvoice uses the customer agreement from the transaction you are crediting.

**Validation:**

Must exist in SO\_AGREEMENTS.ID

**Destination:**

None

## AMOUNT

Enter the revenue amount for this transaction.

If LINE\_TYPE = 'LINE' and this transaction is neither a freight-only nor a tax-only line, you must enter a value in this column. If this transaction is a dummy line for freight-only or tax-only, do not enter a value in this column. AutoInvoice ignores any values you enter in this column if this transaction is a dummy line.

If LINE\_TYPE = 'TAX', a value must be entered in either this column or the tax\_rate column. Any exemptions must be factored into either of the two columns.

If LINE\_TYPE = 'FREIGHT' and you are passing either header freight or freight for a specific line, you must enter a value in this column.

If LINE\_TYPE = 'CHARGES', do not enter a value in this column.

If this line has AMOUNT\_INCLUDES\_TAX set to Yes, the sales credits and line amounts for this column must include tax.

For credit memos and on-account credits, enter the credit amount for this transaction.

**Validation:**

If LINE\_TYPE = 'CHARGES', then this column must be null. AutoInvoice will correct revenue amounts that have the wrong currency precision.

**Destination:**

If Create Clearing is set to No for this transaction batch source (suspense/clearing account not used), RA\_CUSTOMER\_TRX\_LINES\_ALL.REVENUE\_AMOUNT and RA\_CUSTOMER\_TRX\_LINES\_ALL.EXTENDED\_AMOUNT.

If Create Clearing is set to Yes for this transaction batch source (suspense/clearing account used), RA\_CUSTOMER\_TRX\_LINES\_ALL.REVENUE\_AMOUNT.

## AMOUNT\_INCLUDES\_TAX\_FLAG

This column controls whether the amount for this transaction line includes tax. If this column is set to 'Y', this line is assigned to a tax inclusive tax code. If this is a tax group, this column should be null.

AutoInvoice only uses this column if the tax code assigned to this line has Allow Override set to Yes for the Tax Inclusive calculation.

Populate this column for invoices only. For regular credit memos, AutoInvoice always uses the AMOUNT\_INCLUDES\_TAX\_FLAG value from the invoice that you are crediting.

**Validation:**

If this is a tax code and Allow Override is set to No, this should be equal to either the setting of the Amount Includes Tax option for this tax code or null. Additionally, if Allow Override is set to No the Amount Includes Tax flag at the line level must equal the Allow Override flag for this tax code.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.AMOUNT\_INCLUDES\_TAX\_FLAG

**APPROVAL\_CODE**

The payment approval code provided by the credit card issuer to indicate funds are available from the user's account.

**Validation**

None

**Destination**

RA\_CUSTOMER\_TRX\_ALL.APPROVAL\_CODE

**ADDRESS\_VERIFICATION\_CODE**

The credit card address verification code provided by Oracle Payment Server.

**Validation**

None

**Destination**

RA\_CUSTOMER\_TRX\_ALL.ADDRESS\_VERIFICATION\_CODE

**ATTRIBUTE1-15**

Enter the Invoice Line Information Flexfield attribute information for this transaction. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.ATTRIBUTE1-15

**Note:** To ensure that AutoInvoice accurately groups your imported invoices, do not include newline or carriage return characters (chr(10) or chr(13)) in these Descriptive Flexfield columns.

**ATTRIBUTE\_CATEGORY**

Enter the Invoice Line Information Flexfield category information for this transaction. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.ATTRIBUTE\_CATEGORY

**BATCH\_SOURCE\_NAME**

Enter the name of the batch source for this transaction. AutoInvoice uses your batch source to determine your transaction and batch numbering method and your AutoInvoice processing options. You must enter a value in this column.

**Validation:**

Must exist in RA\_BATCH\_SOURCES\_ALL.NAME and RA\_BATCH\_SOURCES\_ALL.BATCH\_SOURCE\_TYPE = 'FOREIGN'

**Destination:**

RA\_BATCHES\_ALL.BATCH\_SOURCE\_ID and RA\_CUSTOMER\_TRX\_ALL.BATCH\_SOURCE\_ID

**COMMENTS**

Enter comments about this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES' or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter text in this column.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.COMMENTS

**CONS\_BILLING\_NUMBER**

Enter the number for this consolidated bill.

A consolidated bill number is used for grouping a set of invoices under one bill.

**Validation:**

Must not already exist in AR\_CONS\_INV\_ALL.CONS\_BILLING\_NUMBER and AR\_CONS\_INV\_ALL.CONS\_INV\_TYPE='MINV'

**Destination:**

AR\_CONS\_INV\_ALL.CONS\_BILLING\_NUMBER

**CONVERSION\_DATE**

Enter the exchange rate date for this transaction. If you do not enter a date, AutoInvoice uses the transaction date as the default. If the currency of the transaction line is the same as the base currency, then leave this column null. If a credit memo is being processed, AutoInvoice uses the conversion date of the invoice that the credit memo is against, and not the credit memo transaction date.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.EXCHANGE\_DATE

**CONVERSION\_RATE**

Enter the exchange rate for this transaction.

If CONVERSION\_TYPE is User, you MUST enter a value in this column; otherwise do not enter a value. If the currency of the transaction is the same as the base currency, enter 'User' and set CONVERSION\_RATE to 1.

**Validation:**

If RA\_INTERFACE\_LINES\_ALL.CONVERSION\_TYPE = 'User' then this column must not be null; otherwise, it must be null.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.EXCHANGE\_RATE

**CONVERSION\_TYPE**

Enter the exchange rate type for this transaction. If the currency of the transaction is the same as the base currency, enter 'User' and set CONVERSION\_RATE to 1. You must enter a value in this column.

**Validation:**

Must exist in GL\_DAILY\_CONVERSION\_TYPES.CONVERSION\_TYPE

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.EXCHANGE\_RATE\_TYPE

**CREDIT\_METHOD\_FOR\_ACCT\_RULE**

Enter the credit method for crediting a transaction which uses an accounting rule. Choices include PRORATE, LIFO, or UNIT.

If this transaction is a credit memo against a transaction which uses an accounting rule and LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, you must enter a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

For on-account credits do not enter a value in this column.

**Validation:**

Must be either 'PRORATE', 'LIFO', 'UNIT' or NULL

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.CREDIT\_METHOD\_FOR\_RULES

**CREDIT\_METHOD\_FOR\_INSTALLMENTS**

Enter the credit method for crediting a transaction that uses split payment terms. Choices include PRORATE, LIFO, or FIFO.

If this transaction is a credit memo against a transaction that uses split payment terms and LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, you may enter a value in this column. If you do not enter a value, AutoInvoice defaults to PRORATE.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

For on-account credits do not enter a value in this column.

**Validation:**

Must be either 'PRORATE', 'LIFO', 'FIFO' or NULL.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.CREDIT\_METHOD\_FOR\_INSTALLMENTS

## CURRENCY\_CODE

Enter the currency code for this transaction. You must enter a value in this column.

For credit memos enter the currency code of the invoice you are crediting.

**Validation:**

Must exist in FND\_CURRENCIES.CURRENCY\_CODE

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.INVOICE\_CURRENCY\_CODE and AR\_PAYMENT\_SCHEDULES\_ALL.INVOICE\_CURRENCY\_CODE

## CUSTOMER\_BANK\_ACCOUNT\_ID

Enter the Bill-To customer bank account ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in CUSTOMER\_BANK\_ACCOUNT\_NAME. If you entered a value in CUSTOMER\_BANK\_ACCOUNT\_NAME, AutoInvoice defaults a value in this column.

If the payment method is of type 'Automatic', and this column is NULL, AutoInvoice will default a value for you. For more details on how AutoInvoice defaults and validates customer banks, see: Passing Payment Methods and Customer Bank Accounts, page 3-204.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

Must exist in AP\_BANK\_ACCOUNTS\_ALL.BANK\_ACCOUNT\_ID.

If the payment method is of type 'Manual', RA\_INTERFACE\_LINES\_ALL.CUSTOMER\_BANK\_ACCOUNT\_ID must be NULL.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.CUSTOMER\_BANK\_ACCOUNT\_ID

## CUSTOMER\_BANK\_ACCOUNT\_NAME

Enter the Bill-To customer bank account name for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in CUSTOMER\_BANK\_ACCOUNT\_ID.

If the payment method is of type 'Automatic' and this column is NULL, AutoInvoice will default a value for you. For more details on how AutoInvoice defaults and validates customer banks, see: Passing Payment Methods and Customer Bank Accounts, page 3-204.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

AP\_BANK\_ACCOUNTS\_ALL.BANK\_ACCOUNT\_NAME

If the payment method is of type 'Manual', RA\_INTERFACE\_LINES\_ALL.CUSTOMER\_BANK\_ACCOUNT\_NAME must be NULL.

**Destination:**

None

**CUSTOMER\_TRX\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using your grouping rules.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.CUSTOMER\_TRX\_ID, AR\_PAYMENT\_SCHEDULES\_ALL.CUSTOMER\_TRX\_ID, RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_ID, and RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.CUSTOMER\_TRX\_ID.

**CUST\_TRX\_TYPE\_ID**

Enter the transaction type ID for this transaction.

This column is optional, but depending on the value you entered for your batch source you must enter either a value in this column or in CUST\_TRX\_TYPE\_NAME. If you entered a value in CUST\_TRX\_TYPE\_NAME, AutoInvoice defaults a value in this column.

For invoice lines against a commitment, AutoInvoice defaults the invoice transaction type from the transaction type of the commitment if CUST\_TRX\_TYPE\_ID and CUST\_TRX\_TYPE\_NAME are null.

For credit memos you must enter the ID of the credit memo transaction type which has been assigned to the transaction you are crediting.

**Validation:**

Must exist in RA\_CUST\_TRX\_TYPES\_ALL.CUST\_TRX\_TYPE\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.CUST\_TRX\_TYPE\_ID

**CUST\_TRX\_TYPE\_NAME**

Enter the transaction type name for this transaction.

This column is optional, but depending on the value you entered for your batch source you must enter either a value in this column or in CUST\_TRX\_TYPE\_ID.

For invoice lines against a commitment, AutoInvoice defaults the invoice transaction type from the transaction type of the commitment if CUST\_TRX\_TYPE\_ID and CUST\_TRX\_TYPE\_NAME are null.

For credit memos you must enter the name of the credit memo transaction type which has been assigned to the transaction you are crediting.

**Validation:**

RA\_CUST\_TRX\_TYPES\_ALL.NAME

**Destination:**

None

**DESCRIPTION**

This is a required column in AutoInvoice. Enter the description for this transaction.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.DESCRPTION

**DOCUMENT\_NUMBER**

Enter the document number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight and the creation method for the sequence numbering of this transaction is Manual, you must enter a value in this column.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight and the creation method is Automatic, do not enter a value in this column. AutoInvoice will create a unique document number.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

Number must not already exist in Oracle Receivables

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.DOC\_SEQUENCE\_VALUE

**DOCUMENT\_NUMBER\_SEQUENCE\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice uses this column to store the document sequence ID for this transaction.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.DOC\_SEQUENCE\_ID

**EXCEPTION\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column when a tax exception occurs.

If your transaction is a credit memo, AutoInvoice defaults the tax exemption ID of the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.ITEM\_EXCEPTION\_RATE\_ID

**EXEMPTION\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column when this transaction is partially or fully exempt from tax.

For credit memos AutoInvoice defaults the tax exception ID of the transaction you are crediting.



**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TAX\_EXEMPTION\_ID

**FOB\_POINT**

Enter the FOB point for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the FOB point from the transaction you are crediting.

**Validation:**

Must exist in AR\_LOOKUPS.LOOKUP\_CODE and AR\_LOOKUPS.LOOKUP\_TYPE = 'FOB'. Must be less than or equal to 30 characters in length.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.FOB\_POINT

**GL\_DATE**

Enter the general ledger date for this transaction. The GL date determines the accounting period that you record this transaction to your general ledger. If the Post To GL option on the transaction type of the transaction being passed is set to No, the GL\_DATE column should be NULL.

If LINE\_TYPE = 'LINE', 'CHARGES', and you are passing transactions without rules or you are passing header freight, this column is optional.

If LINE\_TYPE = 'LINE' and you are importing transactions with rules, do not enter a date in this column.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter a value in this column.

For credit memos, AutoInvoice defaults to the date you run AutoInvoice, unless the transaction you are crediting is billed in arrears. In that case, AutoInvoice defaults to the GL date of the transaction you are crediting.

For a more details on general ledger dates, see: Determining Dates, page 3-222.

**Validation:**

Must be in an open or future enterable accounting period and the period must exist in GL\_PERIOD\_STATUSES. If 'Post To GL' is set to No on the transaction type of the transaction being passed, column must be NULL.

If your invoice uses Bill in Arrears as the invoicing rule, then the GL\_DATE column should be NULL.

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.GL\_DATE

## HEADER\_ATTRIBUTE1-15

Enter Descriptive Flexfield attribute information for the Transaction Information Flexfield. Descriptive Flexfield attributes let you store additional columns, the contents of which you define.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter values in these columns.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.ATTRIBUTE1-15

**Note:** To ensure that AutoInvoice accurately groups your imported invoices, do not include newline or carriage return characters (chr(10) or chr(13)) in these Descriptive Flexfield columns.

## HEADER\_ATTRIBUTE\_CATEGORY

For the Transaction Information Flexfield, enter Descriptive Flexfield attribute category information which is shared between this transaction and other transactions. Descriptive Flexfield categories allow you to store different categories of attributes.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line', do not enter values in these columns.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.ATTRIBUTE\_CATEGORY

## HEADER\_GDF\_ATTRIBUTE1-30

Reserved for country-specific functionality.

**Validation:**

Performed by Oracle Global Financials

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.GLOBAL\_ATTRIBUTE1-30

## HEADER\_GDF\_ATTR\_CATEGORY

Reserved for country-specific functionality.

**Validation:**

Performed by Oracle Global Financials

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.GLOBAL\_ATTRIBUTE\_CATEGORY

## INITIAL\_CUSTOMER\_TRX\_ID

This column is used by AutoInvoice and should be left null.

If this transaction is not a credit memo, AutoInvoice defaults a value into this column using RA\_INTERFACE\_LINES\_ALL.REFERENCE\_LINE\_ID.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.INITIAL\_CUSTOMER\_TRX\_ID

## INTERFACE\_LINE\_ATTRIBUTE1-15

Enter the Line Transaction Flexfield for this transaction. The Line Transaction Flexfield is a combination of attribute values that you use to uniquely identify this transaction line in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system. You must enter values for enabled attributes.

Receivables copies the Line Transaction Flexfield to the Invoice Transaction Flexfield. When you import transactions with multiple lines using AutoInvoice, the attributes of the first line from the ordered lines will appear in the Invoice Transaction Flexfield.

**Note:** Interface lines belonging to the same transaction are ordered by the following SQL clause:

```
waybill_number || ship_via asc,  
ship_date_actual desc
```

If a transaction has only one line, then the Invoice Transaction Flexfield will be the same as the Line Transaction Flexfield.

**Validation:**

Must not already exist together with INTERFACE\_LINE\_CONTEXT in RA\_INTERFACE\_LINES\_ALL and RA\_CUSTOMER\_TRX\_LINES\_ALL.

All enabled attributes for a given INTERFACE\_LINE\_CONTEXT must have values. Different attribute columns may be enabled depending on the value in the INTERFACE\_LINE\_CONTEXT column.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.INTERFACE\_HEADER\_ATTRIBUTE1-15 and  
RA\_CUSTOMER\_TRX\_LINES\_ALL.INTERFACE\_LINE\_ATTRIBUTE1-15

**Note:** To ensure that AutoInvoice accurately groups your imported invoices, do not include newline or carriage return characters (chr(10) or chr(13)) in these Descriptive Flexfield columns.

## INTERFACE\_LINE\_CONTEXT

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE\_LINE\_ATTRIBUTE1-15. If you pass information with global context, set this column to 'Global Data Elements'.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.INTERFACE\_HEADER\_CONTEXT and  
RA\_CUSTOMER\_TRX\_LINES\_ALL.INTERFACE\_LINE\_CONTEXT

**INTERFACE\_LINE\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column using the RA\_CUSTOMER\_TRX\_LINES\_S sequence.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID

**INTERFACE\_STATUS**

This column is used by AutoInvoice and should be left null. If AutoInvoice sets this column to 'P' then the line has been transferred successfully.

**INTERNAL\_NOTES**

Enter internal notes for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing freight header, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter text in this column.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.INTERNAL\_NOTES

**INVENTORY\_ITEM\_ID**

Enter the inventory item ID for this transaction.

If LINE\_TYPE = 'LINE', or 'CHARGES' this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or a combination of segment values in MTL\_SYSTEM\_ITEMS\_SEG1-20. If you specify segments in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the value from the transaction you are crediting.

**Validation:**

Must exist in MTL\_SYSTEM\_ITEMS.INVENTORY\_ITEM\_ID and MTL\_SYSTEM\_ITEMS.INVOICE\_ENABLED\_FLAG = 'Y'.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.INVENTORY\_ITEM\_ID

**INVOICING\_RULE\_ID**

Enter the invoicing rule ID for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in INVOICING\_RULE\_NAME, depending on the value you entered for your batch source. If you specify invoicing rule name in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

**Validation:**

Must exist in RA\_RULES.RULE\_ID and RA\_RULES.RULE\_ID = -2 or -3. If you enter an invoicing rule you must also enter an accounting rule. If LINE\_TYPE = 'CHARGES' then this column must be null.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.INVOICING\_RULE\_ID

## INVOICING\_RULE\_NAME

Enter the invoicing rule name for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in INVOICING\_RULE\_ID, depending on the value you entered for your batch source. You can enter a value in this column or in INVOICING\_RULE\_ID.

If LINE\_TYPE = 'TAX', 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

**Validation:**

Must exist in RA\_RULES.RULE\_ID and RA\_RULES.RULE\_ID = -2 or -3. If you enter an invoicing rule you must also enter an accounting rule. If LINE\_TYPE = 'CHARGES' then this column must be null.

**Destination:**

None

## LAST\_PERIOD\_TO\_CREDIT

For unit credit memos, enter the last period number from which you want to start crediting.

If this transaction is a credit memo against a transaction which uses an accounting rule and LINE\_TYPE = 'LINE', CREDIT\_METHOD\_FOR\_ACCT\_RULE = 'UNIT', or you are passing header freight, you may enter a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

**Validation:**

Must be between 0 and the invoice's accounting rule duration (inclusive).

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.LAST\_PERIOD\_TO\_CREDIT

## LAST\_UPDATE\_LOGIN

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA\_INTERFACE\_LINES\_ALL table for processing.

**Validation:**

None

**Destination:**

None

## LINE\_GDF\_ATTRIBUTE1-20

Reserved for country-specific functionality.

**Validation:**

Performed by Oracle Global Financials

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.GLOBAL\_ATTRIBUTE1-20

## LINE\_GDF\_ATTR\_CATEGORY

Reserved for country-specific functionality.

**Validation:**

Performed by Oracle Global Financials

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.GLOBAL\_ATTRIBUTE\_CATEGORY

## LINE\_NUMBER

This column is used by AutoInvoice and should be left null. AutoInvoice ignores any values passed in this column and always numbers the lines sequentially starting with the number 1 and in the order determined by the line ordering rule.

## LINE\_TYPE

Enter 'LINE', 'TAX', 'FREIGHT' or 'CHARGES' to specify the line type for this transaction. (CHARGES refers to finance charges.) You must enter a value in this column.

For credit memos enter the type of line you are crediting.

**Validation:**

Must be 'LINE', 'TAX', 'FREIGHT' or 'CHARGES'

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.LINE\_TYPE

## LINK\_TO\_LINE\_ATTRIBUTE1-15

Enter the link to your Transaction Flexfield attribute values.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, do not enter values in these columns.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, you must enter a value. Use link to line attributes to associate this tax or freight line to another transaction line in RA\_INTERFACE\_LINES\_ALL. All tax lines and freight for specific lines must be associated with a line that has a LINE\_TYPE of 'LINE'. Enter the same combination of attribute values as the transaction to which you want to associate with.

For credit memos applied to tax lines, you must use these columns to link your credit memo tax lines to your credit memo transaction. Similarly, for credit memos applied to freight lines you must also use these columns to link your credit memo freight line to your credit memo transaction.

If you are applying a credit memo against a tax line which is linked to a transaction, you must enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo tax line. Similarly, if you are applying a credit memo against a freight line which is linked to a transaction, you must also enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo freight line.

**Validation:**

The transaction that you link to must have a `LINE_TYPE = 'LINE'`. You can only link at most one freight line to another transaction. You cannot link a transaction that has a `LINE_TYPE = 'LINE'` or `'CHARGES'` to another transaction.

**Destination:**

None

## **LINK\_TO\_LINE\_CONTEXT**

Enter the context name of the Transaction Flexfield data that you entered in `RA_INTERFACE_LINES_ALL.LINK_TO_LINE_ATTRIBUTE1-15`.

**Validation:**

None

**Destination:**

None

## **LINK\_TO\_LINE\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using `RA_INTERFACE_LINES_ALL.LINK_TO_LINE_ATTRIBUTE1-15` and `RA_INTERFACE_LINES_ALL.LINK_TO_LINE_CONTEXT`.

**Validation:**

None

**Destination:**

`RA_CUSTOMER_TRX_LINES_ALL.LINK_TO_CUST_TRX_LINE_ID`

## **LOCATION\_SEGMENT\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column if you are crediting a sales tax line.

**Validation:**

None

**Destination:**

`RA_CUSTOMER_TRX_LINES_ALL.LOCATION_SEGMENT_ID`

## **MEMO\_LINE\_ID**

Enter the standard memo line ID for this transaction.

If `LINE_TYPE = 'LINE'`, `'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either

a value in this column or in MEMO\_LINE\_NAME. If you specify memo line name in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

**Validation:**

Must exist in AR\_MEMO\_LINES\_ALL.MEMO\_LINE\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.MEMO\_LINE\_ID

## MEMO\_LINE\_NAME

Enter the name of the standard memo line for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in MEMO\_LINE\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

**Validation:**

Must exist in AR\_MEMO\_LINES\_ALL.NAME

**Destination:**

None

## MOVEMENT\_ID

This column is used to pass movement statistics that are tied to the shipment information and passed through AutoInvoice.

AutoInvoice will populate the column RA\_CUSTOMER\_TRX\_LINES\_ALL.MOVEMENT\_ID with RA\_INTERFACE\_LINES\_ALL.MOVEMENT\_ID and updates MTL\_MOVEMENT\_STATISTICS with transaction information (for example, customer\_trx\_id, batch\_id, customer\_trx\_line\_id).

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.MOVEMENT\_ID

## MTL\_SYSTEM\_ITEMS\_SEG1-20

Assign a System Item Flexfield value for each segment you enable in Receivables. For example, if you enable six System Item Flexfield segments, you must enter six values in columns MTL\_SYSTEM\_ITEMS\_SEG1-6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

If LINE\_TYPE = 'LINE' or 'CHARGES', these columns are optional. Depending on the value you entered for your batch source you can enter either values in these columns or in INVENTORY\_ITEM\_ID.



If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter values in these columns.

For credit memos do not enter values in these columns. AutoInvoice uses the values from the transaction you are crediting.

For debit memos do not enter values in these columns.

**Validation:**

Valid combination of System Item Flexfield segment values

**Destination:**

None

## ORG\_ID

Enter the ID of the organization that this transaction belongs to. This column is mandatory in a multi-org environment.

**Validation:**

AutoInvoice imports transactions whose ORG\_ID matches the value of the MO: Operating Unit profile option.

**Destination:**

None.

## ORIGINAL\_GL\_DATE

Stores the value of the GL\_DATE column before AutoInvoice modifies the GL date. This column is used by AutoInvoice and should not be populated by the user.

**Validation:**

None

**Destination:**

None

## ORIG\_SYSTEM\_BATCH\_NAME

Enter the batch name for this transaction. This column is optional.

AutoInvoice does not perform any validation on this column but uses the value entered when grouping transactions into invoices.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.Orig\_System\_Batch\_Name

## ORIG\_SYSTEM\_BILL\_ADDRESS\_ID

Enter the Bill-To customer address ID for this transaction. This Bill-To customer address ID is for the Bill-To customer you entered in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF or ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID.

If no default Remit-To Address has been specified, then AutoInvoice uses the Bill-To address to determine the Remit-To address for the customer. If the Remit-To address cannot be determined, then AutoInvoice will reject the transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter

either a value in this column or in ORIG\_SYSTEM\_BILL\_ADDRESS\_REF. If you specify the Bill-To customer address reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Bill\_Address\_ID = HZ\_Cust\_Acct\_Site.Customer\_Site\_ID and RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Bill\_Customer\_ID = HZ\_Cust\_Accounts.Cust\_Account\_ID and HZ\_Cust\_Accounts.Cust\_Account\_ID = HZ\_Cust\_Acct\_Site.Cust\_Account\_ID and HZ\_Cust\_Acct\_Site.Customer\_Site\_ID = HZ\_Cust\_Site\_Uses.Cust\_Acct\_Site\_ID and RA\_Site\_Uses.Site\_Use\_Code = 'BILL\_TO'

**Destination:**

None

## ORIG\_SYSTEM\_BILL\_ADDRESS\_REF

Enter the Bill-To customer address reference from your original system. This reference is for the Bill-To customer you entered in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF or ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If no default Remit-To Address has been specified, then AutoInvoice uses the Bill-To address to determine the Remit-To address for the customer. If the Remit-To address cannot be determined, then AutoInvoice will reject the transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG\_SYSTEM\_BILL\_ADDRESS\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Bill\_Address\_Ref = HZ\_Party\_Sites.Orig\_System\_Reference and CUSTOMER\_REF = HZ\_Cust\_Accounts.Orig\_System\_Reference and HZ\_Cust\_Accounts.Cust\_Account\_ID = HZ\_Cust\_Acct\_Site.Cust\_Account\_ID and HZ\_Cust\_Acct\_Site.Customer\_Site\_ID = HZ\_Cust\_Site\_Uses.Cust\_Acct\_Site\_ID and RA\_Site\_Uses.Site\_Use\_Code = 'BILL\_TO'

**Destination:**

None

## ORIG\_SYSTEM\_BILL\_CONTACT\_ID

Enter the Bill-To contact ID for this transaction. This Bill-To contact ID must be for the Bill-To customer that you entered in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF or ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_BILL\_CONTACT\_REF. If you specify the

Bill-To customer contact reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Bill\_Customer\_Id  
= HZ\_CUST\_ACCT\_ROLES.CUST\_ACCOUNT\_ID and RA\_INTERFACE\_LINES\_ALL.  
Orig\_System\_Bill\_Contact\_Id = HZ\_CUST\_SITE\_USES.CUSTOMER\_SITE\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.BILL\_TO\_CONTACT\_ID

## **ORIG\_SYSTEM\_BILL\_CONTACT\_REF**

Enter the Bill-To contact reference from your original system. This reference is for the Bill-To customer that you entered in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF or ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID. The reference value you enter here provides you with an audit trail from Oracle Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_BILL\_CONTACT\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Bill\_Customer\_Id = HZ\_CUST\_  
ACCT\_ROLES.CUST\_ACCOUNT\_ID and RA\_INTERFACE\_LINES\_ALL.Orig\_  
System\_Bill\_Contact\_Ref = RA\_CONTACTS.Orig\_System\_Reference

**Destination:**

None

## **ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID**

Enter the Bill-To customer ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF. If you specify the Bill-To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos you must enter the Bill-To customer ID or the Bill-To customer ID of a related customer of the transaction you are crediting.

**Validation:**

Must exist in HZ\_CUST\_ACCOUNTS.CUST\_ACCOUNT\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.BILL\_TO\_CUSTOMER\_ID

## **ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF**

Enter a value you can use to uniquely identify this Bill-To customer in your original system. The reference value you enter here provides you with an audit trail from Oracle Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos you must enter the Bill-To customer reference or the Bill-To customer reference of a related customer of the transaction you are crediting.

### **Validation:**

Must exist in HZ\_CUST\_ACCOUNTS.ORIG\_SYSTEM\_REFERENCE

### **Destination:**

None

## **ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID**

Enter the Ship-To customer address ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_ADDRESS\_REF. If you specify the Ship-To address reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the Ship-To address from the transaction you are crediting.

### **Validation:**

RA\_INTERFACE\_LINES\_ALL.ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID = HZ\_CUST\_ACCT\_SITE.CUSTOMER\_SITE\_ID and RA\_INTERFACE\_LINES\_ALL.ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID = HZ\_CUST\_ACCOUNTS.CUST\_ACCOUNT\_ID and HZ\_CUST\_ACCOUNTS.CUST\_ACCOUNT\_ID = HZ\_CUST\_ACCT\_SITE.CUST\_ACCOUNT\_ID and HZ\_CUST\_ACCT\_SITE.CUSTOMER\_SITE\_ID = HZ\_CUST\_SITE\_USES.CUST\_ACCT\_SITE\_ID and HZ\_CUST\_SITE\_USES.SITE\_USE\_CODE = 'SHIP\_TO'

### **Destination:**

None

## **ORIG\_SYSTEM\_SHIP\_ADDRESS\_REF**

Enter a value you can use to uniquely identify this Ship-To customer address in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column, AutoInvoice uses the Ship-To address from the transaction you are crediting.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Ship\_Address\_Ref  
= HZ\_Party\_Sites.Orig\_System\_Reference and RA\_INTERFACE\_L  
INES\_ALL.Orig\_System\_Ship\_Customer\_Id = HZ\_Cust\_Accounts.  
Cust\_Account\_Id and HZ\_Cust\_Accounts.Cust\_Account\_Id  
= HZ\_Cust\_Acct\_Site.Cust\_Account\_Id and HZ\_Cust\_Acct\_Site.  
Customer\_Site\_Id = HZ\_Cust\_Site\_Uses.Cust\_Acct\_Site\_Id and  
HZ\_Cust\_Site\_Uses.Site\_Use\_Code = 'SHIP\_TO'

**Destination:**

None

## **ORIG\_SYSTEM\_SHIP\_CONTACT\_ID**

Enter the Ship-To contact ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CONTACT\_REF. If you specify the Ship-To contact reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship-To contact from the transaction you are crediting.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Ship\_Customer\_Id  
= HZ\_Cust\_Acct\_Roles.Cust\_Account\_Id and RA\_INTERFACE\_LINES\_ALL.  
Orig\_System\_Ship\_Contact\_Id = HZ\_Cust\_Site\_Uses.Customer\_Site\_Id

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.SHIP\_TO\_CONTACT\_ID

## **ORIG\_SYSTEM\_SHIP\_CONTACT\_REF**

Enter a value you can use to uniquely identify this Ship-To contact in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CONTACT\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship-To contact from the transaction you are crediting.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.Orig\_System\_Ship\_Customer\_Id  
= HZ\_Cust\_Acct\_Roles.Cust\_Account\_Id and RA\_INTERFACE\_LINES\_

ALL.Orig\_System\_Ship\_Contact\_Ref = HZ\_Cust\_Account\_Roles.Orig\_System\_Reference

**Destination:**

None

### **Orig\_System\_Ship\_Customer\_Id**

Enter the Ship-To customer ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CUSTOMER\_REF. If you specify the Ship-To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship-To customer from the transaction you are crediting.

**Validation:**

Must exist in HZ\_CUST\_ACCOUNTS.CUST\_ACCOUNT\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.SHIP\_TO\_CUSTOMER\_ID

### **Orig\_System\_Ship\_Customer\_Ref**

Enter a value you can use to uniquely identify this Ship-To customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship-To customer from the transaction you are crediting.

**Validation:**

Must exist in HZ\_CUST\_ACCOUNTS.Orig\_System\_Reference

**Destination:**

None

### **Orig\_System\_Sold\_Customer\_Id**

Enter the Sold-To customer ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SOLD\_CUSTOMER\_REF. If you specify the Sold-To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value. AutoInvoice uses the Sold-To customer from the transaction you are crediting.

**Validation:**

Must exist in HZ\_CUST\_ACCOUNTS.CUST\_ACCOUNT\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.SOLD\_TO\_CUSTOMER\_ID

## **ORIG\_SYSTEM\_SOLD\_CUSTOMER\_REF**

Enter a value you can use to uniquely identify this Sold-To customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SOLD\_CUSTOMER\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value, AutoInvoice uses the Sold-To customer from the transaction you are crediting.

**Validation:**

Must exist in HZ\_CUST\_ACCOUNTS.ORIG\_SYSTEM\_REFERENCE

**Destination:**

None

## **OVERRIDE\_AUTO\_ACCOUNTING\_FLAG**

This column controls whether the code combination ID of the Accounting Flexfield for this accounting distribution, populated by the feeder system, should override AutoAccounting.

AutoInvoice uses this column only if the passed transaction line is assigned a valid lookup code from the AR\_REVENUE\_CONTINGENCIES lookup type. Lookup codes are passed to the RA\_INTERFACE\_LINES\_ALL table.

Populate this column for invoices and credit memos.

**Validation:**

Value should be Y or N.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.OVERRIDE\_AUTO\_ACCOUNTING\_FLAG

## **PAYMENT\_SET\_ID**

This column contains a unique internal ID number that matches prepaid invoices with their prepayment receipts. This column should be populated only within a prepayments flow.

**Validation:**

Must exist in AR\_RECEIVABLE\_APPLICATIONS\_ALL.PAYMENT\_SET\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.PAYMENT\_SET\_ID

**PAYING\_CUSTOMER\_ID**

This column is used by AutoInvoice and should be left null. Please refer to the section on Automatic Receipts for details on how AutoInvoice determines the paying customer.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.PAYING\_CUSTOMER\_ID

**PAYING\_SITE\_USE\_ID**

This column is used by AutoInvoice and should be left null. Please refer to the section on Automatic Receipts for details on how AutoInvoice determines the paying site use.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.PAYING\_SITE\_USE\_ID

**PAYMENT\_SERVER\_ORDER\_NUM**

A number that indicates the credit card payment was authorized by Oracle Payment Server.

**Validation**

None

**Destination**

RA\_CUSTOMER\_TRX\_ALL.PAYMENT\_SERVER\_ORDER\_NUM

**PREVIOUS\_CUSTOMER\_TRX\_ID**

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice defaults a value into this column using RA\_INTERFACE\_LINES\_ALL.REFERENCE\_LINE\_ID.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.PREVIOUS\_CUSTOMER\_TRX\_ID and RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_ID

**PRIMARY\_SALESREP\_ID**

Enter the primary salesperson ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and you entered Yes for the Require Salesreps system option, you must enter either a value in this column or in PRIMARY\_SALESREP\_NUMBER. Otherwise this column is optional. The value that you enter depends on the value you entered for your batch source. If you specify the primary salesrep ID in your batch source, AutoInvoice defaults a value in this column.



If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

Must exist in RA\_SALESREPS.SALESREP\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.PRIMARY\_SALESREP\_ID

## PRIMARY\_SALESREP\_NUMBER

Enter the primary salesperson number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and you entered Yes for the Require Salesreps system option, you must enter either a value in this column or in PRIMARY\_SALESREP\_ID. Otherwise this column is optional. The value that you enter depends on the value you entered for your batch source.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

Must exist in RA\_SALESREPS.SALESREP\_NUMBER

**Destination:**

None

## PRINTING\_OPTION

Enter the printing option for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. AutoInvoice defaults to the printing option that you entered for this transaction type, if one was entered.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

Must exist in AR\_LOOKUPS.LOOKUP\_CODE and AR\_LOOKUP.LOOKUP\_TYPE = 'INVOICE\_PRINT\_OPTIONS'

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.PRINTING\_OPTION

## PROMISED\_COMMITMENT\_AMOUNT

Enter the amount of an existing deposit to use as payment towards a specific transaction.

When an order is imported into Receivables with a value in this column, Receivables adjusts the resulting invoice and reduces the deposit balance by the lesser of the promised amount, the commitment balance, or the remaining amount due on the invoice.

If this column has no value, then the commitment adjustment will be for the lesser of the total outstanding commitment or the total balance of the transaction.

**Validation:**

None

**Destination:**

None

## **PURCHASE\_ORDER**

Enter the purchase order number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the purchase order number from the transaction you are crediting.

### **Validation:**

None

### **Destination:**

RA\_CUSTOMER\_TRX\_ALL.PURCHASE\_ORDER

## **PURCHASE\_ORDER\_DATE**

Enter the date of the purchase order for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order date from the transaction you are crediting.

### **Validation:**

None

### **Destination:**

RA\_CUSTOMER\_TRX\_ALL.PURCHASE\_ORDER\_DATE

## **PURCHASE\_ORDER\_REVISION**

Enter the purchase order revision for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order revision from the transaction you are crediting.

### **Validation:**

None

### **Destination:**

RA\_CUSTOMER\_TRX\_ALL.PURCHASE\_ORDER\_REVISION

## **QUANTITY**

If this transaction is an invoice or credit memo line and LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines, enter the number of units shipped. For credit memo lines, enter the number of units you are crediting. If you do not enter a value in this column, AutoInvoice uses AMOUNT as the extended amount

for this transaction. If this transaction is a dummy line for either freight only or tax only, AutoInvoice ignores the value you enter in this column.

If this is a Credit Memo line and LINE\_TYPE = 'LINE', CREDIT\_METHOD\_FOR\_ACCT\_RULE = 'UNIT' then this column is mandatory.

For Debit Memos, if LINE\_TYPE = 'CHARGES', set quantity to 1.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For Credit Memos, if LINE\_TYPE = 'CHARGES', set quantity to 1 or -1.

**Validation:**

For Debit Memos lines with LINE\_TYPE = 'CHARGES', quantity must be 1. For Credit Memo lines with LINE\_TYPE = 'CHARGES', this column must be 1 or -1.

For Credit Memo lines with LINE\_TYPE = 'LINE' and CREDIT\_METHOD\_FOR\_ACCT\_RULE = 'UNIT' then this column must not be null.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.QUANTITY\_INVOICED if this transaction is an invoice line. RA\_CUSTOMER\_TRX\_LINES\_ALL.QUANTITY\_CREDITED if this transaction is a credit memo line.

## QUANTITY\_ORDERED

Enter the original number of units ordered for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing freight for a specific line, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

For credit memos, do not enter a value in this column. AutoInvoice uses the quantity ordered from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.QUANTITY\_ORDERED

## REASON\_CODE

Enter the reason code for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in REASON\_CODE\_MEANING. If you specify the reason code meaning in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits this column is optional.

**Validation:**

Must exist in AR\_LOOKUPS.LOOKUP\_CODE. This lookup type is either INVOICING\_REASON or CREDIT\_MEMO\_REASON

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.REASON\_CODE and RA\_CUSTOMER\_TRX\_ALL.REASON\_CODE

**REASON\_CODE\_MEANING**

Enter the meaning of the reason code for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in REASON\_CODE.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits this column is optional.

**Validation:**

Must exist in AR\_LOOKUPS.MEANING. This lookup type is either INVOICING\_REASON or CREDIT\_MEMO\_REASON

**Destination:**

None

**RECEIPT\_METHOD\_ID**

Enter the payment method ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in RECEIPT\_METHOD\_NAME. If you specify the payment method name in your batch source, AutoInvoice defaults a value in this column.

AutoInvoice always defaults the payment method using the following hierarchy:

1. primary receipt method of the parent primary bill-to site
2. primary receipt method of the parent customer
3. primary receipt method of the bill-to site
4. primary receipt method of the bill-to customer

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

**Validation:**

Must exist in AR\_RECEIPT\_METHODS.RECEIPT\_METHOD\_ID and must belong to the bill-to customer or the parent. Additionally, the payment method must have at least one bank account in the same currency as the transaction or have its Receipts Multi-Currency flag set to Yes.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.RECEIPT\_METHOD\_ID

**RECEIPT\_METHOD\_NAME**

Enter the name of the payment method for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in RECEIPT\_METHOD\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

**Validation:**

Must exist in AR\_RECEIPT\_METHODS.NAME and must belong to the bill-to customer or the parent.

**Destination:**

None

## REFERENCE\_LINE\_ATTRIBUTE1-15

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and this transaction is a credit memo, you must enter either the Transaction Flexfield of the transaction line you are crediting in these columns or the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the transaction you are crediting in RA\_INTERFACE\_LINES\_ALL.REFERENCE\_LINE\_ID. Otherwise, do not enter values in these columns.

If LINE\_TYPE = 'TAX' and this transaction is a credit memo, you must enter either the Transaction Flexfield of the tax line you are crediting in these columns or the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the transaction tax line you are crediting in RA\_INTERFACE\_LINES\_ALL.REFERENCE\_LINE\_ID. Otherwise, do not enter values in these columns.

If LINE\_TYPE = 'FREIGHT' and this transaction is a credit memo, you must enter either the Transaction Flexfield of the freight line you are crediting in these columns or the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the transaction freight line you are crediting in RA\_INTERFACE\_LINES\_ALL.REFERENCE\_LINE\_ID. Otherwise, do not enter values in these columns.

For on-account credits do not enter values in these columns.

**Validation:**

Must exist in RA\_CUSTOMER\_TRX\_LINES\_ALL.INTERFACE\_LINE\_ATTRIBUTE1-15 or RA\_INTERFACE\_LINES\_ALL.INTERFACE\_LINE\_ATTRIBUTE1-15

**Destination:**

None

## REFERENCE\_LINE\_CONTEXT

Enter the context name of the Transaction Flexfield data entered in RA\_INTERFACE\_LINES\_ALL.REFERENCE\_LINE\_ATTRIBUTE1-15. You must enter a value in this column if you entered values in RA\_INTERFACE\_LINES\_ALL.ATTRIBUTE1-15.

**Validation:**

Must exist in RA\_CUSTOMER\_TRX\_LINES\_ALL.INTERFACE\_LINE\_CONTEXT or RA\_INTERFACE\_LINES\_ALL.INTERFACE\_LINE\_CONTEXT

**Destination:**

None

## REFERENCE\_LINE\_ID

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and this transaction is a credit memo, you must enter the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the transaction line you are crediting in this column or

the Transaction Flexfield in REFERENCE\_LINE\_ATTRIBUTE1-15. Otherwise, do not enter a value.

If LINE\_TYPE = 'LINE' and this transaction is an invoice against a commitment, you must enter the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the commitment line you are referencing.

If LINE\_TYPE = 'TAX' and this transaction is a credit memo, you must enter the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the tax line you are crediting in these columns or the Transaction Flexfield in REFERENCE\_LINE\_ATTRIBUTE1-15. Otherwise, do not enter a value in this column.

If LINE\_TYPE = 'FREIGHT' and this transaction is a credit memo, you must enter the RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID of the freight line you are crediting in these columns or the Transaction Flexfield in REFERENCE\_LINE\_ATTRIBUTE1-15. Otherwise, do not enter a value in this column.

For on-account credits, do not enter a value in this column.

**Validation:**

Must exist in RA\_CUSTOMER\_TRX\_LINES\_ALL.CUSTOMER\_TRX\_LINE\_ID.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.PREVIOUS\_CUSTOMER\_TRX\_LINE\_ID if this transaction is a credit memo. Otherwise, RA\_CUSTOMER\_TRX\_LINES\_ALL.INITIAL\_CUSTOMER\_TRX\_LINE\_ID

## **RELATED\_BATCH\_SOURCE\_NAME**

Enter the name of the batch source of the document to which this transaction is related.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column and the related transaction number in RELATED\_TRX\_NUMBER. Or, you can enter the related customer transaction ID in RELATED\_CUSTOMER\_TRX\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.RELATED\_BATCH\_SOURCE\_NAME = RA\_BATCH\_SOURCES\_ALL.NAME and RA\_INTERFACE\_LINES\_ALL.RELATED\_TRX\_NUMBER = RA\_CUSTOMER\_TRX\_ALL.TRX\_NUMBER and RA\_BATCH\_SOURCES\_ALL.BATCH\_SOURCE\_ID = RA\_CUSTOMER\_TRX\_ALL.BATCH\_SOURCE\_ID

**Destination:**

None

## **RELATED\_CUSTOMER\_TRX\_ID**

Enter the customer transaction ID of the document to which this transaction is related.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column. Or, you can enter the related transaction number in RELATED\_TRX\_NUMBER and the related batch source name in RELATED\_BATCH\_SOURCE\_NAME.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:**

Must exist in RA\_CUSTOMER\_TRX\_ALL.CUSTOMER\_TRX\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.RELATED\_CUSTOMER\_TRX\_ID

## RELATED\_TRX\_NUMBER

Enter the document number to which this transaction is related.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column and the related batch source name in RELATED\_BATCH\_SOURCE\_NAME. Or, you can enter the related customer transaction ID in RELATED\_CUSTOMER\_TRX\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:**

RA\_INTERFACE\_LINES\_ALL.RELATED\_BATCH\_SOURCE\_NAME = RA\_BATCH\_SOURCES\_ALL.NAME and RA\_INTERFACE\_LINES\_ALL.RELATED\_TRX\_NUMBER = RA\_CUSTOMER\_TRX\_ALL.TRX\_NUMBER and RA\_BATCH\_SOURCES\_ALL.BATCH\_SOURCE\_ID = RA\_CUSTOMER\_TRX\_ALL.BATCH\_SOURCE\_ID

**Destination:**

None

## REQUEST\_ID

This column is used by AutoInvoice and should be left null.

**Validation:**

None

**Destination:**

The REQUEST\_ID column in RA\_CUSTOMER\_TRX\_ALL, RA\_CUSTOMER\_TRX\_LINES\_ALL, RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL, AR\_PAYMENT\_SCHEDULES\_ALL, AR\_RECEIVABLE\_APPLICATIONS\_ALL, AR\_ADJUSTMENTS\_ALL and RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.

## RULE\_START\_DATE

Enter the date that you want to start the accounting rule for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. If you specify Specific Date in your accounting rule do not enter a value in this column.

If LINE\_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column.

For more information about rule start dates, see: Determining Dates, page 3-222.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.RULE\_START\_DATE

**SALES\_ORDER**

Enter the sales order number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order number from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_ORDER

**SALES\_ORDER\_DATE**

Enter the date of the sales order for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order date from the transaction you are crediting.

Enter the date of the revenue order for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the revenue order date from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_ORDER\_DATE

**SALES\_ORDER\_LINE**

Enter the sales order line number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.



If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order line number from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_ORDER\_LINE

## **SALES\_ORDER\_REVISION**

Enter the sales order revision for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order revision from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_ORDER\_REVISION

## **SALES\_ORDER\_SOURCE**

Enter the source of the sales order for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the source of the sales order from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_ORDER\_SOURCE

## **SALES\_TAX\_ID**

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice defaults to the sales tax ID of the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_TAX\_ID

## SET\_OF\_BOOKS\_ID

Optionally enter the set of books ID for this transaction. If no value exists, then Receivables defaults the set of books from the System Options window for the organization that is specified in the ORG\_ID column.

**Validation:**

Must exist in AR\_SYSTEM\_PARAMETERS\_ALL.SET\_OF\_BOOKS\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.SET\_OF\_BOOKS\_ID

## SHIP\_DATE\_ACTUAL

Enter the shipment date for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the earliest shipment date from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.SHIP\_DATE\_ACTUAL

## SHIP\_VIA

Enter the ship via code for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the ship via code from the transaction you are crediting.

**Validation:**

ORG\_FREIGHT.FREIGHT\_CODE = RA\_INTERFACE\_LINES\_ALL.SHIP\_VIA and  
ORG\_FREIGHT.ORGANIZATION\_ID = RA\_INTERFACE\_LINES\_ALL.WAREHOUSE\_ID. RA\_INTERFACE\_LINES\_ALL.SHIP\_VIA must be less than or equal to 25 characters in length.

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.SHIP\_VIA

## TAX\_CODE

Enter the tax code for this tax line.

If LINE\_TYPE = 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE\_TYPE = 'LINE', this column is optional.

If LINE\_TYPE = 'TAX', this column is mandatory.

For credit memos, AutoInvoice defaults the tax code from the transaction you are crediting.

**Validation:**

Must exist in AR\_VAT\_TAX.TAX\_CODE

**Destination:**

None

## **TAX\_EXEMPT\_FLAG**

If LINE\_TYPE = 'LINE', this column is optional. The value you enter here controls how a line is taxed. Enter 'E' if you want AutoInvoice to exempt an invoice line that would normally be taxed and your system option 'Use Customer Exemptions' is set to Yes. If you enter 'E' you must enter a value for TAX\_EXEMPT\_REASON\_CODE or TAX\_EXEMPT\_REASON\_CODE\_MEANING, depending on your batch source option.

Enter 'R' if you want AutoInvoice to force tax on an invoice line, ignoring any exemption certificates that may be on file. Enter 'S' if you want tax to be calculated as per the normal procedures set up in Receivables.

For all other line types and credit memos,, do not enter a value in this column.

**Validation:**

Must exist in AR\_LOOKUPS.LOOKUP\_CODE. Lookup type is TAX\_CONTROL\_FLAG.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TAX\_EXEMPT\_FLAG

## **TAX\_EXEMPT\_NUMBER**

Enter the tax exempt number for this transaction. If LINE\_TYPE = 'LINE' and tax\_exempt\_flag = 'E', then you may enter a value in this column. Otherwise, do not enter a value in this column.

For all other line types, do not enter a value in this column.

For credit memos, do not enter a value in this column.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TAX\_EXEMPT\_NUMBER

## **TAX\_EXEMPT\_REASON\_CODE**

Enter the tax exempt reason code for this transaction. If LINE\_TYPE = 'LINE' and tax\_exempt\_flag = 'E', then depending on your batch source option, Memo Reason, you must enter a value in this column or in TAX\_EXEMPT\_REASON\_CODE\_MEANING. If you specify a tax exempt reason code meaning in your batch source, AutoInvoice defaults the code in this column.

For all other line types, do not enter a value in this column.

For credit memos do not enter a value in this column.

**Validation:**

Must exist in AR\_LOOKUPS.LOOKUP\_CODE. Lookup type is TAX\_REASON.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TAX\_EXEMPT\_REASON\_CODE

**TAX\_EXEMPT\_REASON\_CODE\_MEANING**

Enter the tax exempt reason code meaning for this transaction. If LINE\_TYPE = 'LINE' and tax\_exempt\_flag = 'E', then depending on your batch source option, Memo Reason, you must enter a value in this column or in TAX\_EXEMPT\_REASON\_CODE. Otherwise, do not enter a value in this column.

For all other line types and credit memos, do not enter a value in this column.

**Validation:**

Must exist in AR\_LOOKUPS.MEANING. Lookup type is TAX\_REASON.

**Destination:**

None

**TAX\_PRECEDENCE**

Enter the precedence number for this tax line. This column is used to compute tax compounding.

If LINE\_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE\_TYPE = 'TAX' and you allow compound tax, you can enter a value in this column. Otherwise do not enter a value.

If you are passing freight for a specific line, do not enter a value in this column.

For credit memos AutoInvoice defaults the tax precedence from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TAX\_PRECEDENCE

**TAX\_RATE**

Enter the tax rate for this tax line.

If LINE\_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE\_TYPE = 'TAX', you must enter a value either in this column or the AMOUNT column. Any exemptions for the tax lines must be factored into the tax rate.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TAX\_RATE

**TERM\_ID**

Enter the payment term ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in TERM\_NAME. If you specify term name in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:**

Must exist in RA\_TERMS.TERM\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.TERM\_ID

## TERM\_NAME

Enter the name of the payment term for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in TERM\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:**

Must exist in RA\_TERMS.NAME

**Destination:**

None

## TERRITORY\_ID

Enter the territory ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or a combination of territory segment values in TERRITORY\_SEGMENT1-20. If you specify the combination of territory segment values in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the territory from the transaction you are crediting.

**Validation:**

Must exist in RA\_TERRITORIES.TERRITORY\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.TERRITORY\_ID

## TERRITORY\_SEGMENT1-20

Assign a Territory Flexfield value for each segment you enable in Receivables. For example, if you enable six Territory Flexfield segments, you must enter six values in columns TERRITORY\_SEGMENT1-6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, these columns are optional. Depending on the value you entered for your batch source you can enter either values in these columns or in TERRITORY\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter values in these columns.

For credit memos do not enter values in these columns. AutoInvoice uses the territory from the transaction you are crediting.

**Validation:**

Valid combination of Territory Flexfield segment values from RA\_TERRITORIES

**Destination:**

None

## TRANSLATED\_DESCRIPTION

The translated description of this transaction line (used for multi-lingual support)

**Validation**

None

**Destination**

RA\_CUSTOMER\_TRX\_LINES\_ALL.TRANSLATED\_DESCRIPTION

## TRX\_DATE

Enter the transaction date for this transaction.

If TRX\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. If this transaction is an invoice or debit memo line, you can enter the invoice date. If this transaction is a credit memo line, you can enter the credit memo date. If this transaction is an invoice line and uses an Arrears Invoice invoicing rule, do not enter a value in this column.

If you do not enter a transaction date, AutoInvoice uses the general ledger date for invoice and debit memo lines. For credit memo lines, AutoInvoice uses the following hierarchy: credit memo general ledger date, and the general ledger date for the invoice's receivable distribution or the date in the Run AutoInvoice window, whichever is later.

When child invoices are created against a commitment, AutoInvoice ensures that the child invoice's transaction date falls between the commitment's start and end dates.

If TRX\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.TRX\_DATE

## TRX\_NUMBER

Enter the number for this transaction.

If TRX\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and your batch source has Automatic Invoice Numbering set to No, you must enter a value in this column.

If TRX\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and your batch source has Automatic Invoice Numbering set to Yes, do not enter a value in this column. AutoInvoice inserts a unique number in this column.

If TRX\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

Must not already exist in RA\_CUSTOMER\_TRX\_ALL.TRX\_NUMBER and RA\_CUSTOMER\_TRX\_ALL.BATCH\_SOURCE\_ID

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.TRX\_NUMBER and AR\_PAYMENT\_SCHEDULES\_ALL.TRX\_NUMBER

## UOM\_CODE

Enter the unit of measure code for this transaction.

If LINE\_TYPE = 'LINE' and the line has an item you must enter either a value in this column or in UOM\_NAME. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If LINE\_TYPE = 'LINE' and you are passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores what you enter here.

If LINE\_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

**Validation:**

Must exist in MTL\_UNITS\_OF\_MEASURE.UOM\_CODE. If Line\_type = 'CHARGES', then this column must be null.

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.UOM\_CODE

## UOM\_NAME

Enter the unit of measure name for this transaction.

If LINE\_TYPE = 'LINE' and the line has an item you must enter either a value in this column or in UOM\_CODE. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If LINE\_TYPE = 'LINE' or you are passing header freight, and you are passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores what you enter here.

If LINE\_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

**Validation:**

Must exist in MTL\_UNITS\_OF\_MEASURE.UNIT\_OF\_MEASURE. If LINE\_TYPE = 'CHARGES' then this column must be null.

**Destination:**

None

**UNIT\_SELLING\_PRICE**

Enter the selling price per unit for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. If you do not enter a value in this column, AutoInvoice defaults to the amount in RA\_INTERFACE\_LINES\_ALL.AMOUNT as the amount/quantity for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, and you are passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores the value you enter here.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.UNIT\_SELLING\_PRICE

**UNIT\_STANDARD\_PRICE**

Enter the standard price per unit for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit standard price from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.UNIT\_STANDARD\_PRICE

**USSGL\_TRANSACTION\_CODE**

Enter the transaction code for this transaction. If this transaction is linked to another transaction, you must enter the same transaction code as the one to which it is linked. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.DEFAULT\_USSGL\_TRANSACTION\_CODE

**USSGL\_TRANSACTION\_CODE\_CONTEXT**

This column is not currently used by AutoInvoice.

**Validation:**

None



**Destination:**

None

**VAT\_TAX\_ID**

This column is used by AutoInvoice and should be left null. If you enter a value in TAX\_CODE, AutoInvoice defaults a value in this column.

For credit memos AutoInvoice defaults to the VAT tax ID of the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.VAT\_TAX\_ID

**WAREHOUSE\_ID**

This column identifies the ship-from location and can be used to control taxation. Within the US, the Warehouse ID is important when calculating tax on the Origin/Modified Origin state sales tax (outside the US, you can use Tax Groups and Conditions to build a schedule of multiple conditional taxes based on both the ship-from and ship-to County/County/State or Provinces).

**Validation**

None

**Destination**

RA\_CUSTOMER\_TRX\_LINES\_ALL.WAREHOUSE\_ID

**WAYBILL\_NUMBER**

Enter the waybill number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the waybill number from the transaction you are crediting.

**Validation:**

None

**Destination:**

RA\_CUSTOMER\_TRX\_ALL.WAYBILL\_NUMBER

**Table Name: RA\_INTERFACE\_SALESCREDITS\_ALL**

This table stores sales credit information for your transactions. This table must be populated if your AutoAccounting is set up to derive segment values based on the salesrep. If AutoAccounting does not depend on salesrep, then the value you enter in the Require Salesrep field of the System Options window and Allow Sales Credits field in the Transaction Sources window will determine whether you must enter sales credit information. See: AutoAccounting, page 2-38 and Defining Receivables System Options, page 2-129.

If you are importing invoices, debit memos and on-account credits and your system option requires a salesperson, you must provide sales credit information, regardless of the value entered in the Allow Sales Credit field for your transaction batch source.

If you are importing credit memos and your system option requires that you enter a salesperson, you can provide sales credit information. If you do not provide sales credit information, AutoInvoice uses sales credit information from the invoice you are crediting. If the invoice you are crediting does not have sales credit information, AutoInvoice creates a 100% 'No Sales Credit' line for this invoice. This sales credit line is then used to determine the sales credit amount for the credit memo.

Regardless of the type of transaction you are importing, if your system option does not require salesperson, but your transaction batch source allows sales credits, you can provide sales credit information. AutoInvoice will validate it and pass this information with your transaction. If your system option does not require salesperson and your transaction batch source does not allow sales credits, do not provide sales credit information. AutoInvoice ignores any values that you pass.

#### **ATTRIBUTE1-15**

Enter the Descriptive Flexfield attribute information for this sales or revenue credit assignment. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINES\_SALESREPS\_ALL.ATTRIBUTE1-15

#### **ATTRIBUTE\_CATEGORY**

Enter the Descriptive Flexfield category information for this sales credit assignment. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.ATTRIBUTE\_CATEGORY

#### **INTERFACE\_LINE\_ATTRIBUTE1-15**

Enter the same Transaction Flexfield for the transaction with which you want to associate this sales or revenue credit assignment. The values you enter here provide you with an audit trail from Receivables back to your original system. You must enter a value for each attribute you enabled.

#### **INTERFACE\_LINE\_CONTEXT**

Enter the context name of the Transaction Flexfield data that you entered in RA\_INTERFACE\_SALESCREDITS\_ALL.INTERFACE\_LINE\_ATTRIBUTE1-15. You must enter a value in this column.

**Validation:**

None

**Destination:**

None

**INTERFACE\_LINE\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using RA\_INTERFACE\_SALESCREDITS\_ALL.INTERFACE\_LINE\_ATTRIBUTE1-15.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.CUSTOMER\_TRX\_LINE\_ID

**INTERFACE\_SALESCREDIT\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using the sequence RA\_CUST\_TRX\_LINE\_SALESREPS\_S.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.CUST\_TRX\_LINE\_SALESREP\_ID

**INTERFACE\_STATUS**

This column is used by AutoInvoice and should be left null.

**Validation:**

None

**Destination:**

None

**LAST\_UPDATE\_LOGIN**

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA\_INTERFACE\_SALESCREDITS\_ALL table for processing.

**Validation:**

None

**Destination:**

None

**REQUEST\_ID**

This column is used by AutoInvoice and should be left null.

**Validation:**

None

**Destination:**

None

## **SALES\_CREDIT\_AMOUNT\_SPLIT**

Enter the sales credit amount for this salesperson. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_PERCENT\_SPLIT. If you specify the sales credit percent in your batch source, AutoInvoice defaults a value in this column.

### **Validation:**

If the sales credit for this sales credit assignment is of type Quota, the sum of sales credit amounts for a transaction must equal the amount of the transaction.

### **Destination:**

RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.REVENUE\_AMOUNT\_SPLIT if the sales credit type is Quota. RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.NON\_REVENUE\_AMOUNT\_SPLIT if the sales credit type is not Quota.

## **SALES\_CREDIT\_PERCENT\_SPLIT**

Enter the sales credit percent for this salesperson. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_AMOUNT\_SPLIT. If you specify the sales or revenue credit amount in your batch source, AutoInvoice defaults a value in this column.

### **Validation:**

Your sales or revenue credit percent must be between 0 and 100, and if sales credit type is Quota, the sales credit percentage for a transaction must sum to 100.

## **SALES\_CREDIT\_TYPE\_ID**

Enter the ID of the sales credit type for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_TYPE\_NAME. If you specify the sales credit type name in your batch source, AutoInvoice defaults a value in this column.

### **Validation:**

Must exist in SO\_SALES\_CREDIT\_TYPES.SALES\_CREDIT\_TYPE\_ID

### **Destination:**

None

## **SALES\_CREDIT\_TYPE\_NAME**

Enter the name of the sales credit type for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_TYPE\_ID.

### **Validation:**

Must exist in SO\_SALES\_CREDIT\_TYPES.NAME

### **Destination:**

None

## **SALES\_GROUP\_ID**

Enter the sales group ID for this sales credit assignment. This column is optional.

### **Validation:**

Must exist in JTF\_RS\_GROUP\_USAGES.GROUP\_ID and have JTF\_RS\_GROUP\_USAGES.USAGE = 'SALES'

**Destination:**

RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.REVENUE\_SALESGROUP\_ID or  
RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.NON\_REVENUE\_SALESGROUP\_ID

**SALESREP\_ID**

Enter the salesperson ID for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALESREP\_NUMBER. If you specify the salesperson number in your batch source, AutoInvoice defaults a value in this column.

**Validation:**

Must exist in RA\_SALESREPS.SALESREP\_ID

**Destination:**

RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.SALESREP\_ID

**SALESREP\_NUMBER**

Enter the salesperson number for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALESREP\_ID.

**Validation:**

Must exist in RA\_SALESREPS.SALESREP\_NUMBER

**Destination:**

None

**Table Name: RA\_INTERFACE\_DISTRIBUTIONS\_ALL**

If you do not use AutoAccounting, you must enter accounting distributions for your transactions. Otherwise, AutoInvoice does not require you to enter accounting distributions for your transactions.

If your accounting distributions are for transactions that use accounting rules, you must enter the percentages, but not the amounts. If you enter the amounts, AutoInvoice will ignore those values.

If your accounting distributions are for transactions that do not use accounting rules, you can enter either the percentages or amounts, depending on the value you entered for your batch source. If you enter an amount, AutoInvoice requires that the distribution amounts sum to the amount of the transaction. If you enter a percent, AutoInvoice requires that the distribution percentages sum to 100 for each account class that you pass.

Distributions in this table are linked to the appropriate transaction lines in the ra\_interface\_lines via the transaction flexfield. Though the distribution for 'REC' account class is at the invoice level, it may be linked to any transaction line of the invoice in ra\_interface\_lines. AutoInvoice will then correctly transfer all distributions to RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.

**ACCOUNT\_CLASS**

Enter the account class for this accounting distribution. AutoInvoice uses the account class you enter here to determine the type of account you are supplying for this accounting distribution. You must enter a value for this column.

**Validation:**

Must be either 'REV', 'FREIGHT', 'TAX', 'REC', 'CHARGES', 'UNBILL', or 'UNEARN'. If the transaction uses the 'Advance Invoice' invoicing rule, do not enter 'UNBILL' in this column. If the transaction uses the 'Arrears Invoice' invoicing rule, do not enter 'UNEARN' in this column.

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.ACCOUNT\_CLASS

**ACCTD\_AMOUNT**

This column is optional. If you enter 'AMOUNT' for your batch source option 'Revenue Account Allocation', then AutoInvoice will accept whatever is passed in this column without validation. If this column is null, then AutoInvoice will compute the accounted amount for this distribution line. For imported amounts in the functional currency, AutoInvoice will reject the line if you enter a value in the ACCTD\_AMOUNT column that does not equal the line amount.

**Validation:**

None

**Destination:**

None

**AMOUNT**

Enter the amount for this accounting distribution.

If this accounting distribution is for a transaction that does not use an accounting rule and depending on the value you entered for your batch source, you must enter either a value in this column or in PERCENT. If you specify the percent in your batch source, AutoInvoice computes the value in this column.

Do not enter a value in this column if this accounting distribution is for a transaction which uses an accounting rule or if this distribution is a receivables ('REC') account. If this distribution is for a receivables account, you must enter 100 in RA\_INTERFACE\_DISTRIBUTIONS\_ALL.PERCENT.

If this line has AMOUNT\_INCLUDES\_TAX set to Yes, the sales credits and line amounts for this column must include tax.

**Validation:**

If this transaction does not use an accounting rule, the sum of all distribution amounts for this transaction of a given line type must equal the amount for the transaction. AutoInvoice corrects amounts that have incorrect currency precision.

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.AMOUNT

**ATTRIBUTE1-15**

Enter the Descriptive Flexfield attribute information for this accounting distribution. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.ATTRIBUTE1-15

**ATTRIBUTE\_CATEGORY**

Enter the Descriptive Flexfield category information for this accounting distribution. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.ATTRIBUTE\_CATEGORY

**CODE\_COMBINATION\_ID**

Enter the code combination ID of the Accounting Flexfield for this accounting distribution.

This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or a combination of segment values in SEGMENT1-30. If you specify the combination of segment values in your batch source, AutoInvoice defaults a value in this column.

**Validation:**

Must exist in GL\_CODE\_COMBINATIONS.CODE\_COMBINATION\_ID

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.COLLECTED\_TAX\_CCID if tax is deferred; otherwise, RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.CODE\_COMBINATION\_ID

**COMMENTS**

Enter comments about this accounting distribution. This column is optional.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.COMMENTS

**INTERFACE\_DISTRIBUTION\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using the sequence RA\_CUST\_TRX\_LINE\_GL\_DIST\_S. This is the primary key for RA\_INTERFACE\_DISTRIBUTIONS\_ALL.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.CUST\_TRX\_LINE\_GL\_DIST\_ID

**INTERFACE\_LINE\_ATTRIBUTE1-15**

Enter the same Line Transaction Flexfield for the transaction with which you want to associate this accounting distribution. You must enter a value for each attribute you enabled for the Line Transaction Flexfield.

**Validation:**

None

**Destination:**

None

**INTERFACE\_LINE\_CONTEXT**

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE\_LINE\_ATTRIBUTE1-15.

**Validation:**

If you pass lines with global context set this column to 'Global Data Elements'

**Destination:**

RA\_CUSTOMER\_TRX\_LINES\_ALL.INTERFACE\_LINE\_CONTEXT

**INTERFACE\_LINE\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using INTERFACE\_LINE\_ATTRIBUTE1-15 and INTERFACE\_LINE\_CONTEXT.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.CUSTOMER\_TRX\_LINE\_ID

**INTERFACE\_STATUS**

This column is used by AutoInvoice and should be left null.

**Validation:**

None

**Destination:**

None

**INTERIM\_TAX\_CCID**

This column identifies the tax account used for deferred tax amounts.

**Validation:**

None

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.CODE\_COMBINATION\_ID

**INTERIM\_TAX\_SEGMENT1-30**

Enter an Accounting Flexfield value for each segment you enable in Receivables. This flexfield represents the Interim (deferred) tax account. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1-6. Be sure to enter the correct segment value. For example, the value '01' is not the same as '1'.

Depending on the value you entered for your batch source, you must enter either a combination of segment values in these columns or a value in CODE\_COMBINATION\_ID.



**Validation:**

Valid combination of Accounting Flexfield segment values must exist in GL\_CODE\_COMBINATIONS.

**Destination:**

None

**LAST\_UPDATE\_LOGIN**

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA\_INTERFACE\_DISTRIBUTIONS\_ALL table for processing.

**Validation:**

None

**Destination:**

None

**PERCENT**

Enter the percent for this accounting distribution.

If this accounting distribution is for a transaction that does not use an accounting rule and depending on the value you entered for your batch source, you must enter either a value in this column or in AMOUNT. If you specify the amount in your batch source, AutoInvoice defaults a value in this column.

If this accounting distribution is for a transaction which uses an accounting rule, you must enter a value in this column.

**Validation:**

The sum of all accounting distribution percentages for a transaction must sum to 100 for an account class.

**Destination:**

RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.PERCENT

**REQUEST\_ID**

This column is used by AutoInvoice and should be left null.

**Validation:**

None

**Destination:**

None

**SEGMENT1-30**

Enter an Accounting Flexfield value to each segment you enable in Receivables. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1-6. Be sure to enter the correct segment value. For example, the value '01' is not the same as '1'.

Depending on the value you entered for your batch source, you must enter either a combination of segment values in these columns or a value in CODE\_COMBINATION\_ID.

**Validation:**

Valid combination of Accounting Flexfield segment values must exist in GL\_CODE\_COMBINATIONS.

**Destination:**

None

**Table Name: AR\_INTERFACE\_CONTS\_ALL**

This table stores information about contingencies that impact revenue recognition for your imported transactions.

See: Event-Based Revenue Management, page 3-32.

**CONTINGENCY\_CODE**

Contingency lookup code of type AR\_REVENUE\_CONTINGENCIES.

**Validation:**

Must exist in AR\_LOOKUPS.LOOKUP\_CODE and AR\_LOOKUPS.LOOKUP\_TYPE = 'AR\_REVENUE\_CONTINGENCIES'.

**Destination:**

AR\_LINE\_CONTS\_ALL.CONTINGENCY\_CODE

**EXPIRATION\_DATE**

Indicates expiration date of contingency. For time-based contingencies, enter either expiration date or expiration days.

**Validation:**

None.

**Destination:**

AR\_LINE\_CONTS\_ALL.CONTINGENCY\_CODE

**EXPIRATION\_DAYS**

Indicates expiration period of contingency. For time-based contingencies, enter either expiration date or expiration days.

**Validation:**

None.

**Destination:**

AR\_LINE\_CONTS\_ALL.CONTINGENCY\_CODE

**INTERFACE\_CONTINGENCY\_ID**

Contingency identifier.

**Validation:**

None

**Destination:**

None

**Table Name: RA\_INTERFACE\_ERRORS\_ALL**

This table stores information about interface lines that failed validation and were not imported into Receivables tables. Receivables uses the information in this table to generate the AutoInvoice Validation Report, page 3-188. AutoInvoice identifies all errors for each transaction line, thus reducing multiple validation and correction cycles. When you resubmit AutoInvoice, the program deletes the errors for each line selected for processing. When all of the records have been successfully processed, AutoInvoice purges any remaining data in this table.

Use the Interface Exceptions window to view all of the errors in RA\_INTERFACE\_ERRORS\_ALL. For more information, see: Correcting AutoInvoice Exceptions, page 3-190.

**INTERFACE\_LINE\_ID**

If both INTERFACE\_SALESCREDIT\_ID and INTERFACE\_DISTRIBUTION\_ID are null, then the row in RA\_INTERFACE\_LINES\_ALL associated with this INTERFACE\_LINE\_ID failed validation.

**Validation:**

None

**Destination:**

None

**INTERFACE\_SALESCREDIT\_ID**

If this column is not null, then the row in RA\_INTERFACE\_SALESCREDITS\_ALL associated with this INTERFACE\_SALESCREDIT\_ID failed validation.

**Validation:**

None

**Destination:**

None

**INTERFACE\_DISTRIBUTION\_ID**

If this column is not null, then the row in RA\_INTERFACE\_DISTRIBUTIONS\_ALL associated with this INTERFACE\_DISTRIBUTION\_ID failed validation.

**Validation:**

None

**Destination:**

None

**INVALID\_VALUE**

The invalid value that failed validation displays in this column, if applicable.

**Validation:**

None

**Destination:**

None

## LINK\_TO\_LINE\_ID

This column displays the INTERFACE\_LINE\_ID of the line to which this line that failed validation is linked. For example, you have a tax line that fails and is linked to an invoice line that fails. In this case, the column stores the INTERFACE\_LINE\_ID of the invoice line.

**Validation:**

None

**Destination:**

None

## MESSAGE\_TEXT

The message text is stored in this column.

**Validation:**

None

**Destination:**

None

## Related Topics

Importing Transactions Using AutoInvoice, page 3-186

Using AutoInvoice, page 3-201

Using the AutoInvoice Import Program, *Oracle Financials Common Country Features User Guide*

## Lockbox Table and Column Descriptions

When you submit the Import, Validation, and Post Batch steps of AutoLockbox, Receivables stores receipt information in temporary application tables until it is approved for the next step. For example, the Validation step checks data in the AutoLockbox tables for compatibility with Receivables before passing the information into the Receipt and QuickCash tables. The following sections describe these tables.

## Related Topics

Receipt and QuickCash Tables, page F-92

Lockbox Interface Table and Column Descriptions, page F-93

Running AutoLockbox, page 6-94

## Receipt and QuickCash Tables

When you run the Validation step, Lockbox transfers receipt data into the following QuickCash tables:

AR\_INTERIM\_CASH\_RECEIPTS\_ALL

AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL

When you run Post QuickCash, the receipt data is transferred from the QuickCash tables to the following Receipt tables:

AR\_CASH\_RECEIPTS\_ALL  
AR\_RECEIVABLES\_APPLICATIONS\_ALL  
AR\_CASH\_RECEIPT\_HISTORY\_ALL

## Related Topics

Lockbox Interface Table and Column Descriptions, page F-93

## Lockbox Interface Table and Column Descriptions

When you run the Import step of AutoLockbox, Receivables stores receipt data from your bank file in the AR\_PAYMENTS\_INTERFACE\_ALL Lockbox Interface table. Following is a detailed description of this table.

Each column in the AR\_PAYMENTS\_INTERFACE\_ALL table has important, detailed information you need to successfully run AutoLockbox. The Destination column gives you the interim QuickCash tables and the actual Receivables applications tables to which the data is transferred from the AR\_PAYMENTS\_INTERFACE\_ALL table.

## Understanding the AR\_PAYMENTS\_INTERFACE\_ALL Table

This section lists the columns in the AR\_PAYMENTS\_INTERFACE\_ALL table, providing each column's type, source, and destination.

### TRANSMISSION\_RECORD\_ID (NUMBER(15))

- Source - AR\_PAYMENTS\_INTERFACE\_S.NEXTVAL
- Destination - None

### CREATION\_DATE (DATE)

- Source - CURRENT SYSTEM DATE
- Destination - None

### CREATED\_BY (NUMBER(15))

- Source - FND\_USER.USER\_ID
- Destination -  
AR\_BATCHES.CREATED\_BY  
AR\_INTERIM\_CASH\_RECEIPTS.CREATED\_BY  
AR\_INTERIM\_CASH\_RECEIPT\_LINES.CREATED\_BY

### LAST\_UPDATE\_LOGIN (NUMBER(15))

- Source - UNKNOWN
- Destination - None

### LAST\_UPDATED\_BY (NUMBER(15))

- Source - FND\_USER.USER\_ID
- Destination - None

### LAST\_UPDATE\_DATE (DATE)

- Source - CURRENT SYSTEM DATE

- None

**RECORD\_TYPE (NOT NULL) (VARCHAR2(2))**

- Source - AR\_TRANS\_RECORD\_FORMATS.RECORD\_IDENTIFIER
- None

**STATUS (VARCHAR2(30))**

- Source - FND\_MESSAGES.MESSAGE\_NAME
- Destination - None

**TRANSMISSION\_REQUEST\_ID (NUMBER(15))**

- Source - FND\_CONCURRENT\_REQUESTS.REQUEST\_ID
- Destination - None

**TRANSMISSION\_ID (NUMBER(15))**

- Source - AR\_TRANSMISSIONS.TRANSMISSION\_ID
- Destination - None

**DESTINATION\_ACCOUNT (VARCHAR2(25))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - AR\_TRANSMISSIONS.DESTINATION

**ORIGINATION (VARCHAR2(25))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - AR\_TRANSMISSIONS.ORIGIN

**DEPOSIT\_DATE (DATE)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - AR\_BATCHES.DEPOSIT\_DATE

**GL\_DATE (DATE)**

- Source - DERIVED FROM DEPOSIT DATE, IMPORT DATE OR ENTERED DATE
- Destination -  
AR\_BATCHES.GL\_DATE  
AR\_INTERIM\_CASH\_RECEIPTS.GL\_DATE  
AR\_CASH\_RECEIPT\_HISTORY.GL\_DATE

**DEPOSIT\_TIME (VARCHAR2(8))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**TRANSMISSION\_RECORD\_COUNT (NUMBER(15))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - AR\_TRANSMISSIONS.COUNT

**TRANSMISSION\_AMOUNT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - AR\_TRANSMISSIONS.AMOUNT

**TRANSFERRED\_RECEIPT\_COUNT (NUMBER)**

- Source - PROGRAM COUNTS NUMBER OF RECORDS TRANSFERRED SUCCESSFULLY

- Destination - AR\_TRANSMISSIONS.VALIDATED\_COUNT

**TRANSFERRED\_RECEIPT\_AMOUNT (NUMBER)**

- Source - PROGRAM COUNTS RECEIPT AMOUNTS OF RECORDS TRANSFERRED SUCCESSFULLY

- Destination - AR\_TRANSMISSIONS.VALIDATED\_AMOUNT

**LOCKBOX\_NUMBER (VARCHAR2(30))**

- Source - PROVIDED BY BANK OR ENTERED BY USER AT RUNTIME

- Destination - None

**LOCKBOX\_BATCH\_COUNT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - None

**LOCKBOX\_RECORD\_COUNT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - None

**LOCKBOX\_AMOUNT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - None

**BATCH\_NAME (VARCHAR2(25))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - AR\_BATCHES.LOCKBOX\_BATCH\_NAME

**BATCH\_AMOUNT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - AR\_BATCHES.CONTROL\_AMOUNT

**BATCH\_RECORD\_COUNT (NUMBER(15))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - AR\_BATCHES.CONTROL\_COUNT

**ITEM\_NUMBER (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**CURRENCY\_CODE (VARCHAR2(15))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AR\_BATCHES.CURRENCY\_CODE  
AR\_INTERIM\_CASH\_RECEIPTS.CURRENCY\_CODE

**EXCHANGE\_RATE (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AR\_BATCHES.EXCHANGE\_RATE  
AR\_INTERIM\_CASH\_RECEIPTS.EXCHANGE\_RATE

**EXCHANGE\_RATE\_TYPE (VARCHAR2(30))**

- Source - DEFAULTS FROM LOCKBOX DEFINITIONS OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AR\_BATCHES.EXCHANGE\_RATE\_TYPE  
AR\_INTERIM\_CASH\_RECEIPTS.EXCHANGE\_RATE\_TYPE

**REMITTANCE\_AMOUNT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - AR\_INTERIM\_CASH\_RECEIPTS.AMOUNT

**TRANSIT\_ROUTING\_NUMBER (VARCHAR2(25))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AP\_BANK\_BRANCHES.BANK\_NAME  
AP\_BANK\_BRANCHES.BANK\_BRANCH\_NAME  
AP\_BANK\_BRANCHES.BANK\_NUM

**ACCOUNT (VARCHAR2(30))**



- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - AP\_BANK\_ACCOUNTS.BANK\_ACCOUNT\_NUM

**CUSTOMER\_BANK\_ACCOUNT\_ID (NUMBER(15))**

- Source - AP\_BANK\_ACCOUNT\_USES.EXTERNAL\_BANK\_ACCOUNT\_ID

- Destination - AR\_INTERIM\_CASH\_RECEIPTS.CUSTOMER\_BANK\_ACCOUNT\_ID

**ANTICIPATED\_CLEARING\_DATE (DATE)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - AR\_INTERIM\_CASH\_RECEIPTS.ANTICIPATED\_CLEARING\_DATE

**CHECK\_NUMBER (VARCHAR2(30))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination -

AR\_INTERIM\_CASH\_RECEIPTS.RECEIPT\_NUMBER

AR\_CASH\_RECEIPTS.RECEIPT\_NUMBER

**SPECIAL\_TYPE (VARCHAR2(20))**

- Source - PROGRAM DETERMINES THE TYPE

- Destination - AR\_INTERIM\_CASH\_RECEIPTS.SPECIAL\_TYPE

**CUSTOMER\_NUMBER (VARCHAR2(30))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - None

**OVERFLOW\_INDICATOR (VARCHAR2(1))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - None

**OVERFLOW\_SEQUENCE (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'

- Destination - None

**CUSTOMER\_ID (NUMBER (15))**

- Source - PROGRAM DETERMINES IT

- Destination -

AR\_INTERIM\_CASH\_RECEIPTS.PAY\_FROM\_CUSTOMER

AR\_CASH\_RECEIPTS.PAY\_FROM\_CUSTOMER

**BILL\_TO\_LOCATION (VARCHAR2(40))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**CUSTOMER\_SITE\_USE\_ID (NUMBER(15))**

- Source - PROGRAM DETERMINES IT
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS.SITE\_USE\_ID  
AR\_CASH\_RECEIPTS.CUSTOMER\_SITE\_USE\_ID

**RECEIPT\_DATE (DATE)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS.RECEIPT\_DATE  
AR\_INTERIM\_CASH\_RECEIPTS.EXCHANGE\_DATE  
AR\_CASH\_RECEIPTS.RECEIPT\_DATE  
AR\_CASH\_RECEIPTS.EXCHANGE\_DATE

**RECEIPT\_METHOD (VARCHAR2(30))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**RECEIPT\_METHOD\_ID (NUMBER(15))**

- Source - PROGRAM DETERMINES IT.
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS.RECEIPT\_METHOD\_ID  
AR\_CASH\_RECEIPTS.RECEIPT\_METHOD\_ID

**INVOICE1-8 (VARCHAR2(50))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**MATCHING1\_DATE - MATCHING8\_DATE (DATE)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**RESOLVED\_MATCHING\_NUMBER1-8 (NUMBER)**

- Source - PROGRAM DETERMINES IT
- Destination - None

**RESOLVED\_MATCHING1\_DATE - RESOLVED\_MATCHING8\_DATE (DATE)**

- Source - PROGRAM DETERMINES IT
- Destination - None

**MATCH\_RESOLVED\_USING (VARCHAR2(30))**

- Source - PROGRAM DETERMINES IT
- Destination - None

**RESOLVED\_MATCHING1\_INSTALLMENT - RESOLVED\_MATCHING8\_INSTALLMENT (NUMBER)**

- Source - PROGRAM DETERMINES IT
- Destination - None

**INVOICE1\_STATUS - INVOICE8\_STATUS (VARCHAR2(30))**

- Source - PROGRAM DETERMINES IT
- Destination - None

**COMMENTS (NUMBER)**

- Source - ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AR\_BATCHES.COMMENTS  
AR\_INTERIM\_CASH\_RECEIPTS.COMMENTS

**ATTRIBUTE\_CATEGORY (VARCHAR2(30))**

**ATTRIBUTE1-15 (CHAR(40))**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS.ATTRIBUTE1...15  
AR\_CASH\_RECEIPTS.ATTRIBUTE1...15

**INVOICE1\_INSTALLMENT - INVOICE8\_INSTALLMENT (NUMBER)**

- Source - LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'
- Destination - None

**CUSTOMER\_NAME\_ALT (VARCHAR2(320))**

- Source - LOCKBOX DATA FILE
- Destination - None

**CUSTOMER\_BANK\_NAME (VARCHAR2(320))**

- Source - LOCKBOX DATA FILE
- Destination - None

**CUSTOMER\_BANK\_BRANCH\_NAME (VARCHAR2(320))**

- Source - LOCKBOX DATA FILE

- Destination - None

**REMITTANCE\_BANK\_NAME (VARCHAR2(320))**

- Source - PROGRAM DETERMINES IT
- Destination - None

**REMITTANCE\_BANK\_BRANCH\_NAME (VARCHAR2(320))**

- Source - PROGRAM DETERMINES IT
- Destination - None

**BANK\_TRX\_CODE (VARCHAR2(30))**

- Source - PROGRAM DETERMINES IT
- Destination - None

**AMOUNT\_APPLIED1-8 (NUMBER)**

- Source - LOCKBOX DATA FILE OR DERIVED FROM AMOUNT\_APPLIED\_FROM AND EXCHANGE\_RATE
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS\_ALL.AMOUNT\_APPLIED (if a single application)  
AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL.PAYMENT\_AMOUNT (if multiple applications)

**AMOUNT\_APPLIED\_FROM1-8 (NUMBER)**

- Source - LOCKBOX DATA FILE OR DERIVED FROM AMOUNT\_APPLIED\_FROM AND EXCHANGE\_RATE
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS\_ALL.AMOUNT (if a single application)  
AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL.AMOUNT\_APPLIED\_FROM (if multiple applications)

**INVOICE\_CURRENCY\_CODE1-8 (VARCHAR2(15))**

- Source - LOCKBOX DATA FILE OR DERIVED FROM AR\_PAYMENT\_SCHEDULES\_ALL
- Destination -  
AR\_INTERIM\_CASH\_RECEIPTS\_ALL.INVOICE\_CURRENCY\_CODE (if a single application)  
AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL.INVOICE\_CURRENCY\_CODE (if multiple applications)

**TRANS\_TO\_RECEIPT\_RATE1-8 (NUMBER)**

- Source - LOCKBOX DATA FILE OR DERIVED FROM AMOUNT\_APPLIED\_FROM AND EXCHANGE\_RATE
- Destination - TRANS\_TO\_RECEIPT\_RATE

**CUSTOMER\_REFERENCE\_1-8 (VARCHAR2(100))**

- Source -

- Destination -

**CUSTOMER\_REASON1-8 (VARCHAR2(30))**

- Source -
- Destination -

## Assigning Values to Columns

You must assign values to all of the following columns in the AR\_PAYMENTS\_INTERFACE\_ALL table for AutoLockbox to successfully convert data into receipts.

### **STATUS**

Enter the value AR\_PLB\_NEW\_RECORD for all records inserted into this table. The sample SQL\*Loader control file Receivables provides fill this column in for you.

### **DEPOSIT\_DATE**

Enter the date on which this transmission was actually deposited into your bank account. This date can be on any of the record types in your transmission. Each unique deposit date determines a batch of transmission records. For example, if you enter two unique deposit dates for your transmission, AutoLockbox divides your transmission into two batches of receipts.

### **RECORD\_TYPE**

Identify your record type. For example, if this is a batch header record, and your bank uses the value 3 to identify batch headers, enter 3 in this column. Find out from your bank what character they use to identify each one. Keep in mind that not all banks use all of the record types. Assign values to identify the following types of records:

TRANSMISSION HEADER

TRANSMISSION TRAILER

LOCKBOX HEADERS

LOCKBOX TRAILERS

BATCH HEADERS

BATCH TRAILERS

PAYMENT RECORDS

PAYMENT OVERFLOW RECORDS

SERVICE HEADER

Receivables lets you determine what information you want to include in you header, trailer, and receipt records. You can reference any of the above types when you define the different records for your transmission format. Below are examples of how you might want to define these.

## Assigning Values to Transmission Header and Trailer Records

If your record type is either a Transmission Header or a Transmission Trailer, then enter the following columns with the values you described. Transmission Headers and Trailers mark the beginning and ends of a specific data file. They usually contain information such as destination account, origination number, deposit date, and deposit time. You may have a Transmission Header without a Transmission Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format. For each transmission you can only have one transmission header and one transmission trailer.

**TRANSMISSION\_  
RECORD\_COUNT**

Enter the number of records that you are importing. Include all of the types of records in the count: headers, trailers, receipts and overflow records. If the transmission format includes the transmission header or trailer, Lockbox counts all records in this transmission. The validated count includes all receipts and detail records transferred to the interim table.

**TRANSMISSION\_  
AMOUNT**

Enter the amount of the transmission. This is the sum of all of the receipt amounts within the transmission.

**DESTINATION\_  
ACCOUNT**

Enter your account number at the sending bank.

**ORIGINATION**

Enter the sending bank's transit routing number.

**DEPOSIT\_DATE**

Enter the date this transmission was actually deposited in your bank account. When you use SQL\*Loader to import your data, it converts the date to the Oracle date format.

**DEPOSIT\_TIME**

Enter the time the deposit was made.

**Assigning Values to Lockbox Header or Trailer Records**

If your record type is either a Lockbox Header or a Lockbox Trailer, enter the following columns with the values described. Lockbox Headers usually mark the beginning of a specific lockbox and contain information such as the destination account and origination number. Lockbox Trailers mark the end of specific lockboxes and contain information such as lockbox number, deposit date, lockbox amount and lockbox record count. Although you may have a Lockbox Header without a Lockbox Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format.

**LOCKBOX\_NUMBER**

Enter the lockbox name or number that your bank specifies. This is the same value that you entered in the Lockboxes window. LOCKBOX\_NUMBER is mandatory on all Lockbox Headers and Trailers.

**LOCKBOX\_BATCH\_  
COUNT**

Enter the number of batches in this lockbox.

**LOCKBOX\_RECORD\_  
COUNT**

Enter the number of Payment records in this lockbox. Do not include Payment Overflow records.

**LOCKBOX\_AMOUNT**

Enter the total value of the receipts in this lockbox.

**DESTINATION\_  
ACCOUNT**

Enter your account number at the sending bank. If this value is included in a Transmission Header or Trailer, you must enter the same value.

**ORIGINATION**

Enter the sending bank's transit routing number. If this value is included in a Transmission Header or Trailer, you must have the same value here.

**Assigning Values to Batch Header and Trailer Records**

If your record type is either a Batch Header or a Batch Trailer, you can enter the following columns with the values described below. Batch Headers mark the beginning of a specific batch and contain information such as batch number, deposit date, and lockbox number. Batch Trailers mark the end of a specific batch and contain information such as batch number, lockbox number, batch record amount, and batch amount. Although you may have a Batch Header without a Batch Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format.

**BATCH\_NAME**

Enter the name or number that the bank uses to identify the batch. This is required for each Batch Header and Trailer record.

**BATCH\_AMOUNT**

Enter the total value of all receipts in this batch.

**BATCH\_RECORD\_  
COUNT**

Enter the number of receipt records in this batch.

**LOCKBOX\_NUMBER**

Enter the lockbox number assigned to receipts in this batch. If the lockbox number is included in your format, it must appear on every batch record.

**COMMENTS**

Enter any free-form comments about this batch.

**Assigning Values to Receipt Records**

If your record type is a Payment, you can enter the following columns with the values described below. A Payment record usually contains information such as MICR number, batch number, item number, check number, and remittance amount. Some of the values are mandatory for a Payment record, while others are optional. Every transmission must have Payment records.

**LOCKBOX\_NUMBER**

Enter the lockbox number assigned to your receipts. If the lockbox number is included in your format and you do not have batch records, it must be entered for every receipt record.

**BATCH\_NAME**

Enter the batch name for this receipt. If batch name is included in your format, it must be entered for every receipt record. Each unique batch name determines a batch of transmission records. For example, if you enter two unique batch names for your transmission, AutoLockbox divides your transmission into two batches of receipts.

**ITEM\_NUMBER**

Enter a sequential number to indicate the location of this receipt in this batch. You must enter a value even if your format does not have batch, lockbox, or transmission records. Item Number must be unique within a batch, a lockbox (if batches are not provided), or within a transmission (if neither batches nor lockboxes are provided).

**REMITTANCE\_AMOUNT**

Enter the value of the receipt. You must enter a value for each receipt record.

**CURRENCY\_CODE**

Enter the currency code for each receipt. Receivables supports AutoLockbox Transmission receipts in different currencies.

**EXCHANGE\_RATE**

Enter the exchange rate you want Receivables to use for this currency.

**EXCHANGE\_RATE\_TY****PE**

Enter the type of exchange rate you are using for this receipt. You can enter Corporate, Spot, or User.

**RECEIPT\_DATE**

Enter the date that is written on your check. If you are using MICR numbers to identify customers, Lockbox requires that this date be equal to or earlier than the date of this AutoLockbox submission; otherwise, the receipts will be unidentified.

**RECEIPT\_METHOD**

Enter the payment method that you want to associate with this receipt. Payment methods contain information about your bank, bank account, and receipt accounts. This payment method must be the same as the one you assigned to the batch source for this lockbox.

**CHECK\_NUMBER**

Enter the number printed on the receipt. You must enter a value for each receipt record.

**TRANSIT\_ROUTING\_  
NUMBER**

Enter the transit routing number from the receipt. This is optional, but you must enter this number if you enter the account number. Receivables uses transit routing number and account number together to identify the customer (MICR number).

**ACCOUNT**

Enter the bank account number from the receipt. This is optional, but you must enter this number if you enter the transit routing number.

**CUSTOMER\_NUMBER**

Enter the number assigned to your customer. This is optional.

**INVOICE1-8**

Enter the invoice numbers to which you apply this receipt. You do not have to start with INVOICE1 or use all eight of the INVOICE columns on a record before you create a receipt record. You may find a list of valid values in AR\_PAYMENT\_SCHEDULES.TRX\_NUMBER. Do not look at transactions with a class of PMT or GUAR. Invoice numbers are optional.

**AMOUNT\_APPLIED\_  
FROM1-8**

If the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the *receipt* currency.



**INVOICE\_CURRENCY\_  
CODE1-8**

If the receipt currency and the transaction currency are different, enter the currency of the transaction (optional). If null, AutoLockbox derives this value from AR\_PAYMENT\_SCHEDULES\_ALL. This field is used for cross currency receipt applications.

**TRANS\_TO\_RECEIPT\_  
RATE 1-8**

If the receipt currency and the transaction currency are different, enter the exchange rate used to convert the receipt to the transaction currency. This value is used for cross currency receipt applications when the receipt and transaction currencies do not have a fixed exchange rate.

**INVOICE1-8\_  
INSTALLMENT**

Enter the installment number if your invoice has multiple payment schedules. If you do not specify the installment number for an invoice with multiple payment schedules, Receivables will apply to the oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

**AMOUNT\_APPLIED1-8**

Enter the amount of the receipt to apply to the invoice. You can provide invoice numbers without specifying the amount applied to each of these invoices. If you provide invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt schedule first. The value of the amount\_applied column must be on the same record as the invoice number to which it is applied. For example, you cannot have all of the invoice numbers on the receipt record and all of the amounts applied on the overflow. Applied amounts are optional. If the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the *transaction* currency.

**COMMENTS**

Enter any free-form comments about this receipt. Receivables stores this data, but does not display these comments in any of the receipt entry windows.

**ATTRIBUTE\_CATEGORY**

Enter the Descriptive Flexfield category information for this receipt.

**ATTRIBUTE1-15**

Enter the Descriptive Flexfield attributes for this category. You can use this column to transfer additional information about your receipt. For example, if your bank enters and transmits customer name, you can use an attribute column to import this name. The attributes are visible as Descriptive Flexfields in the Receipt windows.

**BILL\_TO\_LOCATION**

To associate receipts with specific customer sites, enter the billing address for this receipt and include billing location in your transmission format. If the system option Require Billing Location for Receipts is set to Yes, you must enter a value here. In addition, you can set the Require Billing Location field to Yes in the Lockboxes window to require a billing location for a specific lockbox. The value of this field in the Lockboxes window will override the option at the system level. See: Lockboxes, page 2-95.

**CUSTOMER\_BANK\_  
NAME**

The name of the customer's bank.

**CUSTOMER\_BANK\_  
BRANCH\_NAME**

The name of the customer's bank branch.

**REMITTANCE\_BANK\_  
NAME**

The name of the bank that received the payment.

**REMITTANCE\_BANK\_  
BRANCH\_NAME**

The name of the bank branch that received the payment.

## Assigning Values To Overflow Records

If your record type is an Overflow record, enter the following columns with the values described. Some of these values are mandatory, while others are optional. Overflow records allow you to transmit additional information about a receipt that does not fit on the receipt record, such as batch number, item number, sequence number, invoice number, debit memo number, or debit item amounts. The most common use for this record type is to import additional invoice numbers to which the receipt should be applied. An overflow record can have up to eight invoice applications.

**LOCKBOX\_NUMBER**

Enter the number of the lockbox for this receipt. If the lockbox number is included in your format and you do not have any batch records, you must enter this number for each receipt and overflow record.

**BATCH\_NAME**

Enter the batch for this overflow record. If the batch name is included in your format, you must enter this name for each overflow record.

**ITEM\_NUMBER**

Enter a sequential number to indicate the location of the overflow record in this batch. All overflow records for a receipt have the same item number as the receipt record. You must enter an item number for each overflow record to reference the receipt.

**OVERFLOW\_INDICATOR**

Receivables uses this column to indicate overflow records for the current receipt. You determine your overflow indicator in your transmission format. To identify the last overflow record, enter a value that is different from your overflow indicator. For example, in the BAI transmission format, '0' indicates an overflow record. You have three overflow records for a receipt, the first two records have '0' as the overflow indicator and the third record has '9'. Since the third record is not '0', it is identified as the last overflow record. You must enter a value for all overflow records.

**OVERFLOW\_SEQUENCE**

Enter a sequential number to indicate the order of overflow records. Within each receipt, the Overflow Sequence usually begins with 1.

**AMOUNT\_APPLIED\_  
FROM1-8**

If the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the *receipt* currency.

**INVOICE\_CURRENCY\_  
CODE1-8**

If the receipt currency and the transaction currency are different, enter the currency of the transaction (optional). If null, AutoLockbox derives this value from

AR\_PAYMENT\_SCHEDULES\_ALL. This field is used for cross currency receipt applications.

**TRANS\_TO\_RECEIPT\_  
RATE 1-8**

If the receipt currency and the transaction currency are different, enter the exchange rate used to convert the receipt to the transaction currency. This value is used for cross currency receipt applications when the receipt and transaction currencies do not have a fixed exchange rate.

**INVOICE1-8**

Enter the invoice numbers to which you apply this receipt. You do not have to start with INVOICE1, nor use all eight of the INVOICE columns on a record before you create an overflow record. You can find a list of valid values in AR\_PAYMENT\_SCHEDULES.TRX\_NUMBER. Do not look at transactions with a class of PMT or GUAR. You may supply invoice numbers without specifying the amount applied to each invoice. Invoice numbers are optional.

**INVOICE1-8\_  
INSTALLMENT**

Enter the installment number if your invoice has multiple payment schedules. If you do not specify the installment number for an invoice with multiple payment schedules, then Receivables will apply to the oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

**AMOUNT\_APPLIED1-8**

Enter the amount of the receipt to apply to the invoice. If you specify invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt first. The value of the amount applied column must be on the same record as the invoice number to which the receipt amount is applied.

## **System Assigned Columns**

Receivables assigns values to the columns listed in the table below during the import process. Your import file must leave these columns blank.

Column Name	Type
TRANSMISSION_RECORD_ID	NUMBER
CREATION_DATE	DATE
CREATED_BY	NUMBER
LAST_UPDATE_LOGIN	NUMBER
LAST_UPDATED_BY	NUMBER
LAST_UPDATE_DATE	DATE
TRANSMISSION_REQUEST_ID	NUMBER
CUSTOMER_ID	NUMBER
SPECIAL_TYPE	CHAR(20)
GL_DATE	DATE
STATUS	CHAR(30)
INVOICE1-8_STATUS	CHAR(30)
RECEIPT_METHOD_ID	NUMBER(15)
TRANSMISSION_ID	NUMBER(15)
INVOICE1-8_STATUS	VARCHAR2(30)
CUSTOMER_BANK_ACCOUNT_ID	NUMBER(15)
CUSTOMER_SITE_USE_ID	NUMBER(15)
TRANSFERRED_RECEIPT_COUNT	NUMBER
TRANSFERRED_RECEIPT_AMOUNT	NUMBER

---

# Oracle Receivables Transaction Printing Views

This appendix covers the following topics:

- Transaction Printing Views

## Transaction Printing Views

Use the Receivables Transaction Printing Views with Oracle Applications or any third party SQL-based system to collect Receivables transaction information and print it in a format you define. The Transaction Printing Views cannot be accessed from any Receivables window or program. Your system administrator or Oracle consultant must write custom SQL scripts to extract the transaction data that you need from the views. You can then use Oracle Reports 2.5 or later (or a similar SQL-based report generator) to format and print the data according to your needs.

While the Transaction Printing Views and the Receivables Print Invoice program are somewhat similar, you use each differently and for different purposes. The Receivables Print Invoices program prints selected transactions based on a series of runtime parameters that you specify, such as transaction class, transaction type, or a range of transaction numbers. Transaction Printing Views select *all* Receivables transaction information from the database. Your system administrator or Oracle consultant extracts the transaction information needed from the views by entering parameters in the WHERE clause for each SQL statement. A list of valid parameters is included with each view.

**Note:** The Transaction Printing Views also provide several functions to extract complex data that cannot be accessed using SQL select statements. These functions are for select purposes only and cannot update the database due to *pragma restrictions*, compiler directives that indicate which kinds of SQL statements can be used in a PL/SQL function. These restrictions are declared in the package specification for each function. The Pragma Restrict-Reference is located in the package header with the specification for the function.

**Note:** When you print your reports, you will want to update the transaction header indicating when the transaction was successfully printed. This is done by calling the Oracle Receivables API, ARTPSQB.pls. Select the "updated\_customer\_trx" function. This API updates the following columns: PRINTING\_COUNT, PR

INTING\_LAST\_PRINTED, PRINTING\_ORIGINAL\_DATE, and  
LAST\_PRINTED\_SEQUENCE\_NUM.

## New Modules

The following modules create the view structure for the transaction printing procedure. You must run these modules in the order in which they appear, because dependencies exist between some of the files.

- **ARTPSQS.pls** is the package specification for view functions
- **ARTPSQBS.pls** is the package body for view functions
- **arvpinvv.sql** is the other views creation script
- **arvphdrv.sql** is the header view creation script
- **arvpadjv.sql** is the adjustment view creation script
- **arvplinv.sql** is the lines view creation script

## New Views

Receivables provides the following Transaction Printing Views you can use to select transaction data.

- **AR\_INVOICE\_HEADER\_V** is the main view. It retrieves the header information of the report. It has two parts, one for adjustments and one for nonadjustments.
- **AR\_INVOICE\_ADJ\_V** retrieves the details for an adjustment.
- **AR\_INVOICE\_LINES\_V** retrieves the line items of each transaction retrieved by **AR\_INVOICE\_HEADER\_V**.
- **AR\_INVOICE\_TAX\_SUMMARY\_V** retrieves tax summary information for a transaction.
- **AR\_INVOICE\_COMMITMENT\_INFO\_V** retrieves commitment information for a transaction.
- **AR\_INVOICE\_TOTALS\_V** retrieves the total amounts for all lines and associated charges for a transaction (for example, lines, freight, and tax).
- **AR\_INVOICE\_INSTALLMENTS\_V** retrieves installment information for transactions with multiple installments.
- **AR\_INVOICE\_COUNT\_TERMS\_V** retrieves the number of terms for a transaction (that is, transactions assigned to split payment terms).

For more information about these views and the tables and columns from which they select data, refer to the Oracle eBusiness Suite Electronic Technical Reference Manual (eTRM) on [OracleMetaLink](#).

See: Printing Transactions, page 3-54.

---

## Seeded Match Rules

This appendix covers the following topics:

- Seeded Search Match Rules

### Seeded Search Match Rules

Two seeded match rules, *SAMPLE: BASIC SEARCH RULE* and *SAMPLE: ADVANCED SEARCH RULE*, are provided for you to use for the Search Criteria window. These rules let you search with the same criteria as the Find/Enter Customers window, but with the robust Data Quality Management matching functionality. See: *Searching for Parties and Customer Accounts with the Search Criteria Window*, page 7-7.

You set either of these two seeded match rules, or one that you define yourself, in the DQM Match Rule for Search profile option. See: *Setting Up DQM*, page 7-5.

The acquisition portion of the match rule determines the displayed search criteria and potential matches. Each acquisition attribute corresponds to a search criterion. The scoring portion scores and ranks the search results.

#### Prerequisite

- Run the DQM Compile All Rules Program.

See also: *DQM Compile All Rules Program*, *Oracle Trading Community Architecture Data Quality Management User Guide*

### Related Topics

*Match Rules Overview*, *Oracle Trading Community Architecture Data Quality Management User Guide*

### SAMPLE: BASIC SEARCH RULE

This match rule provides basic search criteria, similar to the ones in the Basic tabbed region of the Find/Enter Customers window.

#### Acquisition

This table shows the seeded attributes and transformation functions for the acquisition part of the matching process.

Attribute Name	Entity	Filter	Attribute Match	Transformation Name
Name	Party	No	Match All Attributes	SOUNDEX WR + CLEANSE
Registry ID	Party	No	Match All Attributes	EXACT
Address	Address	No	Match All Attributes	WR ADDRESS + CLEANSE
City	Address	No	Match All Attributes	CLEANSE
State	Address	No	Match All Attributes	WR STATE
Country	Address	No	Match All Attributes	EXACT
All Account Names	Party	No	Match All Attributes	CLEANSE
Contact Name	Contact	No	Match All Attributes	SOUNDEX WR PERSON + CLEANSE
Phone Number Flexible Format	Contact Point	No	Match All Attributes	EXACT
e-mail Address	Contact Point	No	Match All Attributes	CLEANSE (EMAIL)
Site Number	Address	No	Match All Attributes	EXACT
All Account Numbers	Party	No	Match All Attributes	EXACT (NUMBER)

## Scoring

This table shows the seeded thresholds for the scoring part of the matching process.

Threshold	Value
Match Threshold	450
Override Threshold	
Automatic Merge Threshold	

This table shows the seeded attributes and transformation functions for the scoring part of the matching process.



Attribute Name	Entity	Score	Transformation Name	Weight (%)	Type	Similarity (%)
Name	Party	50	WR NAMES + CLEANSE	100	Exact	
			SOUNDEX	70	Exact	
Registry ID	Party	100	EXACT	100	Exact	
Address	Address	70	WR ADDRESS	100	Exact	
			WR ADDRESS + CLEANSE	70	Exact	
City	Address	20	CLEANSE	70	Exact	
State	Address	10	WR STATE	100	Exact	
Country	Address	10	EXACT	100	Exact	
All Account Names	Party	60	WR NAMES	100	Exact	
			WR NAMES + CLEANSE	80	Exact	
Contact Name	Contact Point	50	WR PERSON + CLEANSE	100	Exact	
			SOUNDEX	70	Exact	
Phone Number Flexible Format	Contact Point	80	EXACT	100	Exact	
e-mail Address	Contact Point	80	EXACT (EMAIL)	100	Exact	
			CLEANSE (EMAIL)	70	Exact	
Site Number	Address	50	EXACT	100	Exact	
All Account Numbers	Party	90	EXACT (NUMBER)	100	Exact	

## SAMPLE: ADVANCED SEARCH RULE

This match rule provides advanced search criteria, similar to the ones in the Advanced tabbed region of the Find/Enter Customers window.

### Acquisition

This table shows the seeded attributes and transformation functions for the acquisition part of the matching process.

Attribute Name	Entity	Filter	Attribute Match	Transformation Name
Name	Party	No	Match All Attributes	SOUNDEX WR NAMES + CLEANSE
Registry ID	Party	No	Match All Attributes	EXACT
Tax Name	Party	No	Match All Attributes	CLEANSE
Party Type	Party	Yes	Match All Attributes	EXACT
Category Code	Party	No	Match All Attributes	EXACT
SIC Code	Party	No	Match All Attributes	EXACT
SIC Code Version	Party	No	Match All Attributes	EXACT
Tax Registration Num	Party	No	Match All Attributes	EXACT
City	Address	No	Match All Attributes	CLEANSE
State	Address	No	Match All Attributes	WR STATE
Postal Code	Address	No	Match All Attributes	EXACT
County	Address	No	Match All Attributes	CLEANSE
Province	Address	No	Match All Attributes	CLEANSE
Country	Address	No	Match All Attributes	EXACT
All Account Names	Party	No	Match All Attributes	WR NAMES + CLEANSE
Phone Number	Contact Point	No	Match All Attributes	EXACT
All Account Numbers	Party	No	Match All Attributes	EXACT (NUMBER)
Reference Use Flag	Party	No	Match All Attributes	EXACT
Corporation Class	Party	No	Match All Attributes	EXACT

## Scoring

This table shows the seeded thresholds for the scoring part of the matching process.

Threshold	Value
Match Threshold	480
Override Threshold	
Automatic Merge Threshold	

This table shows the seeded attributes and transformation functions for the scoring part of the matching process.

Attribute Name	Entity	Score	Transformation Name	Weight (%)	Type	Similarity (%)
Name	Party	50	WR NAMES + CLEANSE	80	Exact	
Name	Party	50	WR NAMES	100	Exact	
Name	Party	50	SOUNDEX	60	Exact	
Registry ID	Party	100	EXACT	100	Exact	
Tax Name	Party	30	CLEANSE	100	Exact	
Reference Use Flag	Party	20	EXACT	100	Exact	
Category Code	Party	10	EXACT	100	Exact	
SIC Code	Party	30	EXACT	100	Exact	
SIC Code Version	Party	10	EXACT	100	Exact	
Tax Registration Num	Party	80	EXACT	70	Exact	
Corporation Class	Party	30	EXACT	100	Exact	
City	Address	30	CLEANSE	70	Exact	
State	Address	20	WR STATE	80	Exact	
Postal Code	Address	30	EXACT	100	Exact	
County	Address	20	CLEANSE	70	Exact	
Province	Address	10	CLEANSE	70	Exact	
Country	Address	30	EXACT	100	Exact	
All Account Names	Party	50	EXACT	100	Exact	
Phone Area Code	Contact Point	30	EXACT	100	Exact	
All Account Numbers	Party	100	EXACT (NUMBER)	100	Exact	
Phone Number	Contact Point	50	EXACT	100	Exact	
Phone Country Code	Contact Point	10	EXACT	100	Exact	



# XML Transactions

This appendix covers the following topics:

- XML Receivables Documents Mapping

## XML Receivables Documents Mapping

This appendix provides the mapping for the XML messages used in the XML Invoices process.

For more information about sending XML messages, that contain Receivables documents, to customers, see: XML Receivables Documents, page 3-56.

## Related Topics

Process Invoice XML Message Map, page I-1

Confirm BOD Message Map, page I-3

Transaction Limitations, page I-4

## Process Invoice XML Message Map

The XML invoices process uses the Open Applications Group Process Invoice DTD called 171\_process\_invoice\_002.dtd (version 7.2.1).

The following table shows you the mapping between Receivables database columns and the elements of the Process Invoice XML message for the invoice header.

INVHEADER	Target (XML)	Source
	AMOUNT.DOCUMENT.T.VALUE	AR_XML_INVOICE_V.amount
	AMOUNT.DOCUMENT.T.CURRENCY	AR_XML_INVOICE_V.currency_code
	DATETIME.DOCUMENT	AR_XML_INVOICE_V.trx_date
	DOCUMENTID	AR_XML_INVOICE_V.trx_number
	PAYMETHOD	AR_XML_INVOICE_V.payment_method
	PARTNER.NAME	AR_XML_INVOICE_V.supplier_name

<b>INVHEADER</b>	<b>Target (XML)</b>	<b>Source</b>
	PARTNER.PARTNERID	AR_XML_INVOICE_V.supplier_code
	PARTNER.PARTNRTYPE	Supplier
	PARTNER.PARTNERIDX	AR_XML_INVOICE_V.supplier_code
	PARTNER.CONTACT.NAME	AR_XML_INVOICE_V.salesrep
	PARTNER.CONTACT.EMAIL	AR_XML_INVOICE_V.salesrep_email
	DOCUMNTREF.DOCTYPE	AR_XML_INVOICE_V.document_type
	DOCUMNTREF.DOCUMENTID	AR_XML_INVOICE_V.reference_number
	DOCUMNTREF.PARTNRID	AR_XML_INVOICE_V.supplier_code
	DOCUMNTREF.PARTNRTYPE	Supplier
one or more	PYMTTERM.AMOUNT.DISCNT.T	AR_XML_PAYMENT_TERMS_V.discount_amount
one or more	PYMTTERM.DATETIME.DISCNT	AR_XML_PAYMENT_TERM_V.discount_date
one or more	PYMTTERM.DATETIME.DUE	AR_XML_PAYMENT_TERMS_V.due_date
one or more	PYMTTERM.DATETIME.PYMTTERM	AR_XML_PAYMENT_TERMS_V.term_start_date_effective
one or more	PYMTTERM.DESCRPTN	AR_XML_PAYMENT_TERMS_V.term_descrition
one or more	PYMTERRM.TERMID	AR_XML_PAYMENT_TERMS_V.term_name
one or more	PYMTERRM.USERAREA.AMOUNT	AR_XML_PAYMENT_TERMS_V.due_amount

The following table shows you the mapping between Receivables database columns and the elements of the Process Invoice XML message for the invoice charges.

<b>INVCHARGE</b>	<b>Target (XML)</b>	<b>Source</b>
zero or more	AMOUNT.EXTENDED.T	AR_XML_INVOICE_CHARGE_V.charge_amount
zero or more	CHARGETYPE	AR_XML_INVOICE_CHARGE_V.line_type
zero or more	DESCRIPTION	AR_XML_INVOICE_CHARGE_V.description
zero or more	LINENUM	AR_XML_INVOICE_CHARGE_V.line_number

The following table shows you the mapping between Receivables database columns and the elements of the Process Invoice XML message for the invoice lines.

INVLIN	Target (XML)	Source
	AMOUNT.EXTENDED.T	AR_XML_INVOICE_LINE_V.line_amount
	OPERAMT.UNIT.T	AR_XML_INVOICE_LINE_V.unit_selling_price
	QUANTITY.ITEM	AR_XML_INVOICE_LINE_V.quantity
	LINENUM	AR_XML_INVOICE_LINE_V.line_number
	DESCRIPTN	AR_XML_INVOICE_LINE_V.description
	ITEM	AR_XML_INVOICE_LINE_V.item.description
	ITEMX	AR_XML_INVOICE_LINE_V.item
	UNIT	AR_XML_INVOICE_LINE_V.uom
	DOCUMNTREF.DOCTYPE	AR_XML_INVOICE_LINE_V.line_type
	DOCUMNTREF.DOCUMENTID	AR_XML_INVOICE_LINE_V.reference_number
	DOCUMNTREF.PARTNRID	AR_XML_INVOICE_LINE_V.supplier_code
	DOCUMNTREF.PARTNRTYPE	Supplier
	DOCUMNTREF.DOCTYPE	PurchaseOrder
	DOCUMNTREF.DOCUMENTID	AR_XML_INVOICE_LINE_V.po_number
zero or more	INVCHARGE.AMOUNT.EXTENDED.T	AR_XML_INVOICE_CHARGE_V.charge_amount
zero or more	INVCHARGE.CHARGETYPE	AR_XML_INVOICE_CHARGE_V.line_type
zero or more	INVCHARGE.DESCRPTION	AR_XML_INVOICE_CHARGE_V.description
zero or more	INVCHARGE.LINENUM	AR_XML_INVOICE_CHARGE_V.line_number
zero or more	INVTAX.AMOUNT.TAX.T	AR_XML_INVOICE_TAX_V.tax_amount
zero or more	INVTAX.AMOUNT.TAXBASE.T	AR_XML_INVOICE_TAX_V.taxable_amount
zero or more	INVTAX.QUANTITY.PERCENT	AR_XML_INVOICE_TAX_V.tax_rate
zero or more	INVTAX.DESCRPTION	AR_XML_INVOICE_TAX_V.description
zero or more	INVTAX.LINENUM	AR_XML_INVOICE_TAX_V.line_number
zero or more	INVTAX.TAXCODE	AR_XML_INVOICE_TAX_V.tax_code

## Confirm BOD Message Map

The message map for the Confirm\_BOD XML message used by the XML Receivables Documents feature is Confirm\_BOD (XML - XML, Inbound) and the DTD is 002\_confirm\_bod\_004.dtd.

The Confirm BOD has two control areas. One has the information for the Confirm BOD. The second is an exact copy of the control area from the Process Payment XML message. The second control area provides the context of the Confirm BOD.

The following table shows the mapping of the Confirm BOD XML message.

CONFIRM	Source (XML)	Value	Target (PLSQL)
	STATUSLVL	00: Success 10: AR Invoice Failure	AR_CONFIRMATION. initiate_confirmation_process. P_STATUS
	DESCRIPTIN		
	ORIGREF		AR_CONFIRMATION.initiate_ confirmation_process.P_ID. ar_document_transfers. document_transfer_id:ra_ customer_trx.customer_trx_ id:ra_customer_trx_lines. customer_trx_line_id  Passed from Receivables to your customer's payables system.
zero or more	CONFIRMSG. REASONCODE		AR_CONFIRMATION. initiate_confirmation_process. P_REASON_CODE
zero or more	CONFIRMSG. DESCRIPTN	Invoice InvoiceLine CreditMemo CreditMemo Line DebitMemo DebitMemo Line	AR_CONFIRMATION. initiate_confirmation_process. P_DESCRIPTION

## Transaction Limitations

This feature has certain limitations. They include the following:

- You can only send invoices, debit memos, credit memos, chargebacks, and deposits as XML documents.
- To *disable* the delivery of XML invoice documents to a customer, you must remove the customer's bill-to site from the Trading Partner Setup window in XML Gateway.



---

## Bill Presentment Architecture Reference

This appendix covers the following topics:

- Seeded Content Items In Bill Presentment Architecture
- Template Assignment Attributes

### Seeded Content Items In Bill Presentment Architecture

Bill Presentment Architecture (BPA) provides seeded content items for seeded views in its primary and supplementary data sources.

Oracle Receivables Content Items, page J-1

Oracle Order Management Content Items, page J-5

Oracle Service Contracts Content Items, page J-6

### Related Topics

Template Assignment Attributes, page J-7

Bill Presentment Architecture, page 4-1

### Oracle Receivables Content Items

Oracle Receivables is the primary data source in Bill Presentment Architecture (BPA) and has two seeded views, Invoice Header View and Billing Lines View. The seeded content items available from these views are listed below.

#### Invoice Header View

The following content items are available in BPA from the Invoice Header View in Oracle Receivables:

- Amount Applied
- Amount Adjusted
- Amount Unapplied
- Attachment
- Bill To Address1
- Bill To Address2
- Bill To Address3

- Bill To Address4
- Bill To City
- Bill To Country
- Bill To Customer Name
- Bill To PostalCode
- Bill To Province
- Bill To State
- Billing Date
- Commitment End Date
- Commitment Start Date
- Contract Number
- Credit Memo Reason
- Current Date
- Customer Contact Name
- Customer Fax
- Customer Location
- Customer Number
- Customer Phone
- Finance Charges
- Formatted Bill To Address
- Formatted Remit To Address
- Formatted Ship To Address
- Freight Amount
- Interface Header Attribute1
- Interface Header Attribute2
- Interface Header Attribute3
- Interface Header Attribute4
- Interface Header Attribute5
- Interface Header Attribute6
- Interface Header Attribute7
- Interface Header Attribute8
- Interface Header Attribute9
- Interface Header Attribute10
- Interface Header Attribute11
- Interface Header Attribute12

- Interface Header Attribute13
- Interface Header Attribute14
- Interface Header Attribute15
- Invoice Currency Code
- Line Total Amount
- Operating Unit
- Outstanding Balance
- Outstanding Balance With Tokens
- Payments and Credits
- Primary Sales Rep Name
- Profile Class Name
- Purchase Order Number
- Remit To Address1
- Remit To Address2
- Remit To Address3
- Remit To Address4
- Remit To City
- Remit To Country
- Remit To PostalCode
- Remit To State
- Requestor's Comments
- Sales Order
- Ship To Address1
- Ship To Address2
- Ship To Address3
- Ship To Address4
- Ship To City
- Ship To Country
- Ship To Customer Name
- Ship To PostalCode
- Ship To Province
- Ship To State
- Shipping Date
- Shipping Reference
- Shipping Via

- Special Instructions
- Tax Amount
- Tax Printing Option
- Term Due Date
- Term Name
- Terms Sequence Number
- Total Amount
- Transaction ID
- Transaction ID Applied
- Transaction Number
- Transaction Number Applied
- Unformatted Outstanding Balance
- Unformatted Total Amount

### **Billing Lines View**

The following content items are available in BPA from the Billing Lines View in Oracle Receivables:

- Extended Amount
- Item Description
- Line Number
- Line Tax Code
- Line Tax Exists Flag
- Line Tax Name
- Line Tax Rate
- Line Type
- Quantity
- Sales Order
- Transaction ID
- Transaction Line ID
- Transaction Number
- Unit Of Measure Name
- Unit Price
- Uom Code
- Interface Line Attribute1
- Interface Line Attribute2
- Interface Line Attribute3

- Interface Line Attribute4
- Interface Line Attribute5
- Interface Line Attribute6
- Interface Line Attribute7
- Interface Line Attribute8
- Interface Line Attribute9
- Interface Line Attribute10
- Interface Line Attribute11
- Interface Line Attribute12
- Interface Line Attribute13
- Interface Line Attribute14
- Interface Line Attribute15

### **Related Topics**

Seeded Content Items in Bill Presentment Architecture, page J-1

Bill Presentment Architecture, page 4-1

## **Oracle Order Management Content Items**

Oracle Order Management (ONT) is a supplementary data source in Bill Presentment Architecture (BPA) and has two seeded views: Sales Order Header View and Billing Lines View. Additionally, BPA has synchronized all ONT flexfield content items. The seeded content items are listed below.

### **Sales Order Header View**

The following content items are available in BPA from the Sales Order Header View in Oracle Order Management:

- Header ID
- Sales Order

### **Billing Lines View**

The following content items are available in BPA from the Billing Lines View in Oracle Order Management:

- Header ID

### **Synchronized Flexfield Content Items**

The following flexfield content items are available in BPA:

- Order Number
- Warehouse
- Price Adjustment ID
- Shipment Number

- Option Number
- Service Number
- Order Type
- Delivery
- Waybill
- Count
- Line ID
- Picking Line ID
- Bill Of Lading
- Customer Item Part

### **Related Topics**

Seeded Content Items in Bill Presentment Architecture, page J-1

Bill Presentment Architecture, page 4-1

## **Oracle Service Contracts Content Items**

Oracle Service Contracts (OKS) is a supplementary data source in Bill Presentment Architecture (BPA) and has two seeded views: Billing Lines View and Detail Lines View. Additionally, BPA has synchronized some OKS flexfield content items. The seeded content items are listed below.

### **Billing Lines View**

The following content items are available in BPA from the Billing Lines View in Oracle Service Contracts:

- Bill From Date
- Bill Sequence Number
- Bill To Date
- Contract End Date
- Contract Number
- Contract Start Date
- Line Invoice Text
- Service Name
- User-defined Line Reference

### **Detail Lines View**

The following content items are available in BPA from the Detail Lines View in Oracle Service Contracts:

- Current Counter Reading
- Net Counter Reading

- Previous Counter Reading

### **Synchronized Flexfield Content Items**

The following flexfield content items are available in BPA:

- Contract Modifier
- Instance No
- Billed To
- Amount
- Start Date

### **Related Topics**

Seeded Content Items in Bill Presentment Architecture, page J-1

Bill Presentment Architecture, page 4-1

### **Template Assignment Attributes**

This list of content items can be used as assignment attributes when creating an assignment rule in Bill Presentment Architecture (BPA):

- Bill To City
- Bill To Country
- Bill To Customer Name
- Bill To State
- Billing Date
- Operating Unit
- Profile Class Name
- Ship To Customer Name
- Shipping Via
- Tax Printing Option
- Term Name
- Unformatted Outstanding Balance
- Unformatted Total Amount

### **Related Topics**

Seeded Content Items in Bill Presentment Architecture, page J-1

Bill Presentment Architecture, page 4-1





---

## Image Reference

This appendix includes text descriptions of some of the most complex diagrams in the *Oracle Receivables User Guide*. Some users may find these descriptions helpful in understanding the related diagrams.

This appendix covers the following topics:

- Text description of the Receipts Workbench Graphic
- Text description of the Transactions Workbench Graphic
- Text description of the Collections Workbench Graphic
- Text Description of the Dunning Letters Standard Format Graphic
- Text Description of the Using Grouping Rules Graphic
- Text Description of the Default Salesperson Graphic
- Text Description of the Natural Application and Overapplication Graphic
- Text Description of the AutoInvoice Overview Graphic
- Text Description of the Bill in Advance Accounting Entries Graphic
- Text Description of the Bill in Arrears Entries Graphic
- Text Description of the Processing Notes Receivable Graphic
- Text Description of the Automatic Receipts Graphic
- Text Description of the Reporting on Automatic Receipts and Remittances Graphic
- Text Description of the Customers Overview Graphics
- Text Description of the Merging Sites for the Same Customer Illustration (Before the Merge)
- Text Description of the Merging Sites for the Same Customer Illustration (After the Merge)
- Text Description of the Merging Different Customers Illustration (Before the Merge)
- Text Description of the Merging Different Customers Illustration (After the Merge)
- Text Description of the Customer Interface Graphic
- Text Description of the Sample Customer Import Graphic
- Text Description of the Statement Cycles Graphic
- Text Description of the General Ledger Interface Graphic

## Text description of the Receipts Workbench Graphic

The Receipts Workbench illustration is a graphical representation of the windows in the Receipts Workbench and their relationship to each other. The following table describes these relationships:

From the Receipts Workbench window...	You can navigate to the following windows...
Find Receipt Batches	Receipt Batches Summary
Receipt Batches Summary	Receipt Batches, Receipts
Find Receipts	Receipts
Receipts	Confirm, Reverse, Search and Apply, Applications, Distributions
Search and Apply	Applications
Applications	Chargebacks, Adjustments
Find Receipts Summary	Receipts

The Receipts Workbench illustration also shows information for Remittance Windows and AutoLockbox Windows. The Remittance Windows are used to send information to banks. The AutoLockbox windows are used to receive transmissions from banks. The information that is sent or received through these windows can be accessed through the main Receipt windows, but there is no direct connection to the Receipts Workbench.

The Remittance Windows contain AutoCreate and Manual Create functions which are used to create new remittance batches. You can also approve and format a remittance batch using the Remittances window.

The Receipts Workbench diagram shows additional functions that you can perform using the Receipt Batches Summary window. If the Batch Type is Automatic, you can Approve, Format, and Maintain batches. If the Batch Type is Manual Quick, you can Review Receipts, allocate the receipts to multiple transactions, and Post QuickCash. If the Batch Type is Manual Regular, you can Add, Delete, or Review Receipts.

## Text description of the Transactions Workbench Graphic

The Transactions Workbench illustration is a graphical representation of the windows in the Transaction Workbench and their relationship to each other. The following table describes these relationships:

<b>From the Transactions Workbench window...</b>	<b>You can navigate to the following windows...</b>
Transactions Batches Summary	Transaction Batches, Transactions Summary
Transaction Batches	Transactions, Transactions Summary
Transactions	Freight, Distributions, Tax, Installments, Copy Transactions, Credit Transactions, Sales Credits, Lines, Balances, Adjustments, Transaction Overview
Transactions Summary	Freight, Distributions, Tax, Installments, Copy Transactions, Credit Transactions, Sales Credits, Lines, Balances, Adjustments, Transaction Overview
Lines	Sales Credits, Freight, Tax, Distributions

## Text description of the Collections Workbench Graphic

The Collections Workbench illustration is a graphical representation of the windows in the Collections Workbench and their relationship to each other. The following table describes these relationships:

<b>From the Collections Workbench window...</b>	<b>You can navigate to the following windows...</b>
Find Scheduler	Scheduler
Scheduler	Transaction Overview, Customer Account, Account Details, Customer Calls
Account Details	Transaction Overview, Call, Dunning History, Adjustments, Balances, Activities, Transactions (via Details button), Dispute History
Activities	Receipts (via Details button), Transactions (via Details button)
Customer Calls	Customer Account, Actions, Topics
Find Customer Account	Customer Account
Customer Account	Account Overview, Release/Credit Hold, Customer Workbench, Customer Calls, Aging, Correspondence, Account Details
Aging	Account Details
Correspondence	Account Details, Call, Print Statement, Print Dunning

## Text Description of the Dunning Letters Standard Format Graphic

The remit-to and customer information appear at the top of the dunning letter. Receivables then fills the body text section with the information that you entered in the ardlbn.txt file. Under the body text section, the Invoices section is then displayed. The footer section, which contains the information that you entered in the ardlfn.txt file, is displayed at the bottom of the dunning letter.

## Text Description of the Using Grouping Rules Graphic

The AutoInvoice records include the transactions displayed in the following table:

Currency	Bill To	Item	Attribute (Order Number)	Attribute 2 (Order Type)
USD	ACME	A	5001	Domestic
USD	ACME	B	5002	Domestic
USD	ACME	C	112	No Ship
HKD	BONN	D	501	International
HKD	BONN	E	502	International

If the grouping rule specifies that items must have the same currency, bill-to address, and order type to appear on the same invoice, then Invoice 1 will include items A and B, Invoice 2 will include item C, and Invoice 3 will include items D and E.

## Text Description of the Default Salesperson Graphic

This illustration shows how Oracle Receivables chooses the default salesperson when you enter transactions:

1. Is a salesperson defined at the bill-to site? If yes, Receivables uses this salesperson as the default. If no, Receivables moves on to the next step.
2. Is a salesperson defined at the ship-to site? If yes, Receivables uses this salesperson as the default. If no, Receivables moves on to the next step.
3. Are you using the Multiple Organization Support feature? If yes, Receivables checks the Require Salesperson system option. If the system option is Yes, the default is No Sales Credit. If the system option is No, Receivables does not default a salesperson.

If you are *not* using the Multiple Organization Support feature, Receivables moves on to the next step.

4. Is a salesperson defined at the customer level? If yes, Receivables uses this salesperson as the default. If no, Receivables moves on to the next step.
5. Is the Require Salesperson system option set to Yes? If the system option is Yes, the default is No Sales Credit. If the system option is No, Receivables does not default a salesperson.

## Text Description of the Natural Application and Overapplication Graphic

If you select Natural Application = Yes and Allow Overapplication = No, the only application that you can make to a transaction (positive or negative) is to reduce the balance closer to zero.

If you select Natural Application = No and Allow Overapplication = Yes/No, you can overapply transactions and reverse their signs, if necessary.

After the merge of Pacific Express into ACME, the invoice that includes both the 100 California bill to and ship to addresses is transferred to the 255 Market site for both

the bill to and ship to addresses. The receipt for the 55 Mission site bill to address is transferred to the 38 Telegraph bill to address.

## Text Description of the AutoInvoice Overview Graphic

This illustration shows how you use an import program to format and load data from a feeder system into the AutoInvoice Interface tables. The AutoInvoice Interface tables are:

- RA\_INTERFACE\_SALESCREDITS
- RA\_INTERFACE\_DISTRIBUTIONS
- RA\_INTERFACE\_LINES

You then run the AutoInvoice Interface program to validate your imported data and transfer the data to the tables within Oracle Receivables, or to the RA\_INTERFACE\_ERRORS table for data that was not properly validated.

## Text Description of the Bill in Advance Accounting Entries Graphic

This illustration shows how you can use the Bill in Advance invoicing rule to recognize your receivable immediately. For example, you receive an invoice payment for \$3,000. The invoicing rule is Bill in Advance, and the accounting rule is 3 Month Fixed Duration. Over the course of three months, your accounting entries would be as follows:

### January

Account	Debit	Credit
Receivables		\$3,000
Unearned Revenue		\$3,000
Unearned Revenue		\$1,000
Revenue		\$1,000

### February

Account	Debit	Credit
Unearned Revenue		\$1,000
Revenue		\$1,000

### March

Account	Debit	Credit
Unearned Revenue		\$1,000
Revenue		\$1,000

## Text Description of the Bill in Arrears Entries Graphic

This illustration shows how you can use the Bill in Arrears invoicing rule to record your receivable at the end of the revenue recognition schedule. For example, you receive an invoice payment for \$3,000. The invoicing rule is Bill in Arrears, and the accounting rule is 3 Month Fixed Duration. Over the course of three months, your accounting entries would be as follows:

### January

Account	Debit	Credit
Unbilled Receivables		\$1,000
Revenue		\$1,000

### February

Account	Debit	Credit
Unbilled Receivables		\$1,000
Revenue		\$1,000

### March

Account	Debit	Credit
Unbilled Receivables		\$1,000
Revenue		\$1,000
Receivables		\$3,000
Unbilled Receivables		\$3,000

## Text Description of the Processing Notes Receivable Graphic

This illustration shows the life cycle of a note receivable.

1. You create a note receivable.
2. You can either remit the note to the bank for deposit or factoring, or you can return the note. If you return the note, go to step 3. If you remit the note, go to step 4.
3. To return the note, you can either exchange or repurchase the note. Go to step 1.
4. After you remit the note, the note reaches maturity. Go to step 5.
5. When the note reaches maturity, the amount should clear the bank. If the amount did not clear the bank, go to step 6. If the amount cleared the bank, go to step 7.
6. If the amount did not clear the bank, the note is delinquent. Go to step 3.
7. If the amount did clear the bank, you can clear the note or eliminate risk by running the Automatic Clearing program.

# Text Description of the Automatic Receipts Graphic

This illustration provides an overview of the Automatic Receipts and Remittance processes.

1. First, you flag the transactions that you want the Automatic Receipts process to pay by assigning a payment method with an associated receipt class that has an Automatic creation method.
2. When you run the Automatic Receipts program, Receivables creates receipts to close out all completed transactions that meet the selection criteria. Receivables also lets you update, delete, and approve the receipts that were selected. You can also optionally format your automatic receipts onto paper to send to your customer for confirmation or notification before remitting them to your bank on either paper or magnetic media.
3. The next step in the process involves confirming your automatic receipt batches, if required, to indicate that your customer has reviewed each receipt and agrees that the payment information is correct.
4. After confirmation, you create remittance batches to select automatic receipts for remittance to your bank to initiate the transfer of funds from your customer's account to your account as payment for the transactions that were previously closed by these receipts. You can create unapproved, approved, or approved and formatted remittance batches, which you then send to your bank.
5. When you receive your bank statement, you can then reconcile your receipts. You can optionally submit the Automatic Clearing program to automatically clear remitted receipts and clear or risk eliminate factored receipts in Receivables.

# Text Description of the Reporting on Automatic Receipts and Remittances Graphic

The following table lists reports that you can use to manage the automatic receipt, remittance, and clearance processes. It also indicates when each needs to be run to help you manage the automatic receipts process most effectively.

Activity Step	Run the following report...
1. Enter Invoices	Invoices Awaiting AutoReceipt
2. Create Automatic Receipts	Invoices Awaiting AutoReceipt, Automatic Receipt Batch Management
3. Approve Automatic Receipts	Invoices Awaiting AutoReceipt, Automatic Receipt Batch Management
4. Format Automatic Receipts	Invoices Awaiting AutoReceipt, Receipts Awaiting Confirmation
5. Confirm Automatic Receipts	Receipts Awaiting Remittance
6. Create Remittances	Receipts Awaiting Remittance, Remittance Batch Management
7. Approve Remittances	Remittance Batch Management, Receipts Awaiting Clearance
8. Format Remittances	Receipts Awaiting Clearance, Bank Risk, Remittance Batch Management
9. Reconcile Receipts	Bank Risk, Remittance Batch Management, Receipt Journal
10. Eliminate Risk	Receipt Journal

## Text Description of the Customers Overview Graphics

For each customer account, you can define an unlimited number of these items:

- payment methods
- bank accounts
- contacts
- telephone numbers
- addresses
- profile classes
- relationships

For each customer account address, you can define an unlimited number of these items:

- payment methods
- bank accounts
- contacts
- telephone numbers
- profile classes
- business purposes

For each contact at both the customer account and customer account address levels, you can define an unlimited number of these items:

- telephone numbers



- roles

## **Text Description of the Merging Sites for the Same Customer Illustration (Before the Merge)**

This illustration shows ACME before the company closes a site and transfers all activity from the old site to an existing site. Before the merge, ACME has two addresses: 255 Market and 38 Telegraph. The 255 Market address is both a bill-to and ship-to site and has one invoice against both sites. The 38 Telegraph address is also a bill-to and ship-to site with one receipt against the bill-to site.

The illustration shows how the merge program combines the two ship-to sites and the two bill-to sites of the 255 Market and 38 Telegraph addresses, and transfers all activity from the site that is closing (255 Market) to the existing site (38 Telegraph).

## **Text Description of the Merging Sites for the Same Customer Illustration (After the Merge)**

This illustration shows that there is no activity against ACME's 255 Market address after the merge. Instead, the invoice that was previously against the 255 Market bill-to and ship-to sites is now attached to the 38 Telegraph bill-to and ship-to sites. The receipt remains against the 38 Telegraph bill-to site.

## **Text Description of the Merging Different Customers Illustration (Before the Merge)**

This illustration shows the sites and activity for Pacific Express and ACME, before you transfer all activity from Pacific Express to ACME.

Before the merge, Pacific Express has two sites: 100 California and 55 Mission. The 100 California address is both a bill-to and ship-to site and has one invoice against both sites. The 55 Mission site is also a bill-to and ship-to site with one receipt against the bill-to site. ACME has two sites: 255 Market and 28 Telegraph. Both of these sites are bill-to and ship-to sites.

The illustration shows how the merge program transfers activity from Pacific Express to ACME by merging like site uses assigned to Pacific Express.

## **Text Description of the Merging Different Customers Illustration (After the Merge)**

This illustration shows that there is no activity against Pacific Express after the merge. Instead, the Pacific Express invoice against the 100 California bill-to and ship-to sites is now attached to both the bill-to and ship-to sites of ACME's 255 Market address. The Pacific Express receipt against the 55 Mission bill-to site is now attached to ACME's 38 Telegraph bill-to site.

## Text Description of the Customer Interface Graphic

This illustration demonstrates that an import program is used to format and load data from a feeder system into the Customer Interface tables. The Customer Interface tables are:

- RA\_CONTACT\_PHONES\_INTERFACE
- RA\_CUSTOMER\_PROFILES\_INTERFACE
- RA\_CUSTOMER\_INTERFACE
- RA\_CUSTOMER\_BANKS\_INTERFACE
- RA\_CUST\_PAY\_METHOD\_INTERFACE

You then run the Customer Interface program to validate your imported data and transfer the data to the Customer tables within Oracle Receivables.

## Text Description of the Sample Customer Import Graphic

The Sample Customer Import illustration shows the following information:

- The ACME customer with an active status, and the customer reference number of C1001. The phone number is 506-7000 with the phone reference number of S5004. The profile class is good, the bank account number is WF-0784, and the payment method is automatic1. The contact name is K. Rudin and the contact reference number is S4004.
- The first address is 200 Main Street and the address reference is A2001. This address is both a bill to and ship to address. The phone number is 506-7000. The profile for this address is excellent, the payment method is automatic2, and the bank account number is BA-5431. The first contact name is J. Smith and the reference number is S4002. The second contact name is M. Kwan and the reference number is S4001. The first phone number for M. Kwan is 555-7000 and the reference number is S5002. The second phone number for M. Kwan is 555-1234 and the reference number is S5001.
- The second address is 550 State Street and the address reference is A2002. This address is a ship to address. The contact name is D. Bass and the reference number is S4003.

## Text Description of the Statement Cycles Graphic

This illustration shows the differences between a consolidated statement for two bill-to sites (San Francisco and California) and the site-specific statements for these two sites.

- The consolidated statement shows how Receivables displays subtotals for each of the customer's bill-to sites. Cross-site and cross-customer receipts are displayed below the unapplied receipts for each bill-to site. On-account or unapplied receipts with no location are printed on a separate page of the consolidated statement. The consolidated statement contains a summary page at the end of the report with summarized subtotals by currency for each of the customer's bill-to sites.
- The site-specific statements show how Receivables prints a separate statement for each bill-to site. Each statement shows all the transactions relating to that site, subtotaled by currency. Cross-site and cross customer receipts are displayed below the unapplied receipts for each bill-to site.

## Text Description of the General Ledger Interface Graphic

This illustration shows how General Ledger Interface transfers information to the GL\_INTERFACE table:

1. When you run General Ledger Interface, General Ledger Interface selects transaction data from these tables: AR\_ADJUSTMENTS\_ALL, AR\_DISTRIBUTIONS\_ALL, AR\_CASH\_BASIS\_DIST\_ALL, AR\_CASH\_RECEIPT\_HISTORY\_ALL, AR\_MISC\_CASH\_DISTRIBUTIONS\_ALL, AR\_RECEIVABLE\_APPLICATIONS\_ALL, and RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL.
2. You choose to post either in Detail or in Summary format. If you post in Detail format, you create at least one journal entry in the GL\_INTERFACE table for each transaction. If you post in Summary format, you create only one journal entry in the GL\_INTERFACE table for each GL account.
3. General Ledger Interface automatically generates the Posting Execution report and the Unposted Items report.
4. You then choose to automatically run Journal Import. If you choose no, then you must run Journal Import from within General Ledger. If you choose yes, then you create unposted journal batches in these Oracle General Ledger tables: GL\_JE\_LINES, GL\_JE\_HEADERS, and GL\_JE\_BATCHES.
5. After running General Ledger Interface, you submit the Post Journals program from Oracle General Ledger to update your account balances.



---

# Index

## Symbols

1099 eligibility, 7-28

## A

---

acceptance

    recording, 3-32

access

    restricting using function security, C-2

account balances

    reconciling, 9-13

Account Details window

    window field reference, 8-12

Account Generator

    AR Substitute Balancing Segment item type, 2-35

    customizing, 2-37

    default process, 2-35

    overview, 2-31

    purging Oracle Workflow data, B-25

    using, 2-34

Account Generator Process window, 2-38

Account Generator:Purge Runtime Data profile

option, 2-37, B-25

Account Status report, 11-14

accounting

    Accounting Rules Listing, 11-15

    accrual and cash basis accounting, 9-16

    AutoAccounting, 3-246

    AutoAccounting structure, 3-244

    cash basis accounting, 9-16

    Correct Invalid GL Accounts window, 9-6

    creating distribution sets, 2-64

    deferred accounting rules, 2-24

    defining accounting periods, 2-7

    defining accounting rules, 2-22

    defining AutoAccounting, 3-244

    defining receivables activities, 2-116

    defining system options, 2-129

    defining the accounting flexfield, 2-7

    for adjustments, 9-35

    for commitments, 9-31

    for credit memos, 3-93, 9-31

    for debit memos, 9-36

    for deposits, 9-31

    for guarantees, 9-32

    for invoices, 9-30

    for receipts, 9-33

    for remittances, 9-35

    for transactions, 9-30

    journal entries, 9-20

    notes receivable, 6-64

    on-account credits, 9-36

    opening and closing periods, 9-8

    overview of accounting rules, 3-236

    overview of AutoAccounting, 3-243

    recognizing revenue, 3-25

    reports, 11-8

    reviewing credit memo information, 3-82

    reviewing transaction information, 3-16

    setting up AutoAccounting, 2-38

    setting up for cash basis accounting, 9-20

    tax accounting, 2-151

    using rules, 3-239

    viewing accounting lines, 9-22

    window field reference, 3-17

accounting methods

    accrual, 2-130

    cash basis, 2-130

Accounting Rules Listing, 11-15

accounts

    Account Generator overview, 2-31

    Account Status report, 11-14

    AutoInvoice account assignments, 3-213

    cross currency rounding account, 2-131

    customizing the Account Generator, 2-37

    default Account Generator process, 2-35

    default tax account, 2-130

    header rounding account, 2-131

    realized gains and realized losses accounts, 2-130

    reconciling account balances, 9-13

    reviewing customer accounts, 8-1

    unallocated revenue account, 2-130

    viewing account balances by aging bucket, 8-4

    viewing customer account activity, 8-3

accruing

    accrual and cash basis accounting, 9-16

    accrual basis accounting journal entries, 9-20

    Accrue Interest system option, 2-143

- finance charges, 8-41
  - setting up Receivables to accrue finance charges, 8-43
- ACH
  - defining an ACH bank account, 2-50
  - payment methods, 2-102
  - receipt classes, 2-113
  - system option, 2-145
- actions
  - AR: Cash - Allow Actions profile option, B-12
  - Call Actions report, 11-43
  - completing call actions, 8-17
  - completing collection actions, 8-22
  - recording call actions, 8-15
  - reviewing collector actions, 8-21
- activities
  - adjustment activities, 3-229
  - defining receivables activities, 2-116
  - viewing customer account activity, 8-3
  - viewing open transactions, 8-10
- Actual Receipt report, 11-16
- ad hoc
  - defining ad hoc tax codes, 2-147
- address styles
  - adding a new style to the address style lookup, 7-77
  - address style mappings, 7-62
  - assigning a style to a country, 7-74
  - choosing address style database columns, 7-75
  - creating custom address styles, 7-75
  - Default, 7-63
  - Japanese, 7-64
  - mapping styles to database columns, 7-76
  - northern European, 7-65
  - South American, 7-67
  - southern European, 7-66
  - UK, Africa, and Australasia, 7-69
  - United States, 7-70
- addresses
  - assigning a business purpose to a customer, 7-35
  - assigning a dunning business purpose to an address, 8-26
  - customer addresses, 7-12, 7-29
  - defining address validation, 2-132
  - defining flexible address validation, 7-81
  - defining remit-to addresses, 2-121
  - defining tax rates, 2-149
  - flexible addresses, 7-61, 7-73, 7-78, 7-78
  - Print Remit-To Address system option, 2-144
  - Receipts Without Sites report, 11-106
  - sales tax location flexfield structure, 7-72, 7-80
  - validation, 7-79
  - validation levels, 7-81
  - window field reference, 7-32
- Adjustment Approval report, 11-17
- Adjustment Register, 11-18
- adjustments
  - accounting entries, 9-35
  - activities, 3-229
  - Adjustment Approval report, 11-17
  - Adjustment Register, 11-18
  - approving, 3-235
  - AR: Override Adjustment Activity Account Option profile option, B-18
  - AR: Require Adjustment Reason profile option, B-19
  - AutoAdjustment reports, 3-233
  - automatic, 3-232
  - creating, 6-42
  - defining approval limits, 2-29
  - exchange rates, 3-24
  - manual, 3-230
  - numbering, 3-230
  - overview, 3-229
  - status, 3-229
  - tables used, 9-67
  - types of adjustments, 3-229
  - View Adjustment Accounting window, 9-22
  - window field reference, 3-232
- aging
  - Aging - 4 and 7 Bucket reports, 11-20
  - aging reports, 11-20
  - defining aging buckets, 2-26
  - viewing account balances by aging bucket, 8-4
  - viewing past due items, 8-12
- Aging Buckets window, 2-26
- Aging window
  - window field reference
    - aging window field reference, 8-6
- agreements
  - entering an invoice against an order
    - See* commitments
- alternate
  - Alternate Customer Name Receipt Matching report, 11-24
  - Alternate Name Receipt Matches window, 6-90
  - AR: Customers - Enter Alternate Fields profile option, B-14
  - AR: Sort Customer Reports by Alternate Fields profile option, B-19
  - entering alternate customer names, 7-16
  - entering customer addresses, 7-12, 7-29
  - find customers by alternate name, 7-15
  - implementing flexible addresses for the Alternate Name field, 7-74
- Alternate Address
  - for bank, 2-54
- APIs
  - Revenue Adjustment API, 3-28
- application rule sets
  - defining, 2-28
  - overview, 6-34
- Application Rule Sets window, 2-28
- applications
  - application rule sets, 6-34

- Applications window field reference, 6-14
- Applied Receipts Register, 11-24
  - Other Applications report, 11-90
- Applications Desktop Integrator, 11-130
- Applications window
  - applying receipts, 6-8
  - Reference column, 2-167
- Applied Receipts Register, 11-24
- applying cross currency receipts, 6-29
- applying receipts, 6-10
  - Application Rule Sets, 6-34
  - how AutoLockbox applies receipts, 6-78
  - manually, 6-12
  - overview, 6-8
  - reviewing receipt applications, 6-50
  - tables used for applied receipts, 9-59
  - using AutoCash rules, 6-115
- approval limits
  - defining, 2-29
- Approval Limits window, 2-30
- approving
  - adjustments, 3-235
  - automatic receipts, 6-141
  - remittance batches, 6-156
- AR Reconciliation report, 11-26
- AR to GL Reconciliation report, 11-27
- AR: Allow Default Transaction Balance for Applications profile option, B-11
- AR: Allow Overapplication in Lockbox profile option, B-10
- AR: Allow summary table refresh profile option, B-10
- AR: Allow Update of Existing Sales Credits profile option, B-11
- AR: Application GL Date Default profile option, B-11
- AR: AutoInvoice Gather Statistics profile option, 3-198, B-11
- AR: Bank DIrectory Source profile option, B-12
- AR: Bank DIrectory URL profile option, B-12
- AR: Bills Receivable Batch Source profile option, B-12
- AR: BPA Attachment Update Enabled profile option, 4-7
- AR: BPA Detail Access Enabled profile option, 4-6
- AR: Cash - Allow Actions profile option, B-12
- AR: Change Customer on Transaction profile option, B-13
- AR: Commit Between Validations in Lockbox profile option, B-13
- AR: Create Bank Charges profile option, B-13
- AR: Credit Hierarchy Type profile option, B-13
- AR: Customer Merge Commit Size profile option, B-14
- AR: Customer Text Last Successful Run profile option, B-14
- AR: Customers - Enter Alternate Fields profile option, B-14
- AR: Debug Level for Lockbox/PostBatch profile option, B-15
- AR: Default Exchange Rate Type profile option, B-15
- AR: Default Open Receipts for Application profile option, B-15
- AR: Deposit Offset Account Source profile option, 3-47, B-15
- AR: Disable Receivable Activity Balancing Segment Substitution profile option, 2-8, 2-34, B-16
- AR: Enable Debug Message Output profile option, B-16
- AR: Enable SQL Trace profile option, B-16
- AR: Factor/Endorse Bills Receivable without Recourse profile option, B-17
- AR: GL Transfer Balance Test profile option, B-17
- AR: Include Receipts at Risk in Customer Balance profile option, B-17
- AR: Invoices with Unconfirmed Receipts profile option, B-17
- AR: Item Flexfield Mode profile option, B-17
- AR: Mask Bank Account Numbers profile option, B-18
- AR: Maximum Lines per AutoInvoice Worker profile option, B-18
- AR: Override Adjustment Activity Account Option profile option, B-18
- AR: Receipt Batch Source profile option, B-18
- AR: Require Adjustment Reason profile option, B-19
- AR: Require Payment Method on Remittance Batch profile option, B-19
- AR: Sort Customer Reports by Alternate Fields profile option, B-19
- AR: Transaction Batch Source profile option, B-19
- AR: Update Due Date profile option, B-19
- AR: Use Invoice Accounting For Credit Memos profile option, B-20
- AR: Use Oracle Approvals Management in CMFW profile option, 3-114
- AR: Use Oracle Approvals Management in Credit Memo Workflow profile option, B-20
- AR: Use Statement Site & Dunning Site Profiles profile option, 7-36, B-20
- Archive and Purge
  - archive levels, 10-12
  - Archive Summary and Detail reports, 10-46
  - archive tables, 10-23
  - cycles, 10-5
  - data not archived, 10-16
  - monitoring Archive and Purge, 10-17
  - overview, 10-1
  - parameters, 10-44
  - preparing to run, 10-2
  - purge criteria, 10-9
  - running, 10-43
  - status and error messages, 10-18

- tables purged, 10-11
- attachments, 4-15, 4-30
  - Indicate Attachments profile option, B-2
  - overview, D-1
  - viewing from related windows, D-1
- Audit Report by Document Number, 11-28
- authorities
  - defining tax authorities, 2-154
- AutoAccounting
  - adjusting revenue and sales credits, 3-28
  - defining, 3-244
  - overview, 3-243
  - reviewing accounting information, 3-82
  - setting up, 2-38
  - structure, 3-244
  - using, 3-246
- AutoAssociate
  - definition, 6-76
- AutoCash
  - See* Post QuickCash
  - AutoCash Rules report, 11-29
  - default rule set system option, 2-143
  - matching using bank charges and tolerance limit, 6-117
  - overview, 6-115
  - rules, 6-118
    - apply to the oldest invoice first, 6-122
    - Automatic Matching Rules, 6-116
    - clear past due invoices, 6-120
    - clear past due invoices grouped by payment term, 6-121
    - clear the account, 6-119
    - match payment with invoice, 6-118
- AutoCash Rule Sets window, 2-41
- AutoCash Rules report, 11-29
- AutoInvoice
  - account assignments, 3-213
  - adjusting general ledger dates, 3-227
  - AR: Maximum Lines per AutoInvoice Worker profile option, B-18
  - AR\_INTERFACE\_CONTS\_ALL, F-90
  - automated receipt handling, 6-161
  - Bill Presentment Architecture, 4-8
  - calculating tax, 3-201
  - calculating tax on credit memos, 2-135
  - customer bank accounts, 3-204
  - defining line ordering rules, 2-44
  - exceptions, 3-190
  - exchange rates, 3-228
  - finance charges, 3-212
  - gathering statistics, 3-198, B-11
  - general ledger dates, 3-222
  - grouping rules, 3-219
  - importing credit memos, 3-210
  - importing data from your feeder system, 3-198
  - importing freight lines, 3-205
  - importing invoices with rules, 3-209
  - importing tax lines, 3-206

- Oracle Exchange Invoice Import request set, 3-228
- overview, 3-193
- payment methods, 3-204
- purge program, 3-201
- RA\_INTERFACE\_DISTRIBUTIONS\_ALL, F-85
- RA\_INTERFACE\_ERRORS\_ALL, F-91
- RA\_INTERFACE\_LINES\_ALL, F-40
- RA\_INTERFACE\_SALESCREDITS\_ALL, F-81
- reports, 3-188
- setting up, 3-194
- setting up grouping rules, 2-80
- Setup Details report, 11-118
- submitting, 3-186
- system options, 2-137
- table and column descriptions, F-39
- tables, 3-228
- tables used, 9-44
- transaction flexfields, 3-214
- transfer bank account information, 3-204
- transferring data from feeder system, 3-198
- transferring payment methods, 3-204
- using line ordering rules, 3-221
- validating dates, 3-226
- validation, 3-199
- AutoInvoice Line Ordering Rules window, 2-44
- AutoLockbox
  - Alternate Name Receipt Matches window, 6-90
  - applying receipts, 6-78
  - AR: Allow Overapplication in Lockbox profile option, B-10
  - AR: Commit Between Validations in Lockbox profile option, B-13
  - AR: Debug Level for Lockbox/PostBatch profile option, B-15
  - AR\_PAYMENTS\_INTERFACE\_ALL, F-93
  - assigning values to overflow records, F-106
  - AutoAssociate, 6-76
  - commonly asked questions, 6-91
  - defining lockboxes, 2-95
  - defining transmission formats, 2-178
  - identifying customers for receipts, 6-75
  - importing and applying cross currency receipts, 6-87
  - interface tables and column descriptions, F-93
  - Lockbox Execution report, 6-100
  - maintaining transmission data, 6-102
  - MICR numbers, 6-75
  - retention of invalid matching numbers, 6-105
  - running, 6-94
  - tables and column descriptions, F-92
  - using, 6-68
  - validation, 6-72
  - viewing transmission history, 6-104
  - window field reference, 6-98
- automatic
  - adjustments, 3-232
  - assigning payment methods to customers, 7-26



- Automatic Clearing for Receipts Execution report, 6-159
- clearing program, 6-158
- document numbering, 2-64
- Format Automatic Remittances report, 6-158
- receipt handling, 6-161
- remittances, 6-148
- using AutoLockbox, 6-68
- using Cash Management to clear receipts, 6-160
- Automatic Accounting window, 2-39
- Automatic Clearing House payments
  - ACH, 2-102
- Automatic Receipt Batch Management report, 11-29
- Automatic Receipt Write-off program, 6-165
- automatic receipts
  - accounting, 6-147
  - approving, 6-141
  - AR: Invoices with Unconfirmed Receipts profile option, B-17
  - assigning payment methods to customers, 7-26
  - Automatic Receipt Batch Management report, 11-29
  - Automatic Receipts and Remittances Execution report, 6-141
  - Automatic Receipts Awaiting Confirmation report, 11-30
  - confirming, 6-144
  - creating, 6-136
  - deleting, 6-139
  - flagging transactions, 6-135
  - for credit card payments, 3-176
  - Format Automatic Receipts report, 6-143
  - format programs, 2-45
  - formatting, 6-143
  - manually entering, 6-140
  - overview, 6-131
  - reporting on, 6-146
  - scheduling, 6-139
  - submitting, 6-138
  - Transactions Awaiting Consolidation report, 11-128
  - troubleshooting, 6-133
- Automatic Receipts Awaiting Confirmation report, 11-30
- Automatic Transactions Batch report, 11-31
- average days late
  - calculating, 11-100

## **B**

- Bad Debt Provision report, 11-32
- balances
  - AR: GL Transfer Balance Test profile option, B-17
  - AR: Include Receipts at Risk in Customer Balance profile option, B-17
  - calculating a customer's open balance, 6-116

- Commitment Balance report, 11-49
- viewing customer balances, 8-7
- viewing transaction balances, 8-11
- balancing segments
  - AR: Disable Receivable Activity Balancing Segment Substitution, B-16
  - deriving values, 2-32
  - disabling the Replace Balancing Segment process, 2-34
  - Replace Balancing Segment process, 2-36
  - updating, 2-31
- Bank Accounts window, 2-55
  - window reference, 2-55
- Bank Risk report, 11-33
- Bank Transaction Codes window
  - defining transaction codes, 2-61
  - navigating from Bank Accounts window, 2-60
- banks
  - AR: Create Bank Charges profile option, B-13
  - AR: Mask Bank Account Numbers profile option, B-18
  - bank charges, 2-61
  - Bank Risk report, 11-33
  - Credit Card Bank, 3-174
  - defining bank accounts, 2-48, 2-48
  - defining banks, 2-47
  - defining for bills receivable, 5-5
  - defining foreign currency bank accounts, 2-52
  - defining multiple currency bank accounts, 2-52, 2-56
  - defining supplier bank accounts, 2-50
  - overview, 2-46
  - remittance banks, 2-104
- Banks window
  - defining a basic bank account for disbursements, 2-49
  - defining a customer bank account, 2-50
  - defining an ACH bank account, 2-50
  - entering a basic bank, 2-47
  - window reference, 2-53
- batch sources
  - transactions, 2-165
- batches
  - approving automatic receipts, 6-141
  - approving remittance batches, 6-156
  - AR: Receipt Batch Source profile option, B-18
  - AR: Transaction Batch Source profile option, B-19
  - Automatic Receipt Batch Management report, 11-29
  - batching credit memos, 3-87
  - batching transactions, 3-48
  - creating manually, 6-154
  - factoring remittances, 6-151
  - formatting automatic receipts, 6-143
  - overview of QuickCash, 6-105
  - receipt batches, 6-52
  - Remittance Batch Management report, 11-110

- remittance batches, 6-151
- transaction batch sources, 2-165
- Transaction Batch Sources Listing, 11-123
- valid statuses, 3-48
- BIC (Bank Identifier Code), 2-54
- Bill Presentment Architecture
  - bill creation dates, 4-34
  - configuring drilldown URLs, 4-14
  - content items, 4-32
  - creating database views, 4-10
  - data source views, 4-12
  - data sources, 4-9
  - enabling data sources, 4-8
  - footer, 4-3, 4-33
  - formatting tax, 4-17
  - generating stylesheets, 4-7
  - header, 4-3, 4-33
  - implementing, 4-4
  - interactive preview, 4-6
  - interface context, 4-8, 4-35
  - lines and tax, 4-3, 4-6, 4-33
  - overview, 4-1
  - primary data sources, 4-33
  - printing, 4-31
  - printing invoices, 4-30
  - process flow, 4-2
  - profile options, 4-6
  - registering data sources, 4-8
  - rules
    - assigning templates, 4-28
    - attributes, 4-25
    - bill creation dates, 4-28
    - changing order, 4-35
    - changing rule order, 4-29
    - conditions, 4-25
    - creating, 4-26
    - default, 4-26
    - values, 4-25
  - secondary data sources, 4-33
  - selecting a view, 4-13
  - selecting parameters, 4-13
  - setting grouping attributes, 4-7
  - setup steps, 4-4
  - SQL template to create a view, 4-11
  - synchronizing flexfield content items, 4-9, 4-35
  - templates
    - assigning, 4-25
    - completing, 4-23
    - creating, 4-17
    - default, 4-16
    - detail design page, 4-21
    - footer, 4-33
    - general information, 4-17
    - header, 4-33
    - lines and tax, 4-33
    - managing, 4-16
    - modifying, 4-16
    - preview, 4-22
    - primary page design, 4-18
    - saving, 4-23
- billing
  - Billing and Receipt History report, 11-34
  - Billing History report, 11-35
  - consolidated billing, 3-255
  - printing consolidated billing invoices, 3-262
  - Require Billing Location for Receipts system option, 2-143
  - setting up consolidated billing, 3-257
- Billing and Receipt History report, 11-34
- Billing History report, 11-35
- billing numbers
  - Show Billing Number system option, 2-138
- bills of exchange
  - creating, 6-57
  - overview, 6-55
- bills receivable
  - Acceptance window, 5-16
  - accepting, 5-16, 5-30
  - accounting entries and statuses, 5-39
  - accounting for bills receivable, 5-3
  - accounting for remittances and receipts, 5-37
  - actions, 5-19
  - Allow Payment of Unrelated Invoices system option, 2-138
  - AR: Bills Receivable Batch Source profile option, B-12
  - AR: Factor/Endorse Bills Receivable without Recourse profile option, B-17
  - assigning transactions to, 5-6, 5-7
  - Assignments window, 5-6, 5-26
  - Automatic Transactions Batch report, 11-31
  - automatically creating, 5-8, 5-9, 5-12
  - bank accounts for, 5-5
  - Bills Receivable Batch Creation concurrent program, 5-9, 5-12, 5-13
  - Bills Receivable By Status report, 11-36
  - Bills Receivable Format Report program, 11-38
  - bills receivable lookups, 2-90
  - Bills Receivable Maturity and Risk program and report, 5-49
  - Bills Receivable Portfolio Management window, 5-19, 5-20, 5-22
  - Bills Receivable Reminder Letters, 11-39
  - Bills Receivable Remittance Batch Management report, 11-40
  - Bills Receivable Summary report, 11-42
  - Bills Receivable Transaction Batches window, 5-9
  - Bills Receivable window, 5-3, 5-5
  - bills receivable workbench, 1-13
  - BR Maintain Remittance Batch window, 5-46
  - canceling, 5-31
  - completing, 5-14
  - creating, 5-3
  - creation payment methods, 2-106
  - customer drawees, 5-8, 7-38

- eliminating/reestablishing risk, 5-32
- enabling, 1-13, 2-144, 2-146
- endorsing, 5-33
- exchanging one bill for another, 5-14, 5-34
- exchanging transactions for, 5-8, 5-13
- History window, 5-27
- holding/releasing from hold, 5-33
- incomplete bills, 5-15
- managing, 5-18
- manually creating, 5-3
- numbering, 5-10
- overview, 5-1
- printing, 5-16
- profile options, 1-14
- protesting, 5-35
- Quick Assign window, 5-7
- recalling, 5-31
- receipts, 5-36, 5-49, 5-51
- remittance batches, 5-46, 11-40
- remittance payment method, 2-107
- remittances, 5-36, 5-41, 5-42, 5-46, 5-48, 5-48, 5-51
- Remittances window, 5-42
- reports, 5-35
- restating, 5-34
- stamp values, 5-17
- Stamp Values report, 5-18
- Stamp Values window, 5-17
- system options, 1-14
- transaction batch sources, 2-165, B-12
- transaction batches, 5-9, 5-12
- transaction types, 2-177
- Transactions Awaiting Consolidation report, 11-128
- unpaid, 5-32
- updating, 5-28
- viewing a bill, 5-19
- viewing bills receivable assignments, 5-26
- viewing bills receivable history, 5-27
- viewing bills receivable transaction information, 5-28
- Bills Receivable By Status report, 11-36
- Bills Receivable Format Report program, 11-38
- Bills Receivable Reminder Letters, 11-39
- Bills Receivable Remittance Batch Management report, 11-40
- Bills Receivable Summary report, 11-42
- books
  - specifying a set of books, 2-130
- buckets
  - defining aging buckets, 2-26
  - viewing account balances by aging bucket, 8-4
- business purposes
  - assigning a business purpose to a customer address, 7-35
  - assigning a dunning business purpose to an address, 8-26

- Automatic Site Numbering system option, 2-139
- Business Purpose field reference, 7-39

## C

---

- calculating
  - commitment balance, 3-248
  - days sales outstanding (DSO), 2-143
- calendars
  - defining calendar period types, 2-7
  - defining calendar periods, 2-7
  - opening and closing accounting periods, 9-8
- Call Actions report, 11-43
- calls
  - Call Actions report, 11-43
  - Collector Call History report, 11-48
  - Collector's Follow Up report, 11-49
  - completing call actions, 8-17
  - entering customer telephone numbers, 7-45
  - Receipt Promises report, 11-102
  - recording call actions, 8-15
  - recording customer calls, 8-13
- canceling
  - transactions, 3-51
- carriers
  - defining freight carriers, 2-79
- cash
  - cash basis accounting, 9-16
  - cash basis accounting journal entries, 9-20
  - Deposited Cash reports, 11-67
  - QuickCash, 6-105
  - setting up for cash basis accounting, 9-20
  - unapplying cash when crediting transactions, 3-86
  - using Cash Management to clear receipts, 6-160
- Character mode forms and corresponding GUI windows, A-6
- Characteristics
  - tab field reference, 7-34
- chargebacks
  - adjustment activity, 3-229
  - against receipts, 6-39
  - against transactions, 6-39
  - Chargeback Due Date system option, 2-145
  - creating chargebacks, 6-40
  - tables used, 9-65
- charges
  - accruing and compounding finance charges, 8-41
  - AR: Create Bank Charges profile option, B-13
  - bank charges, 2-61
  - calculating finance charges, 8-37
  - entering freight charges, 3-14
  - setting up finance charges, 8-43
- claims, 6-2, 6-9, 6-13
  - AR: Default Open Receipts for Application profile option, B-15

- cash claims, 6-15
- creating, 6-169
- defining system options, 2-141
- overview, 6-168
- resolving, 6-169
- split claims, 6-170
- clearing
  - automatic clearing for receipts, 6-158
  - clearing notes receivable, 6-62
  - using Cash Management to clear receipts, 6-160
- closing
  - accounting periods, 9-8
- COGS and Revenue Matching reports, 11-44
- collection
  - aging reports, 11-20
  - Collection Effectiveness Indicators report, 11-45
  - Collection Key Indicators report, 11-46
  - Collections by Collector report, 11-47
  - collections lookups, 2-92
  - Collections Receipt Forecast report, 11-48
  - collections workbook, 1-10
  - Collector Call History report, 11-48
  - Collector's Follow Up report, 11-49
  - completing a collection action, 8-22
  - compounding finance charges, 8-42
  - customer contacts, 7-42
  - Customer Follow Up History report, 11-58
  - defining aging buckets, 2-26
  - defining collectors, 2-62
  - defining dunning profiles for customers, 8-25
  - dunning letters, 8-23
  - placing accounts on credit hold, 8-19
  - printing consolidated billing invoices, 3-262
  - printing dunning letters, 8-35
  - printing reports, 8-23
  - Receipt Promises report, 11-102
  - recording call actions, 8-15
  - recording customer calls, 8-13
  - reports, 11-11
  - reviewing actions, 8-21
  - reviewing customer accounts, 8-1
  - using staged dunning, 8-29
  - viewing account activity, 8-3
  - viewing customer correspondences, 8-20
  - viewing dunning history, 8-12
  - viewing items in dispute, 8-18
  - viewing past due items, 8-12
  - viewing transaction balances, 8-7
- Collection Effectiveness Indicators report, 11-45
- Collection Key Indicators report, 11-46
- Collections by Collector report, 11-47
- Collections Receipt Forecast report, 11-48
- Collector Call History report, 11-48
- collectors
  - defining, 2-62
  - reviewing actions, 8-21
- Collectors window, 2-62
- Collector's Follow Up report, 11-49
- columns
  - AutoInvoice columns and tables, F-39
  - AutoLockbox columns and tables, F-92
  - Customer Interface, 7-100
- combining
  - customer merge, 7-86
- Commitment Balance report, 11-49
- commitments
  - accounting entries, 9-31
  - AR: Deposit Offset Account Source profile option, B-15
  - calculating your commitment balance, 3-248
  - Commitment Balance report, 11-49
  - defining batch sources, 2-165
  - entering, 3-46
  - OM: Commitment Sequencing profile option, B-23
  - overdrawing commitments, 3-248
  - promised amounts, 3-249
  - tables used, 9-47
  - transaction types, 3-249
  - using, 3-248
- completing
  - call actions, 8-17
  - transactions, 3-49
- compounding
  - finance charges, 8-42
- concurrent requests
  - Concurrent:Hold Requests profile option, B-25
  - Concurrent:Report Access Level profile option, B-25
  - Concurrent:Report Copies profile option, B-26
  - Concurrent:Request Priority profile option, B-26
  - Concurrent:Request Start Time profile option, B-26
  - Concurrent:Save Output profile option, B-27
  - Concurrent:Sequential Requests profile option, B-27
  - Concurrent:Hold Requests profile option, B-25
  - Concurrent:Report Access Level profile option, B-25
  - Concurrent:Report Copies profile option, B-26
  - Concurrent:Request Priority profile option, B-26
  - Concurrent:Request Start Time profile option, B-26
  - Concurrent:Save Output profile option, B-27
  - Concurrent:Sequential Requests profile option, B-27
- condition sets, 2-158
- configuring drilldown URLs, 4-14
- consolidated billing
  - defining payment terms, 2-110
  - overview, 3-255
  - printing, 3-262
  - setting up, 3-257
  - Show Billing Number system option, 2-138

- contacts
  - Contacts and Roles window field reference, 7-45
  - defining roles, 7-44
  - entering customer contacts, 7-42
- content items, 4-32
- contingencies, 3-34
- contracts
  - recording acceptance, 3-32
- conversions
  - defining daily conversion rate types, 2-7
  - foreign currency transactions, 3-22
- copying
  - Concurrent:Report Copies profile option, B-26
  - invoices, 3-51
  - Recurring Invoice report, 3-54
- Correct Invalid GL Accounts window, 9-6
- correspondence
  - creating dunning letter sets, 2-76
  - defining dunning letters, 2-72
  - overview of dunning letters, 8-23
  - printing dunning letters, 8-35
  - printing statements, 8-49
  - recording customer calls, 8-13
  - using statements, 8-45
  - viewing customer correspondences, 8-20
- countries
  - Default Country profile option, 7-62, B-28
  - maintaining countries and territories, 2-164
- Countries and Territories window, 2-164
- Create Receipt Write-off window
  - creating automatic write-offs, 6-165
  - window field reference, 6-167
- credit cards
  - capturing payment, 3-171
  - defining profile options for, 3-173
  - overview, 3-168
  - payment server ID, 3-170
  - prepayments, 6-17
  - processing credit card transactions, 3-174
  - refunds, 3-179
  - setting up Receivables, 3-172
  - validation and integration, 3-170
- Credit Hold report, 11-51
- Credit Management
  - Credit Management lookups, 2-93
- credit memos
  - accounting entries, 9-31
  - accounting for credit memos, 3-93
  - applying on-account credit memos, 3-89
  - AR: Use Invoice Accounting for Credit Memos profile option, B-20
  - AR: Use Oracle Approvals Management in Credit Memo Workflow profile option, B-20
  - batching, 3-87
  - calculating tax using AutoInvoice, 2-135
  - creating on-account credit memos, 3-89
  - Credit Memo Request Workflow, 3-114
  - Credit Transactions window field reference, 3-80
  - crediting transaction lines, 3-78
  - crediting transactions, 3-76
  - importing, 3-210
  - querying, 3-88
  - reviewing tax information, 3-85
  - tables used, 9-53
  - unapplying cash, 3-86
  - updating, 3-92
  - updating installments, 3-87
- cross currency
  - applying cross currency receipts, 6-29
  - Cross Currency Exchange Gain/Loss report, 6-31
  - cross currency rate type, 2-131
  - cross currency rounding account, 2-131
  - setting up cross currency receipts, 6-22
  - using AutoLockbox to import and apply receipts, 6-87
- Cumulative Activity Balance report, 11-53
- currency
  - creating foreign currency transactions, 3-22
  - cross currency receipts, 6-20
  - currencies without rates, 8-40
  - Currency: Allow Direct EMU/Non-EMU User Rates profile option, B-24
  - Currency:Mixed Currency Precision profile option, B-27
  - Currency:Negative Format profile option, B-28
  - Currency:Positive Format profile option, B-28
  - Currency:Thousands Separator profile option, B-28
  - defining currencies
    - See* Oracle General Ledger User Guide
  - header and line level rounding, 2-83
  - View Currency Details window, 9-29
- Currency: Allow Direct EMU/Non-EMU User Rates profile option, B-24
- Currency:Mixed Currency Precision profile option, B-27
- Currency:Negative Format profile option, B-28
- Currency:Positive Format profile option, B-28
- Currency:Thousands Separator profile option, B-28
- Customer Accounts window
  - window field reference, 8-3
- Customer Balance Revaluation report, 11-54
- customer credit
  - credit check option, 7-55
  - Credit Hold report, 11-51
  - credit holds, 8-19
  - Customer Credit Snapshot report, 11-55
  - defining a customer credit profile, 7-55
  - defining customer credit limits, 7-53
  - viewing, 8-1
- Customer Credit Snapshot report, 11-55
- Customer Follow Up History report, 11-58

- Customer Interface
  - creating unique customer references, 7-107
  - data required, 7-100
  - import program, 7-98
  - importing customers, 7-108
  - Oracle Exchange Customer Import request set, 7-85
  - overview, 7-97
  - preparing to run, 7-99
  - sample import, 7-105
  - table descriptions and validation, F-1
  - tables updated, 7-104
  - transfer report, 7-110
  - validation rules, 7-97
- Customer Listing Detail and Summary reports, 11-59
- Customer Merge
  - execution report, 7-96
  - merging customers, 7-86
  - merging different customers, 7-91
  - merging sites for same customer, 7-89
  - reviewing merged customers, 7-96
  - submitting, 7-94
- Customer Open Balance Letter, 11-64
- Customer Profiles report, 11-65
- Customer Relationships Listing, 11-66
- customer reports
  - Account Status, 11-14
  - Customer Balance Revaluation, 11-54
  - Customer Credit Snapshot, 11-55
  - Customer Follow Up History, 11-58
  - Customer Listing Detail and Summary reports, 11-59
  - Customer Open Balance Letter, 11-64
  - Customer Profiles, 11-65
  - Customer Relationships Listing, 11-66
  - Duplicate Customer, 11-75
  - Sales Journal by Customer, 11-113
  - Update Customer Profiles, 11-136
- customers
  - alternate names, 7-18
  - AR: Change Customer on Transaction profile option, B-13
  - AR: Customer Merge Commit Size profile option, B-14
  - AR: Customer Text Last Successful Run profile option, B-14
  - AR: Customers- Enter Alternate Fields profile option, B-14
  - assigning a business purpose to an address, 7-35
  - assigning a profile class, 7-57
  - Automatic Customer Numbering system option, 2-139
  - checking for and resolving duplicates, 7-23
  - contact roles, 7-44
  - contacts, 7-42
  - controlling window display, C-9

- cross site receipts, 8-51
- customer lookups, 2-88
- Customer Open Balance Letter, 11-64
- customer profile lookups, 2-89
- Customers window field reference, 7-20
- defining customer bank accounts, 2-49
- defining discount information, 2-112
- defining statement sites, 8-48
- defining system options, 2-137
- discounts, 6-124
- entering, 7-16
- entering addresses, 7-12, 7-29
- entering in Oracle Sales, 7-27
- excluding from dunning, 8-28
- HZ: Change Party Name profile option, B-21
- importing, 7-108
- payment methods, 7-26
- profile classes, 7-53
- Profile Classes field reference, 7-59
- recording customer calls, 8-13
- relationships, 7-51
- reviewing accounts, 8-1
- sample statement, 8-52
- searching for with Find/Enter Customers window, 7-8
- searching for with Search Criteria window, 7-7
- seeded match rules for search, H-1
- setting up Data Quality Management, 7-5
- statements, 8-45
- telephone numbers, 7-45
- viewing account activity, 8-3
- viewing account balances by aging bucket, 8-4
- viewing correspondences, 8-20
- viewing transactions, 8-7
- Customers and Transactions Key Indicators report, 11-131
- cycles
  - defining statement cycles, 2-128

## D

- data
  - archiving and purging, 10-1
  - data not archived during Archive and Purge, 10-16
  - exporting data using EDI, 3-186
  - importing from feeder system using AutoInvoice, 3-198
  - maintaining Lockbox transmission, 6-102
- Data Quality Management
  - checking for and resolving duplicates, 7-23
  - interactive preview in BPA, 4-6
  - overview, 7-4
  - searching for parties and customer accounts, 7-7
  - seeded match rules, H-1
  - setting up, 7-5
- data source views

- registering, 4-12
  - viewing, 4-14
- data sources
  - enabling in BPA, 4-8
  - primary, 4-33
  - registering, 4-8
  - secondary, 4-33
  - viewing in BPA, 4-9
- dates
  - determining dates using AutoInvoice, 3-222
  - validating using AutoInvoice, 3-226
- days sales outstanding
  - defining, 2-143
- debit memos, 9-47
  - accounting entries, 9-36
  - entering, 3-2
  - reversals, 6-46
- debugging
  - AR: Debug Level for Lockbox/PostBatch profile option, B-15
  - AR: Enable Debug Message Output profile option, B-16
- deductions, 6-2, 6-9, 6-13
- Default Country profile option, B-28
- defaulting
  - AR: Default Exchange Rate Type profile option, B-15
  - AR: Transaction Batch Source profile option, B-19
  - bills receivable workbench, 1-14
  - Chargeback Due Date system option, 2-145
  - Default Country profile option, B-28
  - receipts workbench, 1-3
  - transactions workbench, 1-7
- Deferred Revenue Audit Trail report, 11-50
- Delete Items window, 2-86
- deleting
  - Allow Transaction Deletion system option, 2-137
  - invoices, 3-69
  - items, 2-86
- Demand Class Lookups window, 2-94
- demand classes
  - demand class lookups, 2-94
- Deposited Cash reports, 11-67
- deposits
  - accounting entries, 9-31
  - AR: Deposit Offset Account Source profile option, B-15
  - defining transaction types, 2-171
  - Deposited Cash reports, 11-67
  - entering commitments, 3-46
  - include tax and freight, 2-176, 3-46
  - printing, 3-253
  - promised amounts, 3-249
  - tables used, 9-49
  - using commitments, 3-248
- Descriptive Flexfield Segments window, 2-63
- Discount Projection report, 11-68
- discounts
  - Allow Unearned Discounts system option, 2-144
  - calculating, 6-126
  - defaulting amounts, 6-127
  - defining terms, 2-112
  - determining the discount percent, 6-126
  - Discount Basis system option, 2-142
  - discount basis system option, 6-125
  - Discount on Partial Payment system option, 2-144
  - Discount Projection report, 11-68
  - discounts in Post QuickCash, 6-129
  - grace days, 6-125
  - overview, 6-124
  - partial payments, 6-124
  - setting up, 6-125
  - tiered discounts, 6-125
  - types of discounts, 6-124
- Disputed Invoice report, 11-70
- disputes
  - calculating finance charges on items, 8-45
  - Disputed Invoice report, 11-70
  - marking and removing items in dispute, 8-17
  - viewing items in dispute, 8-18
- distribution sets
  - defining, 2-64
- Distribution Sets window, 2-64
- Distributions window, 3-16
- document categories, 2-65
- document sequences
  - Audit Report by Document Number, 11-28
  - Document Number Generation Level system option, 2-138
  - implementing, 2-64
  - overview, 2-66
  - partial sequencing, 2-65
  - sample implementation, 2-70
  - Sequential Numbering profile option, B-31
  - setting up, 2-67
  - troubleshooting, 2-71
- Document Transfer program, 3-56
- Document Transfer Scheduling program, 3-56
- DQM Match Rule for Search profile option, 4-6
- Drilling down from GL
  - customizing windows, 9-27
- dunning
  - AR: Use Statement Site & Dunning Site Profiles profile option, B-20
  - assigning a dunning business purpose to an address, 8-26
  - calculating finance charges, 2-79
  - creating dunning letter sets, 2-76
  - creating dunning letters, 2-75
  - days overdue method, 8-24
  - defining dunning letters, 2-72
  - defining receipt grace days, 8-25

- Dunning History report, 11-70
- Dunning Letter Generate program, 11-72
- Dunning Letters - Preliminary report, 11-73
- excluding customers from dunning, 8-28
- format files, 2-74
- overview of dunning letters, 8-23
- printing dunning letters, 8-35
- Sample Dunning Letter Print, 11-118
- selecting items for dunning, 8-27
- specifying a days past due range, 8-24
- staged dunning, 8-29
- viewing dunning history, 8-12
- Dunning History report, 11-70
- Dunning Letter Generate program, 11-72
- Dunning Letter Sets window, 2-76
- Dunning Letters - Preliminary report, 11-73
- Dunning Letters window, 2-75
- duplicate customer accounts
  - checking for and resolving, 7-23
- Duplicate Customer report, 11-75

## E

---

- EDI (electronic data interchange)
  - EDI location field, 7-32
  - exporting invoices, 3-186
- electronic payments
  - defining payment documents, 2-46
  - overview, 6-129
- Enable Transaction Code profile option, B-24
- errors
  - correcting AutoInvoice exceptions, 3-190
  - correcting credit card refund errors, 3-183
  - Customer Interface Transfer report, 7-110
  - Lockbox transmission data, 6-102
- European Monetary Union
  - Currency: Allow Direct EMU/Non-EMU User
  - Rates profile option, B-24
- European Sales Listing, 11-76
- event-based revenue management
  - contingencies, 3-34
  - Deferred Revenue Audit Trail report, 11-50
  - evaluating invoices for, 3-34
  - modifying invoices under analysis, 3-42
  - monitoring contingencies, 3-39
  - overview, 3-32
  - payments, 3-36
  - Revenue Exceptions report, 11-111
- exception sets, 2-159
- exceptions
  - AutoInvoice exceptions, 3-190
  - defining tax rate exceptions, 2-161
  - Invoice Exception report, 11-78
- exchange rates
  - adjusting, 3-24
  - viewing exchange rate information, 3-24
- execution reports
  - Archive Summary and Detail, 10-46

- AutoAdjustment, 3-233
- AutoInvoice, 3-188
- Automatic Clearing for Receipts Execution, 6-159
- Automatic Receipts and Remittances Execution, 6-141
- Customer Interface Transfer, 7-110
- Customer Merge Execution report, 7-96
- Lockbox Execution report, 6-100
- Post QuickCash Execution, 6-114
- Posting Execution, 9-7
- Revenue Recognition Execution report, 3-27
- exemptions
  - defining tax exemptions, 2-155
  - Tax: Allow Override of Customer Exemptions profile option, B-8
- exporting
  - exporting invoices using EDI, 3-186

## F

---

- factoring
  - defining receipt classes, 2-113
  - remittance batches, 6-151
- finance charges
  - accruing, 8-41
  - calculating, 8-37
  - calculating charges when printing dunning letters, 8-45
  - calculating charges when printing statements, 8-45
  - calculating in dunning letters, 2-79
  - compounding finance charges, 8-42
  - determining the past due amount, 8-38
  - importing with AutoInvoice, 3-212
  - preparing Receivables, 8-43
  - setting up, 8-43
- FlexBuilder
  - Generate Account Using FlexBuilder Rules process, 2-34
  - upgrading from Release 10, 2-34
- flexfields
  - accounting flexfield, 2-7
  - address validation levels, 7-81
  - AR: Item Flexfield Mode profile option, B-17
  - defining, 2-8
  - defining the territory flexfield, 2-163
  - descriptive, 2-62
  - Flexfields:AutoSkip profile option, B-29
  - Flexfields:Shorthand Entry profile option, B-29
  - Flexfields:Show Full Value profile option, B-29
  - OM: Item Flexfield profile option, B-23
  - overview of flexible addresses, 7-61
  - sales tax location structure, 7-80
  - transaction flexfields, 3-214
  - using with AutoInvoice, 3-204
- Flexfields:AutoSkip profile option, B-29
- Flexfields:Shorthand Entry profile option, B-29



- Flexfields:Show Full Value profile option, B-29
- flexible addresses
  - address style mappings, 7-62
  - creating custom address styles, 7-75
  - Default address style, 7-63
  - defining address validation, 7-81
  - entering, 7-78
  - implementing for the Alternate Name field, 7-74
  - Japanese address style, 7-64
  - mapping address styles, 7-76
  - northern European address style, 7-65
  - overview, 7-61
  - sales tax location flexfield, 7-72
  - South American address style, 7-67
  - southern European address style, 7-66
  - UK, Africa, and Australasia address styles, 7-69
  - United States address style, 7-70
- folders
  - bills receivable workbench, 1-14
  - collections workbench, 1-11
  - overview, 1-1
  - receipts workbench, 1-4
  - transactions workbench, 1-7
- foreign currency
  - bank accounts, 2-52
  - cross currency receipts, 6-20
  - header and line level rounding, 2-83
  - transactions, 3-22
  - writing off foreign currency receipts, 6-165
- Format Programs window, 2-46
- formats
  - automatic receipts, 6-143
  - defining lockbox transmission formats, 2-178
  - dunning letter format files, 2-74
  - Format Automatic Receipts report, 6-143
  - Format Automatic Remittances report, 6-158
  - remittance batches, 6-157
  - remittance layouts, 6-149
- freight
  - defining freight carriers, 2-79
  - entering freight for a transaction, 3-14
  - importing using AutoInvoice, 3-205
  - reviewing transaction information, 3-84
  - window field reference, 3-15
- Freight Carriers window, 2-79
- function security
  - Function Security Functions report, C-2
  - Function Security Menu Reports request set, C-2
  - limiting access to Receivables, C-2
  - overview, C-1
- Function Security Functions report, C-2
- Function Security Menu Reports request set, C-2

## G

---

gains and losses

- Cross Currency Exchange Gain/Loss report, 6-31
- defining realized gains and losses accounts, 2-130
- Projected Gains and Losses report, 11-98
- General Ledger Interface program
  - AR: GL Transfer Balance Test profile option, B-17
  - Correct Invalid GL Accounts window, 9-6
  - Unposted Items report, 11-135
- group constraints, 2-159
- grouping
  - batching credit memos, 3-87
  - batching transactions, 3-48
  - bills receivable creation payment methods, 2-106
  - defining tax groups, 2-157
  - grouping rules, 2-80
  - merging customers, 7-86
  - Ordering and Grouping Rules Listing, 11-89
  - using grouping rules to create transactions, 3-219
- Grouping Rules window, 2-82
- guarantees
  - accounting entries, 9-32
  - entering commitments, 3-46
  - printing, 3-254
  - tables used, 9-51
  - using commitments, 3-248

## H

---

- hierarchy
  - default payment terms, 2-109
- history
  - Billing History report, 11-35
  - Dunning History report, 11-70
  - viewing AutoLockbox transmission history, 6-104
  - viewing dunning history, 8-12
  - viewing receipt history, 6-50
- holds
  - Credit Hold report, 11-51
  - credit holds, 7-55, 8-19
- HZ: Gather Table Stats profile option, B-21
- HZ: Audit Customer Account Merge profile option, B-21
- HZ: Bypass Find/Enter Window profile option, B-21
- HZ: Change Party Name profile option, B-21
- HZ: D&B Password profile option, B-22
- HZ: D&B URL profile option, B-22
- HZ: D&B User Name profile option, B-22
- HZ: Display Accounts for All Operating Units profile option, B-21
- HZ: Display D&B button in Customer form profile option, B-21
- HZ: Internal Party profile option, B-21

- HZ: Location Updatable profile option, B-22
- HZ: Log Customer Merge profile option, B-22
- HZ: Name/Address Backwards Compatibility profile option, B-22
- HZ: Number of Workers Used by Customer Interface profile option, B-22
- HZ: Show Only Active Addresses profile option, B-22
- HZ: Web Server Proxy Host Name profile option, B-22
- HZ: Web Server Proxy Password profile option, B-22
- HZ: Web Server Proxy Port profile option, B-22
- HZ: Web Server Proxy User Name profile option, B-22

## I

IBAN (International Bank Account Number), 2-56  
importing

- AutoInvoice, 3-201
- credit memos, 3-210
- Customer Interface import program, 7-98
- Customer Interface Transfer report, 7-110
- customers, 7-97, 7-108
- finance charges, 3-212
- importing freight lines using AutoInvoice, 3-205
- invoices with rules, 3-209
- journal import process, 9-14
- Oracle Exchange Customer Import request set, 7-85
- Oracle Exchange Invoice Import request set, 3-228
- sample customer import, 7-105
- tax lines, 3-206
- transactions, 3-186
- transferring data from feeder system, 3-198

Incomplete Invoices report, 11-77

Indicate Attachments profile option, B-2

installments

- AR: Update Due Date profile option, B-19
- entering invoices with split terms, 3-45
- updating credit memo, 3-87

interactive preview, 4-6

Intercompany Invoice report, 11-77

Intercompany Receipts report, 11-78

interest

- accruing finance charges, 8-41
- calculating finance charges, 8-37
- calculating interest in dunning letters, 2-79
- compounding finance charges, 8-42

interface context, 4-35

interfaces

- AutoLockbox, 6-68
- Customer Interface, 7-97, 7-108
- Customer Interface tables and columns, F-1
- Customer Interface Transfer report, 7-110

- General Ledger Interface, 9-4
- Order Management Receivables interface, 3-192

Invoice Exception report, 11-78

Invoice Print Preview report, 11-79

invoice reports

- Disputed Invoice, 11-70
- Incomplete Invoices, 11-77
- Intercompany Invoice, 11-77
- Invoice Exception, 11-78
- Invoice Print Preview, 11-79
- Invoices Posted to Suspense, 11-80
- Other Applications report, 11-90
- Past Due Invoice, 11-93
- Print Invoice reports, 11-94
- Recurring Invoice report, 3-54
- Transactions Awaiting Consolidation, 11-128

invoices

- accounting entries, 9-30
- adjusting, 3-43
- AutoInvoice, 3-193, 3-201
- consolidated billing, 3-255
- copying, 3-51
- crediting, 3-43, 3-76
- defining AutoInvoice line ordering rules, 2-44
- deleting, 3-69
- entering, 3-2
- entering freight charges, 3-14
- entering invoices with installments, 3-45
- entering invoices with rules, 3-20
- entering tax information, 3-12
- exporting using EDI, 3-186
- finance charges, 3-212
- importing transactions, 3-186
- importing using AutoInvoice, 3-192
- incompleting, 3-44
- invoice print views, G-1
- invoicing and accounting rules, 3-239
- numbering, 2-64
- overview of rules, 3-236
- printing, 3-54, 3-253
- reviewing accounting information, 3-82
- reviewing freight information, 3-84
- tables used, 9-44
- transaction batch sources, 2-165
- Transaction Batch Sources window field reference, 2-170
- transaction types, 2-171
- understanding printed transactions, 3-252
- updating, 3-69
- XML, 3-56

Invoices Posted to Suspense report, 11-80

Invoicing and Accounting Rules window, 2-23

Item Status window, 2-84

Item Tax Rate Exceptions window, 2-161

items

- AR: Item Flexfield Mode profile option, B-17
- defining, 2-85

- defining standard memo lines, 2-125
- defining status, 2-84
- deleting, 2-86
- OM: Commitment Sequencing profile option, B-23
- OM: Item Flexfield profile option, B-23

Items window, 2-85

## **J**

---

- Japanese character sets, 2-181
- Journal Entries report, 11-81
- Journal with GL Details report, 11-84
- journals
  - accounting entries, 9-20
  - creating journal entries, 9-4
  - Journal Entries report, 11-81
  - journal import process, 9-2, 9-14
  - Journal with GL Details, 11-84
  - Receipt Journal, 11-101
  - Transaction Reconciliation report, 11-125
- Journals: Display Inverse Rate profile option, B-23

## **K**

---

- key flexfields
  - See* flexfields
  - defining the territory flexfield, 2-163
  - sales tax location flexfield, 7-80
- key indicators
  - Customers and Transactions Key Indicators report, 11-131
  - Receipts Key Indicators report, 11-106
  - Receivables Key Indicators report, 11-106
  - Transactions Key Indicators report, 11-131

## **L**

---

- Language profile option, B-29
- letters
  - Bills Receivable Reminder Letters, 11-39
  - Customer Open Balance Letter, 11-64
  - defining dunning profiles for customers, 8-25
  - defining dunning sets, 2-76
  - dunning letter format files, 2-74
  - dunning letters, 2-72, 2-75, 8-23
  - Dunning Letters - Preliminary report, 11-73
  - overview of staged dunning, 8-29
  - printing dunning letters, 8-35
  - Sample Dunning Letter Print, 11-118
  - specifying a days past due range, 8-24
- limits
  - customer credit limits, 7-53
  - defining approval limits, 2-29
- lines
  - crediting transaction lines, 3-78
  - defining AutoInvoice line ordering rules, 2-44
  - defining standard memo lines, 2-125

- entering invoice lines, 3-5
- entering tax information, 3-12
- line ordering rules with AutoInvoice, 3-221
- Lines window field reference, 3-10
- Ordering and Grouping Rules Listing, 11-89
- Standard Memo Lines Listing, 11-119
- list of values
  - defining lookups, 2-86
  - QuickPick:AutoReduction profile option, B-30
  - QuickPick:AutoSelect profile option, B-31
- listings
  - Accounting Rules Listing, 11-15
  - Customer Listing Detail and Summary reports, 11-59
  - Customer Relationships Listing, 11-66
  - European Sales Listing, 11-76
  - Ordering and Grouping Rules Listing, 11-89
  - Payment Terms Listing, 11-93
  - Standard Memo Lines Listing, 11-119
  - submitting, 11-4
  - Transaction Batch Sources Listing, 11-123
  - Transaction Types Listing, 11-128
- Lockbox
  - AutoLockbox, 6-68
- Lockbox Transmission Data window, 6-102
- Lockboxes window, 2-95
- lookups
  - address style lookup, 7-77
  - collections lookups, 2-92
  - Credit Management lookups, 2-93
  - customer lookups, 2-88
  - customer profile lookups, 2-89
  - defining, 2-86
  - demand class lookups, 2-94
  - receipt lookups, 2-92
  - reviewing and updating, 2-87
  - transaction lookups, 2-90

## **M**

---

- maintaining
  - countries and territories, 2-164
  - maintaining Lockbox transmission data, 6-102
  - transactions, 3-68
- mapping
  - address styles to database columns, 7-76
- match rules
  - seeded, H-1
- matching
  - Alternate Name Receipt Matches window, 6-90
  - match payment with invoice AutoCash rule, 6-118
  - receipt matching rules used by AutoLockbox, 6-79
  - reconciling receipts, 6-161
  - retention of invalid matching numbers, 6-105
- Maximum Outlay option, 2-59
- Maximum Page Length profile option, B-30

- memos
  - accounting for credit memos, 3-93
  - accounting for debit memos, 9-36
  - batching credit memos, 3-87
  - Credit Transactions window reference, 3-80
  - crediting transactions, 3-76
  - defining standard memo lines, 2-125
  - printing credit memos, 3-253
  - querying credit memos, 3-88
  - tables used for on-account credits, 9-56
- Menu Style profile option, B-30
- menus
  - mapping character mode forms to GUI windows, A-6
  - Menu Style profile option, B-30
  - Receivables navigation paths, A-1
- merchant ID number, 3-172
- merging
  - AR: Customer Merge Commit Size profile option, B-14
  - Customer Merge Execution report, 7-96
  - customers, 7-86
  - Duplicate Customer report, 11-75
  - merging sites for different customers, 7-91
  - merging sites for the same customer, 7-89
  - reviewing merged customers, 7-96
  - submitting customer merge, 7-94
- Message:Prompt for Explanation profile option, B-30
- Message:Shared Application profile option, B-30
- messages
  - defining standard messages, 2-127
  - XML, 3-57
  - XML messages mapping, I-1
- MICR number
  - definition, 6-75
- miscellaneous
  - defining system options, 2-142
  - entering miscellaneous receipts, 6-43
  - miscellaneous receipt tables, 9-64
  - Miscellaneous Receipts Register, 11-85
- Miscellaneous Receipts Register, 11-85
- MO: Operating Unit profile option, B-2
- MO: Top Reporting Level profile option, B-2
- modifying
  - credit memos, 3-92
  - customer profile classes, 7-58
  - transactions, 3-68
- MRC
  - View Currency Details window, 9-29
- multi-currency
  - bank accounts, 2-52
  - defining bank accounts, 2-56
- multiple language support
  - multiple language support (MLS), 2-87
- multiple organizations
  - MO: Operating Unit profile option, B-2
  - MO: Top Reporting Level profile option, B-2

- overview, 2-100
- Multiple Reporting Currencies
  - MRC, 9-29

## N

---

- NACHA
  - electronic payment format, 2-47, 2-53, 2-57
- names
  - AR: Customers - Enter Alternate Fields profile option, B-14
  - Duplicate Customer report, 11-75
- navigation
  - menus, A-1
- netting
  - Supplier Customer Netting report, 11-122
- notes
  - accounting for notes receivable, 6-64
  - activities, 6-59
  - clearing notes receivable, 6-62
  - creating notes receivable, 6-61
  - defining standard messages, 2-127
  - notes receivable report, 6-65
  - overview of notes receivable, 6-58
  - Reversed Notes Receivable report, 6-67
  - reversing notes receivable, 6-63
  - setting up notes receivable, 6-60
  - status, 6-58
- numbers
  - Automatic Customer Numbering system option, 2-139
  - document sequences, 2-64
  - Sequential Numbering profile option, B-31

## O

---

- OIR: Bill Presentment Architecture Enabled
  - profile option, 4-6
- on-account credit memos
  - applying, 3-89
  - creating, 3-89
- on-account credits
  - accounting entries, 9-36
  - tables used, 9-56
- Open Applications Group, 3-56
- open interfaces
  - AutoInvoice, 3-186
  - AutoLockbox, 6-68
  - Customer Interface, 7-97
- Open Items Revaluation report, 11-87
- Oracle
  - using Cash Management to clear receipts, 6-160
- Oracle Application Object Library
  - profile options, B-25
- Oracle Applications Global Accounting Engine
  - setting up, 2-4
- Oracle Applications System Administration
  - setting up, 2-4

- Oracle Approvals Management, 3-114
- Oracle Exchange
  - Oracle Exchange Customer Import request set, 7-85
  - Oracle Exchange Invoice Import request set, 3-228
- Oracle Exchange Database Link profile option, B-20
- Oracle General Ledger
  - drilling down from Receivables, 9-25
  - General Ledger Interface, 9-4
  - Posting Execution report, 9-7
  - profile options, B-23
  - setting up, 2-3
- Oracle Human Resources Management Systems
  - setting up, 2-4
- Oracle Inventory
  - setting up, 2-4
- Oracle iPayment, 3-170
- Oracle iReceivables
  - AR: Bank Directory Source profile option, B-12
  - AR: Bank Directory URL profile option, B-12
  - profile options for BPA, 4-6
  - viewing bills online, 4-30
- Oracle Order Management
  - Customers window field reference, 7-22
  - OM: Commitment Sequencing profile option, B-23
  - OM: Item Flexfield profile option, B-23
  - Order Management Receivables Interface, 3-192
  - profile options, B-23
- Oracle Receivables
  - defining lookups, 2-87
  - profile options, B-2
  - setting up, 2-2
  - setup checklist, 2-5
  - setup steps described, 2-7
- Oracle Trade Management, 6-2, 6-9, 6-13, 6-39
- Oracle Trading Community Architecture
  - profile options, B-21
- Oracle Workflow
  - Account Generator, 2-31
  - Account Generator:Purge Runtime Data profile option, B-25
  - disabling the Replace Balancing Segment process, 2-34
  - item types, 2-35
  - Replace Balancing Segment process, 2-36
- Ordering and Grouping Rules Listing, 11-89
- orders
  - defining order credit limits, 7-53
  - importing information from Order Management, 3-192
- Organization window, 2-98
- organizations
  - defining, 2-98
  - defining the ORG\_TYPE Lookup, 2-87

- multiple organization support, 2-100
- Other Applications report, 11-90
- Other Receipt Applications report, 11-91

## P

---

- pages
  - Document Transfer page, 3-56
  - Document Transfer Summary page, 3-56
- parameters
  - Archive and Purge, 10-44
  - common report parameters, 11-4
  - fixed value, 4-13
  - for reconciliation reports, 11-7
  - selecting for a view, 4-13
  - transaction attribute, 4-13
- parties
  - defining party paying relationships, 7-48
  - defining relationships, 7-47
  - HZ: Change Party Name profile option, B-21
  - searching for with Find/Enter Customers window, 7-8
  - searching for with Search Criteria window, 7-7
  - seeded match rules for search, H-1
- party relationships
  - defining, 7-47
- Past Due Invoice report, 11-93
- payment schedules
  - AR: Update Due Date profile option, B-19
- payment terms
  - Payment Terms Listing, 11-93
  - prepayment payment terms, 2-110
  - split payment terms, 3-171
- Payment Terms Listing, 11-93
- Payment Terms window, 2-110, 2-112
- payments
  - Applied Receipts Register, 11-24
  - applying, 6-8
  - assigning payment methods to customers, 7-26
  - assigning remittance banks, 2-104
  - automatic receipt programs, 2-45
  - defining payment terms, 2-109
  - distribution sets, 2-64
  - electronic, 6-129
  - entering receipts, 6-2
  - notes receivable, 6-58
  - payment methods, 2-100
  - Payment Terms window field reference, 2-112
  - prepayments, 6-17
  - Receipt Register, 11-103
- periods
  - defining calendar periods, 2-7
  - defining eligibility periods, 7-28
  - opening and closing accounting periods, 9-8
  - status, 9-9
- Post QuickCash
  - applying receipts, 6-111

- AR: Debug Level for Lockbox/PostBatch profile option, B-15
- AutoCash rules, 6-115
- defining AutoCash rule sets, 2-40
- discounts, 6-129
- Post QuickCash Execution report, 6-114
- Require Billing Location for Receipts system option, 2-143
- running, 6-113
- postal codes
  - defining a default postal code range, 2-132
  - entering customer addresses, 7-12, 7-29
- posting
  - AR: Debug Level for Lockbox/PostBatch profile option, B-15
  - Correct Invalid GL Accounts window, 9-6
  - General Ledger Interface, 9-4
  - Journal Entries report, 11-81
  - overview, 9-1
  - Posting Execution report, 9-7
  - profile option, 9-1
  - reports, 9-2
  - Unposted Items report, 11-135
- Potential Reconciling Items report, 11-97
- prepayments
  - overview, 6-17
  - payment terms, 2-110
- primary page design
  - creating custom content items, 4-20
  - display sequence numbers, 4-19
  - displaying grouped transaction lines, 4-20
  - displaying itemized tax by line, 4-19
  - selecting content and layout, 4-19
  - summarizing tax, 4-20
  - updating properties, 4-21
- Print Accounting Reports window, 11-8
- Print Collection Reports window, 11-11
- Print Invoice reports, 11-94
- Print Invoices window, 11-94
- Print Listing Reports window, 11-13
- Print Other Reports window, 11-13
- Printer profile option, B-30
- printing
  - collection reports, 8-23
  - common report headings, 11-8
  - common report parameters, 11-4
  - consolidated billing invoices, 3-262
  - credit memos, 3-253
  - deposits, 3-253
  - Dunning Letter Generate program, 11-72
  - dunning letters, 8-35, 8-45
  - guarantees, 3-254
  - Invoice Print Preview report, 11-79
  - invoice print reports, 11-12
  - invoice print views, G-1
  - invoice printing system option, 2-133
  - invoices, 3-54, 3-253
  - Maximum Page Length profile option, B-30
  - overview of printing transactions, 3-252
  - Print Home Country system option, 2-144
  - Print Invoice reports, 11-94
  - Print Remit-To Address system option, 2-144
  - Printer profile option, B-30
  - reports and listings, 11-4
  - specifying print lead days, 2-111
  - statements, 8-45, 8-45, 8-49
  - tax printing formats, 3-254, 11-95
  - transactions, 3-54
- profile options
  - Account Generator:Purge Runtime Data, 2-37, B-25
  - AR: Allow Default Transaction Balance for Applications, B-11
  - AR: Allow Overapplication in Lockbox, B-10
  - AR: Allow summary table refresh, B-10
  - AR: Allow Update of Existing Sales Credits, B-11
  - AR: Application GL Date Default, B-11
  - AR: AutoInvoice Gather Statistics, 3-198, B-11
  - AR: Bank Directory Source, B-12
  - AR: Bank Directory URL, B-12
  - AR: Bills Receivable Batch Source, B-12
  - AR: BPA Attachment Update enabled, 4-7
  - AR: BPA Detail Access Enabled, 4-6
  - AR: Cash - Allow Actions, B-12
  - AR: Change Customer on Transaction, B-13
  - AR: Commit Between Validations in Lockbox, B-13
  - AR: Create Bank Charges, B-13
  - AR: Credit Hierarchy Type, B-13
  - AR: Customer Merge Commit Size, B-14
  - AR: Customer Text Last Successful Run, B-14
  - AR: Customers - Enter Alternate Fields, B-14
  - AR: Debug Level for Lockbox/PostBatch, B-15
  - AR: Default Exchange Rate Type, B-15
  - AR: Default Open Receipts for Application, B-15
  - AR: Deposit Offset Account Source, 3-47, B-15
  - AR: Disable Receivable Activity Balancing Segment Substitution, 2-8, 2-34, B-16
  - AR: Enable Debug Message Output, B-16
  - AR: Enable SQL Trace, B-16
  - AR: Factor/Endorse Bills Receivable without Recourse, B-17
  - AR: GL Transfer Balance Test, B-17
  - AR: Include Receipts at Risk in Customer Balance, B-17
  - AR: Invoices with Unconfirmed Receipts, B-17
  - AR: Item Flexfield Mode, B-17
  - AR: Mask Bank Account Numbers, B-18
  - AR: Maximum Lines per AutoInvoice Worker, B-18
  - AR: Override Adjustment Activity Account Option, B-18
  - AR: Receipt Batch Source, B-18
  - AR: Require Adjustment Reason, B-19

AR: Require Payment Method on Remittance Batch, B-19  
 AR: Sort Customer Reports by Alternate Fields, B-19  
 AR: Transaction Batch Source, B-19  
 AR: Update Due Date, B-19  
 AR: Use Invoice Accounting for Credit Memos, B-20  
 AR: Use Oracle Approvals Management in CMWF, 3-114  
 AR: Use Oracle Approvals Management in Credit Memo Workflow, B-20  
 AR: Use Statement Site & Dunning Site Profiles, 7-36, B-20  
 Bill Presentment Architecture, 4-6  
 bills receivable, 1-14  
 Concurrent:Hold Requests, B-25  
 Concurrent:Report Access Level, B-25  
 Concurrent:Report Copies, B-26  
 Concurrent:Request Priority, B-26  
 Concurrent:Request Start Time, B-26  
 Concurrent:Save Output, B-27  
 Concurrent:Sequential Requests, B-27  
 Currency: Allow Direct EMU/Non-EMU User Rates, B-24  
 Currency:Mixed Currency Precision, B-27  
 Currency:Negative Format, B-28  
 Currency:Positive Format, B-28  
 Currency:Thousands Separator, B-28  
 Default Country, B-28  
 DQM Match Rule for Search, 4-6  
 Enable Transaction Code, B-24  
 Flexfields:AutoSkip, B-29  
 Flexfields:Shorthand Entry, B-29  
 Flexfields:Show Full Value, B-29  
 HZ: Gather Table Stats, B-21  
 HZ: Audit Customer Account Merge, B-21  
 HZ: Bypass Find/Enter Window, B-21  
 HZ: Change Party Name, B-21  
 HZ: D&B Password, B-22  
 HZ: D&B URL, B-22  
 HZ: D&B User Name, B-22  
 HZ: Display Accounts for All Operating Units, B-21  
 HZ: Display D&B button in Customer form, B-21  
 HZ: Internal Party, B-21  
 HZ: Location Updatable, B-22  
 HZ: Log Customer Merge, B-22  
 HZ: Name/Address Backwards Compatibility, B-22  
 HZ: Number of Workers Used by Customer Interface, B-22  
 HZ: Show Only Active Addresses, B-22  
 HZ: Web Server Proxy Host Name, B-22  
 HZ: Web Server Proxy Password, B-22  
 HZ: Web Server Proxy Port, B-22  
 HZ: Web Server Proxy User Name, B-22  
 in Oracle Application Object Library (AOL), B-25  
 in Oracle General Ledger, B-23  
 in Oracle Order Management, B-23  
 in Oracle Receivables, B-2  
 in Oracle Trading Community Architecture, B-21  
 Indicate Attachments, B-2  
 Journals: Display Inverse Rate, B-23  
 Language, B-29  
 Maximum Page Length, B-30  
 Menu Style, B-30  
 Message:Prompt for Explanation, B-30  
 Message:Shared Application, B-30  
 MO: Operating Unit, B-2  
 MO: Top Reporting Level, B-2  
 OIR: Bill Presentment Architecture Enabled, 4-6  
 OM: Commitment Sequencing, B-23  
 OM: Item Flexfield, B-23  
 Oracle Exchange Database Link, B-20  
 overview, B-1  
 Printer, B-30  
 QuickPick:AutoReduction, B-30  
 QuickPick:AutoSelect, B-31  
 Sequential Numbering, B-31  
 settings, B-2  
 Sign-On:Notification, B-32  
 Tax Taxware: Service Indicator, B-9  
 Tax Taxware: Tax Selection, B-9  
 Tax Taxware: Tax Type, B-9  
 Tax Taxware: Use Nexpro, B-9  
 Tax Vertex: Case Sensitive, B-10  
 Tax Vertex: Secondary Taxes, B-10  
 Tax: Allow Ad Hoc Tax Changes, B-7  
 Tax: Allow Manual Tax Lines, B-8  
 Tax: Allow Override of Customer Exemptions, B-8  
 Tax: Allow Override of Tax Code, B-8  
 Tax: Inventory Item for Freight, B-8  
 Tax: Invoice Freight as Revenue, B-8  
 Tax: Use Tax PL/SQL Vendor, B-9  
 Tax: Use Tax Vendor, B-10  
 profiles  
   assigning a profile class to a customer, 7-57  
   Customer Profiles report, 11-65  
   defining customer profile classes, 7-53  
   defining dunning profiles, 8-25  
   defining statement cycles, 2-128  
   Profile Classes field reference, 7-59  
   Update Customer Profiles report, 11-136  
   updating profile classes, 7-58  
 programs  
   AutoInvoice, 3-186  
   AutoInvoice purge, 3-201  
   AutoLockbox, 6-94  
   automatic receipt programs, 2-45  
   Automatic Receipt Write-off program, 6-165

- Automatic Receipts Creation program, 6-139
- Automatic Receipts program, 6-138
- Automatic Remittances Creation program, 6-155
- Bills Receivable Batch Creation, 5-9, 5-12, 5-13
- Bills Receivable Format Report program, 11-38
- Bills Receivable Maturity and Risk, 5-49
- Copy Invoices program, 3-51
- Customer Interface, 7-108
- Customer Merge, 7-94
- Dunning Letter Generate, 11-72
- Post QuickCash, 6-113
- Revenue Recognition program, 3-25
  - submitting, 11-4
- Projected Gains and Losses report, 11-98
- proxima payment terms, 2-110
- Publish Transactions Check report, 11-130
- purchase cards, 6-130
- purging
  - Archive and Purge cycle, 10-5
  - Archive and Purge parameters, 10-44
  - archive levels, 10-12
  - AutoInvoice purge program, 3-201
  - data not archived, 10-16
  - monitoring Archive and Purge, 10-17
  - overview of Archive and Purge, 10-1
  - preparing to run Archive and Purge, 10-2
  - running Archive and Purge, 10-43
  - selection criteria, 10-9
  - status and error messages, 10-18
  - tables purged during Archive and Purge, 10-11

## Q

- QuickCash
  - applying receipts, 6-108
  - AR: Debug Level for Lockbox/PostBatch profile option, B-15
  - overview, 6-105
  - Post QuickCash Execution report, 6-114
  - running Post QuickCash, 6-113
  - tables, F-92
- QuickPick:AutoReduction profile option, B-30
- QuickPick:AutoSelect profile option, B-31

## R

- rates
  - adjusting an exchange rate, 3-24
  - AR: Default Exchange Rate Type profile option, B-15
  - currencies without rates, 8-40
  - Currency: Allow Direct EMU/Non-EMU User Rates profile option, B-24
  - defining daily rates, 2-7
  - defining tax rate exceptions, 2-161
  - Journals: Display Inverse Rate profile option, B-23

- reviewing sales tax rates, 2-152
- tax codes and rates, 2-147
- writing off foreign currency receipts, 6-165
- Receipt Analysis - Days Late report, 11-99
- Receipt Classes window, 2-101, 2-104, 2-106, 2-107, 2-113
- Receipt Forecast report, 11-100
- Receipt Journal, 11-101
- Receipt Promises report, 11-102
- Receipt Register, 11-103
- receipt reports
  - Actual Receipt, 11-16
  - Applied Receipts Register, 11-24
  - Automatic Clearing for Receipts Execution, 6-159
  - Automatic Receipts and Remittances Execution, 6-141
  - Billing and Receipt History, 11-34
  - Format Automatic Receipts, 6-143
  - Intercompany Receipts, 11-78
  - Receipt Analysis - Days Late, 11-99
  - Receipt Forecast, 11-100
  - Receipt Journal, 11-101
  - Receipt Promises, 11-102
  - Receipt Register, 11-103
  - Receipts Awaiting Bank Clearance, 11-104
  - Receipts Awaiting Remittance, 11-105
  - Receipts Without Sites, 11-106
  - Reversed Receipts, 11-112
  - Unapplied and Unresolved Receipts Register, 11-133
- Receipt Sources window, 2-115
- receipts
  - accounting entries, 9-33
  - accounting for automatic receipts, 6-147
  - adjusting an exchange rate, 3-24
  - Allow Payment of Unrelated Invoices system option, 2-138
  - and event-based revenue management, 3-36
  - application rule sets, 2-28, 6-34
  - Applications window, 6-8
  - applied receipt tables, 9-59
  - applying, 6-8, 6-10
  - applying manually, 6-12
  - approving automatic receipts, 6-141
  - approving remittance batches, 6-156
  - AR: Default Open Receipts for Application profile option, B-15
  - AR: Receipt Batch Source profile option, B-18
  - AutoCash rules, 6-115
  - AutoLockbox
    - applying receipts, 6-78
    - AutoAssociate, 6-76
    - identifying customers for receipts, 6-75
    - running, 6-94
    - validation, 6-72
  - automated handling, 6-161
  - automatic receipt programs, 2-45



- automatic receipts, 6-131
- automatic receipts troubleshooting, 6-133
- batching, 6-52
- clearing receipts, 6-158
- confirming automatic receipts, 6-144
- creating automatic receipt write-offs, 6-165
- creating automatic receipts, 6-136
- creating manual receipt write-offs, 6-165
- credit cards, 3-168
- cross currency receipts, 6-20, 6-29
- cross site and cross customer receipts, 8-51
- defining AutoLockbox, 2-95
- defining receipt classes, 2-113
- defining receipt sources, 2-115
- deleting automatic receipts, 6-139
- entering, 6-2
- entering miscellaneous receipts, 6-43
- factoring remittances, 6-151
- formatting automatic receipts, 6-143
- manually entering automatic receipts, 6-140
- miscellaneous receipt tables, 9-64
- miscellaneous receipts, 6-43
- Miscellaneous Receipts Register, 11-85
- negative miscellaneous receipts, 3-180
- Other Receipt Applications report, 11-91
- payment methods, 2-100
- prepayment receipts, 6-17
- QuickCash
  - applying receipts, 6-111
  - overview, 6-105
  - overview of Post QuickCash, 6-110
  - quick receipts, 6-106
  - running Post QuickCash, 6-113
  - tables, F-92
- reapplying, 6-49
- receipt lookups, 2-92
- Receipts Key Indicators report, 11-106
- receipts workbench, 1-3
- Receivables Key Indicators report, 11-106
- reconciling, 9-12
- reconciling receipts, 6-161
- remittance batches
  - creating automatically, 6-151
  - creating manually, 6-154
- remittances overview, 6-148
- reporting on automatic receipts, 6-146
- Require Billing Location for Receipts system option, 2-143
- reversed receipt tables, 9-62
- reversing, 3-44, 6-46
- reviewing receipt applications, 6-50
- setting up cross currency receipts, 6-22
- status, 6-3
- unapplied, 6-164
- unapplied receipt tables, 9-57
- unapplying, 6-49
- using Cash Management to clear receipts, 6-160
- View Receipt Accounting window, 9-22
- viewing exchange rate information, 3-24
- window field reference, 6-5
- write-off process, 6-167
- writing off receipts, 6-164
- Receipts Awaiting Bank Clearance report, 11-104
- Receipts Awaiting Remittance report, 11-105
- Receipts Key Indicators report, 11-106
- Receipts window, 6-3
- Receipts Without Sites report, 11-106
- Receivables
  - defining receivables activities, 2-116
  - navigation paths, A-1
  - reconciling, 9-9
  - restricting access using function security, C-2
  - tables and columns, 9-38
- Receivables Activities window, 2-118
- Receivables Key Indicators report, 11-106
- reconciling
  - account balances, 9-13
  - AR Reconciliation report, 11-26
  - AR to GL Reconciliation report, 11-27
  - common report parameters, 11-7
  - Cumulative Activity Balance report, 11-53
  - Journal Entries report, 11-81
  - journal import process, 9-14
  - Potential Reconciling Items report, 11-97
  - receipts, 6-161, 9-12
  - receivables, 9-9
  - reports, 11-10
  - Sales Register, 11-115
  - subledger details, 9-10
  - Transaction Reconciliation report, 11-125
  - using the Deposited Cash reports, 11-67
- recording
  - Collections Receipt Forecast report, 11-48
  - Collector Call History report, 11-48
  - Collector's Follow Up report, 11-49
  - customer calls, 8-13
  - Receipt Promises report, 11-102
- recurring
  - copying, 3-51
- refunds
  - credit card refunds, 3-179
- Related Banks window, 2-48
- relationships
  - Allow Payment of Unrelated Transactions system option, 2-138
  - creating customer relationships, 7-51
  - Customer Relationships Listing, 11-66
  - Customer Relationships parameter in OM, 7-52
  - defining party paying relationships, 7-48
  - defining party relationships, 7-47
  - relationship groups, 7-51
  - relationship types, 7-51
- Remit-To Addresses window, 2-121
- Remittance Batch Management report, 11-110
- remittances
  - accounting entries, 9-35

- accounting for remittances, 6-147
- approving a batch, 6-156
- assigning remittance banks, 2-104
- Automatic Receipts and Remittances Execution report, 6-141
- creating manually, 6-154
- creating remittance batches, 6-151
- defining remit-to addresses, 2-121
- factoring remittances, 6-151
- Format Automatic Remittances report, 6-158
- formatting batches, 6-157
- formatting layouts, 6-149
- overview, 6-148
- Receipts Awaiting Bank Clearance report, 11-104
- Receipts Awaiting Remittance report, 11-105
- Remittance Batch Management report, 11-110
- reporting on automatic remittances, 6-146
- scheduling, 6-155
- reports
  - Account Status, 11-14
  - accounting reports, 11-8
  - Accounting Rules Listing, 11-15
  - Actual Receipt, 11-16
  - Adjustment Approval, 11-17
  - Adjustment Register, 11-18
  - Aging - 4 and 7 Bucket reports, 11-20
  - aging reports, 11-20
  - Alternate Customer Name Receipt Matching, 11-24
  - Applied Receipts Register, 11-24
  - AR Reconciliation, 11-26
  - AR to GL Reconciliation, 11-27
  - AR: Sort Customer Reports by Alternate Fields profile option, B-19
  - Archive Summary and Detail, 10-46
  - Audit Report by Document Number, 11-28
  - AutoAdjustment reports, 3-233
  - AutoCash Rules, 11-29
  - AutoInvoice reports, 3-188
  - Automatic Clearing for Receipts Execution, 6-159
  - Automatic Receipt Batch Management, 11-29
  - Automatic Receipts and Remittances Execution, 6-141
  - Automatic Receipts Awaiting Confirmation, 11-30
  - Automatic Transactions Batch, 11-31
  - Bad Debt Provision, 11-32
  - Bank Risk, 11-33
  - Billing and Receipt History, 11-34
  - Billing History, 11-35
  - Bills Receivable By Status, 11-36
  - Bills Receivable Maturity and Risk, 5-49
  - Bills Receivable Reminder Letters, 11-39
  - Bills Receivable Remittance Batch Management, 11-40
  - Bills Receivable Summary, 11-42
  - Call Actions, 11-43
  - COGS and Revenue Matching, 11-44
  - Collection Effectiveness Indicators, 11-45
  - Collection Key Indicators, 11-46
  - collection reports, 11-11
  - Collections by Collector, 11-47
  - Collections Receipt Forecast report, 11-48
  - Collector Call History, 11-48
  - Collector's Follow Up, 11-49
  - Commitment Balance, 11-49
  - common report headings, 11-8
  - common report parameters, 11-4
  - Concurrent:Report Copies profile option, B-26
  - consolidated billing invoice reports, 3-262
  - Credit Hold, 11-51
  - Cross Currency Exchange Gain/Loss, 6-31
  - Cumulative Activity Balance, 11-53
  - Customer Balance Revaluation, 11-54
  - Customer Credit Snapshot, 11-55
  - Customer Follow Up History, 11-58
  - Customer Interface Transfer, 7-110
  - Customer Listing Detail and Summary reports, 11-59
  - Customer Merge Execution report, 7-96
  - Customer Open Balance Letter, 11-64
  - Customer Profiles, 11-65
  - Customers and Transactions Key Indicators, 11-131
  - Deferred Revenue Audit Trail report, 11-50
  - Deposited Cash reports, 11-67
  - Discount Projection, 11-68
  - Disputed Invoice, 11-70
  - Dunning History, 11-70
  - Dunning Letters - Preliminary, 11-73
  - Duplicate Customer, 11-75
  - execution reports, 11-12
  - for bills receivable, 5-35
  - Format Automatic Receipts , 6-143
  - Format Automatic Remittances, 6-158
  - Function Security Functions, C-2
  - Incomplete Invoices, 11-77
  - Intercompany Invoice, 11-77
  - Intercompany Receipts, 11-78
  - Invoice Exception, 11-78
  - Invoice Print Preview, 11-79
  - invoice print reports, 11-12
  - Invoices Posted to Suspense, 11-80
  - Journal Entries, 11-81
  - Journal with GL Details, 11-84
  - listings, 11-13
  - Lockbox Execution report, 6-100
  - Miscellaneous Receipts Register, 11-85
  - notes receivable report, 6-65
  - Open Items Revaluation, 11-87
  - Other Applications, 11-90
  - Other Receipt Applications, 11-91
  - Past Due Invoice, 11-93
  - Post QuickCash Execution, 6-114

- Posting Execution, 9-7
- Potential Reconciling Items, 11-97
- Print Invoice reports, 11-94
- printing collection reports, 8-23
- Projected Gains and Losses, 11-98
- Publish Transactions Check, 11-130
- Receipt Analysis - Days Late, 11-99
- Receipt Forecast, 11-100
- Receipt Journal, 11-101
- Receipt Promises, 11-102
- Receipt Register, 11-103
- Receipts Awaiting Bank Clearance, 11-104
- Receipts Awaiting Remittance, 11-105
- Receipts Key Indicators, 11-106
- Receipts Without Sites, 11-106
- Receivables Key Indicators, 11-106
- reconciliation report parameters, 11-7
- reconciliation reports, 11-10
- Recurring Invoice Program, 3-54
- Remittance Batch Management, 11-110
- Revenue Exceptions, 11-111
- Revenue Recognition Execution report, 3-27
- Reversed Notes Receivable report, 6-67
- Reversed Receipts, 11-112
- Sales Journal by Customer, 11-113
- Sales Journal by GL Account, 11-114
- Sales Register, 11-115
- Sample Dunning Letter Print, 11-118
- Setup Details, 11-118
- Stamp Values report, 5-18
- submitting, 11-4
- Supplier Customer Netting report, 11-122
- tax reports, 11-14
- Transaction Detail, 11-123
- Transaction Reconciliation, 11-125
- Transaction Register, 11-127
- Transactions Awaiting Consolidation, 11-128
- Transactions Check, 11-130
- Transactions Key Indicators, 11-131
- Unapplied and Unresolved Receipts Register, 11-133
- Unposted Items report, 11-135
- Update Customer Profiles, 11-136
- request sets
  - defining, A-5
  - Document Transfer request set, 3-56
  - Oracle Exchange Customer Import request set, 7-85
  - Oracle Exchange Invoice Import request set, 3-228
  - submitting, 11-4
- Resource window, 2-122
- revaluating
  - Open Items Revaluation report, 11-87
- revenue
  - adjusting, 3-30, 3-43
  - COGS and Revenue Matching reports, 11-44
  - deferred accounting rules, 2-24
  - Deferred Revenue Audit Trail report, 11-50
  - defining accounting rules, 2-22
  - defining system options, 2-139
  - entering invoices with rules, 3-20
  - event-based revenue management, 3-32
  - Revenue Accounting, 3-28
  - Revenue Adjustment API, 3-28
  - Revenue Exceptions report, 11-111
  - Revenue Recognition Execution report, 3-27
  - Revenue Recognition program, 3-25
  - reviewing accounting information, 3-16
  - sales credits, 3-17
  - using the Actions wizard, 3-28
- Revenue Accounting, 3-28
- Revenue Accounting and Sales Credits window, 3-28
- Revenue Adjustment API, 3-28
- Revenue Exceptions report, 11-111
- Reversed Receipts report, 11-112
- reversing
  - credit card refunds, 3-184
  - debit memo reversals, 6-46
  - notes receivable, 6-63
  - receipt write-offs, 6-165
  - receipts, 6-46
  - receipts with credit card refunds, 3-184
  - Reversed Notes Receivable report, 6-67
  - Reversed Receipts report, 11-112
  - tables used for reversed receipts, 9-62
- Review Sales Tax Rates window, 2-154
- rounding
  - defining tax rounding system options, 2-136
  - header and line level rounding, 2-83
- rules
  - accounting rule start dates, 3-241
  - Accounting Rules Listing, 11-15
  - application rule sets, 6-34
  - AutoCash Rules report, 11-29
  - defining accounting rules, 2-22
  - defining application rule sets, 2-28
  - defining AutoCash rule sets, 2-40
  - determining invoice and general ledger dates using AutoInvoice, 3-241
  - entering invoices with rules, 3-20
  - grouping rules, 2-80
  - importing invoices with rules, 3-209
  - invoicing and accounting rules, 3-236, 3-239
  - Ordering and Grouping Rules Listing, 11-89
  - overview of AutoCash, 6-115
  - overview of AutoCash rules, 6-118
- running
  - AutoInvoice, 3-186
  - AutoLockbox, 6-94
  - automatic clearing program, 6-158
  - Automatic Receipts program, 6-136
  - consolidated billing program, 3-262
  - Post QuickCash, 6-113
  - Revenue Recognition program, 3-25

## S

- sales credit
  - adjusting, 3-28, 3-29
  - entering, 3-17
  - modifying, 3-43
  - reviewing sales credits for credit memos, 3-83
- sales groups, 2-124
- Sales Journal by Customer, 11-113
- Sales Journal by GL Account, 11-114
- Sales Register, 11-115
- sales tax
  - sales tax location flexfield structure, 2-132, 7-80
- salespersons
  - defining, 2-122
  - Require Salesperson system option, 2-144
- Sample Dunning Letter Print, 11-118
- scheduler
  - reviewing collector actions, 8-21
- seeded match rules, H-1
- sequencing
  - overview of document sequencing, 2-66
  - Sequential Numbering profile option, B-31
- set of books
  - specifying a set of books, 2-130
- sets
  - AutoCash rule sets, 2-40
  - distribution sets, 2-64
  - dunning letter sets, 2-76
- setting up
  - Account Generator, 2-31
  - accounting rules, 2-22
  - accounting system options, 2-129
  - address validation, 7-79
  - aging buckets, 2-26
  - application rule sets, 2-28
  - approval limits, 2-29
  - AutoAccounting, 2-38
  - AutoCash rule sets, 2-40
  - AutoInvoice line ordering rules, 2-44
  - automatic receipt programs, 2-45
  - bank charges, 2-61
  - banks, 2-47
  - cash basis accounting, 9-20
  - checklist, 2-5
  - claims system options, 2-141
  - collectors, 2-62
  - consolidated billing, 3-257
  - credit cards, 3-172
  - Credit Memo Request Workflow, 3-116
  - cross currency receipts, 6-22
  - customer addresses, 7-12, 7-29
  - customer contact roles, 7-44
  - customer contacts, 7-42
  - customer discount information, 2-112
  - customer phone numbers, 7-45
  - customer profile classes, 7-53
  - customer relationships, 7-51
  - customer statement site, 8-48
  - customers, 7-16
  - discounts, 6-125
  - distribution sets, 2-64
  - document sequences, 2-64
  - dunning letter format files, 2-74
  - dunning letter sets, 2-76
  - dunning letters, 2-72
  - flexible addresses, 7-73
  - freight carriers, 2-79
  - grouping rules, 2-80
  - items, 2-85
  - lockbox transmission formats, 2-178
  - lockboxes, 2-95
  - lookups, 2-86
  - miscellaneous system options, 2-142
  - multiple organizations, B-2
  - notes receivable, 6-60
  - organizations, 2-98
  - payment methods, 2-100
  - payment terms, 2-109
  - profile classes, 7-53
  - profile options, B-1
  - receipt classes, 2-113
  - receipt sources, 2-115
  - Receivables, 2-2
  - receivables activities, 2-116
  - remit-to addresses, 2-121
  - revenue policy system options, 2-139
  - salespersons, 2-122
  - Setup Details report, 11-118
  - setup steps described, 2-7
  - standard memo lines, 2-125
  - standard messages, 2-127
  - statement cycles, 2-128
  - statement sites, 8-48
  - system options, 2-129
  - tax accounting, 2-151
  - tax authorities, 2-154
  - tax codes and rates, 2-147
  - tax exemptions, 2-155
  - tax groups, 2-157
  - tax locations and rates, 2-149
  - tax rate exceptions, 2-161
  - tax rounding system options, 2-136
  - tax system options, 2-132
  - territories, 2-162
  - territory flexfield, 2-163
  - transaction batch sources, 2-165
  - transaction codes, 2-61
  - transaction types, 2-171
  - transactions and customers system options, 2-137
  - unit of measure classes, 2-183
  - units of measure, 2-183
- Setup Details report, 11-118
- Setup Details window, 11-118
- Sign-On:Notification profile option, B-32

## sites

- AR: Use Statement Site & Dunning Site Profiles profile option, B-20
- assigning a business purpose to a site, 7-35
- Automatic Site Numbering system option, 2-139
- cross site and cross customer receipts, 8-51
- defining statement sites, 8-48
- Receipts Without Sites report, 11-106

## sorting

- AR: Sort Customer Reports by Alternate Fields profile option, B-19

## sources

- AR: Receipt Batch Source profile option, B-18
- AR: Transaction Batch Source profile option, B-19
- defining receipt sources, 2-115
- transaction batch sources, 2-165

## split

- entering invoices with installments, 3-45

## staged dunning

- overview, 8-29

## Stamp Values report, 5-18

## standard memo lines

- Standard Memo Lines Listing, 11-119

## Standard Memo Lines Listing, 11-119

## Standard Memo Lines window, 2-126

## Standard Messages window, 2-127

## Statement Cycles window, 2-128

## statements

- AR: Use Statement Site & Dunning Site Profiles profile option, B-20
- assigning statements to a customer site, 7-35
- calculating finance charges, 8-45
- cross site receipts, 8-51
- defining standard messages, 2-127
- defining statement cycles, 2-128
- defining statement sites, 8-48
- overview, 8-45
- Print Remit-To Address system option, 2-144
- printing, 8-49
- reconciling receipts, 6-161
- sample statement, 8-52, 11-119

## status

- accounting periods, 9-9
- defining item status, 2-84
- valid adjustment statuses, 3-229
- valid receipt statuses, 6-3

## Submit Lockbox Processing window, 6-94

## Supplier Customer Netting report, 11-122

## SWIFT code

- BIC code, 2-54

## system options

- accounting system options, 2-129
- claims system options, 2-141
- defining, 2-129
- miscellaneous system options, 2-142
- revenue policy system options, 2-139

## tax rounding system options, 2-136

## tax system options, 2-132

## transactions and customers system options, 2-137

# T

## tables

- adjustments, 9-67
- applied receipts, 9-59
- AR\_ARCHIVE\_CONTROL, 10-24
- AR\_ARCHIVE\_CONTROL\_DETAIL, 10-25
- AR\_ARCHIVE\_DETAIL, 10-35
- AR\_ARCHIVE\_HEADER, 10-26
- AR\_ARCHIVE\_PURGE\_INTERIM, 10-24
- AR\_ARCHIVE\_PURGE\_LOG, 10-23
- AR\_INTERFACE\_CONTS\_ALL, F-90
- AR\_PURGE\_OE\_EXCEPTIONS, 10-24
- AR\_PURGE\_REC\_AUX, 10-23
- AR\_PURGE\_TRX\_AUX, 10-23
- archive tables, 10-23
- AutoInvoice tables, 3-228
- AutoInvoice tables and column descriptions, F-39
- AutoLockbox tables and columns, F-92
- chargebacks, 9-65
- commitments, 9-47
- credit memos, 9-53
- Customer Interface, F-1
- deleting records from the Alternate Names table, 6-90
- invoices, 9-44
- Lockbox interface table and columns, F-93
- miscellaneous receipts, 9-64
- on-account credits, 9-56
- RA\_CONTACT\_PHONES\_INTERFACE, F-25
- RA\_CUST\_PAY\_METHOD\_INTERFACE, F-36
- RA\_CUSTOMER\_BANKS\_INTERFACE, F-30
- RA\_CUSTOMER\_PROFILES\_INTERFACE, F-13
- RA\_CUSTOMERS\_INTERFACE, F-1
- RA\_INTERFACE\_DISTRIBUTIONS\_ALL, F-85
- RA\_INTERFACE\_ERRORS\_ALL, F-91
- RA\_INTERFACE\_LINES\_ALL, F-40
- RA\_INTERFACE\_SALESCREDITS\_ALL, F-81
- receipt and QuickCash tables, F-92
- reversed receipts, 9-62
- tables affected by Archive and Purge, 10-11
- transaction tables and columns, 9-38
- unapplied receipts, 9-57
- updated by Customer Interface, 7-104

## tax

- 1099 eligibility, 7-28
- compound tax, 2-157
- compounding tax system option, 2-133
- condition sets, 2-158
- default tax account, 2-130
- default tax hierarchy, 2-135

- default VAT tax code, 2-135
- defining system options, 2-132
- defining tax exemptions, 2-155
- defining tax locations and rates, 2-149
- entering for transactions, 3-12
- exception sets, 2-159
- group constraints, 2-159
- importing tax lines, 3-206
- inclusive tax, 2-158
- invoice printing system option, 2-133
- printing formats, 3-254
  - in BPA, 4-34
- registration number, 2-134
- reports, 11-14
- reviewing sales tax rates, 2-152
- reviewing transaction information, 3-85
- sales tax location flexfield structure, 7-80
- tax rounding system options, 2-136
- Tax window field reference, 3-14
- validation of tax registration number, 7-21
- validation of taxpayer ID, 7-18
- tax accounting
  - setting up tax accounting for tax codes and rates, 2-151
- Tax Authorities window, 2-154
- Tax Codes and Rates window, 2-147, 2-152
- Tax Exemptions window, 2-155
- tax groups
  - compound tax, 2-157
  - condition sets, 2-158
  - defining, 2-157
  - exception sets, 2-159
  - group constraints, 2-159
  - inclusive tax, 2-158
- Tax Groups window, 2-160
- Tax Locations and Rates window, 2-150
- Tax Taxware: Service Indicator profile option, B-9
- Tax Taxware: Tax Selection profile option, B-9
- Tax Taxware: Tax Type profile option, B-9
- Tax Taxware: Use Nexpro profile option, B-9
- Tax Vertex: Case Sensitive profile option, B-10
- Tax Vertex: Secondary Taxes profile option, B-10
- Tax: Allow Ad Hoc Tax Changes profile option, B-7
- Tax: Allow Manual Tax Lines profile option, B-8
- Tax: Allow Override of Customer Exemptions profile option, B-8
- Tax: Allow Override of Tax Code profile option, B-8
- Tax: Inventory Item for Freight profile option, B-8
- Tax: Invoice Freight as Revenue profile option, B-8
- Tax: Use Tax PL/SQL Vendor profile option, B-9
- Tax: Use Tax Vendor profile option, B-10
- telephones
  - entering customer phone numbers, 7-45
- templates
  - attachments, 4-30
  - uploading external, 4-23
- terms
  - defining payment terms, 2-109
  - Payment Terms Listing, 11-93
  - Payment Terms window field reference, 2-112
- territories
  - defining, 2-162
  - defining the territory flexfield, 2-163
  - maintaining, 2-164
- Territories window, 2-163
- Tools menu, 1-2
- Trade Accounting
  - enabling, 2-144
- Transaction Batch Sources Listing, 11-123
- transaction codes
  - defining, 2-61
  - Enable Transaction Code profile option, B-24
  - importing via AutoLockbox, 6-95
  - updating application records, 6-103
  - updating receipt records, 6-103
- Transaction Detail report, 11-123
- Transaction Reconciliation report, 11-125
- Transaction Register, 11-127
- Transaction Sources window, 2-68, 2-166
- Transaction Types Listing, 11-128
- Transaction Types window, 2-173, 2-177
- transactions
  - accounting, 9-30
  - adjusting, 3-230
  - Allow Change to Printed Transactions system option, 2-137
  - Allow Transaction Deletion system option, 2-137
  - AR: Transaction Batch Source profile option, B-19
  - AutoInvoice, 3-193
  - AutoInvoice transaction flexfield, 3-214
  - automatic document sequencing, 2-64
  - batch sources, 2-165
  - completing, 3-49
  - copying invoices, 3-51
  - creating batches, 3-48
  - credit cards, 3-168
  - crediting, 3-76
  - crediting lines, 3-78
  - defining AutoInvoice line ordering rules, 2-44
  - defining system options, 2-137
  - deleting, 3-51
  - entering, 3-2
  - exchanging for bills receivable, 5-8, 5-13
  - flagging for automatic receipts, 6-135
  - foreign currency transactions, 3-22
  - grouping rules and AutoInvoice, 3-219
  - header and line level rounding, 2-83
  - importing using AutoInvoice, 3-186, 3-192
  - invoice transaction flexfield, 2-167
  - invoices with rules, 3-20
  - maintaining, 3-68

- marking and removing items in dispute, 8-17
- printing, 3-54
- processing credit card transactions, 3-174
- quick transactions, 3-19
- reviewing accounting information, 3-82
- reviewing freight, 3-84
- reviewing sales credits, 3-83
- reviewing tax information, 3-85
- sales credits, 3-17
- tables and columns, 9-38
- tax, 3-12
- Transaction Batch Sources Listing, 11-123
- Transaction Detail report, 11-123
- transaction lookups, 2-90
- Transaction Register, 11-127
- transaction types, 2-171
- Transaction Types Listing, 11-128
- Transactions Check report, 11-130
- transactions workbench, 1-7
- types, 3-2
- understanding printed transactions, 3-252
- View Transaction Accounting window, 9-22
- viewing customers, 8-7
- viewing items in dispute, 8-18
- viewing open activities, 8-10
- viewing past due items, 8-12
- viewing transaction balances, 8-11
- views to customize printed transactions, G-1
- voiding, 3-51
- window field reference, 3-6
- XML, 3-56
- Transactions Awaiting Consolidation report, 11-128
- Transactions Check report, 11-130
- Transactions Key Indicators report, 11-131
- Transactions window, 3-3
  - Lines window field reference, 3-10
  - Reference field, 2-167
- transmission
  - maintaining Lockbox data, 6-102
- transmission formats
  - defining, 2-178
  - Zengin format, 2-181
- Transmission Formats window, 2-181
- types
  - types of adjustments, 3-229
  - types of receivables activities, 2-117

## U

---

- Unapplied and Unresolved Receipts Register, 11-133
- unapplied receipts
  - tables used, 9-57
- Unit of Measure Classes window, 2-183
- units of measure
  - defining, 2-183
  - defining classes, 2-183

- Units of Measure window, 2-184
- Unposted Items report, 11-135
- Update Customer Profiles report, 11-136
- updating
  - credit memo installments, 3-87
  - credit memos, 3-92
  - customer profile classes, 7-58
  - invoices, 3-69
  - transactions, 3-68

## V

---

- validation
  - address validation levels, 7-81
  - addresses, 7-79
  - AutoInvoice, 3-199
  - AutoLockbox, 6-72
  - Customer Interface validation rules, 7-97
  - defining flexible addresses, 7-81
  - tax registration number, 7-21
  - taxpayer ID, 7-18
- VAT
  - transaction type, 2-149
- View Accounting window, 9-24
- View Accounting windows, 1-3
- View Adjustment Accounting window, 9-24
- View Currency Details window, 9-29
- View Receipt Accounting window, 9-24
- View Transaction Accounting window, 9-24
- viewing
  - accounting lines, 9-22
- viewing bills online, 4-30
- views
  - creating for use in BPA, 4-10
  - selecting content items, 4-13
- voiding
  - transactions, 3-51

## W

---

- warehouses
  - deriving accounts from item and warehouse ID, 3-12
- window reference
  - Account Details window, 8-12
  - Applications, 6-14
  - AutoLockbox windows, 6-98
  - Bank Accounts, 2-55
  - Banks, 2-53
  - Bills Receivable Portfolio Management, 5-20
  - Create Receipt Write-off, 6-167
  - Customer Accounts window, 8-3
  - Receipts, 6-5
  - Remittances, 5-45
- windows
  - Acceptance, 5-16
  - Account Details field reference, 8-12
  - Account Generator Process window, 2-38

- Adjustment field reference, 3-232
- Aging Buckets window, 2-26
- Aging window, 8-6
- Aging window field reference, 8-6
- Alternate Name Receipt Matches, 6-90
- Application Rule Sets window, 2-28
- Applications field reference, 6-14
- Approval Limits window, 2-30
- Assignments, 5-6, 5-26
- attachments, D-1
- AutoCash Rule Sets window, 2-41
- AutoInvoice Line Ordering Rules window, 2-44
- AutoLockbox windows field reference, 6-98
- Automatic Accounting window, 2-39
- Bank Accounts
  - window reference, 2-55
- Bank Charges, 2-61
- Bank Transaction Codes, 2-60, 2-61
- Banks, 2-46
  - window reference, 2-53
- Bills Receivable, 5-3, 5-5
- Bills Receivable Portfolio Management, 5-19
- Bills Receivable Transaction Batches, 5-9
- BR Maintain Remittance Batch, 5-46
- Business Purpose field reference, 7-39
- Characteristics field reference, 7-34
- Collectors window, 2-62
- Contacts and Roles field reference, 7-45
- controlling display, C-9
- Correct Invalid GL Accounts, 9-6
- Countries and Territories window, 2-164
- Create Receipt Write-off window, 6-165, 6-167
- Credit Transactions field reference, 3-80
- Customer Accounts field reference, 8-3
- Customer Addresses field reference, 7-32
- Customers field reference, 7-20
- customizing the View Accounting windows, 9-24
- Delete Items window, 2-86
- Demand Class Lookups window, 2-94
- Descriptive Flexfield Segments window, 2-63
- Distribution Sets window, 2-64
- Distributions window, 3-16
- Distributions window field reference, 3-17
- Dunning Letter Sets window, 2-76
- Dunning Letters window, 2-75
- Duplicate List, 7-23
- Find/Enter Customers, 7-8
- Format Programs window, 2-46
- Freight Carriers window, 2-79
- Freight window field reference, 3-15
- Grouping Rules window, 2-82
- History, 5-27
- Invoicing and Accounting Rules window, 2-23
- Item Status window, 2-84
- Item Tax Rate Exceptions window, 2-161
- Items window, 2-85
- Lines field reference, 3-10
- Lockbox Transmission Data window, 6-102
- Lockboxes window, 2-95
- mapping character mode forms to GUI
- windows, A-6
- Match Details, 7-24
- Organization window, 2-98
- Party Relations, 7-47
- Payment Terms window, 2-110, 2-112
- Payment Terms window field reference, 2-112
- Print Accounting Reports, 11-8
- Print Collection Reports, 11-11
- Print Invoices, 11-94
- Print Listing Reports, 11-13
- Print Other Reports, 11-13
- Profile Classes, 7-59
- Quick Assign, 5-7
- Receipt Classes window, 2-101, 2-104, 2-106, 2-107, 2-113
- Receipt Sources window, 2-115
- Receipts field reference, 6-5
- Receipts window, 6-3
- Receivables Activities window, 2-118
- Receivables Adjustment Accounting, 9-25
- Receivables Receipt Accounting, 9-25
- Receivables Transaction Accounting, 9-25
- Related Banks, 2-48
- Remit-To Addresses window, 2-121
- Remittances, 5-42
- Resource window, 2-122
- Revenue Accounting and Sales Credits, 3-28
- Review Sales Tax Rates window, 2-154
- Search Criteria, 7-7
- Search Results, 7-7
- Setup Details window, 11-118
- Stamp Values, 5-17
- Standard Memo Lines window, 2-126
- Standard Messages window, 2-127
- Statement Cycles window, 2-128
- Submit Lockbox Processing window, 6-94
- Summary, 7-7
- Tax Authorities window, 2-154
- Tax Codes and Rates window, 2-147, 2-152
- Tax Exemptions window, 2-155
- Tax field reference, 3-14
- Tax Groups window, 2-160
- Tax Locations and Rates window, 2-150
- Tax window, 3-12
- Territories window, 2-163
- Transaction Batch Sources window field reference, 2-170
- Transaction Sources window, 2-166
- Transaction Types window, 2-173, 2-177
- Transactions field reference, 3-6
- Transactions Sources window, 2-68
- Transactions window, 3-3
- Transmission Formats window, 2-181
- Unit of Measure Classes window, 2-183
- Units of Measure window, 2-184



- View Accounting, 1-3
- View Accounting windows, 9-22
- View Adjustment Accounting, 9-22
- View Currency Details window, 9-29
- View Receipt Accounting, 9-22
- View Transaction Accounting, 9-22
- workbenches
  - bills receivable workbench, 1-13
  - collections workbench, 1-10
  - overview, 1-1
  - receipts workbench, 1-3
  - transactions workbench, 1-7
- workflows
  - Credit Memo Request workflow, 3-114
  - Document Transfer Message workflow, 3-66
  - Replace Balancing Segment workflow, 2-36
- writing off
  - receipts, 6-164
  - write-off processes, 6-167

## **X**

---

### XML

- confirming import statuses, 3-63
- Document Transfer page, 3-56
- Document Transfer request set, 3-56
- Document Transfer Summary page, 3-56
- limitations, I-4
- mapping, I-1
- messages, 3-57
- overview, 3-56
- reviewing transmission statuses, 3-65
- sending invoice documents, 3-61
- setting up, 3-58
- troubleshooting, 3-63

## **Z**

---

- Zengin format, 2-181

