

Oracle® Public Sector Financials (International)

Implementation Guide

Release 11*i*

Part No. B16379-01

May 2005

Primary Author: Melanie Featherstone

Contributing Author: Meet Antani, Martyn Arbon, Lesley Ayres, Zahi Abdul Azeez, Ramasubramanian Balasundaram, Melwyn Barretto, Mukesh Biyani, Craig Borchardt, Sonya Brewer, Hillary Davidson, Paul Edwards, Martin Figg, Mohinder Garcha, Malini Hazarika, Helle Hennings, Narayanan Iyer, Atul Kataria, Nawshad Kazi, Manoj Kunju, K. Lakshminarayan, Julianna Litwin, Paul Longhorn, Robert MacIsaac, Deepak Mahajan, Sanjay Mall, Halina Matyla, Ron Savage, Rani Shergill, Bidisha Silveira, Lancy Silveira, Michael Tibble, Hajnalka Vegh, Shawniqua Williams

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, and PeopleSoft 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 Oracle Public Sector Financials (International) Setup Steps

| | |
|--|------|
| Overview | 1-1 |
| Enabling Features | 1-1 |
| Oracle Public Sector Financials (International) Features Setup Checklist | 1-3 |
| Oracle Public Sector Financials (International) Setup Steps | 1-4 |
| 1. Set Up Menus | 1-4 |
| 2. Set Up Contract Commitment and Commitment Budgetary Control | 1-8 |
| 3. Specify Site-Level and Application-Level Profile Options Procedure | 1-9 |
| 4. Set Up Oracle Applications Help System | 1-10 |
| 5. Enable Oracle Public Sector Financials (International) Multiple Organization Features | 1-10 |
| 6. Enabling Oracle Public Sector Financials (International) Features Procedure | 1-10 |
| 7. Generating OPSF(I) Feature Status Reports Procedure | 1-11 |

2 Budgeting Extensions Setup

| | |
|--|-----|
| Overview | 2-1 |
| Budgeting Extensions Setup Steps | 2-1 |

3 Cash and Accruals Support Setup

| | |
|---|-----|
| Overview | 3-1 |
| Cash and Accruals Support Setup Steps | 3-1 |
| Define Automatic Posting Criteria | 3-1 |
| Define Set of Books Relationship | 3-2 |
| Defining Sets of Books Relationships | 3-2 |

4 Combined Basis Accounting Setup

| | |
|--|-----|
| Overview | 4-1 |
| Combined Basis Accounting Setup Steps | 4-2 |
| Populating Extended Tables | 4-2 |
| Transferring Information to General Ledger | 4-2 |

5 Commitment Budgetary Control Setup

- Overview 5-1
 - Enabling Dual Budgetary Control 5-1
 - Setting the Funds Check Level 5-1
- Commitment Budgetary Control Setup Steps** 5-4
- Enabling Dual Budgetary Control** 5-6
- Setting Up Detail Account Funds Check Level Overrides** 5-7
- Setting Up Commitment Budgetary Control Summary Template Funds Check Level Override** 5-8
- Define Oracle Budgets Responsibility** 5-8
- Set Up Budgets Profile Options** 5-8
- Prepare Budgets** 5-9
- Run Create GL Budget Journals Process** 5-9
- Post Budget Journals** 5-9

6 Construction Industry Scheme Setup

- Overview 6-1
- Construction Industry Scheme Setup Steps** 6-1
 - Define Tax Authority Type Suppliers 6-2
 - Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax . . 6-3
 - Define Tax Codes and Withholding Tax Groups 6-3
 - Set Profile Options 6-3
 - Enable Withholding Tax 6-5
 - Define Suppliers 6-5
 - Enable Construction Industry Scheme for Subcontractors 6-5
- Setting Up Construction Subcontractor** 6-5
 - Assign a CIS Tax Group 6-5
 - Enter Tax Certificate or Registration Card Details 6-6
 - Enter a National Insurance Number 6-6

7 Contract Commitment Setup

- Overview 7-1
 - Commitment Calendar Periods 7-1
 - Contract Commitment Numbering 7-2
 - Tax Defaults 7-3
 - Rate Type Defaults 7-5
 - Enforced Supplier Holds 7-5
 - Assign Contract Commitment Types 7-6
 - Contract Commitment Document States 7-8
 - Approval Groups 7-9
 - Security Groups 7-10
- Prerequisites** 7-10
- Contract Commitment Setup Steps** 7-11
 - Enable Withheld Amounts 7-13
 - Decide How to Use the Account Generator 7-13

| | |
|--|------|
| Set Up Payment Terms, Tax Names, and Bill-To Location | 7-13 |
| Define Suppliers | 7-14 |
| Set Up Multiple Reporting Currencies (MRC) | 7-14 |
| Set Up Tax Defaults and Rules | 7-14 |
| Set Up Tax Rules | 7-14 |
| Defining Commitment Calendar Period Status Procedure | 7-15 |
| Defining Contract Commitment Options Procedure | 7-15 |
| Setting Up Document Numbering | 7-16 |
| Setting Up Tax Defaults, Rate Type Defaults, and Enforced Supplier Holds | 7-16 |
| Setting Up Contract Commitment Types Procedure | 7-17 |
| Defining an Approval Group Procedure | 7-17 |
| Assigning Approval Groups Procedure | 7-18 |
| Setting Up Contract Commitment Level Security Procedure | 7-19 |

8 Contract Commitment Template Setup

| | |
|---|------|
| Definition | 8-1 |
| Entering Template Accounting Information Procedure | 8-8 |
| Contract Commitments Window Description, Accounting Tab | 8-9 |
| Entering and Viewing Template Payment Forecast Information Procedure | 8-11 |
| Contract Commitments Window Description, Forecast Tab | 8-12 |

9 Dossier Setup

| | |
|--|-----|
| Overview | 9-1 |
| Prerequisites | 9-1 |
| Dossier Setup Steps | 9-1 |
| Create Additional Users | 9-2 |
| Enter Value Set Values | 9-2 |
| Set Up Personnel | 9-2 |
| Define Position Hierarchies | 9-3 |
| Set Up Budgets | 9-3 |
| Set Up Budget Organizations | 9-3 |
| Set Up Dossier Numbering | 9-3 |
| Setting Up Dossier Numbering Procedure | 9-4 |
| Set Up Dossier Types | 9-4 |
| Setting Up Dossier Types Procedure | 9-6 |

10 Enhanced Funds Checker Setup

| | |
|---|------|
| Overview | 10-1 |
| Prerequisites | 10-1 |
| Enhanced Funds Checker Setup Steps | 10-1 |
| 1. Create Summary Accounts | 10-2 |
| 2. Set Up Budgets | 10-2 |
| 3. Set Up Budget Organizations | 10-2 |
| 4. Enable Multiple Funding Budgets for Set of Books | 10-2 |

| | |
|---|------|
| Enabling Options | 10-3 |
| Assigning Multiple Budgets to Detail Account | 10-3 |
| Assigning Multiple Funding Budgets to Summary Account Procedure | 10-4 |

11 Exchange Protocol Setup

| | |
|--|-------|
| Overview | 11-1 |
| Exchange Protocol Numbering | 11-2 |
| Approval Workflow | 11-2 |
| Approval Workflow Notification | 11-2 |
| Prerequisites | 11-2 |
| Exchange Protocol Setup Steps | 11-3 |
| Create Additional Users | 11-3 |
| Set Profile Options | 11-3 |
| Enter Value Set Values | 11-5 |
| Set Up Personnel | 11-5 |
| Fill Employee Hierarchy | 11-6 |
| Exchange Protocol Setup Checklist | 11-6 |
| Exchange Protocol: Setup Overview | 11-7 |
| Defining Jobs | 11-8 |
| Defining Positions | 11-8 |
| Assigning Job and Position to Employee | 11-9 |
| Assigning Employee to User | 11-9 |
| Defining Position Hierarchies | 11-9 |
| Filling Employee Hierarchy | 11-10 |
| Defining Approval Profile | 11-10 |
| Defining Position Actions | 11-11 |
| Defining Dialog Unit Types | 11-12 |
| Defining Transmission Unit Types | 11-13 |
| Defining Exchange Protocol Numbering Schemes | 11-13 |

12 Extended Dunning Letter Charges Setup

| | |
|--|------|
| Overview | 12-1 |
| Setting Up Extended Dunning Letters | 12-1 |
| Populating Dunning Letters Data | 12-1 |
| Prerequisites | 12-1 |
| Extended Dunning Letters Setup Steps | 12-2 |
| Setting Up Extended Dunning Letters | 12-2 |
| Defining Receivables Activities | 12-3 |
| Populating Dunning Letters Data | 12-3 |

13 Hierarchical Drill-Down Inquiry Setup

| | |
|--------------------|------|
| Overview | 13-1 |
|--------------------|------|

| | | |
|-----------|--|------|
| 14 | Inflation Accounting for Assets Setup | |
| | Overview | 14-1 |
| 15 | Inflation Accounting for Assets Implementation Procedures | |
| | Overview | 15-1 |
| 16 | Internal Trading Setup | |
| | Overview | 16-1 |
| | Prerequisites | 16-1 |
| | Internal Trading Setup Steps | 16-2 |
| | Define Additional Journal Entry Sources | 16-2 |
| | Define Journal Entry Categories | 16-2 |
| | Define Automatic Posting Criteria | 16-3 |
| | Define Additional Encumbrance Types | 16-3 |
| | Define Setup Options | 16-3 |
| | Setting Up Internal Trading Setup Options | 16-3 |
| | Define Service Types | 16-4 |
| | Setting Up Internal Trading Service Types | 16-4 |
| | Defining Charge Centers | 16-5 |
| | Setting Up Internal Trading Charge Centers | 16-5 |
| 17 | Modified Historic Cost Accounting Setup | |
| | Overview | 17-1 |
| | Prerequisites | 17-2 |
| | Modified Historic Cost Accounting Setup Steps | 17-2 |
| | Defining Sets of Books | 17-2 |
| | Defining Unit of Measure Classes | 17-2 |
| | Defining Unit of Measure | 17-3 |
| | Defining Employees | 17-3 |
| | Descriptive Flexfields Structure | 17-3 |
| | Account Generator | 17-3 |
| | Journal Entry Sources | 17-3 |
| | Journal Entry Categories | 17-3 |
| | Numbering | 17-3 |
| | Suppliers | 17-4 |
| | Asset Key Flexfields | 17-4 |
| | Asset Category Flexfields | 17-4 |
| | Location Flexfields | 17-4 |
| | System Controls | 17-4 |
| | Locations | 17-4 |
| | Asset Keys | 17-4 |
| | Quick Codes | 17-5 |
| | Fiscal Years | 17-5 |
| | Calendars | 17-5 |

| | |
|--|-------------|
| Security | 17-5 |
| Book Controls | 17-5 |
| Modified Historic Cost Accounting Tax Book Validation Depreciation | 17-5 |
| Depreciation Methods | 17-6 |
| Depreciation Ceilings | 17-6 |
| Investment Tax | 17-6 |
| Prorate Retirement Convention | 17-6 |
| Modified Historic Cost Accounting Extended Price Indexes | 17-6 |
| Price Indexes | 17-6 |
| Asset Categories | 17-7 |
| Modified Historic Cost Accounting Extended Asset Category | 17-7 |
| Distribution Sets | 17-7 |
| Leases | 17-7 |
| Warranties | 17-7 |
| Profile Options | 17-7 |
| Insurance | 17-8 |
| Synchronize Depreciation Calendar | 17-8 |
| Validate MHCA Tax Book | 17-8 |
| Define Extended Price Indexes | 17-8 |
| Synchronizing the MHCA Depreciation Calendar | 17-8 |
| Validating MHCA Tax Book | 17-8 |
| Setting Up Extended Price Indexes linked to the Extended Asset Categories | 17-9 |
| Defining Extended Price Indexes | 17-9 |
| Defining Asset Categories in Oracle Assets | 17-9 |
| Defining Extended Asset Categories | 17-10 |

18 Multi-Period Posting Setup

| | |
|---|-------------|
| Overview | 18-1 |
| Setting Up Accounting Rules | 18-1 |
| Setting Up Financials Options | 18-1 |
| Setting Up Fixed Duration Accounting Rules Procedure | 18-1 |
| Setting Up Variable Duration Accounting Rules | 18-2 |
| Setting Up Multi-Period Posting Options | 18-3 |
| Overriding Default Account Rules | 18-4 |

19 Secondary Invoice Approval Setup

| | |
|--|-------------|
| Overview | 19-1 |
| Prerequisites | 19-1 |
| Secondary Invoice Approval Setup Steps | 19-1 |
| Create Additional Users | 19-2 |
| Set Profile Options | 19-2 |
| Maintain Secondary Approval Relationships | 19-3 |
| Maintaining Secondary Approval Relationships Procedure | 19-4 |

| | | |
|-----------|--|-------|
| 20 | Single Third Party Setup | |
| | Overview | 20-1 |
| | Netting Types | 20-2 |
| | Netting Transaction Class and Type Usage | 20-3 |
| | Netting Security | 20-3 |
| | Prerequisites | 20-4 |
| | Single Third Party Setup Steps | 20-4 |
| | Set Profile Options | 20-5 |
| | Define Grouping Rules | 20-8 |
| | Compile Line Transaction Flexfield | 20-8 |
| | Define Transaction Types | 20-8 |
| | Define Transaction Sources | 20-8 |
| | Define Netting Transaction Types | 20-10 |
| | | |
| 21 | Standing Charges Setup | |
| | Overview | 21-1 |
| | Prerequisites | 21-1 |
| | Standing Charges Setup Steps | 21-2 |
| | Enter Extended System Options | 21-2 |
| | Entering Extended System Options | 21-3 |
| | Populate Standing Charge Data | 21-3 |
| | Populating Standing Charge Data | 21-3 |
| | Generate Invoice Transaction Flexfield | 21-4 |
| | Generating Invoice Transaction Flexfield | 21-4 |
| | Generate Line Transaction Flexfield | 21-4 |
| | Generating Line Transaction Flexfield | 21-4 |
| | Define Transaction Sources | 21-4 |
| | Defining Transaction Sources | 21-4 |
| | Create Periodic Periods | 21-5 |
| | Creating Periodic Periods Procedure | 21-6 |
| | | |
| 22 | Subledger Security Setup | |
| | Definition | 22-1 |
| | Prerequisites | 22-2 |
| | Subledger Security Setup Steps | 22-2 |
| | 1. Set Up Application Level Profile Options | 22-2 |
| | 2. Set Up Site Level Profile Options | 22-2 |
| | 3. Define Security Groups | 22-2 |
| | 4. Define Responsibilities | 22-2 |
| | 5. Set Up Responsibility Level Profile Options | 22-2 |
| | 6. Define Users | 22-3 |
| | 7. Define Secure Tables | 22-3 |
| | 8. Define Process Groups | 22-3 |
| | 9. Allocate Secure Tables and Process Groups | 22-3 |

| | |
|---|--------------|
| 10. Copy Allocations From Security Groups | 22-3 |
| 11. View Tables | 22-3 |
| 12. Apply Security | 22-3 |
| 13. Maintain Schemas | 22-4 |
| 14. Consolidate Security Groups | 22-4 |
| 15. Secure Existing Data | 22-4 |
| Subledger Security Profile Options | 22-4 |
| Setting Application Level Profile Options | 22-6 |
| Maintaining Security Groups | 22-6 |
| Defining Security Groups | 22-6 |
| Disabling Security Groups | 22-7 |
| Re-enabling Security Groups | 22-7 |
| Deleting Security Groups | 22-7 |
| Viewing Security Group History | 22-8 |
| Setting Site Level Profile Options | 22-9 |
| Defining Responsibilities | 22-9 |
| Setting Responsibility Level Profile Options | 22-9 |
| Defining Users | 22-10 |
| Maintaining Secure Tables | 22-10 |
| Defining Secure Tables | 22-10 |
| Disabling Security on Tables | 22-10 |
| Re-enabling Security on Tables | 22-11 |
| Maintaining Process Groups Procedure | 22-11 |
| Defining a Process Group Procedure | 22-11 |
| Disabling Process Groups Procedure | 22-11 |
| Re-enabling Process Groups Procedure | 22-12 |
| Deleting Process Groups Procedure | 22-12 |
| Viewing Process Group History Procedure | 22-13 |
| Maintaining Allocations Procedure | 22-13 |
| Table Allocation to Security Groups | 22-13 |
| Table Allocation to Process Groups | 22-16 |
| Process Group Allocation to Security Groups | 22-17 |
| Maintain Allocations Window Description | 22-20 |
| Copying Allocations from Security Groups | 22-20 |
| Viewing Tables Procedure | 22-21 |
| All Tables Window Description | 22-22 |
| Distinct Tables Window Description | 22-22 |
| Applying Security Procedure | 22-22 |
| Maintaining Schemas Procedure | 22-23 |
| Consolidating Security Groups Procedure | 22-24 |
| Security Group Consolidations Window Description | 22-25 |
| Securing Existing Data | 22-25 |

Glossary

Send Us Your Comments

Oracle Public Sector Financials (International) Implementation Guide, Release 11i

Part No. B16379-01

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
- 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 Public Sector Financials (International) Implementation Guide*.

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

- The principles and customary practices of your business area.
- Oracle Public Sector Financials (International)

If you have never used Oracle Public Sector Financials (International), Oracle suggests you attend one or more of the Oracle Financials training classes available through Oracle University.

- Oracle Self-Service Web Applications.

To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.

- The Oracle Applications graphical user interface.

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

See Related Documents on page xiv 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 Oracle Public Sector Financials (International) Setup Steps
 - 2 Budgeting Extensions Setup
 - 3 Cash and Accruals Support Setup
 - 4 Combined Basis Accounting Setup
 - 5 Commitment Budgetary Control Setup
 - 6 Construction Industry Scheme Setup
 - 7 Contract Commitment Setup
 - 8 Contract Commitment Template Setup
 - 9 Dossier Setup
 - 10 Enhanced Funds Checker Setup
 - 11 Exchange Protocol Setup
 - 12 Extended Dunning Letter Charges Setup
 - 13 Hierarchical Drill-Down Inquiry Setup
 - 14 Inflation Accounting for Assets Setup
 - 15 Inflation Accounting for Assets Implementation Procedures
 - 16 Internal Trading Setup
 - 17 Modified Historic Cost Accounting Setup
 - 18 Multi-Period Posting Setup
 - 19 Secondary Invoice Approval Setup
 - 20 Single Third Party Setup
 - 21 Standing Charges Setup
 - 22 Subledger Security Setup
- Glossary

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 Public Sector Financials (International).

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

Online Documentation

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

PDF Documentation– See the Online Documentation CD for current PDF documentation for your product with each release. This documentation CD is also available on *OracleMetaLink* and is updated frequently.

Online Help – Online help patches (HTML) are available on *OracleMetaLink*.

Release Content Document – See the Release Content Document for descriptions of new features available by release. The Release Content Document is 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*.

Related Guides

Oracle Public Sector Financials (International) shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Public Sector Financials (International).

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

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

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to navigate the system, enter data and query information, and introduces other basic features of the GUI available with this release of Oracle Public Sector Financials (International) and any other Oracle Applications product.

User Guides Related to This Product

Oracle Receivables User Guide

Use this user guide to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables. This user guide also explains how to set up your system, create transactions, and run reports in Oracle Receivables.

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. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle 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 when upgrading Oracle Applications Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks.

Maintaining Oracle Applications

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

Oracle Applications System Administrator's Guide

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

Oracle Alert User's Guide

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

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface (UI) described in the Oracle Applications User Interface Standards for Forms-Based Products. It also provides information to help users build custom Oracle Forms Developer forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

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

Other Implementation Documentation

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

Oracle eTechnical Reference Manuals

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

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.

Oracle Public Sector Financials (International) Setup Steps

Overview

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

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

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

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

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

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

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

Enabling Features

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

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

For information on features available in Oracle Public Sector Financials (International), see Product Overview, *Oracle Public Sector Financials (International) User's Guide*.

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

- Application Wide Features
- Operating Unit Dependent Features

Application Wide Features

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

Application wide features are as follows:

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

Operating Unit Dependent Features

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

The operating unit dependent features are as follows:

- Construction Industry Scheme
- Contract Commitment
- Exchange Protocol
- Secondary Invoice Approval
- Multi-Period Posting
- Combined Basis Accounting
- Standing Charges

- Installment Terms
- Extended Dunning Letter Charges
- Subledger Security

Oracle Public Sector Financials (International) Features Setup Checklist

The table below shows the Oracle Public Sector Financials (International) features setup checklist.

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

The setup steps in this checklist are organized by feature. All required setup steps must be completed if the feature is enabled. Specific information for each setup step is described in Oracle Public Sector Financials (International) Setup Steps, page 1-4.

Oracle Public Sector Financials (International) Setup Checklist

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

Oracle Public Sector Financials (International) Setup Steps

1. Set Up Menus

Before using the Oracle Public Sector Financials (International) features, the OPSF(I) System Administration menu must be attached to the System Administration menu as shown in the table below.

System Administration Menu

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

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

- subledger security

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

- Lookups Menu, page 1-4
- General Ledger Menus, page 1-4
- Receivables Menus, page 1-6
- Payables Menus, page 1-6
- Purchasing Menus, page 1-7
- Fixed Assets Menus, page 1-8

Note: Menus for the Contract Commitment and Commitment Budgetary Control features are attached using a separate responsibility. For information on setting up the Contract Commitment responsibility, see 2. Set Up Contract Commitment and Commitment Budgetary Control, page 1-8.

Lookups Menu

Optionally, attach the Lookups menu as shown in the table below.

Lookups Menu

| Menu | User Menu Name | Description |
|-------------|----------------|-------------|
| IGI_LOOKUPS | IGI_LOOKUPS | IGI_LOOKUPS |

General Ledger Menus

Optionally, attach the General Ledger menus as shown in the table below.

General Ledger Menus

| Menu | User Menu Name | Description |
|--------------------------|--|--|
| IGI_GL_MAIN_MENU | IGI: General Ledger Main Menu | IGI: General Ledger Main Menu |
| IGI_GL_ITR_MAIN | OPSF(I) Internal Trading | IGI: General Ledger (Internal Trading) |
| IGI_GL_BUD_MAIN_MENU | OPSF(I) Budgeting Extensions | IGI: General Ledger (Budgeting Extensions) |
| IGI_GL_BUD_ENTER | IGI: General Ledger (Budgeting: Enter) | IGI: General Ledger (Budgeting: Enter) |
| IGI_GL_BUD_JOURNAL | IGI: General Ledger (Budgeting: Journal) | IGI: General Ledger (Budgeting: Journal) |
| IGI_GL_BUD_INQUIRY | IGI: General Ledger (Budgeting: Inquiry) | IGI: General Ledger (Budgeting: Inquiry) |
| IGI_GL_BUD_SETUP | IGI: General Ledger (Budgeting: Setup) | IGI: General Ledger (Budgeting: Setup) |
| IGI_GL_BUD_PROFILE_SETUP | IGI: General Ledger (Budgeting: Profile Setup) | IGI: General Ledger (Budgeting: Profile Setup) |
| IGI_GL_HGL_MAIN | OPSF(I) Hierarchical Drill-Down | IGI: General Ledger (Hierarchical General Ledger) |
| IGI_GL_HGL_SETUP | IGI: General Ledger (Hierarchical General Ledger: Setup) | IGI: General Ledger (Hierarchical General Ledger: Setup) |
| IGI_GL_COM_MAIN | OPSF(I) Cash and Accruals Support | IGI: General Ledger (Cash & Accruals) |
| IGI_GL_COM_SETUP | IGI: General Ledger (Cash & Accruals: Setup) | IGI: General Ledger (Cash & Accruals: Setup) |
| IGI_GL_EFC_MAIN_MENU | OPSF(I) Enhanced Funds Checker | IGI: General Ledger (Enhanced Funds Checker) |
| IGI_GL_EFC_ENTER | IGI: General Ledger (Enhanced Funds Checker: Enter) | IGI: General Ledger (Enhanced Funds Checker: Enter) |
| IGI_GL_EFC_SETUP | IGI: General Ledger (Enhanced Funds Checker: Setup) | IGI: General Ledger (Enhanced Funds Checker: Setup) |
| IGI_GL_DOS_MENU | OPSF(I) Dossier | IGI: General Ledger (Dossier) |
| IGI_GL_DOS_SETUP_MENU | IGI: General Ledger (Dossier: Setup) | IGI: General Ledger (Dossier: Setup) |

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

- Internal Trading
- Budgeting Extensions

- Hierarchical Drill-Down Inquiry
- Cash and Accruals Support
- Enhanced Funds Checker
- Dossier

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

Receivables Menus

Optionally, attach the Receivables menus as shown in the table below.

Receivables Menus

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

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

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

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

Payables Menus

Optionally, attach the Payables menus as shown in the table below.

Payables Menus

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

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

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

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

Note: To be able to invoke the Internal Contract Commitment Releases window from the Payables Invoice Workbench, the Internal Contract Commitment Releases function must be attached to the Payables menu as shown in the table below.

Attaching Internal Contract Commitment Releases to Payables

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

Purchasing Menus

To enable the integration of Commitment Budgetary Control with Purchasing, the functions shown in the table below must be attached to the Purchasing menu used, for example PO_SUPERUSER_GUI.

Attaching Commitment Budgetary Control Functions to Purchasing

| Prompt | Submenu | Function | Description |
|---------------|----------------|---------------------------|--|
| <blank> | <blank> | Dual Funds Check | Commitment Budgetary Control window to perform funds check |
| <blank> | <blank> | Commitment Display Result | Commitment Budgetary Control window to display results of dual funds check |

Fixed Assets Menus

Optionally, attach the Fixed Assets menus as shown in the table below.

Fixed Assets Menus

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

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

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

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

2. Set Up Contract Commitment and Commitment Budgetary Control

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

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

1. In System Administrator, navigate to the Responsibilities window as follows:
Security - Responsibility - Define
2. In the Responsibility Name field, enter the responsibility name.
3. In the Application field, select Commitment Administration from the list of values.
4. In the Responsibility Key field, enter a responsibility key name.

5. Optionally, in the Description field, enter a responsibility description.
6. In the Name field of the Data Group region, perform one of the following actions.
 - If multiple reporting currencies are set up for contract commitment, select Multiple Reporting Currencies from the list of values.
 - If multiple reporting currencies are disabled for contract commitment, select Standard from the list of values.
7. In the Application field of the Data Group region, select Commitment Administration from the list of values.
8. In the Menu field, select IGC_NAVIGATE_SUPERUSER from the list of values.
9. In the Name field of the Request Group region, select IGC_CONCURRENT_PROGRAM_GROUP from the list of values.

For information on defining responsibilities, see *Defining a Responsibility, Oracle Applications System Administrator's Guide*.

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

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

- site
- application
- responsibility
- user

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

Set profile options for active features as follows:

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

Profile - System

The Find System Profile Values window appears.

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

The System Profile Values window appears.

4. Set up profile options at the appropriate level.

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

For information on setting profile options, see *System Profile Values Window, Oracle Applications System Administrator's Guide*.

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

4. Set Up Oracle Applications Help System

To enable the Oracle Applications help system for Oracle Public Sector Financials (International), set the Help System Root system profile as shown in the table below.

System Profile Values

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

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

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

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

For information on operating unit dependent features in Oracle Public Sector Financials (International), see Operating Unit Dependent Features, page 1-2.

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

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

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

OPSF(I) System Administration - Enable IGI Options

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

If a multiple organization structure is not used:

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

If a multiple organization structure is used:

- Select a relevant operating unit.
By default, all available operating units are automatically queried.
- Select the Tools menu, and select Enable OPSF.
A list of operating unit dependent features appears.
- By default, all features are disabled. Select the On/Off check box to activate a feature or leave the check box deselected to disable a feature.

WARNING: Regardless of whether a multiple organization structure is used or not, the On/Off status for an operating unit dependent feature can be updated

at any time. Changing the status of a feature does not adjust the historical data retrospectively. If transactions have been entered, a status change may cause data inconsistency. If transactions have already been entered, the Oracle Support representative must be contacted before changing the status of a feature.

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

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

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

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

7. Generating OPSF(I) Feature Status Reports Procedure

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

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

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

OPSF(I) Operating Unit Dependent Feature Status Report

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

Optional parameters are provided for this report, as shown in the table below.

OPSF(I) Operating Unit Dependent Feature Status Report Parameters

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

OPSF(I) Application Wide Feature Status Report

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

Budgeting Extensions Setup

Overview

Oracle Public Sector Financials (International) Budgeting Extensions lets users:

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

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

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

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

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

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

Budgets can also be uploaded from spreadsheets.

Budgeting Extensions Setup Steps

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

| Step Number | Step Description | Required or Optional |
|--------------------|---|-----------------------------|
| 1 | Set Up Profile Options. See Setting Up Profile Options, page 2-2 | Required |
| 2 | Define Additional Journal Entry Sources. See Defining Journal Sources Procedure, page 2-5 | Required |
| 3 | Define Journal Entry Categories. See Defining Journal Categories Procedure, page 2-5 | Required |
| 4 | Set Up Budgets. See Define Budget Window, <i>Oracle General Ledger User Guide</i> | Required |
| 5 | Set Up Budget Organizations. See Define Budget Organization Window, <i>Oracle General Ledger User Guide.</i> | Required |
| 6 | Enable Enforced Balanced Budgeting. See Enabling Enforced Balanced Budgeting Procedure, page 2-5 | Required |
| 7 | Define Reason Codes. See Defining Reason Codes Procedure, page 2-6 | Required |
| 8 | Define Profile Codes. See Defining Profile Codes Procedure, page 2-7 | Required |
| 9 | Define Budget Range Codes. See Defining Budget Range Codes Procedure, page 2-8 | Required |
| 10 | Define Default Profile Codes. See Defining Default Profile Codes Procedure, page 2-9 | Optional |

Set Profile Options

This table describes the profile option levels for Budgeting Extensions.

Profile Option Levels for Budgeting Extensions

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

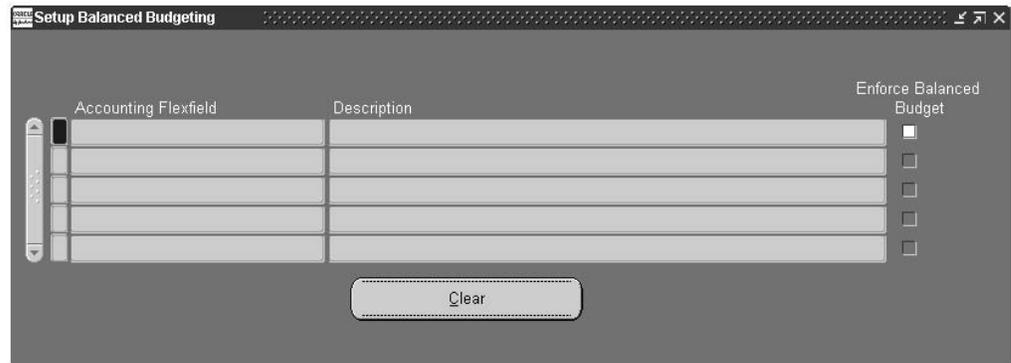
The table below describes the Budgeting Extensions profile option values.

Budgeting Extensions Profile Option Values

| Profile Option Name | Value | Description |
|--|------------------------------|---|
| Budgeting Extensions: Average Non-Balance Enforced Account Value | yes or no | controls how users enter unbalanced budget amounts in budget journals and how the system displays year-to-date figures for non-balanced enforced accounting flexfields |
| | yes | displays year-to-date figures as an average of the periods |
| | no | displays year-to-date figures in the standard way |
| Budgeting Extensions: Allow Prior Period Budgeting | yes or no | enables budget transactions to be performed in prior periods. Prior periods are periods older than the oldest open period. |
| | yes | enables users to amend budgets held in prior periods |
| Budgeting Extensions: Default Code for Unbalanced Budget Entry | profile code | specifies default profile code for unbalanced budget journal entry For information on defining profile codes for Budgeting Extensions, see <i>Defining Profile Codes Procedure</i> , page 2-7. |
| Budgeting Extensions: Unbalanced Journal Total Checking | credit, debit, or hash total | defines batch control total criteria for entering transactions in unbalanced budget journals |
| | credit | Users enter the sum of all debit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits entered. |
| | debit | Users enter the sum of all credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals credits entered. |
| | hash total | Users enter the sum of combined debit and credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits and credits entered. |

For information on setting profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

Enabling Enforced Balanced Budgeting Procedure



To enforce balanced budgeting for an accounting flexfield code combination:

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

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

Defining Journal Sources

To define journal sources:

1. In General Ledger, navigate to the Journal Sources window.
2. Enter a name and description for each Journal Source.
3. If Journal References must be imported for this Journal Source, select the check box.
4. If the Freeze Journals feature must be enabled, select the check box.
5. If the journals from this source need to be approved, select the check box.
6. Select the date rule to be made effective: *Fail, Leave Alone or Roll Date*.

For information on the Journal Sources window, see *Defining Journal Sources, Oracle General Ledger User Guide*.

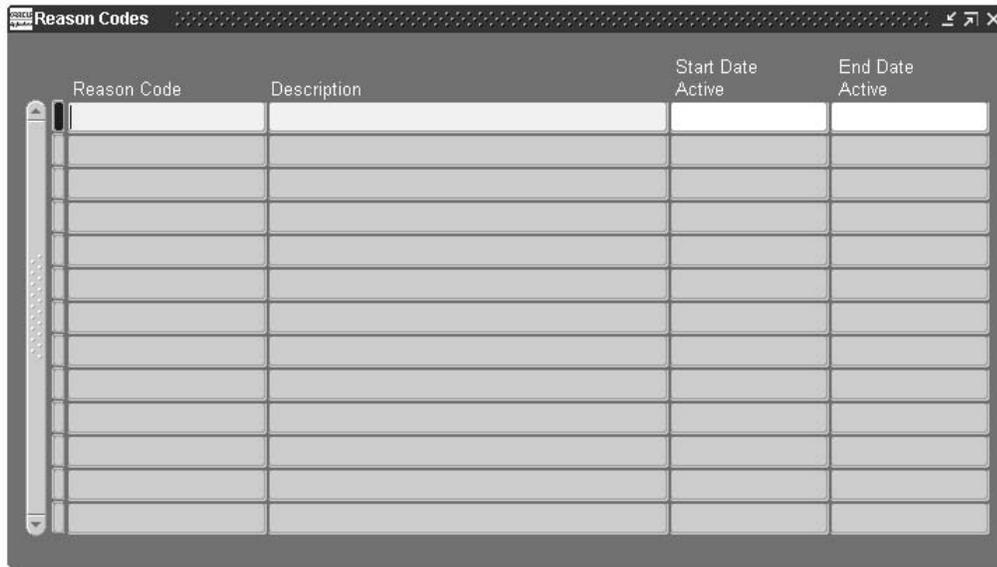
Defining Journal Categories Procedure

To define journal categories:

1. In General Ledger, navigate to the Journal Categories window.
2. Enter a name and description for the Journal Category.

For information on the Journal Categories window, see *Defining Journal Categories, Oracle General Ledger User Guide*.

Defining Reason Codes Procedure



The screenshot shows a window titled "Reason Codes" with a table containing four columns: "Reason Code", "Description", "Start Date Active", and "End Date Active". The table is currently empty, with only the header row visible. The "Start Date Active" and "End Date Active" columns have a small "Active" label below the main header text.

| Reason Code | Description | Start Date Active | End Date Active |
|-------------|-------------|-------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

To define reason codes:

1. Navigate to the Reason Codes window.
2. Enter a unique reason code.
3. Enter a reason code description.
4. Select the date that you want the reason code to be active.

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

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

5. To disable a reason code, select an end date.

Defining Profile Codes Procedure

The screenshot shows a window titled "Profile Codes" with a dark background. At the top, there are four input fields: "Profile Code", "Description", "Start Date Active", and "End Date Active". Below these fields is a section titled "Period Ratios" which contains a table with two columns: "Period" and "Ratio". The table has 10 rows, and the first row is currently selected. The "Period" column has a vertical scrollbar on its left side.

To define profile codes:

1. Navigate to the Profile Codes window.
2. Enter a unique profile code.
3. Enter a profile code description.
4. Select the date that you want the profile code to be active.

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

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

5. To disable a profile code, select an end date.
6. In the Ratio field, enter a new value to change the period ratio.

For information on generating the Budgeting Extensions: Profile Code Listing Report, see *Generating Budget Setup Reports Procedure, Oracle Public Sector Financials (International) User's Guide*.

Defining Budget Range Codes Procedure

| Range Code | Description | Start Date Active | End Date Active |
|------------|-------------|-------------------|-----------------|
| | | | |

| Accounting Flexfield Low | Accounting Flexfield High |
|--------------------------|---------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

To define budget range codes:

1. Navigate to the Budget Range Codes window.
2. Enter a unique range code.
3. Enter a range code description.
4. Select the date that the budget range code must be active.

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

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

5. To disable a range code, select a date in the End Date Active field.
6. In the Accounting Flexfield Low field, select the low end of range.
7. In the Accounting Flexfield High field, select the high end of range.

For information on generating the Budgeting Extensions: Range Code Listing Report, see *Generating Budget Setup Reports Procedure, Oracle Public Sector Financials (International) User's Guide*.

Defining Default Profile Codes Procedure

The screenshot shows a window titled "Default Profile Codes" with a table and a description field. The table has three columns: "Accounting Flexfield", "Primary Profile Code", and "Default Profile Code". There are 10 empty rows in the table. Below the table is a section labeled "Accounting Flexfield Description" with a text input field.

| Accounting Flexfield | Primary Profile Code | Default Profile Code |
|----------------------|----------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Accounting Flexfield Description

To define default profile codes:

1. Define the profile codes.
For information on defining profile codes, see Defining Profile Codes Procedure, page 2-7.
2. Navigate to the Default Profile Codes window:
3. Select the Accounting Flexfield
4. Select Primary Profile Code and Default Profile Code.
Note: If the Primary Profile Code or Default Profile Code are not set here, they are automatically assigned when the user applies profile code to accounting flexfield.

Cash and Accruals Support Setup

Overview

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

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

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

Prerequisites

- Enable the Cash and Accruals Support feature.
See 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.
- Define both sets of books using the same accounting flexfields, currencies, and calendar.
- Automatic posting is optional, but recommended. If used, you must define automatic printing must be defined before specifying the set of books relationship.

Related Topics

Defining the set of books, currencies, and calendar, *Oracle General Ledger User Guide*

Defining accounting flexfields, *Oracle Applications Flexfields Guide*

Defining automatic posting criteria, *Oracle General Ledger User Guide*

Cash and Accruals Support Setup Steps

These steps are listed in the required order.

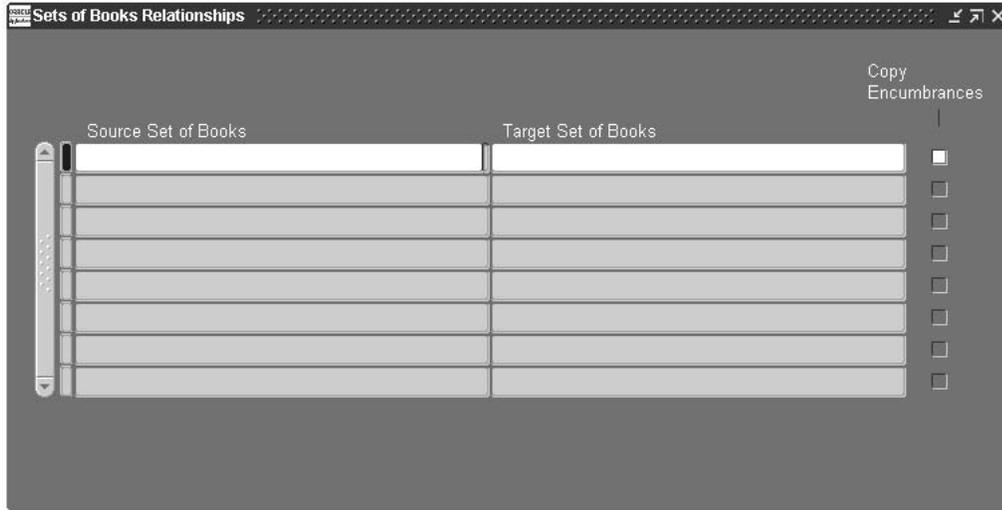
Define Automatic Posting Criteria

Automatic posting is recommended but not required. Automatic posting is performed in General Ledger. See Defining automatic posting criteria, *Oracle General Ledger User Guide*

Define Set of Books Relationship

This step is required. See Defining Sets of Books Relationships Procedure, page 3-2.

Defining Sets of Books Relationships



To define a relationship between sets of books:

1. In the Sets of Books Relationships window, select the name of the source set of books. Sets of Books Relationships window automatically generates an entry for the inverse relationship
2. Select the target set of books.
3. To copy encumbrances to the target set of books, select the Copy Encumbrances check box.

Note: If the Copy Encumbrances check box is unchecked, encumbrances are not copied.

Combined Basis Accounting Setup

Overview

Combined Basis Accounting lets you enter Receivables cash transactions in both the accrual and cash sets of books.

Combined Basis Accounting is required to operate accrual accounting and report on a cash basis, and you must operate both accrual and cash general ledgers.

- You must predefine two general ledgers: an accrual general ledger, and a cash general ledger. The accrual general ledger is the primary book, and the cash general ledger is the secondary book.
- To enable Combined Basis Accounting, you must populate the Oracle Public Sector Financials (International) tables from the core Receivables tables. You must run the report to populate the Oracle Public Sector Financials (International) tables from the Oracle Public Sector Financials (International) Receivables setup menu option.
- Receipt entries made in the Receivables subledger are transferred to the accrual general ledger using the Receivables interface.
- You run the cash basis transfer report in the Oracle Public Sector Financials (International) reports menu. The cash basis transfer report transfers the cash entries from the Receivables subledger to the cash basis general ledger.

The cash basis transfer only transfers entries that have a cash impact to the cash general ledger, such as cash receipts. The cash basis transfer does not transfer entries such as invoices because there is no cash impact.

- When the transfer processes are complete, the journals are posted from the Receivables subledger to the general ledger. The journals must be posted in the accrual general ledger and the cash general ledger, using the core journal post routine.

Combined Basis Accounting in Oracle Receivables lets government departments meet the requirements of resource accounting, managing departments using accrual based accounting techniques, as well as reporting on a cash basis.

Prerequisites

Enable the Combined Basis Accounting feature.

See 6. Enabling Oracle Public Sector Financials (International) Features, page 1-10.

Combined Basis Accounting Setup Steps

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

1. Populate Extended Tables (required).
2. Transfer Information to General Ledger (required).

Populating Extended Tables

To populate extended tables:

1. Run the Receivables Global: Populate Data program.
2. In the Source Type parameter, select Combined Basis Accounting.

Note: The populate data program must be run after you have set a new Receivables subledger or added a new multiple organization.

Related Topics

Using Standard Request Submission, *Oracle Applications User's Guide*

Transferring Information to General Ledger

The screenshot shows a window titled "Extended System Options" with three tabs: "Combined Basis Accounting", "Dunning Letters and Installment Terms", and "Standing Charges". The "Combined Basis Accounting" tab is selected. The window contains the following elements:

- Two checked checkboxes: Combined Basis Accounting Enabled and Run GL Journal Import.
- Input fields for: Accounting Method, Set Of Books Name, Unallocated Revenue, Account Description, and Journal Source.
- A Name input field.
- A dropdown arrow next to the Journal Source field.

To transfer information to General Ledger:

1. Navigate to the Extended System Options window.
2. Select the Combined Basis Accounting tab.
3. Select the Run GL Journal Import check box, if required.

4. In the Set of Books Name field, select the required cash set of books.

Note: You can set up the set of books name only once

5. In the Unallocated Revenue field, enter the required account number.
6. In the Journal Source field, select the Cash Basis Journal Source Name.
 - If multiple reporting currencies is used, select the seeded cash Receivables source or define a new source and select it.
 - If multiple reporting currencies is not used, select the seeded cash Receivables source.

Commitment Budgetary Control Setup

Overview

Commitment Budgetary Control lets you create and maintain a secondary, commitment, budget separately from the standard budget in Oracle General Ledger. You can reserve funds for the commitment budget for contract commitments as part of the contract commitment, and for requisitions, purchase orders, and releases in Oracle Purchasing.

Enabling Dual Budgetary Control

Dual budgetary control includes standard budgetary control and commitment budgetary control.

For information on standard and commitment budgetary control, see the following:

- Commitment Model, *Oracle Public Sector Financials (International) User's Guide*
- Commitment Budgetary Control Process, *Oracle Public Sector Financials (International) User's Guide*

Setting the Funds Check Level

Budgetary control refers to the ability to control expenses against budgets. Funds check level is one of the parameters used in budgetary control. Funds check levels in commitment budgetary control can differ from the level used for standard budgets. When dual budgetary control is enabled, you first set up the standard budgetary control parameters in Oracle General Ledger. If no other setting is set up, then Commitment Budgetary Control uses the same funds check levels that were set up in General Ledger for both standard and commitment budgets.

Note: Budgetary control rules and tolerances set up for the standard budget do not apply to the commitment budget.

You can set Commitment Budgetary Control funds check levels at the Detail Account Level Budgetary Control and Summary Account Level Budgetary Control levels.

Detail Account Level Budgetary Control

Detail budgetary control controls expenditures against a budget amount for a particular account. After setting up organizations and budgetary control options in General Ledger, users set up the funds check level override in the Commitment Budgetary Control Account Ranges window.

This table summarizes possible selections for the Commitment Budgetary Control override and validation issues related to the selections.

Commitment Budgetary Control Override

| Standard Budgetary Control Funds Check Level | Commitment Budgetary Control Override | Validation Issues |
|--|---------------------------------------|---|
| Advisory | <blank> | No override. Commitment budgetary control funds check level is the same as standard budgetary control's, that is, Advisory. |
| Advisory | None | No detail budgetary control in commitment budgetary control on transactions with account code combinations in a specified range. |
| Advisory | Advisory | If you select Advisory, the field is blank because there is no commitment budgetary control override. |
| Advisory | Absolute | Absolute detail budgetary control in commitment budgetary control on transactions with account code combinations in specified range |
| Absolute | <blank> | No override. Commitment budgetary control funds check level is the same as standard budgetary control's. |
| Absolute | None | No detail budgetary control in commitment budgetary control on transactions with account code combinations in a specified range |
| Absolute | Advisory | Advisory detail budgetary control in commitment budgetary control on transactions with account code combinations in specified range |
| Absolute | Absolute | If users select this value, the field is blank since there is no commitment budgetary control override. |

Note: If you delete a budget organization range and create a new one, commitment budgetary control ignores any override associated with the deleted value as well as the new budget organization range until you define an override associated with the new budget organization range.

If the standard budgetary control funds check level is set to *None* for an account code range, that range is not displayed on the Commitment Budgetary Control Account Ranges window.

Example

The table below shows budget organization lines with Commitment Budgetary Control Funds Check Levels Override.

Commitment Budgetary Control Funds Check Level Override Example

| Line | Low | High | SBC Funds Level Check | CBC Override | Amount Type | Funding Budget |
|-------------|------------|----------------------|------------------------------|---------------------|--------------------|-----------------------|
| 10 | TLV.7510.0 | TLV.7519. ZZZZZZZ | Absolute | | YTD | CC_2001 |
| 20 | TLV.7510.0 | TLV.7519. ZZZZZZZ | Absolute | Advisory | YTD | CC_2002 |
| 30 | TLV.7510.0 | TLV.7519. ZZZZZZZ | Absolute | None | YTD | CC_2003 |
| 40 | TLV.7510.0 | TLV.7519. ZZZZZZZ | Advisory | | QTD | CC_2004 |
| 50 | TLV.7510.0 | TLV.7519. ZZZZZZZ | Advisory | None | PTD | CC_2005 |

Line 10: Commitment Budgetary Control and standard budgetary control share the same funds check level of Absolute for detail transactions that fall within the Account Low and Account High range and within the CC_2001 budget period, YTD (Year to Date) Amount Type.

Line 20: Commitment Budgetary Control is using an Advisory level and standard budgetary control is using an Absolute funds check level for detail transactions that fall within the Account Low and Account High range and within the CC_2002 budget period, YTD Amount Type.

Line 30: Commitment Budgetary Control is not using budgetary control and standard budgetary control is using an Absolute funds check level for detail transactions that fall within the Account Low and Account High range and within the CC_2003 budget period, YTD Amount Type.

Line 40: Commitment Budgetary Control and standard budgetary control share the same funds check level of Advisory for detail transactions that fall within the Account Low and Account High range and within the CC_2004 budget period, QTD (Quarter to Date) Amount Type.

Line 50: Commitment Budgetary Control is not using budgetary control and standard budgetary control is using an Advisory funds check level for detail transactions that fall within the Account Low and Account High range and within the CC_2005 budget period, PTD (Period to Date) Amount Type.

Summary Account Level Budgetary Control

Summary budgetary control controls expenditures at a summary level. Use the Commitment Budgetary Control - Summary Accounts Severity Level window to change the funds check level for a summary template and all the summary accounts related to it.

All validations for a Commitment Budgetary Control summary template override are similar to those shown in the Commitment Budgetary Control Override table, page 5-2.

Note: If you delete a summary template range and create a new one, commitment budgetary control ignores any override associated with the deleted value until users define an override associated with the new summary template range.

Prerequisites

- Enable the Commitment Budgetary Control feature.
See 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.
- Enable the Enhanced Funds Checker feature.
See 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.
- Enable standard budgetary control before enabling dual budgetary control.
- Define budgets.
- Define budget organizations.
- Assign account ranges to budget organizations and set budgetary control options for the account ranges.

Related Topics

- Enabling standard budgetary control, *Oracle General Ledger User Guide*
- Defining Budgets, *Oracle General Ledger User Guide*
- Defining Budget Organizations, *Oracle General Ledger User Guide*
- Setting Up Account Ranges and Budgetary Control Options, *Oracle General Ledger User Guide*
- Detail Level Budgetary Control, *Oracle General Ledger User Guide*
- Summary Level Budgetary Control, *Oracle General Ledger User Guide*
- Commitment Budgetary Control Process, *Oracle Public Sector Financials (International) User's Guide*

Commitment Budgetary Control Setup Steps

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

| Step Number | Step Description | Required or Optional |
|-------------|---|----------------------|
| 1 | Enable Dual Budgetary Control. See Enabling Dual Budgetary Control, page 5-6 | Required |
| 2 | Set Up Detail Account Funds Check Level Overrides. See Setting Up Detail Account Funds Check Level Overrides, page 5-7 | Optional |
| 3 | Set Up Summary Template Funds Check Level Overrides. See Setting Up Commitment Budgetary Control Summary Template Funds Check Level Override, page 5-8 | Optional |
| 4 | Define Oracle Budgets Responsibility. See Defining Oracle Budgets Responsibility, page 5-8 | Required |
| 5 | Set Up Budgets Profile Options. See Setting Up Budgets Profile Options, page 5-8 | Required |
| 6 | Prepare Budgets. See Preparing Budgets, page 5-9 | Required |
| 7 | Run Create GL Budget Journal Process. See Running Create GL Budget Journal Process, page 5-9 | Required |
| 8 | Post Budget Journals. See Posting Budget Journals, page 5-9 | Required |

Enabling Dual Budgetary Control

Set of Books

Enable Dual Budgetary Control for Oracle Contract Commitment

Enable Dual Budgetary Control for Oracle Purchasing

Encumbrance

| | Budgetary Control | Dual Budgetary Control |
|-------------|--------------------------------------|------------------------|
| Provisional | <input type="text"/> | <input type="text"/> |
| Confirmed | <input type="text"/> | <input type="text"/> |
| Invoice | <input type="text" value="Invoice"/> | |

To enable dual budgetary control:

1. In the Contract Commitment responsibility, navigate to the Enable Dual Budgetary Control window.
2. If you want to enable dual budgetary control for the Contract Commitment feature, select the check box.
3. If you want to enable dual budgetary control for Oracle Purchasing, select the check box.
4. In the Dual Budgetary Control Provisional field, select an encumbrance type for provisional contract commitments or requisitions.

Note: The Dual Budgetary Control Provisional field is required if Use Requisition Encumbrance is enabled on the Financials Options window.

5. In the Dual Budgetary Control Confirmed field, select an encumbrance type for contract commitments or purchase orders and releases.

Note: The Dual Budgetary Control Confirmed field is required if Use PO Encumbrance is enabled on the Financials Options window.

Setting Up Detail Account Funds Check Level Overrides

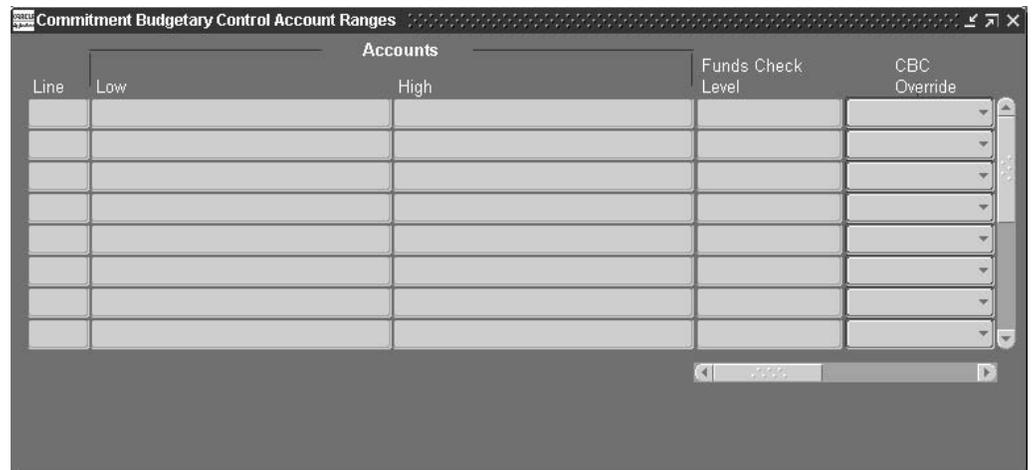


The screenshot shows a dialog box titled "Select Commitment Budgetary Control Budget Organization". It contains two input fields: "Organization" and "Description". Below the fields are two buttons: "Ranges" and "Close".

To set up detail account funds check level overrides:

1. In the Contract Commitment responsibility, navigate to the Select Commitment Budgetary Control Account Ranges window.
2. In the Organization field, select a budget organization.
3. Click Ranges.

Note: Only those records with a standard budgetary control funds check level of Absolute or Advisory are displayed.

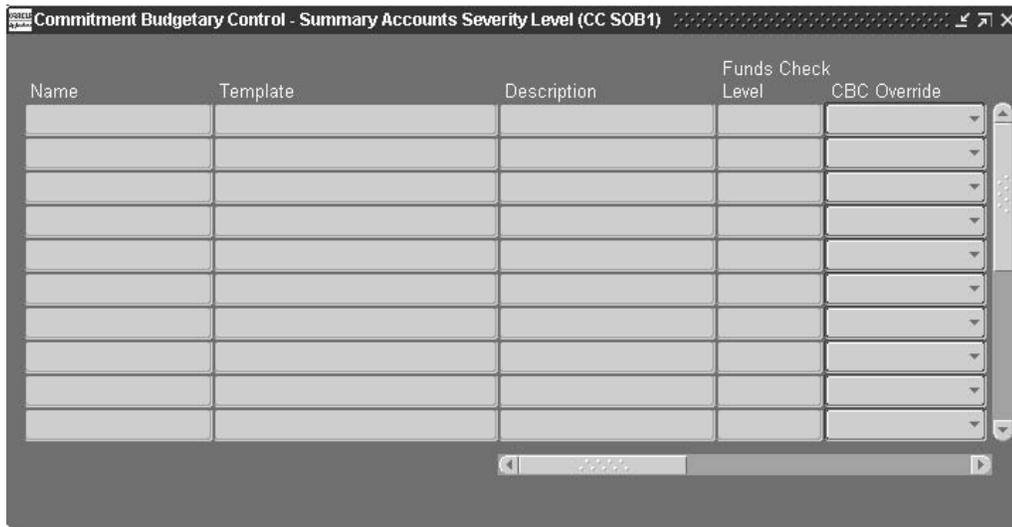


The screenshot shows a window titled "Commitment Budgetary Control Account Ranges" containing a table with the following columns: Line, Low, High, Funds Check Level, and CBC Override. The table has 8 rows, and the CBC Override column contains dropdown menus.

| Line | Accounts | | Funds Check Level | CBC Override |
|------|----------|------|-------------------|--------------|
| | Low | High | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. In the CBC Override field, select a funds check level.

Setting Up Commitment Budgetary Control Summary Template Funds Check Level Override



| Name | Template | Description | Funds Check Level | CBC Override |
|------|----------|-------------|-------------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

To set up the Commitment Budgetary Control summary template funds check level override:

1. In the Contract Commitment responsibility, navigate to the Commitment Budgetary Control - Summary Accounts Severity Level window.

Note: Only those records with a standard budgetary control funds check level of Absolute or Advisory are displayed.

2. In the CBC Override field, enter a funds check level.

Define Oracle Budgets Responsibility

Define an Oracle Budget responsibility.

Related Topics

- Defining a Responsibility, *Oracle Applications System Administrator's Guide*
- Responsibilities Window, *Oracle Applications System Administrator's Guide*
- Users Window, *Oracle Applications System Administrator's Guide*

Set Up Budgets Profile Options

The MO: Operating Unit profile option must be set up for the Budgets responsibility. This MO: Operating Unit profile option controls which operating unit a particular responsibility is assigned to and is used only if multiple organization support is installed.

For information on the MO: Operating Unit profile option, see *Multiple Organizations in Oracle Applications*.

For information on setting up profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

Prepare Budgets

Prepare budgets for both standard and commitment budgets using Oracle Budgets.

Note: When defining worksheets for the commitment budget, the Commitment tab on the Define Worksheet window is only available if dual budgetary control is enabled for the set of books related to the current budget group.

Related Topics

Creating Worksheet Procedures, *Oracle Public Sector Budgeting User's Guide*

Run Create GL Budget Journals Process

Run the Create GL Budget Journals process in Budgets to create the budget journals in General Ledger and in commitment budgetary control.

Related Topics

Create GL Budget Journals Procedure, *Oracle Public Sector Budgeting User's Guide*

Post Budget Journals

Post budget journals in General Ledger.

Note: The status of the budget journals created for the commitment budget is already posted.

Related Topics

Posting Budget Journals, *Oracle Public Sector Budgeting User's Guide*

Construction Industry Scheme Setup

Overview

Setting up construction subcontractor has these steps:

- Assign a construction industry scheme withholding tax group to the subcontractor.
- Enter the subcontractor's certificate or registration card details into the system.

Prerequisites

Enable the Construction Industry Scheme.

For information on enabling features, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10

Construction Industry Scheme Setup Steps

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

| Step Number | Step Description | Required or Optional |
|-------------|---|----------------------|
| 1 | Define Tax Authority Type Suppliers. See Defining Tax Authority Type Suppliers, page 6-2 | Required |
| 2 | Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax. See Defining Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax, page 6-3 | Required |
| 3 | Define Tax Codes and Withholding Tax Groups. See Defining Tax Codes and Withholding Tax Groups, page 6-3 | Required |
| 4 | Set Profile Options. See Setting Profile Options, page 6-3 | Required |
| 5 | Enable Withholding Tax. See Enabling Withholding Tax, page 6-5 | Required |
| 6 | Define Suppliers. See Defining Suppliers, page 6-5 | Required |
| 7 | Enable Construction Industry Scheme for Subcontractors. See Enabling Construction Industry Scheme for Subcontractors, page 6-5 | Required |

Define Tax Authority Type Suppliers

For Construction Industry Scheme, define the Inland Revenue as a supplier of Tax Authority type.

1. In Payables, navigate to the Suppliers window.
2. Enter or query a supplier.
3. Click Open.
4. In the Type field, select Tax Authority.

Related Topics

- Suppliers and Supplier Sites Window Reference, *Oracle Payables User Guide*
- Entering Suppliers, *Oracle Payables User Guide*

Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax

Define a withholding tax type special calendar.

Ensure that a withholding tax group is defined for the supplier's site for construction subcontractors subject to the Construction Industry Scheme.

Related Topics

- Defining a Special Calendar, *Oracle Payables User Guide*
- Withholding Taxes, *Oracle Payables User Guide*
- Entering Suppliers, *Oracle Payables User Guide*

Define Tax Codes and Withholding Tax Groups

Define a withholding tax group for the supplier's site for construction subcontractors subject to the Construction Industry Scheme.

Set up a withholding tax type tax code and assign this tax code to the Construction Industry Scheme Withholding Tax Group.

Related Topics

Withholding Taxes, *Oracle Payables User Guide*

Set Profile Options

The table below describes the Construction Industry Scheme profile option values.

Important: All of the Construction Industry Scheme profile options are in the Payables module and are set at Site level.

Construction Industry Scheme Profile Option Values

| Profile Option Name | Value | Description |
|---|----------------------------|--|
| Construction Industry Scheme: Tax Group | Withholding Tax Group name | Indicates withholding tax group defined for construction industry scheme. |
| Construction Industry Scheme: Tax Code | Withholding Tax code | Indicates withholding tax code defined for construction industry scheme. |
| Construction Industry Scheme: CIS4 P Tax Percentage | Percentage value | Indicates percentage of construction industry scheme tax to withhold for CIS4P holders. |
| Construction Industry Scheme: CIS4T Tax Percentage | Percentage value | Indicates percentage of construction industry scheme tax to withhold for CIS4T holders. |
| Construction Industry Scheme: CIS5 Tax Percentage | Percentage value | Indicates percentage of construction industry scheme tax to withhold for CIS5 holders. |
| Construction Industry Scheme: CIS6 Tax Percentage | Percentage value | Indicates percentage of construction industry scheme tax to withhold for CIS6 holder. |
| Construction Industry Scheme: Factored CIS4P Tax Percentage | Percentage value | Indicates percentage of construction industry scheme tax to withhold for factored CIS4P holders. |
| Construction Industry Scheme: Factored CIS4T Tax Percentage | Percentage value | Indicates percentage of construction industry scheme tax to withhold for factored CIS4T holders. |
| Construction Industry Scheme: Factored CIS5 Tax Percentage | Percentage value | Indicates the percentage of construction industry scheme tax to withhold for factored CIS5 holders. |
| Construction Industry Scheme: Factored CIS6 Tax Percentage | Percentage value | Indicates the percentage of construction industry scheme tax to withhold for a factored CIS6 holder. |

For information on setting profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

Related Topics

- Defining Withholding Tax Groups, *Oracle Payables User Guide*
- Defining Withholding Tax Codes, *Oracle Payables User Guide*

Enable Withholding Tax

Withholding tax must be selected by checking the Use Withholding Tax check box. In the Tax Group field, select the appropriate withholding tax group as system level default.

Related Topics

Withholding Tax Payables Options, *Oracle Payables User Guide*

Define Suppliers

Ensure that a withholding tax group is defined for the supplier's site for construction subcontractors subject to Construction Industry Scheme.

Related Topics

- Entering Suppliers, *Oracle Payables User Guide*
- Withholding Taxes, *Oracle Payables User Guide*

Enable Construction Industry Scheme for Subcontractors

For information on enabling Construction Industry Scheme for subcontractors, see Setting Up Construction Subcontractor, page 6-5.

Setting Up Construction Subcontractor

To enable Construction Industry Scheme reporting, automatic warnings, and other Construction Industry Scheme features for a subcontractor, perform these setup steps:

- Assign a CIS Tax Group, page 6-5
- Enter Certificate or Registration Card Details, page 6-6
- Enter National Insurance Number, page 6-6

Assign a CIS Tax Group

To assign a CIS tax group:

1. In Payables, navigate to the Suppliers window.
2. In the Supplier Name field, enter a new subcontractor name or query an existing subcontractor.
3. Select the Withholding Tax tab.
4. Select the Allow Withholding Tax check box to enable automatic withholding tax for this subcontractor.
5. In the Withholding Tax Group field, select the appropriate tax group.

Note: The tax groups displayed in the drop-down list depend on the values entered in the CIS Tax Group profile option.

6. Click Sites.
7. Select the Withholding Tax tab.

8. Select the Allow Withholding Tax check box to enable Automatic Withholding Tax for this subcontractor.
9. In the Withholding Tax Group field, select the appropriate tax group.

Note: Associating the tax group to a supplier does not automatically update all existing supplier sites. Changes must be made manually for each site.

Enter Tax Certificate or Registration Card Details

Enter tax certificate or registration card details in Payables.

Related Topics

Withholding Tax Certificates and Exceptions, *Oracle Payables User Guide*

Enter a National Insurance Number

| Certificate | | | | Effective Dates | | | | |
|-------------|--------|------|----------|-----------------|------|------|----|----------|
| Tax Code | Number | Type | Priority | NI Number | Rate | From | To | Comments |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

To enter national insurance numbers:

1. Navigate to the Maintain CIS Certificates windows.
2. In the Supplier Name field, enter supplier site certificate details.
3. Enter the Tax Code.
4. Enter the certificate number.
5. In the Type field, enter the subcontractor type.

Note: Valid values are CIS5: construction gross payment certificate, CIS6: subcontractors gross payment certificate, CIS4P: permanent registration card, CIS4T: temporary registration card

6. In the NI Number field, enter the national insurance number.

Note: The national insurance number is required for CIS4P and CIS6 only. UK Number format: CCDDDDDDC where "C" is a character and "D" is a digit, for example - YE010153C.

7. Enter the effective dates for the certificate.

Note: To Dates are required for CIS4T, CIS5, and CIS6.

Contract Commitment Setup

Overview

Contract Commitment creates and maintains contract commitments, which usually extend over a period of years. The contract commitment created in a certain fiscal year is paid against different budgets spread over multiple fiscal years.

This section includes the following parts:

- Commitment Calendar Periods, page 7-1
- Contract Commitment Numbering, page 7-2
- Tax Defaults, page 7-3
- Rate Type Defaults, page 7-5
- Enforced Supplier Holds, page 7-5
- Assign Contract Commitment Types, page 7-6
- Contract Commitment Document States, page 7-8
- Approval Groups, page 7-9
- Security Groups, page 7-10

Commitment Calendar Periods

An accounting year and the periods included in that year are defined in the Accounting Calendar window in General Ledger. The calendar is assigned to a set of books in General Ledger. In Contract Commitment, users define the period status.

Journal entries are created from provisional and confirmed contract commitments using the calendar periods. Contract Commitment verifies that the accounting date on the contract commitment is in an open contract commitment period.

The table below describes the status options for calendar periods.

Status Options for Contract Commitment Calendar Periods

| Status Option | Description |
|--------------------|---|
| Never Opened | Default status; indicates period has never been opened; contract commitment journal entries not allowed |
| Future | Indicates future contract commitment period to be opened; transaction entry allowed |
| Open | Opens contract commitment period; transaction entry allowed |
| Closed | Closes contract commitment period; reversible; transaction entry not allowed |
| Permanently Closed | Closes contract commitment periods; irreversible; transaction entry not allowed |

The table below describes which options are allowed per status.

Accounting Calendar Allowed Option

| Status | Never Opened | Future | Open | Closed | Permanently Closed |
|--------------------|--------------|--------|------|--------|--------------------|
| Never Opened | | X | X | | |
| Future | | | X | | |
| Open | | | | X | X |
| Closed | | | X | | X |
| Permanently Closed | | | | | |

Contract Commitment Numbering

The Contract Commitment numbering option sets up the numbering method for contract commitments.

- Automatic (numeric)
- Manual (numeric/alphanumeric)

The selected numbering method is applied to each operating unit within a multiple-organization structure.

Note: The numbering method is *automatic* for releases created in the Internal Contract Commitment Releases window, even if manual numbering is selected in the Contract Commitment Options window. Manual numbering can still be used for releases created in the Contract Commitments window.

For information on the Internal Contract Commitment Releases window, see Internal Release Contract Commitment Procedures, *Oracle Public Sector Financials (International) User's Guide*.

Tax Defaults

Tax information defaults from system options to suppliers to contract commitment documents to invoices. When there are conflicting tax codes or rates, such as when differing tax codes appear on the contract commitment and the invoice, the setup options for the correct tax information are applied.

The setup of the tax default structure determines the tax code that is defaulted when a new contract commitment is created.

This section includes the following parts:

- Tax Default Process, page 7-3
- Tax Information, page 7-3
- Example, page 7-4

Tax Default Process

The tax default process includes the following steps:

1. In Contract Commitment, users set up a default tax hierarchy to determine which tax code to use on contract commitments.

Tax default sources are selected and ranked. The table below shows possible tax default sources and their origins.

Tax Sources and Origins

| Source | Origin |
|-------------------|--|
| Supplier Site | Defaults the Invoice Tax Code set up in the Supplier Sites window, Invoice Tax tab |
| Supplier | Defaults the Invoice Tax Code set up in the Supplier window, Invoice Tax tab |
| Financial Options | Defaults the Default Tax Code set up in the Financial Options window, Tax tab |

2. Contract Commitment searches for tax information from the highest ranked default option to the next highest ranked option until it finds the required tax information.

Tax Information

Contract Commitment enables users to perform the following tasks:

- Account for taxes paid that are recoverable, only partially recoverable, or not recoverable
- Compute and encumber partial and nonrecoverable taxes on contract commitments

Contract Commitment and Payables enable users to perform the following tasks:

- Automatically reclaim or recover tax based on a variable recovery rate in order to recognize tax liability and ensure recovery of all allowable taxes
- Override the tax code and the recovery if the Tax: Allow Override of Tax Recovery Rate profile option is enabled
- View the recoverable and nonrecoverable tax for each tax code in a contract commitment if partially recoverable tax is used

Example

In the Contract Commitment Options window, the tax defaults are ranked as follows with 1 indicating the highest rank:

1. Financial Options
2. Supplier
3. Supplier Site

The table below shows how the default tax rule is determined based on the hierarchy example set in Contract Commitment and the tax settings in Payables.

Tax Rules Example, Settings in Payables

| Financial Options Window | Supplier Window | Supplier Site Window | Explanation |
|---------------------------------|------------------------|-----------------------------|--|
| x | x | x | Defaults to the tax rule set up in the Financial Options window, the highest ranked in the tax default hierarchy |
| | x | x | Defaults to the tax rule set up in the Supplier window, the second highest ranked in the tax default hierarchy |
| | | x | Defaults to the tax rule set up in the Supplier Site window, the lowest ranked in the tax default hierarchy |
| | | | No tax rule to default to and tax code is set up at this level |

For information on setting up tax rules, see 7. Set Up Tax Rules, page 7-14.

Related Topics

- Enabling Tax Allow Override of Tax Recovery Rate Profile Option, *Oracle Applications System Administrator's Guide*
- Tax Codes, *Oracle Payables User Guide*
- Tax Recovery Rules, *Oracle Payables User Guide*

Rate Type Defaults

The Rate Type default option enables users to select the currency Rate Type that defaults to the Currency window accessed from the Contract Commitments window. The rate type, as well as the associated rate, default whenever users enter a contract commitment and select a currency other than the functional currency. Users can override the default rate type and select another type from those defined in Oracle General Ledger.

Validation Rules

The following validation rules apply to the selection of currencies in the Currency window:

1. If users select the functional currency, which is the default currency, the Rate Type, Rate Date, and Rate fields cannot be entered.
2. If users select a currency that belongs to the EMU, the Rate Type, which is EMU Fixed, and the rate cannot be entered. Users can only enter Rate Date.
3. If users select a currency other than those mentioned in Rule 1 and Rule 2, they can select the following:
 - Rate type, with the exception of EMU Fixed
 - Rate date
 - Rate

If rate type is User, users enter the rate.

The table below summarizes the different scenarios for the Rate Type field using the Euro as the functional currency.

Rate Type Scenarios

| Functional Currency | Entered Currency | Rate Type | User Can Modify | Exceptions |
|----------------------------|---|--|------------------------|-------------------------|
| EUR | EUR | blank | No | No |
| EUR | EMU Currency, such as NLG, DEM, and FRF | EMU Fixed | No | No |
| EUR | Non-EMU Currency, such as USD and GBP | Defaults from Contract Commitment Options window | Yes | Cannot select EMU Fixed |

Enforced Supplier Holds

If there is a problem with a supplier, a supplier can be placed on hold, which means that no contract commitments or invoices can be approved. A supplier is placed on hold using the Enter Supplier window in Oracle Payables. To enforce these holds in Contract Commitment, users select the Enforce Supplier Hold option in the Contract Commitment Options window.

The table below shows the possible scenarios for the implementation and enforcement of supplier holds in Contract Commitment.

Supplier Hold Scenarios

| Purchase Order Hold | Enforce Supplier Hold | Document Actions Not Allowed in Contract Commitment |
|---------------------|-----------------------|---|
| No | No or Yes | No restrictions |
| Yes | No | No restrictions |
| Yes | Yes | Approve contract commitment |

A window informs users that the supplier is on hold when users perform the following tasks:

- Enter a new contract commitment
- Click **Approve** for a contract commitment

Related Topics

Entering Suppliers, *Oracle Payables User Guide*

Assign Contract Commitment Types

The following options can be selected in the Assign Commitment Types window to specify routing controls per contract commitment type and state:

- Preparer Can Approve
This option enables preparers to approve a contract commitment that they create in a specified state. If a preparer is not authorized to approve the contract commitment in the specified state, the approval workflow process is activated and the request for approval is sent to the appropriate approver.
- Preparer Can Encumber
This option enables preparers to encumber a contract commitment that they create in a specified state. A preparer can be authorized to both approve and encumber a contract commitment in a specified state. Even if a preparer cannot approve a contract commitment in a specified state, that preparer can be authorized to encumber it.
If authorized, preparers can manually encumber the contract commitment by clicking Encumbrance in the Contract Commitments window and selecting Reservation in the Encumbrance pop-up window.
- Approval Name
This option defines which Approval Workflow is used if the preparer cannot approve the document or does not have the required approval level.
- Approval Flow
This option executes the Approval Workflow process.
- Approval List
This option is the position hierarchy that is defined.

The contract commitment types are as follows:

- Standard Contract Commitment, page 7-7
- Cover Contract Commitment and Releases Against a Cover Contract Commitment, page 7-7

Standard Contract Commitment

A standard contract commitment represents a contract commitment towards one supplier, who is also the recipient of payments. When a standard contract commitment is approved, it encumbers funds on one or more budgets. When an invoice is matched, an encumbrance is liquidated and an actual is recorded against the standard budget.

Cover Contract Commitment and Releases Against a Cover Contract Commitment

A cover contract commitment encumbers funds on one or more funding budgets for a specific purpose. A release is a contract commitment that is directly related to a cover contract commitment.

The cover contract commitment is made to support the expenditure of money for a certain purpose. The agreed amount is encumbered on the appropriate accounts according to the cover contract commitment. However, no payments are made against the cover contract commitment directly, and no invoices can be matched against a cover contract.

Multiple releases with different suppliers are related to a cover contract commitment. The release contract commitments represent contracts with parties that perform the activities to reach the goals as agreed to in the cover contract commitment. Therefore, actual payments are made to the parties to whom the release contract commitments are made. Invoices are matched to release contract commitments and not to the cover contract itself.

The cover contract commitment is subject to the same funds checking procedures as standard contract commitments and encumbers funds on the appropriate budget accounts, standard and commitment, in the same manner that standard contract commitments do.

Releases to a cover contract commitment are not subject to funds checking against any budget accounts. They are checked against the available amount remaining within the cover contract commitment. The following checks are made simultaneously:

- The total release amount on the release account line must be equal to or less than the available amount of the corresponding cover contract commitment account line.
- The amount of each payment forecast line must be equal to or less than the available amount of the related payment forecast of the corresponding cover contract commitment account line for the same account line and budget year.

Available cover contract commitment account information is defined as the amount of the cover contract commitment minus the amount used by all corresponding releases to the cover contract commitment account line.

Available payment forecast amount is defined as the total amount of the payment forecast of a cover contract commitment account line minus the amount used by any releases related to the corresponding payment forecast of a cover contract commitment account line.

Contract Commitment Document States

A contract commitment goes through several states in its life cycle. This section describes the following contract commitment states:

- Provisional, page 7-8
- Cancelled, page 7-8
- Confirmed, page 7-8
- Completed, page 7-9

Provisional

A provisional contract commitment represents an intention to commit to a third party or an unconfirmed internal commitment of funds. If budgetary control is enabled and the provisional contract commitment is approved, an encumbrance is created against the commitment budget and the standard budget.

The following rules apply to a provisional contract commitment:

- A provisional contract commitment can be created without users knowing the supplier.
- A provisional contract commitment can encumber funds against a commitment budget for a future year.
- It is not possible to match invoices against a provisional contract commitment.
- The start date for a provisional contract commitment must fall within a contract commitment period with a status of Future or Opened.

Cancelled

When a cancelled contract commitment is approved, the encumbered funds are released to the cover commitment and to the standard budget, thereby increasing the funds available in the budget of the cancellation.

The following rules apply to a cancelled contract commitment:

- Only provisional contract commitments can be cancelled.
- It is not possible to match invoices against a cancelled contract commitment.

Confirmed

A confirmed contract commitment is a legally binding agreement with a third party or a confirmed internal commitment of funds.

When a contract commitment goes from the provisional state to the confirmed state, the encumbrance type related to the provisional state is liquidated. An encumbrance type related to the confirmed state is recorded against the commitment budget and the standard budget.

The following rules apply to a confirmed contract commitment:

- To approve a confirmed contract commitment, all contract commitment details must be complete, including the supplier except for cover contract commitments.
- The contract commitment period status must be Opened.
- To transition from a provisional contract commitment to a confirmed contract commitment, the provisional contract commitment must be approved.

- A contract commitment that moves from the provisional to the confirmed state is designated with the status incomplete, and the confirmed contract commitment must also be approved.
- Invoices can be matched against a confirmed contract commitment after it is approved through the approval process and designated with the control status Opened.

Note: If the contract commitment is approved but the signed contract is not returned to the user, the user can manually change the control status to Opened when the signed contract is received.

Completed

A contract commitment is completed when all activities related to a contract are finished, and all invoices and other financial transactions are completed.

Once the contract commitment is completed, it is not possible to modify the contract commitment in any way or to match invoices against it. The value of the completed contract commitment must equal the value of the total invoiced amount. When completing a contract where the value of the contract is greater than the value of the total invoiced amount, the difference is referred to as the unbilled amount of the contract. The unbilled amount is liquidated against the commitment budget in the year of completion. The unbilled amount increases the funds available on the standard budget in the completed year and possibly in future years.

Approval Groups

An approval group is a control group that defines the total amount limit, account range, amount, or other criteria specified. Each approval group can be associated with a set of authorization rules. When approving a contract commitment, contract commitment evaluates the authorization rules associated with the job or position and the contract commitment state to determine whether the approver has adequate authority to approve the contract commitment.

For information on the approval workflow process, see *Contract Commitment Approval Workflow Process, Oracle Public Sector Financials (International) User's Guide*.

Setting up approval groups includes the following tasks:

- Defining Approval Groups, page 7-9
- Assigning Approval Groups, page 7-10

Defining Approval Groups

In the Assign Commitment Types windows described in *Setting Up Contract Commitment Types Procedure, page 7-17*, users specify whether the preparer or owner can approve or encumber a contract commitment or whether position hierarchies are to be used for approval. In the Approval Groups window described in this chapter, approval groups are defined with a group name and a descriptive name.

A set of authorization rules can be associated with each group. The authorization rules can limit approvals to total amount or account ranges and amount or other specified criteria. If there are no rules associated with a group, the group can approve all contract commitments.

Assigning Approval Groups

For each combination of contract commitment type and state, an approval group is assigned to a position defined in Oracle Human Resource Management Systems. Effective dates specifying how long the approval group can be used for approving contract commitments.

Security Groups

Contract Commitment level security controls which users have access to each contract commitment and what modifications or control actions these users can take once they gain access.

This section includes the following parts:

- Features, page 7-10
- Security Groups Setup, page 7-10

Features

The major features of Contract Commitment level security are as follows:

- Every contract commitment is secured.
- Security is at the contract commitment general information level, which means that the entire contract commitment and its components are secured.
- Different levels of access, modify and read-only, are provided.
- Access is granted to users individually or through an access group; access is granted by the contract preparer or owner.
- Access Groups are administered by key users.

If no access is granted, only the preparer and the owner can view or modify the document.

Security Groups Setup

Security groups are defined in the Define Security Groups window. Contract Commitment level security access for groups and individuals is assigned in the Contract Commitments window, Details tab.

For information on security access and access groups, see Maintain Contract Commitment Procedures, *Oracle Public Sector Financials (International) User's Guide*.

Prerequisites

- The accounting calendar must be defined.
- Suppliers must be placed on hold in Payables to enforce supplier holds in Contract Commitment.
- Conversion rate types must be defined in Oracle General Ledger.
- Tax codes must be defined in Payables.
- Employees must be defined.
- Jobs must be defined.

- Positions must be defined.
- Position Hierarchies must be defined.
- Job and Position names and their values must be defined.
- Users must be defined in Oracle Applications System Administration.
- Security must be set up in Oracle Applications System Administration.

Related Topics

- Defining Calendars, *Oracle General Ledger User Guide*
- Placing a supplier on hold, *Oracle Payables User Guide*
- Defining Conversion Rate Types, *Oracle General Ledger User Guide*
- Defining Tax Codes, *Oracle Payables User Guide*
- Defining Financial Options, *Oracle Payables User Guide*
- Entering a New Person, *Managing People Using Oracle HRMS (UK)*
- Defining a Job, *Using Oracle HRMS - The Fundamentals (UK)*
- Defining a Position, *Using Oracle HRMS - The Fundamentals (UK)*
- Creating a Position Hierarchy, *Using Oracle HRMS - The Fundamentals (UK)*
- Defining Job and Position Names Keyfields, *Using Oracle HRMS - The Fundamentals (UK)*
- Setting User Profiles, *Oracle Applications System Administrator's Guide*
- Setting up Oracle Applications Security, *Oracle Applications System Administrator's Guide*

Contract Commitment Setup Steps

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

| Step Number | Step Description | Required or Optional |
|-------------|--|----------------------|
| 1 | Enable Withheld Amounts. See Enabling Withheld Amounts, page 7-13 | Required |
| 2 | Decide How to Use the Account Generator. See Deciding How to Use the Account Generator, page 7-13 | Required |
| 3 | Set Up Payment Terms, Tax Names, and Bill-To Location. See Setting Up Payment Terms, Tax Names, and Bill-To Location, page 7-13 | Required |
| 4 | Define Suppliers. See Defining Suppliers, page 7-14 | Required |
| 5 | Set Up Multiple Reporting Currencies (MRC). See Setting Up Multiple Reporting Currencies, page 7-14 | Required |
| 6 | Set Up Tax Defaults and Rules. See Setting Up Tax Defaults and Rules, page 7-14 | Required |
| 7 | Set up Tax Rules. See Setting Up Tax Rules, page 7-14 | Required |
| 8 | Define Contract Commitment Period Status. See Defining Contract Commitment Period Status, page 7-15 | Required |
| 9 | Define Contract Commitment Period Status. See Define Contract Commitment Options, page 7-15 | Required |
| 10 | Define Contract Commitment Types. See Define Contract Commitment Types, page 7-17 | Required |
| 11 | Define Approval Groups. See Defining Approval Groups, page 7-17 | Required |
| 12 | Assign Approval Groups. See Assigning Approval Groups, page 7-18 | Required |
| 13 | Set up Contract Commitment Level Security. See Setting up Contract Commitment Level Security, page 7-19 | Required |

Enable Withheld Amounts

Withheld amounts form part of guarantee commitments, which occur when a user is required to underwrite the cost of a contract but does not expect to pay the party with whom the contract was made. This functionality is enabled with the IGC: Enable Withheld Amount profile option.

The IGC: Enable Withheld Amount profile option can be set at the following levels:

- Site
- Responsibility
- User

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

For information on setting profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

For information on guarantee commitments, see Guarantee Commitments, *Oracle Public Sector Financials (International) User's Guide*.

Decide How to Use the Account Generator

The Account Generator process in contract commitment builds a charge account and budget account for each contract commitment. Review the default process that Contract Commitment uses to see if it meets the accounting requirements. Optionally customize the Account Generator for each set of books defined.

To decide how to use the Account Generator in contract commitment, see Contract Commitment Account Generator Process, *Oracle Public Sector Financials (International) User's Guide*.

Set Up Payment Terms, Tax Names, and Bill-To Location

Setting up payment terms, tax names, and bill-to location involves the following tasks:

- Defining Payment Terms, page 7-13
- Defining Tax Names, page 7-13
- Setting Up Bill-To Location, page 7-13

Defining Payment Terms

Define payment terms.

Defining Tax Names

Define tax names.

Note: This task must be performed for each operating unit.

Setting Up Bill-To Location

Set up a bill-to location.

Related Topics

- Payment Terms, *Oracle Payables User Guide*
- Defining Tax Names, *Oracle Payables User Guide*
- Setting Up Locations, *Using Oracle HRMS - The Fundamentals*

Define Suppliers

Note: If Oracle Payables is installed and set up or a common-applications setup has been performed, this step may be unnecessary

To define suppliers:

- In Contract Commitment, navigate to the Suppliers window.

Related Topics

Entering Suppliers, *Oracle Payables User Guide*

Set Up Multiple Reporting Currencies (MRC)

Multiple Reporting Currencies is used to maintain transactions and account balances in multiple currencies.

To set up MRC, see *Setting Up MRC, Multiple Reporting Currencies in Oracle Applications*.

Set Up Tax Defaults and Rules

In order for Payables to recognize and use the contract commitment default tax, Tax Defaults and Rules must be set up. The following options must be enabled in the Payables Options window, Tax Defaults and Rules:

- Enforce Tax from Purchase Order
- PO for Matched Invoices tax code default hierarchy

Related Topics

Setting up Tax Defaults and Rules, *Oracle Payables User Guide*

Set Up Tax Rules

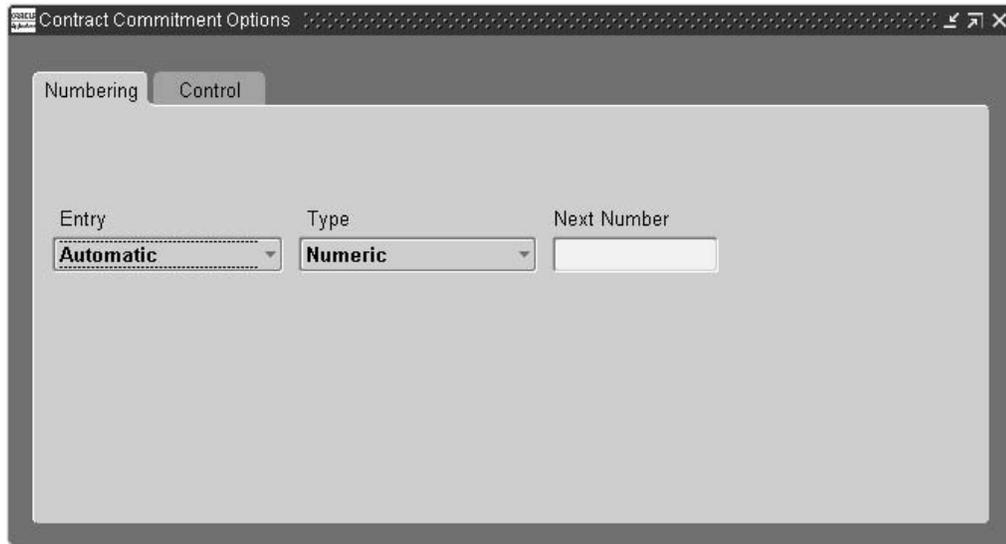
The tax defaults displayed in the Contract Commitment Options window are associated with rules set up in the following Payables windows:

- Financials Options window, Tax tab, Default Tax Code field
- Suppliers window, Invoice Tax tab, Invoice Tax Code field
- Supplier Site window, Invoice Tax tab, Invoice Tax Rule field

Related Topics

- Defining the Tax Code field in Financial Options, *Oracle Payables User Guide*
- Entering Suppliers, *Oracle Payables User Guide*

Setting Up Document Numbering



The screenshot shows a window titled "Contract Commitment Options" with two tabs: "Numbering" and "Control". The "Numbering" tab is selected. Below the tabs, there are three fields: "Entry" with a dropdown menu showing "Automatic", "Type" with a dropdown menu showing "Numeric", and "Next Number" with an empty text input field.

To set up document numbering:

1. In Contract Commitment, navigate to the Contract Commitment Options window.
2. Select the Numbering tab.
3. Select the appropriate numbering method as either automatic or manual.
4. If the numbering method is manual, select the appropriate numbering type.

Setting Up Tax Defaults, Rate Type Defaults, and Enforced Supplier Holds

To set up tax defaults, rate type defaults, and enforced supplier holds:

1. In the Contract Commitment Options window, select the Control tab.
2. Check the Supplier Site check box if you want the tax name to default from the Invoice Tax Code in the Invoice Tax tab of the Suppliers Site window in Payables.
3. Check the Supplier check box if you want the tax name to default from the Invoice Tax Code in the Invoice Tax tab of the Suppliers window in Payables.
4. Check the Financial Options check box if you want the tax name to default from the Financial Options window in Payables.
5. Enter a currency rate type that defaults to the Currency window when a currency other than functional or EMU currency is selected.
6. Check the Enforce Supplier Hold check box if you want to enforce Supplier Holds.

Setting Up Contract Commitment Types Procedure

| Type | State | Approve | Encumber | Approval Name | Approval Flow | Approval List |
|------|-------|---------|----------|---------------|---------------|---------------|
| | | No | No | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

To set up Contract Commitment types:

1. In Contract Commitment, navigate to the Assign Commitment Types window.
2. Select the contract commitment type and state.
3. If the approver or modifier can approve their own contracts, you can indicate it using the Approve drop-down list.
4. If the approver or modifier can encumber their own contracts, you can indicate it using the Encumber drop-down list.
5. Select the name of the approval workflow to be executed.
6. Select the approval process executed to run approval workflow.
7. Select the position hierarchies to be used for approvals at the Approval List.

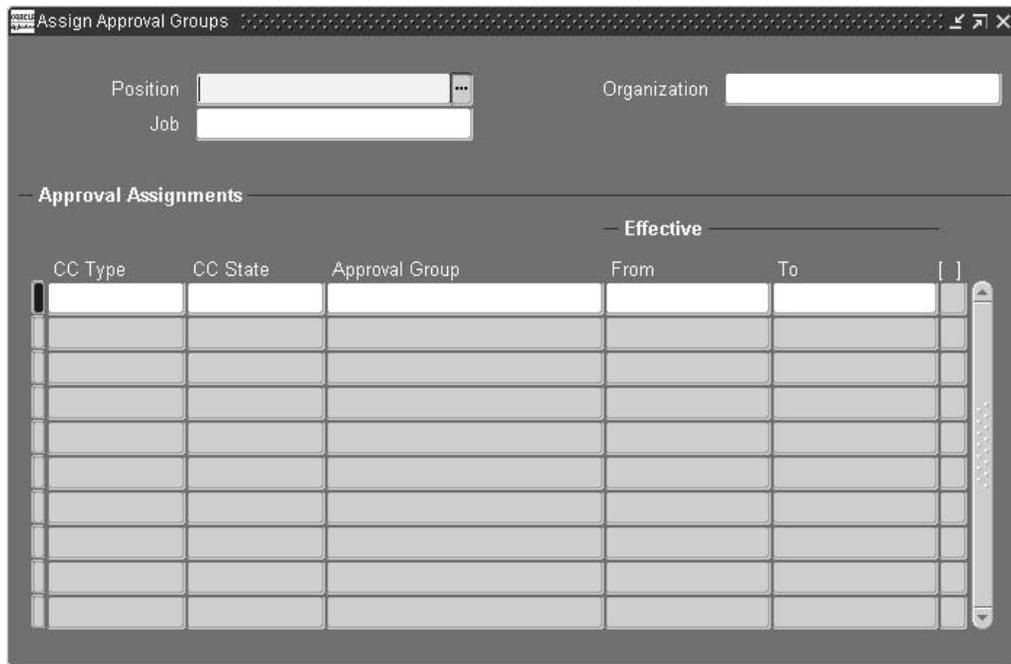
Defining an Approval Group Procedure

| Type | Amount Limit | Low Value | High Value |
|------|--------------|-----------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

To define an approval group:

1. In Contract Commitment, navigate to the Approval Groups window.
2. Enter the name and description of the approval group.
3. If you wish to limit the monetary contract commitment amount that the approval group can approve, you can do it using the Total Amount Limit.
4. Check the Enabled check box to activate the approval group.
5. Select the Type to indicate whether to allow approval of accounts that fall within the selected range.
6. Enter the total amount that a control group can authorize for all lines within the account range.
7. Enter the lowest and highest flexfield in the range pertinent to this rule.
8. Use the descriptive flexfield to enter any other information that you wish to hold.

Assigning Approval Groups Procedure



Note: Approval groups must be defined.

To assign approval groups to contract commitment types:

1. In Contract Commitment, navigate to the Assign Approval Groups window.
2. Select the position to which the approval group is assigned.
3. Select the contract commitment type and state.
4. Select the approval group assigned to job.

Note: Only enabled approval groups will be available for selection.

5. Enter the period during in which the assignment must be active.

Setting Up Contract Commitment Level Security Procedure

The screenshot shows a window titled "Define Security Groups". It is divided into two main sections: "Groups" and "Users".

The "Groups" section contains two text input fields: "Group Name" and "Description".

The "Users" section contains a table with the following columns: "User Name", "Description", "Start Date", and "End Date". The table has five rows. The first row has a dropdown menu in the "User Name" column and empty cells in the other columns. The table has a scrollbar on the right side.

To set up Contract Commitment level security:

1. In Contract Commitment, navigate to the Define Security Groups window.
2. Enter the name and description of the security group.
3. Select the name of the user who will be part of the security group.
4. To add a new name to a previously defined security group, click New on the toolbar.

Contract Commitment Template Setup

Definition

Contract Commitment Template Setup enables users to create a template with contract commitment information that can be copied to create a new contract commitment.

Overview

Templates are created in the Contract Commitments window. The Template type is a contract commitment type which is treated as a Standard or a Cover type except that it is not possible to approve, encumber, or transition a contract commitment template. The template is always Provisional with an Incomplete approval status and an Entered control status. Templates for releases cannot be created.

Users enable a template by setting the effective date in the Parties tab of the Contract Commitments window. When a new contract commitment is created based on a template, the effective date range has a start date that is equal to the system date. If the system date is outside the effective date range, the contract commitment template cannot be used anymore to create a new contract commitment. The payment forecast dates must be within the effective date range.

For information on copying a template to create a new contract commitment, see *Creating a Contract Commitment from a Template Procedure, Oracle Public Sector Financials (International) User's Guide*.

Entering Template General Information

The screenshot shows the 'Contract Commitments' window with the following fields and tabs:

- Header Region:** Commitment Type, Number, Version, Release Against, Total Amount, Currency, and a checkbox for Guarantee Commitment.
- General Tab:** State, Approval Status, Control Status.
- Parties Tab (Active):**
 - Third Party:** Supplier, Contact, Site, Number.
 - Preparer:** Preparer, Employee, Terms.
 - Owner:** Owner, Employee, Bill To Location.
 - Effective:** Start Date, End Date.
- Buttons:** Currency..., Transition, Encumbrance, Approve...

The screenshot shows the 'Currency' pop-up window with the following fields and buttons:

- Fields:** Currency, Rate Type, Rate Date (with a calendar icon), Rate.
- Buttons:** Ok, Cancel.

To enter template general information, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitments window as follows:
Setup - Contract Commitment Templates
2. Enter data in each field of the Parties tab as described in the Contract Commitments Window Description, Header Region and General and Parties Tab table, page 8-3.
3. To enter a currency different than the functional currency of the current set of books and exchange rate information, click **Currency...**
4. Enter currency and exchange rate information as described in the Contract Commitments Window Description, Currency Pop-up table, page 8-7.
5. Select the Details tab.

6. Enter data in each field of the Details tab as described in the Contract Commitments Window Description, General and Details Tabs and Footer Region table, page 8-6.
7. Save or save and continue as follows:
File - Save or Save and Proceed
8. To enter template accounting information, select the Accounting Tab and go to the next procedure section, Entering Template Accounting Information Procedure, page 8-8.

Contract Commitments Window Description, General Tab

The table below describes the Contract Commitments window header region, General tab header region, and Parties tab within the General tab.

Note: For a complete description of the Contract Commitments window, see *Maintain Contract Commitment Procedures, Oracle Public Sector Financials (International) User's Guide*.

Contract Commitments Window Description, Header Region and General and Parties Tabs

| Field Name | Type | Features | Description |
|-----------------|--|----------|--|
| Commitment Type | default, display only after saving | | template contract commitment document type |
| Number | required if document numbering is manual | | system-generated or manually entered unique contract commitment identification number; numeric or alpha numeric; numeric if automatically entered unless defined differently at setup |
| Version | display only | | control contract commitment version; certain changes to the contract commitment generate a new version; system-generated. All contract commitments start with version number 0 and increment by 1. |
| Release Against | disabled | | not applicable |
| Total Amount | display only | | total sum of all the entered amounts in the Accounting tab |
| Currency | default, display only | | currency code for currency to be used in contract commitment |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|--|
| Guarantee Commitment | optional | check box | if selected, defines the contract commitment as a guarantee commitment; defaults to deselected; enabled if commitment type is Standard and user responsibilities allow creation of guarantee commitments |
| Descriptive Flexfield | optional | | user customizable field |
| State | display only | | provisional contract commitment state; only state applied to templates |
| Approval Status | display only | | incomplete approval status; only status applied to templates |
| Control Status | display only | | entered contract commitment control status |
| Supplier | optional | list of values | supplier name; supplier with whom contract commitment made Note: A pop-up window informs users that the supplier is on hold. |
| Site | optional | list of values | supplier location |
| Contact | optional | list of values | supplier contact name and information |
| Number | display only | | supplier number; populated when supplier is selected |
| Preparer | display only | | contract commitment administrator responsible for entering and maintaining the contract commitment |
| Owner | required | list of values | contract commitment owner user identifier |
| Employee | default, display only | | preparer name; defaults from user login |
| Employee | default, display only | | owner name; defaults from Owner field |

| Field Name | Type | Features | Description |
|-------------------|-------------|-----------------|--|
| Terms | optional | list of values | payment terms; indicates when payment due |
| Bill To Location | optional | list of values | bill-to location; no bill-to location for cover contract commitments |
| Start Date | required | pop-up calendar | effective contract commitment start date; defaults to current date |
| End Date | optional | pop-up calendar | effective contract commitment end date |

The table below describes the Details tab within the General tab, and the Contract Commitments window footer region.

Contract Commitments Window Description, General and Details Tabs and Footer Region

| Field Name | Type | Features | Description |
|--------------------|----------|----------------|---|
| Reference Number | disabled | | information pertaining to a contract commitment imported from an external source |
| Description | optional | | additional contract commitment information |
| Type | optional | list of values | access type; group or individual |
| Group Or User Name | optional | list of values | group or user name |
| Level | optional | list of values | security access level; modify or read-only. Note: The same access level cannot be assigned to a group or user more than once. Note: Two different access levels cannot be assigned to the same user or group. |
| Currency... | | button | opens Currency pop-up window; Currency pop-up window described in this table |
| Transition | disabled | button | Transition pop-up window; disabled if document type is Template |
| Encumbrance | disabled | button | Encumbrance pop-up window; disabled if document type is Template |
| Approve... | disabled | button | Approval pop-up window; disabled if document type is Template |

The table below describes the Currency pop-up window.

Contract Commitments Window Description, Currency Pop-Up Window

| Field Name | Type | Features | Description |
|-------------------|------------------------|-----------------|--|
| Currency | required | list of values | currency type; defaults to functional currency of current set of books |
| Rate Type | conditionally required | list of values | exchange rate type defaults from Rate Type setup in Contract Commitment Options window; enabled only if currency is different than the functional currency |
| Rate Date | conditionally required | pop-up calendar | date currency conversion rate to be used |
| Rate | conditionally required | | conversion rate between the entered currency and the functional currency; automatically populated when rate type selected using the General Ledger rate corresponding to rate type; cannot be modified by users unless selected rate type is User Note: If rate type is User, users must enter the rate for the contract commitment. |
| OK | | button | confirms action and saves changes |
| Cancel | | button | closes window without saving changes |

Entering Template Accounting Information Procedure

The screenshot shows the Oracle Contract Commitments window. At the top, there are fields for Commitment Type, Number, Version, Release Against, Total Amount, and Currency. Below these is the Accounting tab, which contains three sub-tabs: Distributions, Projects, and More. The Distributions sub-tab is active and displays a table with columns: Line, Cover Line, Project, Task, Type, Expenditure Org, and a blank column. Below the table is the Account Description section with Charge and Budget fields. At the bottom of the window are buttons for Currency..., Transition, Encumbrance, and Approve...

To enter template accounting information, perform the following steps.

1. In the Accounting tab of the Contract Commitments window, select the Distributions tab.
2. Enter data in each field of the Distributions tab as described in the Contract Commitments Window Description, Accounting and Distributions Tabs table, page 8-9.
3. To enter project information, select the Projects tab.
4. Enter data in each field of the Projects tab as described in the Contract Commitments Window Description, Accounting and Projects Tabs table, page 8-10.
5. To enter charge and budget accounts, select the More tab.
6. To activate the Account Generator to build the charge and budget accounts, place the cursor in the Charge Account field and press the Tab key.
7. To manually enter the charge and budget accounts, enter data in each field of the More tab as described in the Contract Commitments Window Description, Accounting and More Tabs table, page 8-11.
8. Save or save and continue as follows:
 - File - Save or Save and Proceed**
9. To enter payment forecast information, go to the next procedure section, Entering and Viewing Template Payment Forecast Information Procedure, page 8-11.

Contract Commitments Window Description, Accounting Tab

The table below describes the Contract Commitments window, Accounting and Distributions Tabs. For information on the header and footer regions, see the Contract Commitments Window Description, Header Region and General and Parties Tab table, page 8-3, and the Contract Commitments Window Description, General and Details Tabs and Footer Region table, page 8-6.

Contract Commitments Window Description, Accounting and Distributions Tabs

| Field Name | Type | Features | Description |
|---------------------|--------------|----------------|--|
| Line | display only | | system-generated line number generated for every new line |
| Cover Line | disabled | list of values | cover line number against which release is matched and selected; disabled if document type is Template |
| Description | optional | | user-entered line description |
| Entered Amount | required | | user-entered amount for each line; must be more than billed amount when doing adjustments. If currency entered is different than functional currency, Contract Commitment converts the amount to the functional currency. |
| Withheld Amount | optional | | field enabled only if commitment type is Standard; user-entered amount for the part of the commitment which might not be paid; must not exceed entered amount Note: This field has no connection with the Withheld Amount field on the Payables Invoice Workbench. |
| Unencumbered Amount | display only | | unencumbered amount against commitment budget. Unencumbered amount is the computed functional amount minus encumbered amount. |

| Field Name | Type | Features | Description |
|-----------------------|--------------|----------|--|
| Available Amount | display only | | available amount for cover commitment contracts; cover contract commitment amount minus all releases against cover, excluding cancelled releases |
| Descriptive Flexfield | optional | | user-customizable field |
| Charge | display only | | displays description of the charge account entered in the Charge Account field of the Accounting tab - More tab in the Contract Commitments window |
| Budget | display only | | displays description of the budget account entered in the Budget Account field of the Accounting tab - More tab in the Contract Commitments window |
| Payment Schedule | | button | opens Contract Commitments, Forecast tab window for selected contract commitment account; enabled after charge account entered |

The table below describes the Contract Commitments window, Accounting and Projects tabs.

Contract Commitments Window Description, Accounting and Projects Tabs

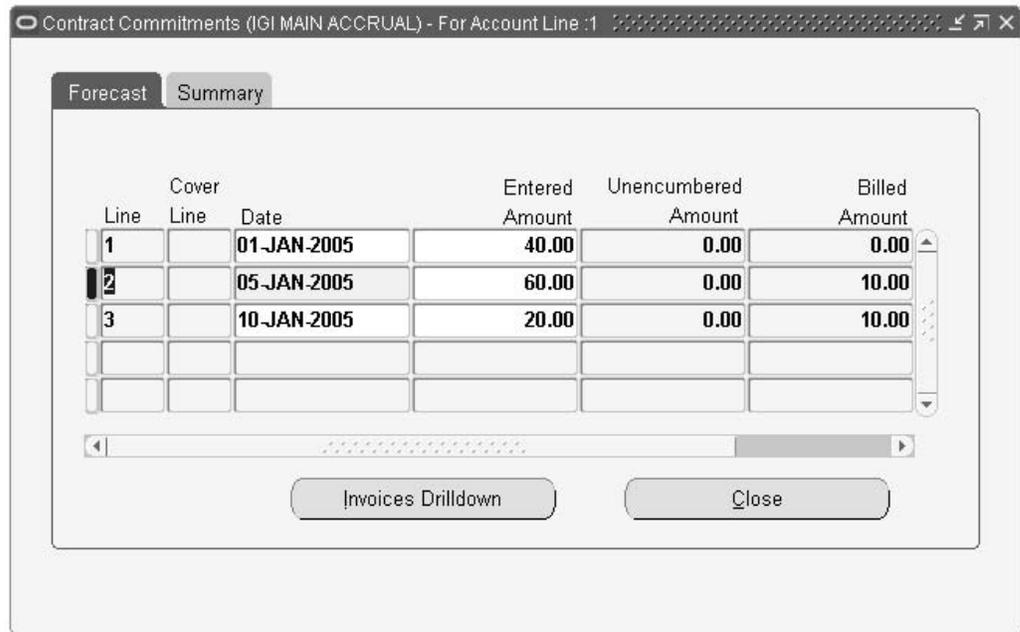
| Field Name | Type | Features | Description |
|-----------------------|------------------------|-----------------|--|
| Project | optional | list of values | project identifier |
| Task | conditionally required | list of values | task number related to selected project; enabled only if Project field entered |
| Type | conditionally required | list of values | expenditure type for selected project; enabled only if Project field entered |
| Org | conditionally required | | expenditure organization; enabled only if Project field entered |
| Date | conditionally required | pop-up calendar | expenditure date; enabled only if Project field entered |
| Descriptive Flexfield | optional | | user-customizable field |

The table below describes the Contract Commitments window, Accounting and More tabs.

Contract Commitments Window Description, Accounting and More Tabs

| Field Name | Type | Features | Description |
|-----------------------|------------------------|----------------|--|
| Charge Account | optional | | charge account accounting flexfield |
| Budget Account | conditionally required | | budget account accounting flexfield; enabled only if budgetary control enabled |
| Taxable | | check box | if selected, indicates if account is taxable; tax defaults apply |
| Tax Name | optional | list of values | tax name; tax defaults apply |
| Descriptive Flexfield | optional | | user-customizable field |

Entering and Viewing Template Payment Forecast Information Procedure



To enter and view template payment forecast information:

1. To navigate to the Forecast tab, in the Accounting tab of the Contract Commitments window, click **Payment Schedule**.
2. Enter data in each field of the Forecast tab as described in the Contract Commitments Window Description, Forecast Tab table, page 8-12.

- To view forecast information, select the Summary tab.

Contract Commitments Window Description, Forecast Tab

Contract Commitments Window Description, Forecast Tab

| Field Name | Type | Features | Description |
|---------------------|--------------|-----------------|--|
| Line | display only | | system-generated payment forecast number; dependent on account line Note: Each account line has a separate set of payment forecasts. |
| Cover Line | disabled | | field enabled only if commitment type is Release; cover line number against which release is selected; disabled if document type is Template |
| Date | required | pop-up calendar | if standard budgetary control is enabled, indicates date for reserving funds on the appropriate standard budget; cannot be modified for releases and other validations; default is current date. |
| Entered Amount | required | | payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information plus the withheld amount. |
| Unencumbered Amount | display only | | Unencumbered amount is the computed functional amount minus encumbered amount. |
| Billed Amount | display only | | amount invoiced against payment forecast |
| Available Amount | display only | | cover contract commitment payment forecasts minus all releases against cover payment forecasts, excluding cancelled and completed release functional amounts |

| Field Name | Type | Features | Description |
|-----------------------|-------------|-----------------|--|
| Descriptive Flexfield | optional | | user-customizable field |
| Close | | button | closes Forecast window and returns to the account line where Payment Schedule clicked |

Dossier Setup

Overview

The Dossier feature manages an unlimited number of budgetary dossier types and uses Oracle Workflow to manage approval based on predefined position hierarchies.

Budgetary dossiers enable the user to transfer budget amounts from one budget to another and allocate budget amounts to one or more specific accounting flexfields within an accounting flexfield structure. For example, one dossier transfers funds to a project, and another dossier is created later to allocate the project's funds to the specific project tasks.

Prerequisites

- Dossier must be enabled in the Enable OPSF(I) Features window.
- Fiscal years must be defined in the Accounting Calendar window.
- The accounting flexfield structure must be defined before creating dossier numbering schemes.

Related Topics

- Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.
- Defining Calendars, *Oracle General Ledger User Guide*
- Defining Your Account Structure, *Oracle General Ledger User Guide*

Dossier Setup Steps

This section describes the setup steps for dossier.

| Step Number | Step Description | Required or Optional |
|-------------|---|----------------------|
| 1 | Create Additional Users. See Creating Additional Users, page 9-2 | Required |
| 2 | Enter Value Set Values. See Entering Value Set Values, <i>Oracle Public Sector Financials (International) User's Guide</i> | Required |
| 3 | Set Up Personnel. See Setting Up Personnel, page 9-1 | Required |
| 4 | Define Position Hierarchies. See Defining Position Hierarchies, page 9-3 | Required |
| 5 | Set Up Budgets. See Setting Up Budgets, page 9-3 | Required |
| 6 | Set Up Budget Organizations. See Setting Up Budget Organizations, page 9-3 | Required |
| 7 | Set up Dossier Numbering. See Setting Up Dossier Numbering, page 9-3 | Required |
| 8 | Set Up Dossier Types. See Setting Up Dossier Types, page 9-4 | Required |

Create Additional Users

Create new users that have access to Oracle Public Sector Financials (International) or grant access to existing users to Oracle Public Sector Financials (International).

A unique employee must be assigned to each user if dossier is used.

Related Topics

Creating Users, *Oracle Applications System Administrator's Guide*

Enter Value Set Values

Enter the value set values.

For information on entering value set values, see Defining Jobs Procedure, page 11-8.

Set Up Personnel

1. Define Jobs
2. Define Positions

Related Topics

- Defining Jobs, *Oracle Human Resources User's Guide*
- Defining Positions, *Oracle Human Resources User's Guide*

Define Position Hierarchies

You have to define position hierarchies.

Related Topics

Defining Position Hierarchies, *Oracle Human Resources User's Guide*

Set Up Budgets

You have to set up Budgets.

Related Topics

Defining Budgets, *Oracle General Ledger User Guide*

Set Up Budget Organizations

You have to set up budget organizations.

Related Topics

Defining Budget Organizations, *Oracle General Ledger User Guide*

Set Up Dossier Numbering

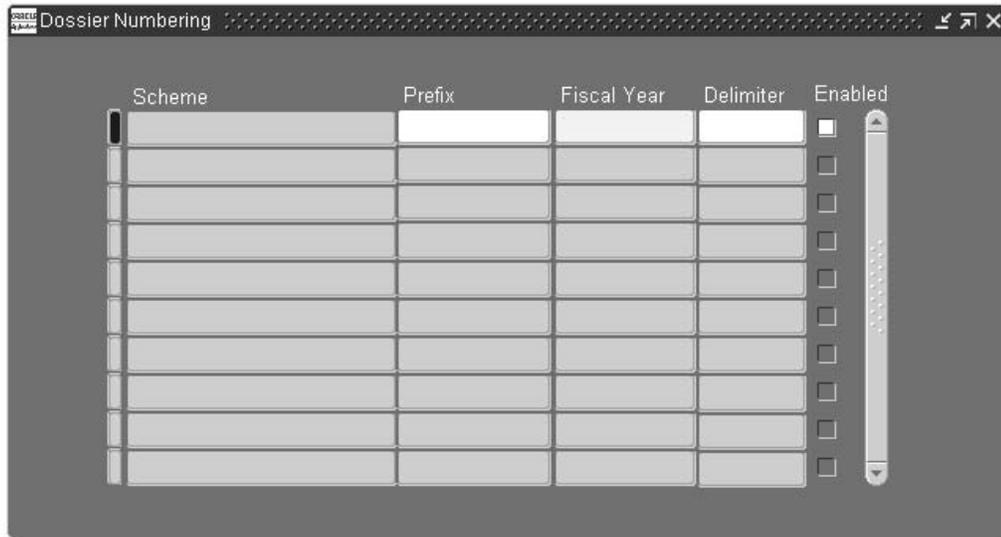
Dossier lets you uniquely and sequentially number dossiers.

You can set up unique dossier numbering schemes. A dossier numbering scheme consists of a prefix and a fiscal year and optionally, a delimiter. For example, a scheme of NHS-2002 consists of a prefix of NHS, a delimiter of hyphen (-), and a fiscal year of 2002. All sequences start from 1, in this instance NHS-2002-1.

Each unique numbering scheme can be assigned to only one dossier type. This ensures a unique sequence for each dossier type.

For information on setting up dossier numbering, see *Setting Up Dossier Numbering Procedure*, page 9-4.

Setting Up Dossier Numbering Procedure



To set up Dossier numbering:

1. Navigate to the Dossier Numbering window.
2. Enter a prefix within 5 characters for the dossier numbering.
3. Select the fiscal year.
4. You can optionally enter a delimiter to separate the Prefix, Fiscal Year and the sequence number.
5. Check the enabled check box to activate the dossier numbering.

Note: A numbering scheme cannot be disabled after it is assigned to a dossier type.

Set Up Dossier Types

Dossier types comprise sets of budgetary transfer rules and a defined dossier approval workflow.

To enhance security and reduce data entry effort, budgetary rules are predefined by means of dossier types. Each dossier type can consist of a number of the following elements:

- Dossier name and description
- Related dossier type
- Relationship with related dossier types
- Dossier numbering scheme
- Dossier approval hierarchy
- Amount type
- Budget journal types: balanced, unbalanced, or multiple years
- Source budget from which to transfer funds

- Destination budget where funds are transferred
- Budgetary transfer accounting flexfield ranges

When a dossier is created, the selected dossier types automatically generate a transaction number, default budgetary rules, and flexfield values. Although the rules associated with a dossier type are predefined, the budget amount must be entered when creating the dossier. Dossier approval workflow ensures that if a dossier transaction is rejected, funds become available in the source budget.

Examples of dossier types are as follows:

- Parliamentary authorized budget
- Modified parliamentary budget
- Detailed budget apportionment

Relationships between Dossier Types

| Dossier Type | Description |
|---------------------|---|
| Parent | Top of dossier hierarchy; sets source and destination boundaries for children |
| Child | Lower level of dossier hierarchy than parent; source of child dossier type must be within destination of parent; child dossier can have only one parent |
| Complementary | Modifies related dossier; changing amount by adding or subtracting; enables related dossier's source to be expanded |
| Retirement | Allows end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year |

Different types of dossier transactions can be defined using combinations of settings. An example is shown in the table below.

Dossier Type Example

| Dossier Purpose | Define Type | Budget Type |
|--|-------------------------------|---|
| Transfer expense budget amounts from source account to destination account | Define Source and Destination | Balanced; debit destination account and credit source account |

The source and destination account usages can also be defined as part of the dossier type. The usage rules define the account segment default values, and whether the values are visible and editable when creating a dossier.

For information on setting up dossier types, see *Setting Up Dossier Types Procedure*, page 9-6.

Setting Up Dossier Types Procedure

| Dossier Name | Description | Relationship | Related Dossier Type | Numbering Scheme | Approval Hierarchy |
|--------------|-------------|--------------|----------------------|------------------|--------------------|
| | | Parent | | | |

Sources

| Line Number | Budget Organization | Budget | From Account | To Account |
|-------------|---------------------|--------|--------------|------------|
| | | | | |
| | | | | |

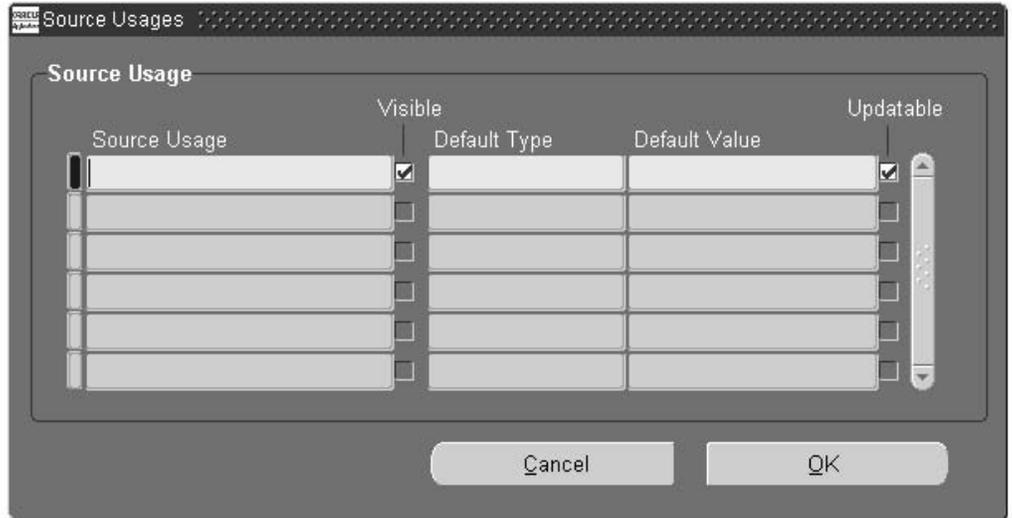
Destinations

| Line Number | Budget Organization | Budget | From Account | To Account |
|-------------|---------------------|--------|--------------|------------|
| 1 | | | | |
| | | | | |

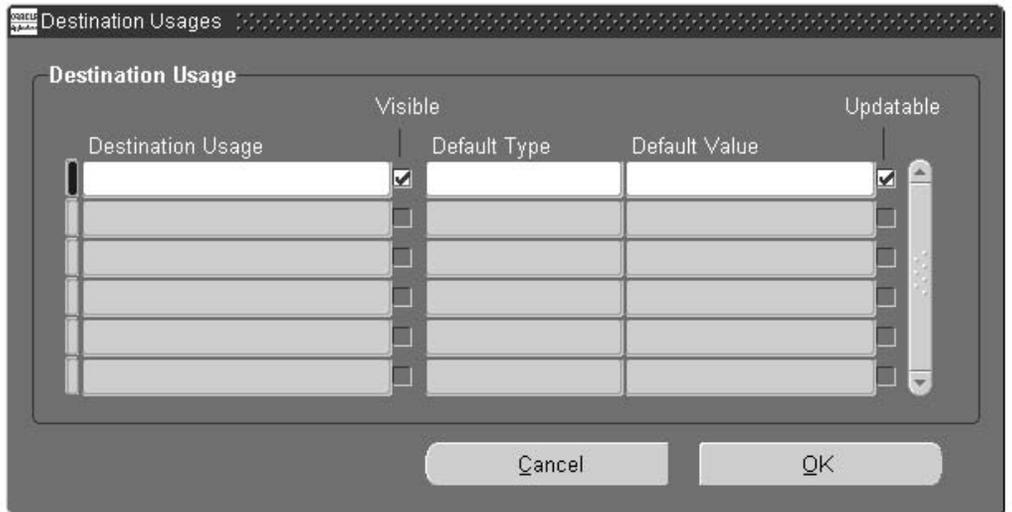
To set up dossier types:

1. Navigate to the Dossier Types window.
2. Enter a unique dossier type name and a description.
3. Select a dossier relationship.
4. If the dossier type is not *Parent* select the dossier name of the parent dossier that it is related to.
5. Select a numbering scheme that is not yet allocated to any dossier.
6. Select the HR position hierarchy for the dossier type.
7. Select the type of amount that must be displayed in the dossier window.
8. Check the Multi Annual check box, if you want to enable multiple-year budgeting.
9. Check the Balanced check box if you want to enable balanced budgeting.
The Enabled check must remain unchecked until the entire setting up procedure is completed.
10. The source line number for the selected dossier type is displayed.
11. Select the budget organization name as defined in the Define Budget Organization window.
12. Select the budget assigned to the selected budget organization.
13. Select the account flexfield range required for budgetary transfer source. It must fall within the selected budget organization's account ranges.
14. The destination line number for the dossier type is displayed.

15. Select the budget organization name.
16. In the Budget Org, select the budget assigned to the budget organization.
17. Select the account flexfield range required for budgetary transfer destination. It must fall within the selected budget organization's account ranges.
18. To define the source accounting flexfield segment defaults, click the current record drill-down button in the Sources region.



19. To define the destination accounting flexfield segment defaults, click the current record drill-down button in the Destinations region.



20. In the source and destination usages windows, check the Visible check box if the segment must be visible in the Dossier window.

Note: It can only be unchecked if a default type exists.

21. Select the default type.

Note: Parent Destination can only be assigned to Child dossier destination segments.

22. Select the default value for default types other than *Numbering* and *Parent Destination*.

23. Check the Updateable check box if you wish to let the user update the values in the Dossier window.

- If the Default Type field is blank and the Visible check box is selected, you must check this check box.
- For default Type Parent Destination, keep this check box unchecked.

24. Check the Enabled check box to activate the dossier type.

- The dossier relationship defaults to Parent, but must be reassigned if the current dossier is a different type of dossier.
- Dossier types that are not already used to generate dossier transactions can be deleted in the Dossier Types window.

Enhanced Funds Checker Setup

Overview

Enhanced Funds Checker in Oracle Public Sector Financials (International) is an extension to the standard General Ledger funds checker that enables multiple funding budgets to be checked across multiple years. This ensures effective funds control over lead-time purchase contracts that span over multiple budget years.

Multiple funding budgets enable multiple budgets to be assigned to the same account combination or account range, either at detail or summary level, to support funds checking against multiple budgets. Multiple funding budgets uses the general ledger date of a transaction to determine which budget to use in the funds checking operation.

The following windows are used to set up Enhanced Funds Checker:

- Set of Books, to set up Enhanced Funds Checker options
- Define Budget Organizations, to assign multiple funding budgets to an account or account range.
- Define Summary Accounts, to assign multiple funding budgets to a summary template.

For information on setting up and using Enhanced Funds Checker, see Enhanced Funds Checker Process, *Oracle Public Sector Financials (International) User's Guide*.

Prerequisites

- Enable the Enhanced Funds Checker feature for the required set of books.
See 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.

Enhanced Funds Checker Setup Steps

The setup steps in this section are listed in the required order.

| Step Number | Step Description | Required or Optional |
|-------------|--|--|
| 1 | Create Summary Accounts. See Creating Summary Accounts, page 10-2 | Required if summary accounts are used. |
| 2 | Set Up Budgets. See Setting Up Budgets, page 10-2 | Required |
| 3 | Set Up Budget Organizations. See Setting Up Budget Organizations, page 10-2 | Required |
| 4 | Enable Multiple Funding Budgets for Set of Books. See Enabling Multiple Funding Budgets for Set of Books, page 10-2 | Required |

1. Create Summary Accounts

Summary accounts are used to perform online summary inquiries, and to speed the processing of financial reports, Mass Allocations, and recurring journal formulas.

For information on creating summary accounts, see Assigning Multiple Budgets to Detail Account Procedure, page 10-3.

2. Set Up Budgets

You must set up budgets.

For information on setting up budgets for the enhanced funds checker, see Assigning Multiple Funding Budgets to Summary Account Procedure, page 10-4.

Related Topics

Defining Budgets, *Oracle General Ledger User Guide*

3. Set Up Budget Organizations

You must set up budget organizations.

Related Topics

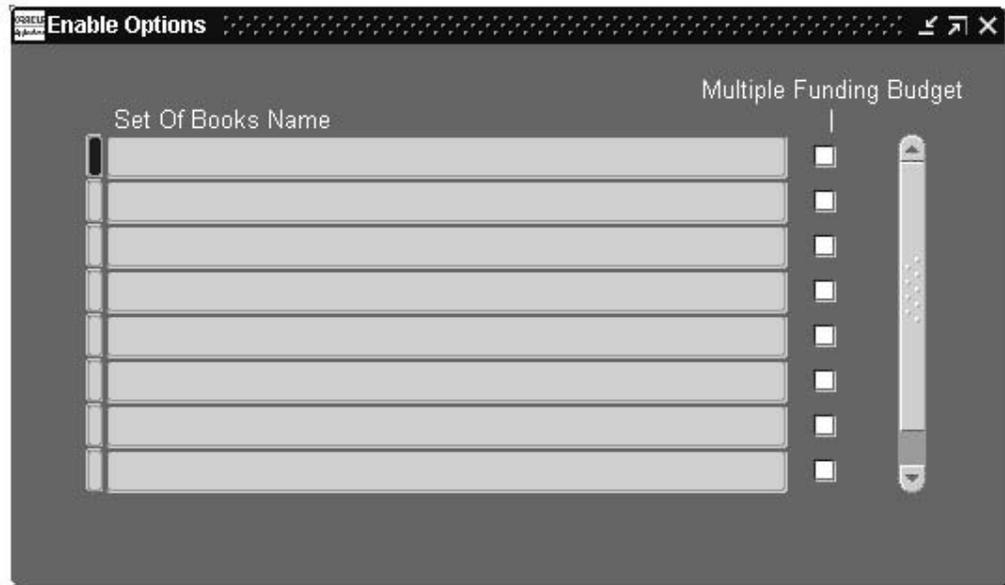
See Define Budget Organizations, *Oracle General Ledger User Guide*

4. Enable Multiple Funding Budgets for Set of Books

You must enable multiple funding budgets for set of books.

For information on enabling multiple funding budgets for a selected set of books, see Enabling Options Procedure, page 10-3.

Enabling Options



To enable a set of books to use multiple funding budgets:

1. Navigate to the Enable Options window.
2. To enable multiple funding budgets, check the Multiple Funding Budget check box for the relevant set of books.

Assigning Multiple Budgets to Detail Account

To assign multiple funding budgets to a detail account or range of accounts:

1. Navigate to the Extended Budget Organization window.
2. Enter or query a budget organization.
3. Click Ranges.
4. Click Range Assignments.
5. Enter account ranges for the organization.
6. Use Edit - Duplicate - Record Above to copy the details of each record that requires multiple funding budgets into a new row.
7. In the Funding Budget field, ensure that the relevant funding budget is selected.
8. To enable funds checking, in the Funds Check Level field select Absolute, Advisory, or a combination if different levels of funds checking are required for the account.

Note: Enter None to disable funds checking.

For information on the enhanced funds checker, see Setting Up Budgetary Control Process Description, *Oracle Public Sector Financials (International) User's Guide*.

Related Topics

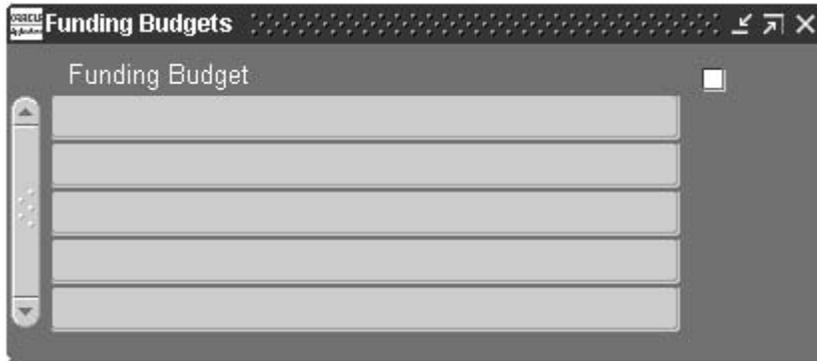
- Assigning Account Ranges to a Budget Organization, *Oracle General Ledger User Guide*
- Extended Budget Organizations window, *Oracle General Ledger User Guide*

Assigning Multiple Funding Budgets to Summary Account Procedure



To assign multiple funding budgets to a summary account:

1. Navigate to the Extended Summary Accounts window.
For information specific to the enhanced funds checker when defining summary accounts, see *Setting Up Budgetary Control Process Description, Oracle Public Sector Financials (International) User's Guide*.
2. Query an existing account or accounts, or enter a new template.
3. Enter the earliest effective period for the summary account.
4. Select the category of accounts that the summary account falls under.
5. Specify whether the Funds Check Level must be absolute, advisory or none.
6. Select Debit or Credit for the funds check level.
7. Select the Amount Type.
8. If funds checking on the template is required, click Funding Budgets.



9. Enter one or more budgets.

If funds checking on multiple funding budgets is required, select budgets that do not have overlapping periods.

Tip: You can the toggle query field to synchronize detailed records with master records.

Related Topics

Defining Summary Accounts, *Oracle General Ledger User Guide*

Exchange Protocol Setup

Overview

Exchange Protocol provides a secured approval framework for maintaining the separation between authorizing and accounts departments to ensure effective control over public finances. The authorizing department is responsible for controlling and executing the budget. The accounts department handles payments and financial accounting.

Exchange Protocol manages the circulation of accounting documents such as invoices and credit memos between authorizers by means of user-definable approval hierarchy workflows. Workflow ensures that accounting transactions pass the required levels of approval before they are paid.

Exchange Protocol workflow handles document routing and approval based on defined approval profiles. Different approval cycles can be implemented for different organizations and transaction types.

The following components must be set up for Exchange Protocol:

- Approval profiles
- Position actions
- Dialog unit types
- Transmission unit types
- Numbering schemes

Dialog and transmission unit numbering schemes must be set up for each fiscal year.

Exchange Protocol only handles transactions when grouped into dialog units. A dialog unit can contain one or more accounting transactions, which must be of the same general ledger year.

Workflow circulates dialog units using transmission units. Each transmission unit can consist of one or more dialog units.

The following topics are described in this section:

- Exchange Protocol Numbering, page 11-2
- Approval Workflow, page 11-2
- Approval Workflow Notification, page 11-2

Exchange Protocol Numbering

Each dialog unit and transmission unit must be numbered uniquely and sequentially. The numbering is reset to one at the start of a new financial year.

An exchange protocol number consists of a prefix, a suffix, a number, and the fiscal year. A prefix, suffix, or both can be used. The combination of prefix, suffix, and fiscal year must be unique.

Each dialog and transmission unit can have two types of numbers:

- Order numbers
- Legal numbers

Order numbers are assigned when a dialog or transmission unit is created. Order numbers signify the start of an exchange protocol process.

Legal numbers are assigned when a dialog or transmission unit is approved by the legal numbering position defined in the approval profile. Legal numbers signify the transfer of legal responsibility from authorizer to accounts officer, and can be switched on or off with a profile option.

Approval Workflow

Exchange Protocol enables electronic approval based on a hierarchical approval path known as an approval workflow. An approval workflow follows the approval path defined by the associated position hierarchy and is capable of updating document status and providing online notifications to prompt for user actions.

At each level in a hierarchy the approval workflow ensures that the dialog units in the transmission unit are actioned before moving onto the next level.

A transmission unit is only successfully approved if approved at each level in each hierarchy of the approval path.

The scope of actions available in a workflow depends the position.

Approval Workflow Notification

Approval workflow sends online notifications to the dialog and transmission unit creators and approvers to prompt them for further actions.

The creator submits a transmission unit to the exchange protocol workflow and approves it. If there is more than one person in the next position, the creator receives a notification listing the approvers. The creator must select an approver from the list and close the notification.

The approver receives a notification to validate dialog units in the transmission unit. After validating and closing the notification, the approver receives another notification listing the approvers if there is more than one person at the next level. The approver selects the next approver on the list and closes the notification.

Approvals continue for each level in the hierarchy until the final approver position in the hierarchy is reached.

Prerequisites

- Enable the Exchange Protocol feature.

To enable Exchange Protocol, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.

- Enable Oracle Workflow in the Oracle Applications environment.
- Check the Use Approval Hierarchies option in the Human Resources region of the Financials Options window in Payables.

Related Topics

Defining Financials Options, *Oracle Payables User Guide*

Exchange Protocol Setup Steps

The steps in this section must be completed before starting the procedures listed in the Exchange Protocol Setup Checklist, page 11-6.

| Step Number | Step Description | Required or Optional |
|-------------|--|----------------------|
| 1 | Create Additional Users See Creating Additional Users, page 10-2 | Required |
| 2 | Set Profile Options See Setting Profile Options, page 10-2 | Required |
| 3 | Enter Value Set Values See Entering Value Set Values, page 10-2 | Required |
| 4 | Set Up Personnel See Setting Up Personnel, page 10-2 | Required |
| 5 | Fill Employee Hierarchy See Filling Employee Hierarchy, page 10-2 | Required |

Create Additional Users

Create new users that have access to Oracle Public Sector Financials (International) or assign existing users access to Oracle Public Sector Financials (International).

A unique employee must be assigned to each user if exchange protocol is used.

Related Topics

Creating Users, *Oracle Applications System Administrator's Guide*

Set Profile Options

The table below describes the profile option levels for Exchange Protocol.

Exchange Protocol Profile Option Levels

| Module | Profile Option Name | Site | Application | Responsibility | User |
|---------------|---|-------------|--------------------|-----------------------|-------------|
| Payables | Exchange Protocol: Allow Create Dialog Unit, page 11-5 | x | | x | x |
| Payables | Exchange Protocol: Allow Create Transmission Unit, page 11-5 | x | | x | x |
| Payables | Exchange Protocol: Allow AR Transaction Completion, page 11-5 | x | | | |
| Payables | Exchange Protocol: Legal Numbering Required, page 11-5 | x | | | |

The table below describes the Exchange Protocol profile option values.

Exchange Protocol Profile Option Values

| Profile Option Name | Value | Description |
|--|--------------|--|
| Exchange Protocol: Allow Create Dialog Unit | Yes or No | Indicates whether creation of dialog units is allowed |
| Exchange Protocol: Allow Create Dialog Unit | Yes | Dialog units can be created |
| Exchange Protocol: Allow Create Dialog Unit | No | Dialog units cannot be created |
| Exchange Protocol: Allow Create Transmission Unit | Yes or No | Indicates whether creation of transmission units is allowed |
| Exchange Protocol: Allow Create Transmission Unit | Yes | Transmission units can be created |
| Exchange Protocol: Allow Create Transmission Unit | No | Transmission units cannot be created |
| Exchange Protocol: Allow AR Transaction Completion | Yes or No | Indicates whether manual completion of Receivables transactions is permitted |
| Exchange Protocol: Allow AR Transaction Completion | Yes | Transactions can be completed manually |
| Exchange Protocol: Allow AR Transaction Completion | No | Transactions cannot be completed manually |
| Exchange Protocol: Legal Numbering Required | Yes or No | Indicates whether a legal document is required |
| Exchange Protocol: Legal Numbering Required | Yes | Legal numbers are generated for dialog unit and transmission unit records |
| Exchange Protocol: Legal Numbering Required | No | No legal numbers are generated |

For information on setting profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

Enter Value Set Values

For information on entering value set values, see Defining Jobs, page 11-8.

Set Up Personnel

Set up personnel with Oracle Purchasing, Oracle Payables, or both.

Fill Employee Hierarchy

The Fill Employee Hierarchy concurrent program is used to create a direct mapping between the defined position hierarchies and the employees holding positions in each hierarchy.

Related Topics

Filling Employee Hierarchy, *Oracle Purchasing User Guide*

Exchange Protocol Setup Checklist

The Exchange Protocol setup checklist is shown in the table below.

All setup steps designated as required in this checklist must be completed.

All setup steps designated as conditionally required are only required if there are special conditions. Special conditions are documented in the relevant setup procedure.

Exchange Protocol Setup Checklist

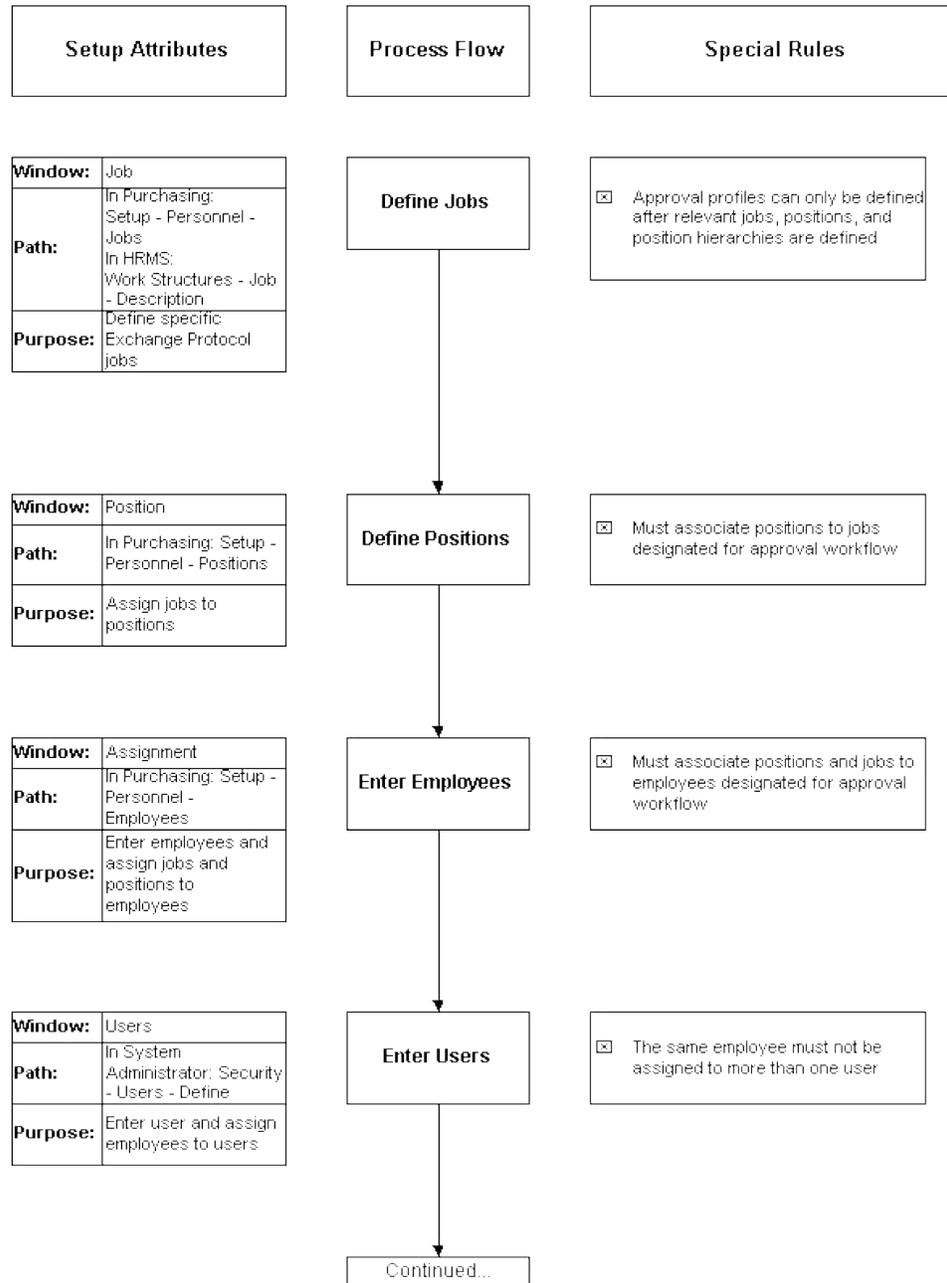
| Step Number | Setup Step | Type |
|-------------|--|------------------------|
| Step 1 | Define Approval Profiles as follows: | Required |
| Step 1 | A. Define Jobs | Required |
| Step 1 | B. Define Positions | Required |
| Step 1 | C. Enter Employees | Required |
| Step 1 | D. Enter Users | Required |
| Step 1 | E. Define Position Hierarchies | Conditionally required |
| Step 1 | F. Define Approval Profiles | Required |
| Step 1 | G. Define Position Actions | Required |
| Step 2 | Define Dialog Unit Types | Required |
| Step 3 | Define Transmission Unit Types | Required |
| Step 4 | Define Exchange Protocol Numbering Schemes | Required |
| Step 5 | Assign Exchange Protocol Profile Values | Required |

Note: Step 1, Define Approval Profiles, is a required step for the Exchange Protocol feature

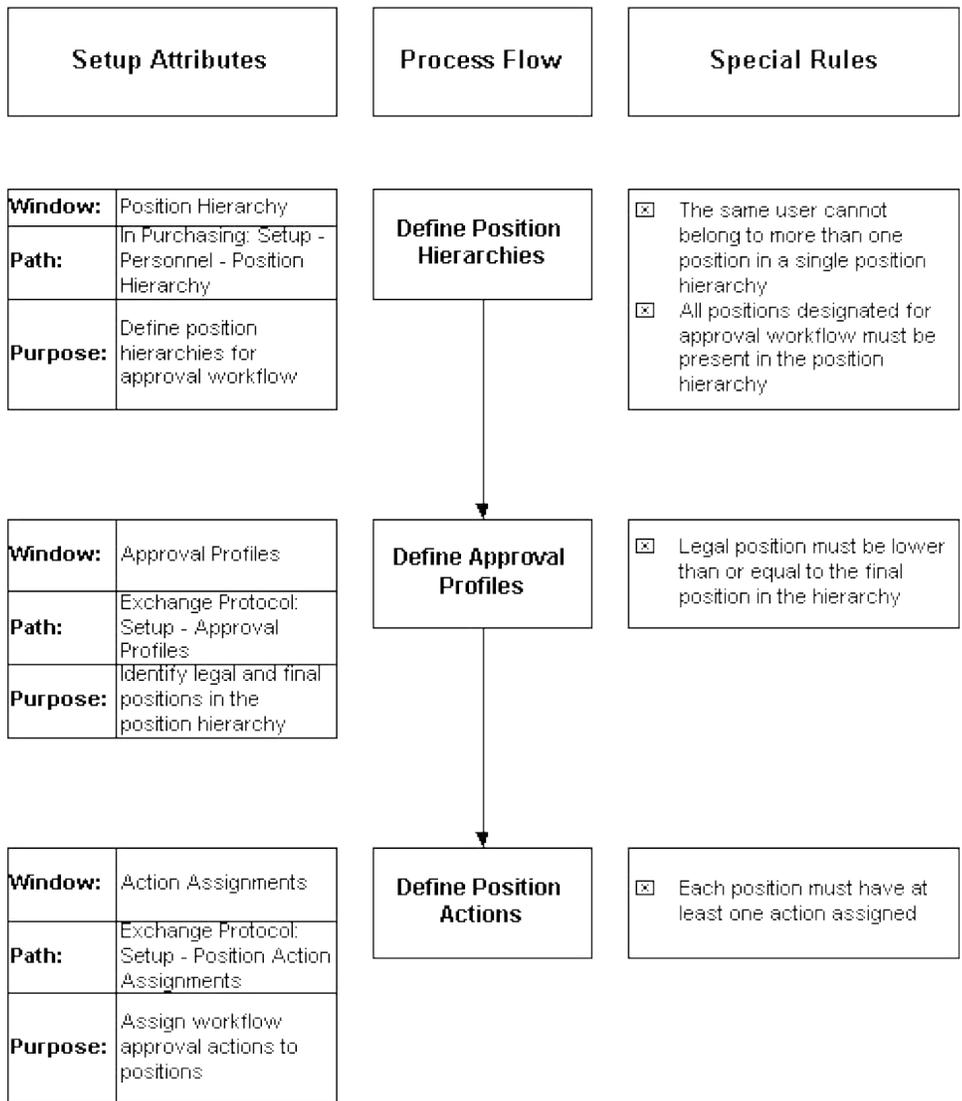
The Exchange Protocol: Setup Overview diagrams, page 11-7 provide an overview of defining approval profiles.

Exchange Protocol: Setup Overview

Exchange Protocol: Setup Overview



Exchange Protocol: Setup Overview



Defining Jobs

Define an exchange protocol job in Oracle Purchasing.

Related Topics

Defining a Job, *Oracle Human Resources Management Systems User's Guide*

Defining Positions

Define exchange protocol positions in Oracle Purchasing.

Note: In the Job field, assign the relevant Exchange Protocol job to the position.

Related Topics

Defining a Position, *Oracle Human Resources Management Systems User's Guide*

Assigning Job and Position to Employee

To assign an Exchange Protocol job and position to an employee:

1. Enter the Exchange Protocol employee.
 - Use the People window in Human Resources if Human Resources is installed.
 - If Human Resources is not installed, use the Enter Persons window in Purchasing.
2. Query the Exchange Protocol employee.
3. Click Assignment.
4. Assign the appropriate Exchange Protocol job and position to the employee.

Related Topics

- Entering New Persons, *Oracle Human Resources Management Systems User's Guide*
- Assigning Employees, *Oracle Purchasing User's Guide*

Assigning Employee to User

Assign a unique employee to each user in the Exchange Protocol process.

To assign an Exchange Protocol employee to a user:

1. In System Administration, navigate to the Users window.
2. If the Exchange Protocol user is not set up, define the user.
3. Query the Exchange Protocol user.
4. In the Person field, assign the appropriate Exchange Protocol employee to the user.

Note: An employee must be assigned to only one user

Related Topics

Defining Users, *Oracle Applications System Administrator's Guide*

Defining Position Hierarchies

Define the hierarchy of positions for the same Exchange Protocol role.

To define Exchange Protocol position hierarchies:

1. In Purchasing, navigate to the Position Hierarchy window.
2. Define an Exchange Protocol position hierarchy.

Related Topics

Creating a Position Hierarchy, *Oracle Human Resources Management Systems User's Guide*

Filling Employee Hierarchy

The Fill Employee Hierarchy concurrent program is used to create a direct mapping between the defined position hierarchies and the employees holding positions in each hierarchy.

For the Exchange Protocol process to recognize the latest hierarchy definitions, the Fill Employee Hierarchy process must be run before any of the following changes take effect:

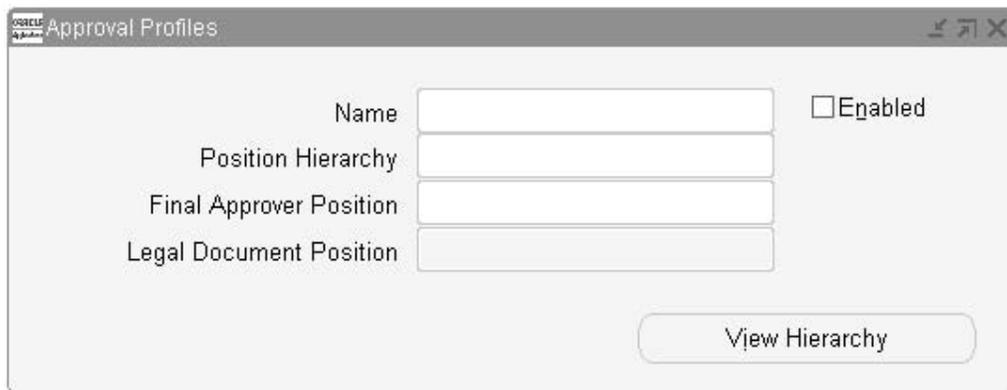
- Employee addition or deletion
- Employee name or position change
- Position addition, deletion, or modification
- Position hierarchy addition, deletion, or modification

Use the Standard Request Submission process to run the Fill Employee Hierarchy concurrent process.

Related Topics

- Filling Employee Hierarchy, *Oracle Purchasing User Guide*
- Using Standard Request Submission, *Oracle Applications User's Guide*

Defining Approval Profile



Identify legal and final positions to be used in the Exchange Protocol position hierarchy.

Note: An approval profile cannot be modified or deleted after it has been attached to a transmission unit type or a transmission unit.

To define the approval profile:

1. Navigate to the Approval Profiles window.
2. Enter an approval profile name.
3. Select the appropriate hierarchy.

4. Select the position of the person who is authorized to finally approve transmission units.
5. Select the position at which legal numbering is attached to the dialog and transmission unit during the approval process.

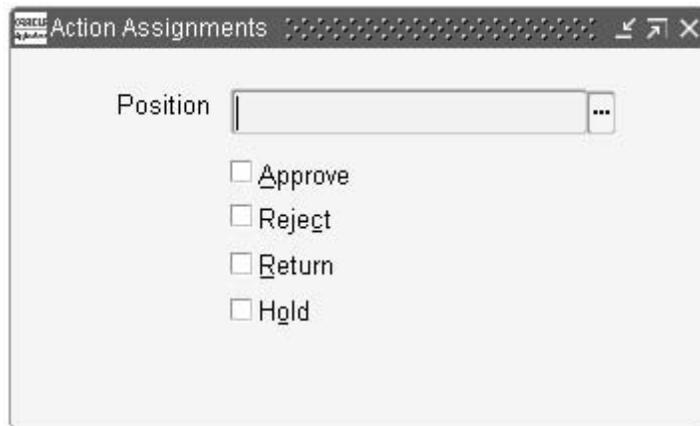
Note: The position must be lower than or equal to the final approver position. The Legal Document Position field is required if Exchange Protocol: Legal Numbering Required profile option set to Yes.

6. Check the Enabled check box to activate the approval profile.
7. Click View Hierarchy to display the Human Resources Position Hierarchy window to view details of the selected position hierarchy.

Related Topics

Creating Position Hierarchies, *Oracle Human Resources User's Guide*

Defining Position Actions



Define actions available for the positions in the Exchange Protocol position hierarchy.

To define position actions:

1. Navigate to the Action Assignments window.
2. Select a position name.
3. Check the Approve check box to enable the selected position to approve dialog units.
4. Check the Reject check box to enable the selected position to reject dialog units.
5. Check the Return check box to enable the selected position to return dialog units to the creator.
6. Check the Hold check box to enable the selected position to place dialog units on hold.

Defining Dialog Unit Types

Define the structure and content of dialog unit types.

The screenshot shows the 'Dialog Unit Types' window. It has a title bar with the text 'Dialog Unit Types'. The main area contains several input fields and checkboxes. At the top left, there is a text box for 'Dialog Unit Type' and a text box for 'Description'. Below 'Dialog Unit Type' is a text box for 'Application'. To the right of the 'Description' field are two checkboxes: 'Single Third Party' and 'Single Third Party Site'. Below the 'Application' field is a section titled 'Effective Dates' which contains two text boxes labeled 'From' and 'To'. At the bottom of the window is a section titled 'Transaction Types' which contains a list box with four empty rows.

To define a dialog unit type:

1. Navigate to the Dialog Unit Types window.
The Dialog Unit Types window appears.
2. Enter a name and description.
3. Select an application which can be attached this dialog unit type.
4. Select a date range during which the dialog unit type is effective.
5. Check the Single Third Party check box to restrict the transactions for the dialog unit type to a single third party.
6. Check the Single Third Party Site check box to restrict the transactions for the dialog unit type to a single third party site.
7. Select transaction types associated with the Dialog Unit Type.

Defining Transmission Unit Types

Create transmission unit types and attach one or more dialog unit types. You can also define an approval profile for the transmission unit type.

To define a transmission unit type:

1. Navigate to the Transmission Unit Types window.
2. Enter a name and description for the transmission unit type.
3. Select a date range during which the transmission unit type is effective.
4. Select an approval profile for the transmission unit type.
5. Check the Allow Override check box to let the approval profile to be overridden when creating transmission units.
6. In the Dialog Unit Types field, select a dialog unit type from the list of values.

Defining Exchange Protocol Numbering Schemes

| Dialog Unit / Transmission Unit Type | Numbering Type | Numbering Class | Prefix | Suffix | Fiscal Year | Next Sequence Value |
|--------------------------------------|----------------|-----------------|--------|--------|-------------|---------------------|
| | Dialog Unit | Order Numbering | | | | 1 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Set up and format exchange protocol numbers in sequence. The exchange protocol numbers are used to track dialog and transmission units as they pass through the approval process.

To define exchange protocol numbering:

1. Navigate to the Exchange Protocol Schemes window.
2. Select a numbering type.
3. Select the numbering class.
4. Select the Dialog Unit or Transmission Unit Type.
5. Enter either a prefix or suffix .
6. Select a fiscal year.
7. Enter the next available sequence number.

8. **Note:** Only one combination of numbering type, numbering class, dialog or transmission unit type, and fiscal year can be entered. The combination of prefix, suffix, and fiscal year must be unique.

The record cannot be deleted after transactions are entered against a record.

Extended Dunning Letter Charges Setup

Overview

Oracle Public Sector Financials (International) extends the dunning letters functionality in Receivables enabling users to generate an administration charge for the cost of collecting an overdue debt. Extended Dunning Letter Charges must be set up to enable changes to be applied to dunning letters produced by Receivables.

This chapter describes the steps required to set up Extended Dunning Letter Charges:

- Setting Up Extended Dunning Letters
- Populating Dunning Letters Data

Setting Up Extended Dunning Letters

The dunning letters feature in Receivables enables dunning letters to be issued. Oracle Public Sector Financials (International) extends dunning letter functionality to enable a charge to be applied. Extended Dunning Letter Charges must be set up to enable users to enter the required charges that apply to a particular dunning letter set.

Populating Dunning Letters Data

Before entering a charge amount for the collection of overdue debts using Extended Dunning Letter Charges functionality, the Receivables Global: Populate Data program must be run.

This program copies all system-wide setup information from Receivables to Oracle Public Sector Financials (International).

Prerequisites

- Enable dunning letters in Receivables.
- Define Receivables activities for dunning letters in Receivables.
- Enable extended Dunning Letter Charges in Oracle Public Sector Financials (International).

Related Topics

- Creating Dunning Letter Sets, *Oracle Receivables User's Guide*

- 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10

Extended Dunning Letters Setup Steps

The steps in this section are listed in the required order.

| Step Number | Step Description | Required or Optional |
|-------------|---|----------------------|
| 1 | Set Up Extended dunning Letters Options. See Setting Up Extended Dunning Letters Procedures, page 12-2 | Required |
| 2 | Define Receivables Activities. See Defining Receivables Activities Procedure, page 12-3 | Required |
| 3 | Populating Dunning Letters Data. See Populating Dunning Letters Data Procedure, page 12-3 | Required |

Setting Up Extended Dunning Letters

To set up extended dunning letters:

1. Navigate to the Extended System Options window.

2. In the Dunning Letters and Installment Terms tab, ensure that the Dunning Letters Enabled check box is selected.
3. In the Dunning Charge Activity field, enter the dunning charge activity name.
 - A dunning charge activity is set up once for each organization within Oracle Public Sector Financials (International).
 - After a dunning charge activity has been defined, it cannot be changed.

Related Topics

6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10

Defining Receivables Activities

The Receivables Activities window is enhanced in Receivables with a dunning charge activity type that identifies a General Ledger account for posting dunning charges.

1. In Receivables, navigate to the Receivables Activities window.
2. Enter a name and description for the dunning receivables activity.

Note: After it is defined, a dunning receivables activity name cannot be changed or deleted. To disable an unwanted receivables activity, deselect the Active check box.
3. In the Type field, select Adjustment.
4. In the GL Account Source field, select the General Ledger account to which transactions of type Dunning Charge are posted.

Note: Dunning charge receivables activities are specific to a set of books. Any activity defined in the Receivables Activity window is only available to the current set of books to which it is assigned.

Related Topics

Defining Receivables Activities, *Oracle Receivables User Guide*

Populating Dunning Letters Data

Populate Oracle Public Sector Financials (International) Extended Dunning Letter Charges with Receivables dunning letters data using the Standard Request Submitting process.

In the Name field, Select Receivables Global: Populate Data.

In the Source Type field, select Dunning Letters.

- This procedure must be run each time a new Receivables subledger that uses dunning letters is configured.
- After the initial data population takes place using the Populate Dunning Letters Data procedure, the Refresh Dunning Letter Sets and Refresh Customer Profile Options concurrent processes can

be used to update Oracle Public Sector Financials (International) dunning letter sets and customer profile options.

For information on refreshing dunning letter sets and customer profiles, see Extended Dunning Letter Charges Procedures, *Oracle Public Sector Financials (International) User's Guide*.

Related Topics

Using Standard Request Submission, *Oracle Payables User Guide*

Hierarchical Drill-Down Inquiry Setup

Overview

The Hierarchical Drill-Down Inquiry setup procedure is used to define an inquiry hierarchy of four to six levels of segments. Segments of the chart of accounts can be assigned to each level of the inquiry hierarchy, so that balances are summarized by segment to each level of drill-down inquiry.

The Setup Drill-Down Levels window is used to perform these tasks:

- Define the chart of accounts segments for a set of books to create drill-down inquiry mapping
- Submit a concurrent request to generate drill-down mapping

Hierarchical Drill-Down Example

Each level corresponds to one segment in the chart of accounts.

The table below shows an example of a hierarchical viewing structure.

Hierarchy Viewing Structure Example

| Inquiry Level | Segment | View Balances for Combination of Segments |
|---------------|---------|--|
| 1 | A | - |
| 2 | B | - |
| 3 | C | A, B, and C values |
| 4 | D | A, B, C, and D values |
| 5 | E | A, B, C, D, and E values |
| 6 | | Display journal lines making up level 5 balances |

Prerequisites

- The Hierarchical Drill-Down Inquiry feature must be enabled.

To enable the Hierarchical Drill-Down Inquiry feature, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.

Setting Up Drill-Down Levels

| Level | Name | Number |
|-------|------|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

Generate Mapping View

To define accounting flexfield segments for a set of books to be used for drill-down levels, perform these steps.

1. Navigate to the Setup Drill-Down Levels window :
2. In the Set of Books Name field, enter the name of the set of books.
3. In the Segment Name field for level 1, enter the name of the accounting flexfield segment used for the first level drill-down inquiries.
4. In the Segment Number field for level 1, enter the number of the accounting flexfield segment for the first level drill-down inquiries.
5. Repeat steps 3 and 4 for remaining levels.

Note: You must define minimum four levels to generate drill-down mapping.

6. To generate drill-down mapping, select the Generate Mapping View.

Inflation Accounting for Assets Setup

Overview

Inflation Accounting for Assets provides functionality to support the revaluation of fixed assets and the associated accounting entries. This is part of the UK government's initiative on resource accounting and budgeting.

Setting Up Price Indexes

Price indexes represent the rate of change in the value of assets. Multiple price indexes can be set up, and linked to appropriate asset categories.

Price indexes can be updated as necessary. Estimates of anticipated price index changes can be entered and used in the Inflation Accounting Projection report. This report allows users to see future depreciation charges for assets based on estimated price indexes.

Inflation Accounting Options

The Inflation Accounting Options window enables corporate books to be used with inflation accounting. Users can perform the following:

- select the journal categories used for inflation accounting entries
- define the default revaluation month for asset costs and associated depreciation
- select additional accounts specific to inflation accounting for assets, for example, backlog accumulated depreciation, General Fund, and Operating Account
- select the price index used in the revaluation of assets within a selected category
- allow indexed or professional revaluation of assets within a selected category

For information on setting up or modifying assets, see *Changing Asset Details*, *Oracle Assets User Guide*.

Setting Up the Import/Export Process

Inflation Accounting for Assets includes the ability to migrate from Modified Historic Cost Accounting and corporate books in Oracle Assets. Profile options are available for users to specify the following:

- the directory location for storing import and export data files
- whether the import and export processes are performed using comma-separated data files, or spreadsheet templates generated by WebADI.

For information on the migration process, see *Inflation Accounting for Assets Implementation Procedures, Oracle Public Sector Financials (International) User's Guide*.

For information on the Web ADI solution, see *Oracle Web Applications Desktop Integrator User's Guide*.

Prerequisites

- Oracle recommends reading *Inflation Accounting for Assets* process information before implementing this feature.
For information on inflation accounting, see *Inflation Accounting for Assets Process, Oracle Public Sector Financials (International) User's Guide*.
- System Administrator setup must be completed.
For information on System Administrator setup, see *Oracle Public Sector Financials (International) Setup Steps*, page 1-9.
- Inflation Accounting for Assets must be enabled.
For information on enabling Oracle Public Sector Financials (International) features, see 6. *Enabling Oracle Public Sector Financials (International) Features Procedure*, page 1-10.
- General Ledger setup must be completed.
For information on setting up General Ledger, see *General Ledger Setup Steps, Oracle General Ledger User Guide*.
- Oracle Assets setup must be completed.
For information on implementing Oracle Assets, see *Setup Steps, Oracle Assets User Guide*.

Inflation Accounting for Assets Setup Steps

The following table describes the setup steps for Inflation Accounting for Assets which include Oracle Assets and General Ledger setup. The steps are listed in order of completion.

| Step Number | Step Description | Required or Optional |
|-------------|---|----------------------|
| 1 | Define Descriptive Flexfield Structures. See Descriptive Flexfield Segments Window, <i>Oracle Applications Flexfields Guide</i> | Optional |
| 2 | Account Generator. See Choosing the Process for a Flexfield Structure, <i>Oracle Applications Flexfields Guide</i> | Required |
| 3 | Asset Key Flexfields. See Key Flexfield Segments Window, <i>Oracle Applications Flexfields Guide</i> | Required |

| Step Number | Step Description | Required or Optional |
|--------------------|--|-----------------------------|
| 4 | Asset Category Flexfields. See Segment Values Window, <i>Oracle Applications Flexfields Guide</i> | Required |
| 5 | Location Flexfields. See Segment Values Window, <i>Oracle Applications Flexfields Guide</i> | Optional |

| Step Number | Step Description | Required or Optional |
|-------------|--|----------------------|
| 6 | <p data-bbox="703 275 959 300">Set Up Profile Options.</p> <p data-bbox="703 310 1003 365">Ensure the following profile options are set:</p> <ul data-bbox="703 384 1019 1724" style="list-style-type: none"> <li data-bbox="703 384 1019 621">• The Allow Depreciation Override profile option must be set to No for all fixed assets responsibilities. Inflation Accounting for Assets does not support the depreciation override feature. <li data-bbox="703 642 1019 1234">• The Inflation Accounting: Implementation Import/Export File Location profile option value is required only if the SQL Loader import/export routine is used in the implementation process. For information on this profile option and the implementation process, see <i>Specifying Directory Location for Export/Import Data Files Procedure</i>, page 14-10, and <i>Inflation Accounting for Assets Implementation Procedures, Oracle Public Sector Financials (International) User's Guide</i>. <li data-bbox="703 1262 1019 1724">• The Inflation Accounting: Use Web ADI to Import/Export profile option is required for the implementation process. For information on this profile option, see <i>Specifying Method for Export/Import Data Files Procedure</i>, page 14-11, and <i>Inflation Accounting for Assets Implementation Procedures, Oracle Public Sector Financials (International) User's Guide</i>. <p data-bbox="703 1745 1003 1816">See <i>System Profile Values Window, Oracle Applications System Administrator's Guide</i></p> | Required |

| Step Number | Step Description | Required or Optional |
|--------------------|---|-----------------------------|
| 7 | Define Sets of Books. See Sets of Books Window, <i>Oracle General Ledger User Guide</i> | Required |
| 8 | Define Journal Entry Sources. See Defining Journal Sources, <i>Oracle General Ledger User Guide</i> | Required |
| 9 | Define Journal Entry Categories. See Defining Journal Categories, <i>Oracle General Ledger User Guide</i> | Required |
| 10 | Define Unit of Measure Classes. See Defining Unit of Measure Classes, <i>Oracle Inventory User's Guide</i> | Optional |
| 11 | Define Unit of Measure. See Defining Unit of Measure Classes, <i>Oracle Inventory User's Guide</i> | Optional |
| 12 | Define Suppliers. See Suppliers, <i>Oracle Payables User Guide</i> | Optional |
| 13 | Define Employees. See People Window, <i>HRMS Managements Systems</i> | Optional |
| 14 | Set Up Security. See Security, <i>Oracle Human Resources Management Systems User's Guide</i> | Optional |
| 15 | Set Up Numbering. See Specifying System Controls, <i>Oracle Assets User Guide</i> | Optional |
| 16 | Specify System Controls. See Specifying System Controls, <i>Oracle Assets User Guide</i> | Required |

| Step Number | Step Description | Required or Optional |
|--------------------|---|-----------------------------|
| 17 | <p>Define Locations.</p> <p>See Defining Locations, <i>Oracle Assets User Guide</i></p> | Required |
| 18 | <p>Define Asset Keys.</p> <p>See Defining Asset Keys, <i>Oracle Assets User Guide</i></p> | Optional |
| 19 | <p>Enter Quick Codes.</p> <p>See Entering Quick Codes, <i>Oracle Assets User Guide</i></p> | Optional |
| 20 | <p>Create Fiscal Years.</p> <p>See Creating Fiscal Years, <i>Oracle Assets User Guide</i></p> | Required |
| 21 | <p>Set Up Calendars.</p> <p>See Specifying Dates for Calendar Periods, <i>Oracle Assets User Guide</i></p> | Required |
| 22 | <p>Set Up Security By Book.</p> <p>See Setting Up Security by Book, <i>Oracle Assets User Guide</i></p> | Required |
| 23 | <p>Define Book Controls.</p> <p>For information on setting up asset books, see Asset Books Setup, <i>Oracle Public Sector Financials (International) User's Guide</i>.</p> <p>For information on setting up the historic or corporate book, see Historic or Corporate Books Setup, <i>Oracle Public Sector Financials (International) User's Guide</i>.</p> <p>For information on book controls, see Defining Depreciation Books, <i>Oracle Assets User Guide</i>.</p> | Required |
| 24 | <p>Enable Intercompany Accounting.</p> <p>See Entering Accounting Rules for a Book, <i>Oracle Assets User Guide</i></p> | Optional |

| Step Number | Step Description | Required or Optional |
|--------------------|--|-----------------------------|
| 25 | Define Depreciation Methods. See Defining Additional Depreciation Methods, <i>Oracle Assets User Guide</i> | Required |
| 26 | Set Up Depreciation Ceilings. See Setting Up Depreciation Ceilings, <i>Oracle Assets User Guide</i> | Optional |
| 27 | Investment Tax Credit. See Tax Workbench, <i>Oracle Assets User Guide</i> | Optional |
| 28 | Specify Dates for Prorate Retirement Convention. See Specifying Dates for Prorate Conventions, <i>Oracle Assets User Guide</i> | Required |
| 29 | Define Price Indexes. See Defining Price Indexes, <i>Oracle Assets User Guide</i> | Optional |
| 30 | Set Up Asset Categories. See Setting Up Asset Categories, <i>Oracle Assets User Guide</i> | Required |
| 31 | Define Distribution Sets. See Defining Distribution Sets, <i>Oracle Assets User Guide</i> | Optional |
| 32 | Enter Leases. See Entering Leases, <i>Oracle Assets User Guide</i> | Optional |
| 33 | Define Warranties. See Defining Asset Warranties, <i>Oracle Assets User Guide</i> | Optional |
| 34 | Insurance. See Fixed Assets Insurance Window Reference, <i>Oracle Assets User Guide</i> | Optional |

| Step Number | Step Description | Required or Optional |
|-------------|--|----------------------|
| 35 | <p>Set Up Calendar Price Indexes for Inflation Accounting.</p> <p>See Setting Up Calendar Price Indexes for Inflation Accounting Procedure, page 14-8</p> | Required |
| 36 | <p>Enable Asset Corporate Book.</p> <p>See Enabling Corporate Books Procedure, page 14-9</p> | Required |
| 37 | <p>Specify Directory Location for Export/Import Data Files.</p> <p>See Specifying Directory Location for Export/Import Data Files Procedure, page 14-10</p> | Optional |

Setting Up Calendar Price Indexes for Inflation Accounting Procedure

The screenshot shows the 'Setup Calendar Price Indexes' window with the following sections:

- Price Index:** A single text input field labeled 'Price Index'.
- Calendars:** A table with two columns: 'Calendar' and 'Description'. It contains three empty rows.
- Price Index Values:** A table with three columns: 'Date From', 'Date To', and 'Value'. It contains five empty rows.
- Latest Rebase Details:** A table with four columns: 'Rebase Period', 'Rebase Date', 'Value Before Rebase', and 'Value After Rebase'. It contains one empty row.

To set up calendar price indexes for inflation accounting:

1. Navigate to the Setup Calendar Price Indexes window.
2. Enter a unique price index name.

Note: The price index cannot be modified if it is associated with an asset category.

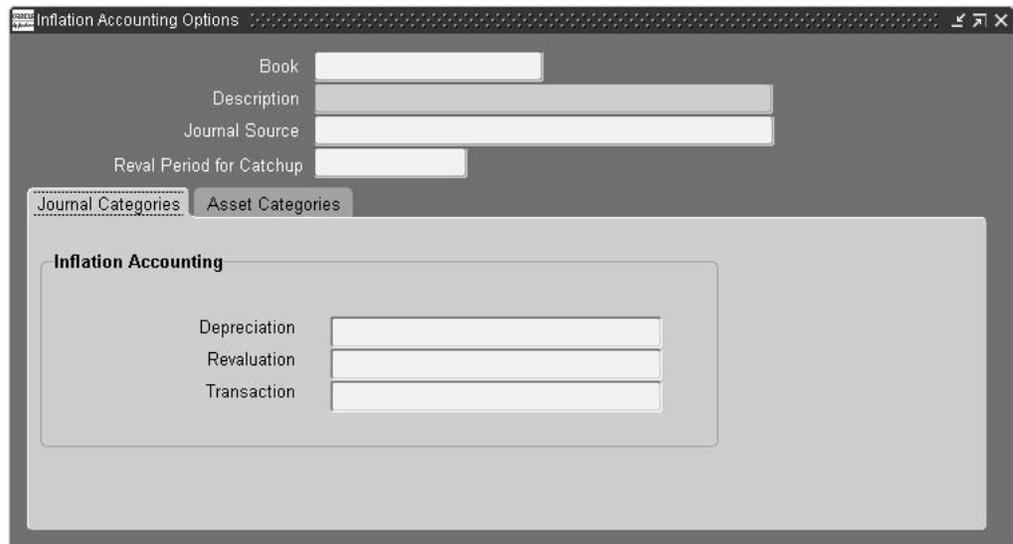
3. In the Calendar field, select a calendar type to link to the price index. Duplicate calendar types cannot be attached to the same price index.

In the Price Index Values region, the Date From and Date To fields are automatically populated. The Value field displays an initial value of 9999.99.

4. In the Value field, overwrite the initial value and enter a price index value for the displayed dates.

Note: Early unwanted periods can have an initial value of 9999.99 if there are valid index values for the earliest date placed in service of any asset to be used with an asset category that uses this price index. If no price index values exist for the earliest date placed in service and these assets become part of a periodic revaluation (at depreciation runtime) or occasional revaluation, the revaluation process will fail.

Enabling Corporate Books Procedure



The screenshot shows the 'Inflation Accounting Options' window. At the top, there are four input fields: 'Book', 'Description', 'Journal Source', and 'Reval Period for Catchup'. Below these fields are two tabs: 'Journal Categories' (which is selected) and 'Asset Categories'. Under the 'Journal Categories' tab, there is a section titled 'Inflation Accounting' with three input fields: 'Depreciation', 'Revaluation', and 'Transaction'.

To enable corporate books for use with inflation accounting:

1. Navigate to the Inflation Accounting Options window.
2. Select a corporate book.
3. Optionally, enter a description.
4. In the Journal Source field, select a source.

Note: The default value is inflation accounting. The journal source cannot be changed once it is entered and saved.

5. In the Reval Period for Catchup field, select a fiscal period number for the book.
6. Select the Journal Categories tab.
7. In the Depreciation field, select a depreciation journal category.
8. In the Revaluation field, select a revaluation journal category.
9. In the Transaction field, select a transaction journal category.
10. Select the Asset Categories tab.
11. In the Category field, select a major and minor asset category flexfield.
12. In the Backlog Account field, select a backlog account flexfield combination.
13. In the General Fund field, select a general fund flexfield combination.
14. In the Operating Account field, select an operating expense account flexfield combination.
15. In the Reval Reserve field, select a revaluation reserve flexfield combination.
16. In the Reval Reserve Retired field, select a retired revaluation reserve flexfield combination.
17. In the Price Index Name field, select a price index if the Allow Indexed Reval check box is selected.
18. To enable indexed revaluation, select the Allow Indexed Reval check box.

Note: This check box must be deselected if the Allow Indexed Revaluation profile option is set to No.

19. To enable professional revaluation, select the Allow Prof Reval check box.

Note: This check box must be deselected if the Allow Professional Revaluation profile option is set to No.

Note: All asset categories that are assigned to an asset corporate book should also be assigned in the Inflation Accounting Options window if assets belonging to those categories re selected as part of the Inflation Accounting revaluation process. If these categories are unassigned, the revaluation process will fail.

Specifying Directory Location for Export/Import Data Files Procedure

To specify the directory location for exporting and importing data files during Inflation Accounting for Assets implementation:

1. As System Administrator, navigate to the Profile window.
2. Select the User check box.
3. Select the user name.
4. In the Profile field, select Inflation Accounting: Implementation Import/Export File Location.

5. Click Find.
6. In the Site field, enter the full pathname of the directory location in which to store the export and import data files, for example, /home/user/IHP/.

Specifying Method for Export/Import Data Files Procedure

To specify the method for exporting and importing data files during Inflation Accounting for Assets implementation:

1. As System Administrator, navigate to the Profile window.
2. In the Profile field, select Inflation Accounting: Use WebADI to Import/Export.
3. Click Find.
4. In the Site field, select one of the following options:
 - No, to import and export data using a comma-separated data file
 - Yes, to import and export data using a WebADI spreadsheet template

Inflation Accounting for Assets Implementation Procedures

Overview

This chapter describes the processes used to migrate from Oracle's Modified Historic Cost Accounting in 11*i* to Inflation Accounting for Assets. The process of implementing Inflation Accounting for Assets from a new install of Oracle Assets is also documented.

Checking Exceptions

Users are advised to run the Inflation Accounting Asset Exceptions report prior to an inflation accounting implementation. The report identifies assets with exceptions that may mean they will not be processed by the data preparation process, or may produce incorrect results when processed through Inflation Accounting for Assets. This requires manual correction of data inconsistencies.

The Inflation Accounting Asset Exceptions report is automatically submitted when assigning an asset book to categories using the Inflation Accounting Options window. Alternatively it can be submitted manually at an earlier stage.

The report is formatted using the Oracle Financials RXi Reports Administration Tool. The following columns are available for display in the report:

- Asset number
- Asset description
- Warning message
- Tax book (related to corporate book if applicable)

The table below shows the exceptions flagged in the report, and how assets with exceptions are dealt with by the implementation process.

Exception Processing

| Exception | Implementation Processing |
|---|---|
| Asset cost differs between the tax and corporate books. Amend this manually. | The asset will still be processed and revalued, and will be displayed in the Implementation Reconciliation Report. |
| Asset life differs between the tax and corporate books. Amend this manually | The asset will still be processed and revalued, and will be displayed in the Implementation Reconciliation Report. |
| Assets with a Date Placed in Service after the last revaluation catch-up period will not be processed | The asset will not be revalued by the implementation process and will not be displayed in the Implementation Reconciliation Report. |
| Assets with negative cost will not be processed by Inflation Accounting for Assets | The asset will not be revalued by the implementation process and will not be displayed in the Implementation Reconciliation Report. |
| Date Placed in Service differs between the tax and corporate books. Amend this manually | The asset will still be processed and revalued by the implementation process, and will be displayed in the Implementation Reconciliation Report. At a later stage the asset can be processed through the Inflation Accounting occasional revaluation process. |
| Fully retired assets will not be processed by Inflation Accounting for Assets | The asset will not be revalued by the implementation process and will not be displayed in the Implementation Reconciliation Report. |
| Non-depreciating asset contains depreciation amounts. Only the cost will be revalued | The asset cost will be revalued by the implementation process, but asset depreciation amounts will not be revalued. The asset will be displayed in the Implementation Reconciliation Report. |

The report also displays an exception when the salvage value differs between the tax and corporate books. This should be amended manually.

Note: If an asset has a Date Placed In Service which is after the last revaluation catch-up period, this exception takes precedence over all other exception messages.

For information on submitting the Inflation Accounting Asset Exceptions report, see *Running the Inflation Accounting Asset Exceptions Report*, page 15-8.

For information on the Inflation Accounting Options window, see *Enabling Corporate Books Procedure*, page 14-9.

For information on the RXi Reports Administration Tool, see *RXi Reports Administration Tool*, *Oracle Public Sector Financials (International) User's Guide*.

Data Preparation

The data source must be selected while preparing data for inflation accounting implementation purposes. Users can choose whether to take source data from a corporate book or a MHCA tax book.

If the data is taken from a corporate book, the inflation accounting routines are run using the corporate book data.

If data is prepared from a Modified Historic Cost Accounting (MHCA) tax book, the latest MHCA tax book data is displayed in the Inflation Accounting: Implementation Reconciliation window, provided the MHCA tax book is synchronized with the associated corporate book.

Before starting the data preparation process for the corporate book, ensure that the following tasks are completed:

- Oracle General Ledger setup is complete.
- Oracle Assets setup is complete, including book controls and category information.
- Inflation accounting price indexes must be set up for the corporate book.

For information on setting up price indexes, see 29. Define Price Indexes, page 14-7.

- The Inflation Accounting Asset Exceptions Report must be submitted and exceptions analysed, to ensure that any manual modifications to asset data are performed prior to starting the data preparation process.
- All pending transactions must be completed and the period must be closed in Oracle Assets.
- Inflation accounting options setup must be complete for the corporate book.

For information on defining accounting options, see Inflation Accounting Options, page 14-1.

Before starting the data preparation process for the MHCA tax book, ensure all steps listed for the corporate book are completed, as well as the following tasks:

- If an MHCA book is selected as the source data, the tax book and associated corporate book must be synchronized. The end date of the latest closed period for the tax book should match the end date of the latest closed period for the associated corporate book.
- If an MHCA tax book is selected, the MHCA depreciation post processor must have run successfully for all assets for the last period.

Note: The data preparation process cannot be repeated for a corporate or tax book if completed successfully the first time. Users can, however, run a purge process to start the migration for the specific book again.

Data Migration

The implementation process provides a migration path to Inflation Accounting for Assets by providing a best approximation of inflation accounting values based on the current state of an asset.

When data is migrated from an asset's MHCA tax book to Inflation Accounting for Assets, MHCA revalued amounts are migrated at face value to an associated Inflation Accounting for Assets corporate book. Data can then be imported or exported to modify any Inflation Accounting for Assets values as required.

The following sections describe the process when data is migrated from an Oracle Assets corporate book to Inflation Accounting for Assets.

- Cost Revaluation
- Depreciation Revaluation
- Year to Date Proration and Transfer to Inflation Accounting for Assets

Cost Revaluation

The current cost and date placed in service are used to calculate the cost revaluation required for Inflation Accounting for Assets. Data can then be imported or exported to modify any Inflation Accounting for Assets values as required.

Depreciation Revaluation

The implementation process handles supplied depreciation figures even when subsequent depreciation might have been processed in Oracle Assets. The accumulated depreciation is split between the current year and prior year, and these are revalued to calculate the impact on the backlog.

The split between current year and prior year depreciation is derived in one of the following ways, depending on the transaction history.

- If an asset has a supplied accumulated depreciation and/or a year to date value which have been entered in the current fiscal year, these values plus any subsequent Oracle Assets-generated depreciation values are taken at face value. The year to date value is deducted from the current accumulated depreciation value to derive the prior year portion of accumulated depreciation. These values are revalued according to the price indices for the appropriate categories.
- If the asset has never had a supplied accumulated depreciation or one was supplied in previous fiscal years, the current accumulated depreciation is split between current year and prior years on a linear basis from the date placed in service to the last closed period immediately prior to the implementation process. These prorated values are revalued according to the price indices for the appropriate categories.

If these rules cause an unacceptable balance to be generated, users can manually override the Inflation Accounting for Assets values in the reconciliation and correction phase of the implementation process, either through the Inflation Accounting: Implementation Reconciliation window or the exported file.

Year to Date Proration and Transfer to Inflation Accounting for Assets

The data preparation in the implementation process calculates and maintains the values at the asset level. These asset level balances are prorated to the active and inactive distributions during transfer to Inflation Accounting for Assets.

Note: Inactive distributions are those which have been deactivated in the same year as the implementation process by transfer or reclassification.

All balances except the year to date depreciation balances are prorated to the active distributions. The calculated year to date depreciation balance is prorated to inactive and active distributions in the same proportion that the year to date depreciation distribution level balances are stored in Oracle Assets.

Implementation Reconciliation

Users can reconcile their prepared data with their actual General Ledger balances when the data preparation process is complete. The Inflation Accounting: Implementation Reconciliation window shows the asset balances for the inflation accounting figures for each category when the data preparation process has successfully completed. Users can modify all balances, except Oracle Assets historic balances, to reflect the actual balances in the General Ledger. When the balances for all assets in a chosen category are reconciled, users can transfer the balances to the new inflation accounting system.

Some assets in the Inflation Accounting: Implementation Reconciliation window are highlighted. These assets are flagged as exceptions. The exception reason is displayed at the bottom of the window. The following exceptions may be displayed:

- asset cost differs in the tax and corporate books
- asset file differs in the tax and corporate books
- date placed in service differs in the tax and corporate books
- salvage value differs in the tax and corporate books

Note: If the asset is a non-depreciating asset, only the revalued cost, net revaluation reserve, and operating account cost can be updated by the user either with the Implementation Reconciliation window or by importing a file.

Exporting and Importing Data

Exporting Data

When the Export Data button is clicked, the balances for all the assets for the chosen book and category are exported. This process can be run in two ways, as specified by the Inflation Accounting: Use Web ADI to Export/Import profile option:

- If the option is set to Yes, the assets are downloaded to a Web ADI spreadsheet template.
- If the option is set to No, the assets are exported using the Export Data concurrent process.

The Export File Name field on the Export/Import Details Tab displays the name of the file created once the export process has completed successfully. The data export process may be run multiple times for the same category.

Asset data for each displayed category of the book can be downloaded to comma-separated data files. The location of the export data file is specified in the Inflation Accounting: Implementation Import/Export File Location profile option. Each data file is restricted to 10,000 asset records. If the number of assets for a category of a book exceeds 10,000, the next batches of 10,000 are written to different data files. The data file names are automatically generated by the system.

The naming convention of the export data file is <Book>_<Category_Name>_<Group_ID>_out.csv. If the data has not yet been transferred to the Inflation Accounting for Assets System the data export process may be run multiple times for the same category. This downloaded data can then be opened in a spreadsheet enabling the user to change the figures displayed. Data available in this spreadsheet can be imported back to the Inflation Accounting implementation table before it is transferred to the Inflation Accounting for Assets system.

Importing Data

The **Import Data** button is only enabled if data for the category has previously been exported, and the Inflation Accounting: Use Web ADI to Import/Export profile option is set to No. Clicking the **Import Data** button submits the Import Data process and imports the balances for all assets for the chosen book and category from the files created by the Export Data process. The Import Data process may be run multiple times for the same category. If the process completes successfully, any existing balance figures created

Implementation Reconciliation Report

The Implementation Reconciliation report can be run from the Inflation Accounting: Implementation Reconciliation window by clicking Actions, or from the Submit Request window. This report always displays data from the implementation tables. Data changes made to the spreadsheet are ignored unless the data is imported back into the implementation data structure. The Inflation Accounting: Implementation Reconciliation Report shows the totals for each cost center and category. This report is used to reconcile balances to the General Ledger balances.

Transferring Data to Inflation Accounting for Assets

This process transfers validated implementation data for the book and category from the implementation interface table to the Inflation Accounting balances and transaction tables.

Inflation Accounting for Assets Processes

Inflation Accounting: Load Customized Data from Data Files

This process imports data from a user-specified CSV data file into the Inflation Accounting Implementation interface table.

Inflation Accounting: Purge Implementation Data

This process deletes data from the interface table in respect to the nominated book. The Implementation Data Preparation process can be re-run for that book. This process can only be run if no assets from the book have been transferred to Inflation Accounting for Assets. An error message is displayed if this process is requested and the books have already been transferred.

Inflation Accounting: Purge Inflation Accounting Data

This process enables users to make changes to assets in categories that have already been transferred to Inflation Accounting for Assets. When a category is transferred to Inflation Accounting for Assets, users are unable to make changes to any of the asset balances for that category in the Inflation Accounting: Implementation Reconciliation window or to perform any actions, other than reporting, for the category. If the category has been transferred to Inflation Accounting for Assets but no processing for any of the assets in the category has taken place, this purge process can be run. The purge process deletes all data related to the category from the Inflation Accounting for Assets tables. After the data is purged, the category transfer status is set to Not Transferred. Users can then modify the asset balances for the category through the Implementation Reconciliation window, or by exporting, modifying, and importing the file through the implementation process.

Prerequisites

- Oracle Public Sector Financials (International) Release 11*i* must be implemented with a minimum of version 11.5.10 of Oracle Applications.
- General Ledger setup must be completed.

For information on setting up General Ledger, see General Ledger Setup Steps , *Oracle General Ledger User Guide*.

- Oracle Assets setup must be completed.
For information on implementing Oracle Assets, see Setup Steps, *Oracle Assets User Guide*.
- Inflation Accounting for Assets must be enabled.
For information on enabling Oracle Public Sector Financials (International) features, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.
- Inflation Accounting for Assets must be set up.
For information on defining accounting options, see Inflation Accounting Options, page 14-1.
For information on setting up indexes, see 28. Define Price Indexes, page 14-7.
For information on setting up books, see Defining Depreciation Books, *Oracle Assets User Guide*.
For information on asset categories, see Setting Up Asset Categories, *Oracle Assets User Guide*.
- Manual journals must be created for adjustments to the General Ledger so that adjustments for the general fund, operating account, and revaluation reserve are reported correctly.
For information on creating manual journals, see Entering Journals , *Oracle General Ledger User Guide*.
- The Inflation Accounting: Implementation Import/Export File Location profile option must be enabled.
For information on enabling the Inflation Accounting: Implementation Import/Export File Location profile option, see Specifying Directory Location for Export/Import Data Files Procedure, page 14-10.
- The Inflation Accounting: Use Web ADI to Export/Import profile option must be set.
For information on enabling the Inflation Accounting: Use Web ADI to Export/Import profile option, see Specifying Method for Export/Import Data Files Procedure, page 14-11.

Running the Inflation Accounting Asset Exceptions Report

To run the RX-i:Inflation Accounting Asset Exceptions report:

1. Navigate to the Submit Request window.
2. In the Name field, select RX-i: Inflation Accounting Asset Exceptions Report.
3. To send the request to the concurrent manager, click Submit.
4. To submit another request, click Yes, or to continue click No.
5. View the request in the concurrent manager as follows:

View - Requests

Preparing Data for Implementation Procedure

The screenshot shows a software window titled "Inflation Accounting : Implementation Data Preparation". Inside the window, there is a "Book Class" dropdown menu with "Corporate" selected. Below it is an empty text field labeled "Book". At the bottom right of the window is a button labeled "Prepare Data".

To prepare corporate or tax book data for implementation:

1. Navigate to the Inflation Accounting: Implementation Data Preparation window.
2. To prepare corporate book data for implementation, in the Book Class field, select Corporate.
3. To prepare tax book data for implementation, in the Book Class field, select Tax.
4. In the Book field, select the book name.

Note: If Tax is selected in the Book Class field, only MHCA enabled tax books are displayed; if Corporate is selected, only corporate book names are displayed.

5. To submit the data preparation process request, click Prepare Data.

Reconciling Data Procedure

The screenshot shows a software window titled "Inflation Accounting: Implementation Reconciliation". It contains several input fields: "Book", "Category", "Transfer Status", "Transfer Date", "Transfer Run", "Output Format" (set to "TEXT"), and "Attribute Set" (set to "Implementation"). Below these fields are three tabs: "Corporate", "Inflation Accounting", and "Export / Import Details". The "Inflation Accounting" tab is active, showing a table with the following columns: "Asset Number", "Cost", "Accumulated Depreciation", and "Life in Months". The table has several empty rows. Below the table is an "Exception Reason" text field and an "Actions" button.

To reconcile prepared data with actual General Ledger balances:

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled as follows:

View - Query by Example - Enter

3. Enter the book and category names.
4. Run the query as follows:

View - Query by Example - Run

All assets related to the chosen book and category combination are displayed in the tabbed regions.

Note: If the Transfer Status field indicates the transfer is COMPLETED or RUNNING, all fields in the tabbed regions are display only. If the Transfer Status field indicates that the transfer is NOT TRANSFERRED or ERROR, the user can update any of the fields on the Inflation Accounting tab.

5. In the Revalued Cost field, optionally enter the revalued asset cost.
6. In the Net Revaluation Reserve field, optionally enter the net revaluation reserve after the effect of cost backlog and general fund.
7. In the Backlog Accumulated Depreciation field, optionally enter backlog depreciation.
8. In the Revalued YTD Depreciation field, optionally enter year-to-date depreciation after revaluation.

Note: Values are displayed as follows:

- Assets entered in a prior fiscal year to the use of implementation process: Revalued YTD = Oracle Assets' year-to-date depreciation + linear split of Inflation Accounting revalued year-to-date depreciation.
 - Assets entered in the current fiscal year of implementation processing: Revalued YTD= Oracle Assets' year-to-date depreciation + Inflation Accounting revaluation of Oracle Assets' year-to-date depreciation.
9. In the Revalued Accumulated Depreciation field, optionally enter accumulated depreciation after revaluation.
 10. In the Operating Account Cost field, optionally enter the operating cost account after revaluation.
 11. In the Operating Account Backlog field, optionally enter the operating account backlog after revaluation.
 12. In the General Fund field, optionally enter the general fund after revaluation.
 13. Select the Import/Export Details tab.
 14. In the Export File Name field, optionally enter the export filename.

Note: Only displayed if export data process successfully exported balances for assets.

15. In the Export Date field, optionally enter the export date.

Note: Only displayed if export data process successfully exported balances for assets.

16. In the Import File Name field, optionally enter the import file name.

Note: Only displayed if import data process successfully imported balances for assets.

17. In the Import Date field, optionally enter the import date.

Note: Only displayed if import data process successfully imported balances for assets.

For information on the Actions button, see Exporting and Importing Data Procedures, page 15-11.

Exporting and Importing Data Procedures

To export or import implementation reconciliation data:

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled as follows:

View - Query by Example - Enter

3. Enter the book and category names.
4. Run the query as follows:

View - Query by Example - Run

All assets related to the chosen book and category combination are displayed in the tabbed regions.

5. Click Actions.

Exporting Data Procedure

Note: If the transfer status of the book and category combination is Not Transferred or Error, the Export button is enabled, otherwise it is disabled.

1. Click Export Data.
 - If the Inflation Accounting: Use Web ADI to Export/Import profile option is set to Yes, the Web ADI download process starts.
 - If the Inflation Accounting: Use Web ADI to Export/Import profile option is set to No, the Note pop-up window appears displaying the export data concurrent request ID. View the request in the concurrent manager as follows:

View - Requests

The export data file name format is as follows: <Book_Type_Code>_<Category_Name>_<Group_ID>_out.csv

Exporting Data Procedure

Note: The Import button is disabled if the Inflation Accounting: Use Web ADI to Export/Import profile option is set to Yes.

1. Click Import Data.

The Note pop-up window appears displaying the import data concurrent request ID.

The imported data file name format is as follows: <Book_Type_Code>_<Category_Name>_<Group_ID>_in.csv

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

View - Requests

Submitting the Inflation Accounting: Implementation Reconciliation Report Procedure

To run the Inflation Accounting: Implementation Reconciliation Report:

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled as follows:

View - Query by Example - Enter

3. Enter the book and category names.
4. Run the query as follows:

View - Query by Example - Run

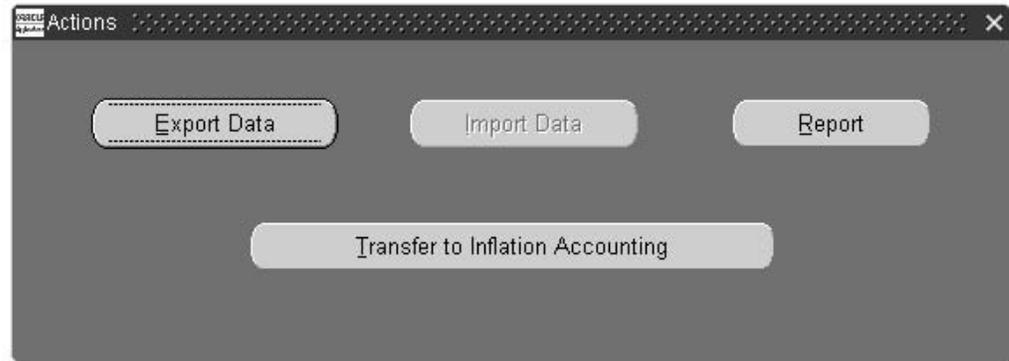
All assets related to the chosen book and category combination are displayed in the tabbed regions.

5. To run the Inflation Accounting: Implementation Reconciliation Report, click Report.

For information on submitting the Implementation Reconciliation report, see *Generating Inflation Accounting for Assets Reconciliation Reports Procedures, Oracle Public Sector Financials (International) User's Guide*.

Note: The Implementation Reconciliation report can also be submitted for all categories by running the report separately from the Inflation Accounting Implementation Reports window.

Transferring Data to Inflation Accounting for Assets Procedure



To transfer validated implementation data for the book and category from the implementation interface table to the Inflation Accounting balances and transaction tables:

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled as follows:
View - Query by Example - Enter
3. Enter the book and category names.
4. Run the query as follows:
View - Query by Example - Run
All assets related to the chosen book and category combination are displayed in the tabbed regions.
5. To export balances for all assets for the chosen book and category, click Export Data.
Note: The export data process can be run as many times as required for the same category.
6. To import balances for all assets for the chosen book and category from files created by the Export Data process, click Import Data.
Note: This button is only enabled if data exists for the category previously exported.
Note: The import data process can be run as many times as required for the same category. The original balance figures created by the data preparation process are overwritten each time the process is run.
7. To generate the Inflation Accounting: Implementation Reconciliation Report, click Report.
8. To transfer inflation accounting asset balances to the new inflation accounting system, click Transfer to Inflation Accounting.
Note: This process can only be run once for each category.

The Note pop-up window appears displaying the Transfer Implementation Data concurrent request ID.

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

View - Requests

Inflation Accounting: Load Customized Data from Data Files Procedure

To run the Inflation Accounting: Load Customized Data from Data File process:

1. Navigate to the Submit Request window.
2. In the Name field, select Inflation Accounting: Load Customized Data from Data File.
3. In the File Name field, enter the full path name of the data file.
4. To apply the parameter, click OK.
5. To send the request to the concurrent manager, click Submit.
6. To submit another request, click Yes, or to continue click No.
7. View the request in the concurrent manager as follows:

View - Requests

Inflation Accounting: Purge Implementation Data Procedure

To run the Inflation Accounting: Purge Implementation Data process:

1. Navigate to the Submit Request window.
2. In the Name field, select Inflation Accounting: Purge Implementation Data.
3. In the Book field, select the required book.
4. To apply the parameter, click OK.
5. To send the request to the concurrent manager, click Submit.
6. To submit another request, click Yes, or to continue click No.
7. View the request in the concurrent manager as follows:

View - Requests

Inflation Accounting: Purge Inflation Accounting Data Procedure

To run the Inflation Accounting: Purge Inflation Accounting Data process:

1. Navigate to the Submit Request window.
2. In the Name field, select Inflation Accounting: Purge Inflation Accounting Data.
3. In the Book field, select the required book.
4. Place the cursor in the Category field.
The Category Flexfield pop-up window appears.
5. In the Major Category field, select a major asset category.
6. In the Minor Category field, select a subsidiary asset category.
7. To close the Category Flexfield window, click OK.

8. To apply the parameters, click OK.
9. To send the request to the concurrent manager, click Submit.
10. To submit another request, click Yes, or to continue click No.
11. View the request in the concurrent manager as follows:

View - Requests

Internal Trading Setup

Overview

The Internal Trading setup procedure defines service types, charge centers and associated services, account ranges, originators, and authorizers, and defines system options associated with internal trading.

Charge centers are business units that raise the internal charge. Account ranges must be unique to charge centers because the account flexfield ranges describe the charge center. Authorizers have the authority to accept or reject a cross charge.

This setup is required to perform the Internal Trading procedures, which enable users to raise charges between charge centers within the same organization.

Internal Trading setup procedures are used to perform the following tasks:

- Define whether automatic creation of encumbrance journals is required for the current set of books
- Define the encumbrance type for internal trading encumbrance journals
- Define whether Workflow approval is required for the current set of books
- Define a time limit within which cross charges must be authorized before they are automatically authorized
- Define service types to be used within charge centers
- Define charge centers for the current set of books
- query and update information for charge centers associated with the current set of books
- Define account ranges for a charge center
- Define an authorizer for each account range
- Link originators to the appropriate charge center
- Link service types to charge centers

Prerequisites

- Define set of books.
- Enable the Internal Trading feature for the required set of books.

See 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.

Related Topics

Defining Sets of Books, *Oracle General Ledger User Guide*

Internal Trading Setup Steps

The steps in this section are listed in the required order.

| Step Number | Step Description | Required or Optional |
|-------------|--|---------------------------|
| 1 | Define Additional Journal Entry Sources. See Defining Additional Journal Entry Sources, page 16-2 | Required |
| 2 | Define Journal Entry Categories. See Defining Journal Entry Categories, page 16-2 | Required |
| 3 | Define Automatic Posting Criteria. See Defining Automatic Posting Criteria, page 16-3 | Optional, but recommended |
| 4 | Define Additional Encumbrance Types. See Defining Additional Encumbrance Types, page 16-3 | Optional, but recommended |
| 5 | Define Setup Options. See Defining Setup Options, page 16-3 | Required |
| 6 | Define Setup Options. See Defining Setup Options, page 16-4 | Required |
| 7 | Define Charge Centers. See Defining Charge Centers, page 16-5 | Required |

Define Additional Journal Entry Sources

The following predefined journal entry source is provided by Oracle Public Sector Financials (International) for Internal Trading:

- Internal Trading

Related Topics

Defining Journal Sources, *Oracle General Ledger User Guide*

Define Journal Entry Categories

There are no predefined journal entry categories available for Internal Trading. Users can define journal categories as required.

Related Topics

Defining Journal Categories, *Oracle General Ledger User Guide*

Define Automatic Posting Criteria

Automatic posting can be enabled for journals.

Related Topics

Posting Journal Batches Automatically, *Oracle General Ledger User Guide*

Define Additional Encumbrance Types

A unique encumbrance type is recommended for classifying encumbrances generated by internal trading.

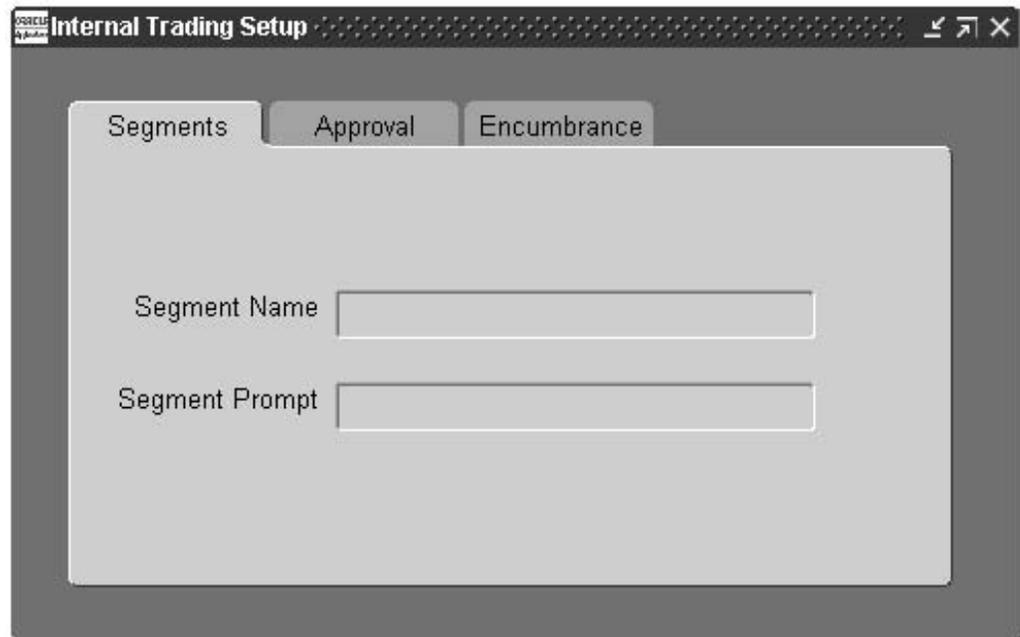
Related Topics

Defining Encumbrance Types, *Oracle General Ledger User Guide*

Define Setup Options

You must define Internal Trading setup options.

Setting Up Internal Trading Setup Options

The image shows a screenshot of the 'Internal Trading Setup' window. The window title bar reads 'Internal Trading Setup' and includes standard window control icons (minimize, maximize, close). Below the title bar, there are three tabs: 'Segments', 'Approval', and 'Encumbrance'. The 'Segments' tab is currently selected. The main content area of the window contains two text input fields. The first field is labeled 'Segment Name' and the second is labeled 'Segment Prompt'. Both fields are currently empty.

To set up Internal Trading setup options:

1. Navigate to the Internal Trading Setup window.
2. In the segments tab, select a segment to override the default segment associated with a service type.
3. Enter a prompt for the selected segment.

This prompt is displayed on the Enter Cross Charges window.

4. Select the Approval tab.
5. In the Auto Approval Limit field, enter the number of days after which a cross charge is automatically approved if it was not manually approved or rejected.
Note: The time limit begins after the internal cross charge lines are submitted for authorization.
6. Select the Use Workflow check box to enable the Workflow approval process.
Warning: If Workflow is enabled, it cannot be disabled if any cross charge is submitted in Workflow.
7. Select the Originator Can Approve check box to enable a cross charge originator to approve that cross charge.
8. Select the Use Double Timeout check box to enable double timeout before a charge is automatically approved.
9. In the Find Approver Method field, select an approval method.
10. Select the Encumbrance tab.
11. Select the Use Encumbrance check box to enable encumbrancing for raised cross charges.
Warning: If encumbrancing is enabled, it cannot be disabled after the first cross charge is created.

12. Select an encumbrance type.

Define Service Types

Internal Trading service types must be defined.

Setting Up Internal Trading Service Types



The screenshot shows a window titled "Services" with a sub-header "Service Types". Below the sub-header is a table with four columns: "Name", "Description", "Start Date", and "End Date". The table is currently empty, with only the first row showing the column headers. The table has a vertical scrollbar on the right side.

| Name | Description | Start Date | End Date |
|------|-------------|------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

To set up Internal Trading service types:

1. Navigate to the Services window.
2. Enter a name and description for the service type.
3. Enter a date range within which the service type must be active.

Defining Charge Centers

Internal Trading Charge Centers must be defined.

Setting Up Internal Trading Charge Centers

| Account Low | Account High | Authoriser | Active Flag |
|-------------|--------------|------------|--------------------------|
| | | | <input type="checkbox"/> |

To set up Internal Trading charge centers:

1. Navigate to the Setup Charge Centers window.
2. Enter name and description of the charge center.
3. Enter a date range within which the charge center must remain active.
4. Select the Ranges tab.
5. Place the cursor in the Account Low field.

The accounting flexfield parameter window appears.

- Entering a value in the Low field populates both the High and Low fields, indicating that one accounting flexfield is assigned to that row.
- The account range must be unique to the charge center and must not overlap another active range in any charge center.

6. Select the authorizer's name.

7. Select the Active Flag check box to mark the account range as active.
8. Select the Service tab.
9. In the Name field, select the service type.
10. Select the creating account to be assigned to the service type.
11. Select the receiving account to be assigned to the service type.
12. Enter a date range within which the service type for this charge center must remain active.
13. Select the Originator tab.
14. In the Name field, select the originator's name.
15. In the Segments field, select the segment values associated with the originator.
16. Enter a date range within which the originator must remain active.

Modified Historic Cost Accounting Setup

Overview

MHCA provides functionality to support the revaluation of fixed assets and the associated accounting entries. This is part of the UK government's initiative on resource accounting and budgeting.

MHCA lets you perform these:

- Revalue assets in line with changing prices
- Calculate depreciation on revalued asset costs

MHCA setup includes these procedures:

- Synchronizing the MHCA Depreciation Calendar, page 17-8

After Oracle Asset calendars are set up, the Modified Historic Cost Accounting: Synchronize Calendars concurrent process must be run to ensure that the Oracle Assets and Oracle Public Sector Financials (International) calendars are synchronized.

- Validating MHCA Tax Book, page 17-8

The Modified Historic Cost Accounting: Tax Book Validation Report ensures that the setup of the book is suitable for use as an MHCA book.

The Modified Historic Cost Accounting: Tax Book Validation Report must be reviewed to ensure book control settings for the MHCA book are correct. If the report displays any settings set to No, book controls for the MHCA book must be changed. The Modified Historic Cost Accounting: Tax Book Validation Report needs to be re-run if changes are made to book control settings.

- Defining Extended Price Indexes Procedure, page 17-9

A price index must be defined for use in asset revaluation.

A calendar must be assigned to the price index that is the same as the MHCA book's depreciation calendar.

- Defining Extended Asset Categories, page 17-10

This step assigns the MHCA book to the asset category.

Related Topics

Changing Asset Details, *Oracle Assets User Guide*

Prerequisites

- Oracle recommends reading MHCA background information before implementing this feature.
For information on MHCA, see Modified Historic Cost Accounting Process, *Oracle Public Sector Financials (International) User's Guide*.
- Complete System Administrator setup.
For information on setting up System Administrator, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.
- Enable MHCA.
- Complete General Ledger setup.
- Complete all Assets setup steps for Oracle Financials to use Oracle Public Sector Financials (International).
- Set up an account generator in Oracle Assets.

Related Topics

- 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10
- General Ledger Setup Steps, *Oracle General Ledger User Guide*.
- Asset Workbench, *Oracle Assets User Guide*
- Setting Up the Account Generator, *Oracle Applications Flexfields Guide*

Modified Historic Cost Accounting Setup Steps

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

Defining Sets of Books

This step is required.

For information on setting up asset books, see Asset Books Setup, *Oracle Public Sector Financials (International) User's Guide*.

For information on setting up the historic or corporate book, see Historic or Corporate Books Setup, *Oracle Public Sector Financials (International) User's Guide*.

For information on setting up the MHCA tax book, see Modified Historic Cost Accounting Book and Associated Elements Setup, *Oracle Public Sector Financials (International) User's Guide*.

Related Topics

Defining Sets of Books, *Oracle General Ledger User Guide*

Defining Unit of Measure Classes

This step is optional.

Related Topics

Defining Unit of Measure Classes, *Oracle Inventory User's Guide*

Defining Unit of Measure

This step is optional.

Related Topics

Defining Unit of Measure Classes, *Oracle Inventory User's Guide*

Defining Employees

This step is optional.

Related Topics

Defining employees, *HRMS Managements Systems*

Descriptive Flexfields Structure

This step is optional.

Related Topics

Defining Descriptive Flexfields Structure, *Oracle Applications Flexfields Guide*

Account Generator

This step is required.

Related Topics

Choosing the Process for a Flexfield Structure, *Oracle Applications Flexfields Guide*

Journal Entry Sources

This step is required.

Related Topics

Defining Journal Sources, *Oracle General Ledger User Guide*

Journal Entry Categories

This step is required.

Related Topics

Defining Journal Categories, *Oracle General Ledger User Guide*

Numbering

This step is optional.

Related Topics

Specifying System Controls, *Oracle Assets User Guide*

Suppliers

This step is optional.

Related Topics

Suppliers, *Oracle Payables User Guide*

Asset Key Flexfields

This step is required.

Related Topics

Key Flexfield Segments Window, *Oracle Applications Flexfields Guide*

Asset Category Flexfields

This step is required.

Related Topics

Segment Values Window, *Oracle Applications Flexfields Guide*

Location Flexfields

This step is optional.

Related Topics

Segment Values Window, *Oracle Applications Flexfields Guide*

System Controls

This step is required.

Related Topics

Specifying System Controls, *Oracle Assets User Guide*

Locations

This step is required.

Related Topics

Defining Locations, *Oracle Assets User Guide*

Asset Keys

This step is optional.

Related Topics

Defining Asset Keys, *Oracle Assets User Guide*

Quick Codes

This step is optional.

Related Topics

Entering Quick Codes, *Oracle Assets User Guide*

Fiscal Years

This step is required.

Related Topics

Creating Fiscal Years, *Oracle Assets User Guide*

Calendars

This step is required.

Related Topics

Specifying Dates for Calendar Periods, *Oracle Assets User Guide*

Security

This step is optional.

Related Topics

Security, *Oracle Human Resources Management Systems User's Guide*

Book Controls

This step is required.

Related Topics

Defining Depreciation Books, *Oracle Assets User Guide*

Modified Historic Cost Accounting Tax Book Validation Depreciation

This step is required.

The Modified Historic Cost Accounting: Tax Book Validation Report ensures that the book setup is suitable for MHCA requirements. The Modified Historic Cost Accounting: Tax Book Validation Report lists tests that are applied to the text book before it is created as an MHCA tax book. For each of the criteria Yes is shown where settings are correct and No is shown for settings that need changing. The report can be run any number of times until the setup is correct for MHCA use.

Warning: The tax book cannot be used for MHCA if the settings do not correspond with the tests that appear in the Modified Historic Cost Accounting: Tax Book Validation Report.

Depreciation Methods

This step is required.

Related Topics

Defining Additional Depreciation Methods, *Oracle Assets User Guide*

Depreciation Ceilings

This step is optional.

Related Topics

Setting Up Depreciation Ceilings, *Oracle Assets User Guide*

Investment Tax

This step is optional.

Related Topics

Tax Workbench, *Oracle Assets User Guide*

Prorate Retirement Convention

This step is required.

Related Topics

Specifying Dates for Prorate Conventions, *Oracle Assets User Guide*

Modified Historic Cost Accounting Extended Price Indexes

This step is required.

MHCA extended price indexes are used to represent the changing values of asset categories. The revaluation process uses the movement of indexes within the period to determine the revaluation amount. It is unnecessary to define Oracle Assets price indexes but it is essential to define the MHCA extended price indexes, unless required for other Oracle Assets purposes.

Price Indexes

This step is optional.

Related Topics

Defining Price Indexes, *Oracle Assets User Guide*

Asset Categories

This step is required.

Related Topics

Setting Up Asset Categories, *Oracle Assets User Guide*

Modified Historic Cost Accounting Extended Asset Category

This step is required.

Users can define the accounting flexfield for the backlog depreciation using the MHCA extended asset category. Once users have selected an asset category, the extended asset categories enable users to define whether an asset category is subject to revaluation, by selecting or deselecting a check box. If indexed revaluation is selected, the asset category uses extended price indexes associated with the asset category. If ad-hoc revaluation is selected, users can manually enter the revised asset value for that category.

Distribution Sets

This step is optional.

Related Topics

Defining Distribution Sets, *Oracle Assets User Guide*

Leases

This step is optional.

Related Topics

Entering Leases, *Oracle Assets User Guide*

Warranties

This step is optional.

Related Topics

Defining Asset Warranties, *Oracle Assets User Guide*

Profile Options

This step is optional.

Note: The profile option FA:Enable Depreciation Override must not be set to Yes. Depreciation Override functionality is not compatible with MHCA.

Related Topics

Personal Profile Values Window, *Oracle Applications Flexfields Guide*

Insurance

This step is optional.

Related Topics

Fixed Assets Insurance Window Reference, *Oracle Assets User Guide*

Synchronize Depreciation Calendar

This step is required.

For information on synchronizing the MHCA depreciation calendar, see Synchronizing the MHCA Depreciation Calendar, page 17-8.

Validate MHCA Tax Book

This step is required.

For information on validating the tax book, see Validating MHCA Tax Book, page 17-8.

Define Extended Price Indexes

This step is required.

For information on defining extended price indexes, see Setting Up Extended Price Indexes linked to the Extended Asset Categories, page 17-9.

Synchronizing the MHCA Depreciation Calendar

Use the standard request submission procedure to run the Modified Historic Cost Accounting: Synchronize Calendars concurrent process.

Related Topics

Using Standard Request Submission, *Oracle Applications User's Guide*

Validating MHCA Tax Book

The Modified Historic Cost Accounting: Tax Book Validation Report can be run any number of times to enable users to make changes to the tax book controls.

Warning: If setup fails validation, the MHCA book is unavailable in the list of values for extended asset category setup.

Use the standard request submission procedure to run the Modified Historic Cost Accounting: Tax Book Validation Report.

In the Book field, select an MHCA book.

Related Topics

Using Standard Request Submission, *Oracle Applications User's Guide*

Setting Up Extended Price Indexes linked to the Extended Asset Categories

Setting up extended price indexes linked to the extended asset categories consists of these procedures:

Defining Extended Price Indexes

| | Value | From Date | To Date |
|-------------------------------------|-------|-----------|---------|
| <input checked="" type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |

To define extended price indexes:

1. Navigate to the Setup: Extended Price Indexes window.
2. Enter the extended price index name.
3. Select the depreciation calendar for the MHCA book.
4. In the Value field, enter an extended price index percentage for each calendar period.

Defining Asset Categories in Oracle Assets

Define Asset Categories in Oracle Assets.

Related Topics

Setting Up Asset Categories, *Oracle Assets User Guide*

Defining Extended Asset Categories

Extended Asset Category Setup

Category

Description

Category Type

Ownership

Property Type

Property Class

Enabled

Capitalize

In Physical Inventory

General Ledger Accounts

Tax Book

Backlog Depreciation Reserve

Allow Revaluation

Allow Indexed Revaluation

Allow Ad-hoc Revaluation

To define the extended asset category:

1. Navigate to the Extended Asset Category Setup window.
2. Enter the asset category and description.
3. Select the category type, ownership type and property type.
4. In the Tax Book field, select the MHCA book.
5. In the Backlog Depreciation Reserve field, enter the appropriate account code combinations.
6. To revalue assets for that category, select Allow Revaluation.
7. Select either Allow Indexed Revaluation or Allow Ad-hoc Revaluation.

Multi-Period Posting Setup

Overview

Multi-Period Posting uses Payables functionality and enables the user to define various accounting rules to spread expenses over multiple periods.

Multi-Period Posting must be set up to set up and identify the following:

- Multi-Period Posting account
- General Ledger journal source
- General Ledger journal category for multi-period posting journals transferred to General Ledger
- Default accounting rule for the system

This section describes the steps required to set up Multi-Period Posting.

- Setting Up Accounting Rules, page 18-1
- Setting Up Financials Options, page 18-1

Setting Up Accounting Rules

Accounting rules are used to define the method of spreading postings over a predefined accounting period.

Setting Up Financials Options

Financial options must be set up to enable the user to define the default options used for multi-period postings to General Ledger.

Setting Up Fixed Duration Accounting Rules Procedure

To set up a fixed duration accounting rule:

1. Navigate to the Invoicing and Accounting Rules window.
2. Enter a name and description for the rule.
3. In the Type field, select Accounting, Fixed Duration.
4. To enable the accounting rule, select the Active check box.

Note: If the Active check box is deselected, this accounting rule is not available in the Accounting Rule field list of values of any window.

For information on the Set up Multi Period Posting window, see Setting Up Financials Options, page 18-1.

5. In the Period field, select a period type from the list of values.

Note: The period type must be the same period type used in the calendar assigned to the current set of books.

6. In the Number of Periods field, enter the required number of periods.
7. Place the cursor in any field in the Schedule region.

The accounting rule schedule is generated automatically based on the number of periods entered.

8. To amend the percentages, enter new values as required.

Note: The combined values must total 100 percent.

Setting Up Variable Duration Accounting Rules

The screenshot shows the 'Invoicing and Accounting Rules' window. It has a title bar with the text 'Invoicing and Accounting Rules'. The window contains several input fields: 'Name', 'Description', 'Type', 'Period', 'Number of Periods', and a 'Total' field. There is also a 'Schedule' section with a table for 'Period', 'Percent', and 'Date'. A 'Total' field is located below the table. The 'Active' checkbox is checked.

To set up a variable duration accounting rule:

1. Navigate to the Invoicing and Accounting Rules window.
2. Enter a name and description for the rule.
3. In the Type field, select Accounting, Variable Duration from the list of values.

Note: If a variable account duration is selected, the Number of Periods field is disabled.

4. To enable the accounting rule, select the Active check box.

Note: If the Active check box is deselected, this accounting rule is not available in the Accounting Rule field list of values, in the Distributions Summary window.

For information on the Distributions Summary window, see Viewing and Editing Multi-Period Posting Lines Procedure, *Oracle Public Sector Financials (International) User's Guide*.

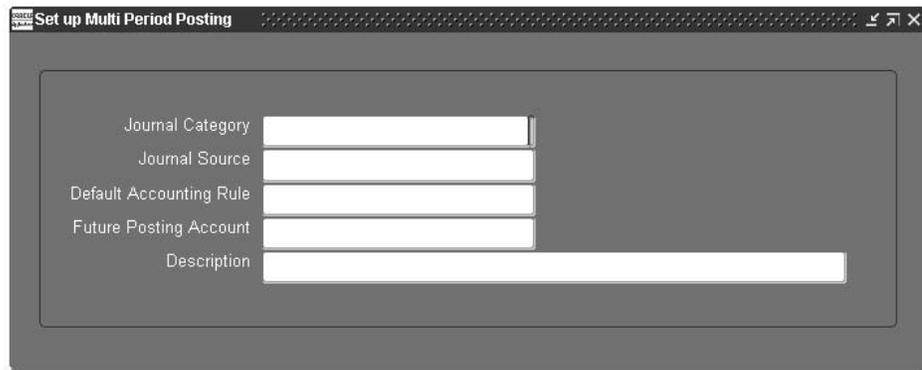
5. Select a period type.

Note: The period type must be the same period type used in the calendar assigned to the current set of books.

6. To amend the percentage for the first period, enter a new value as required.

The default value is 0. If the default value is used, each period is automatically set to an equal value. If the default value is overridden, the system automatically deducts the entered value from 100 percent and splits the balance equally between the remaining periods.

Setting Up Multi-Period Posting Options



To set up Multi-Period Posting options:

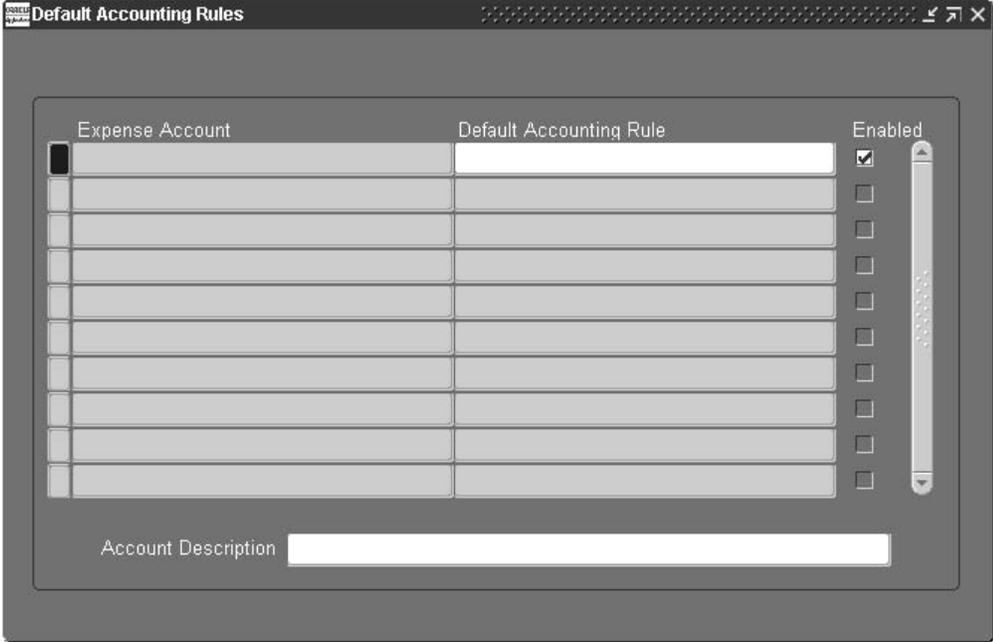
1. Navigate to the Set Up Multi Period Posting window.
2. Select a journal category and journal source.

Note: These are used when the multi-period posting journals are posted to General Ledger.

3. Select the required default accounting rule.
4. Select the future posting account.

A description of the future posting account is displayed.

Overriding Default Account Rules



To override the default account rules:

1. Navigate to the Default Accounting Rules window.
2. Select the expense account to be overridden to the distribution line.
3. Select the default accounting rule to be applied.

Secondary Invoice Approval Setup

Overview

Secondary Invoice Approval for Payables enables users to enforce additional levels of approval within departments before an invoice or purchase order is released for payment.

The Maintain Secondary Approval Relationships window enables the user to perform the following tasks:

- Create departmental groups
- Assign departmental approvers and invoice clerks to departmental groups
- Assign flexfield ranges to departmental approvers
- Deactivate departmental approvers and invoice clerks

Prerequisites

- Define departmental approvers and invoice clerks as valid application users.

Secondary Invoice Approval Setup Steps

The steps in this section are listed in the required order.

| Step Number | Step Description | Required or Optional |
|-------------|---|----------------------|
| 1 | Create Additional Users. See Creating Additional Users, page 19-2 | Required |
| 2 | Set Profile Options. See Setting Profile Options, page 19-2 | Required |
| 3 | Maintain Secondary Approval Relationships. See Maintaining Secondary Approval Relationships, page 19-3 | Required |

Create Additional Users

Create new users that have access to Oracle Public Sector Financials (International) or assign existing users access to Oracle Public Sector Financials (International).

Users assigned to the following roles must be defined:

- Departmental approvers
- Invoice clerks
- Central finance group user, conditionally required if payment approvals are used

For information on defining departmental approvers and clerks, see *Maintaining Secondary Approval Relationships Procedure*, page 19-4.

Related Topics

Creating Users, Oracle Applications System Administrator's Guide

Set Profile Options

The table below describes the profile option levels for Secondary Invoice Approval.

Secondary Invoice Approval Profile Option Levels

| Module | Profile Option Name | Site | Application | Responsibility | User |
|----------|---|------|-------------|----------------|------|
| Payables | Secondary Invoice Approval: Payment Approvals Required, page 19-3 | x | | x | x |
| Payables | Secondary Invoice Approval: Central Finance Group User, page 19-3 | x | | x | x |

The table below describes the Secondary Invoice Approval profile option values.

Secondary Invoice Approval Profile Option Values

| Profile Option Name | Value | Description |
|--|--------------|---|
| Secondary Invoice Approval: Payment Approvals Required | Yes or no | Determines if there are two levels of approval holds |
| Secondary Invoice Approval: Payment Approvals Required | Yes | Allows payment approval holds for invoices in addition to secondary approval holds |
| Secondary Invoice Approval: Payment Approvals Required | No | Allows secondary approval holds only |
| Secondary Invoice Approval: Central Finance Group User | Yes or no | Indicates if users are authorized to release payment approval holds. The Secondary Invoice Approval: Payment Approvals Required profile option must also be set to Yes. |
| Secondary Invoice Approval: Central Finance Group User | Yes | At user or responsibility level, indicates users authorized to release payment approval holds |
| Secondary Invoice Approval: Central Finance Group User | No | Usually set to no at site level |

For information on setting profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

Maintain Secondary Approval Relationships

Secondary approval relationships must be maintained.

Maintaining Secondary Approval Relationships Procedure

The screenshot shows a software window titled "Maintain Secondary Approval Relationships". It is divided into several sections. At the top, under "Departmental Group", there is a text box for "Group Name". Below that is a section for "Departmental Approvers" containing a table with columns for "User Name", "Employee Name", "Start Date", and "End Date". A button labeled "Assign Flexfield Ranges" is positioned below this table. The bottom section is for "Invoice Clerks", also featuring a table with the same four columns.

To create a departmental group, define departmental approvers and invoice clerks, and assign flexfield ranges to approvers:

1. Navigate to the Maintain Secondary Approval Relationships window.
2. Enter the departmental group name.
3. Select the user names of the departmental approvers permitted to authorize invoices.

Note: Each department can have multiple departmental approvers assigned to it. A single departmental approver can be assigned to multiple departments. All departmental approvers within a group can approve invoices created by any invoice clerk within that group.

4. Enter a date range within which the authorization must remain active.
5. To assign flexfield ranges to an approver, click Assign Flexfield Ranges.
The Define Flexfield Ranges window appears.

Define Flexfield Ranges

Departmental Group

Group Name

Departmental Approvers

User Name Employee Name

Flexfield Ranges

| | From Flexfield | To Flexfield |
|--|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> |

Note: If no flexfield ranges are assigned, approvers can approve transactions for all accounts.

6. Place the cursor in the From Flexfield field.
7. Enter the lowest and highest flexfields in the range.
8. The flexfield numbers are automatically displayed in the From Flexfield and To Flexfield fields.
9. The Maintain Secondary Approval Relationships window appears.
10. In the Invoice Clerks User Name field, select the user names of the invoice clerks permitted to enter invoices from the list of values.

Note: Each department can have multiple invoice clerks assigned to it. A single invoice clerk can be assigned to multiple departments.

11. Enter a date range within which the assignment is active.

Single Third Party Setup

Overview

Single Third Party treats a customer or supplier as a single entity and provides a netting facility between a single third party's receivable and payable transactions to arrive at a net balance position.

Warning: Netting is legal only in certain countries.

For information on where netting is allowed, see *International Implications, Oracle Public Sector Financials (International) User's Guide*.

Single Third Party provides the following:

- Maintains a single entry point for customers and suppliers
- Supports various types of payable and receivable netting at transaction level
For information on netting types, see *Netting Types, page 20-2*.
- Provides an inquiry facility to view the outstanding balance of a third party and to support drill-down to individual transactions
- Reconciles the net balance position due to, or from, a third party by automatically creating netting transactions and resulting journal entries
- Provides an audit trail by maintaining sequential numbering for netting transactions
- Enforces security by restricting netting access to authorized users

For information on security, see *Netting Security, page 20-3*.

The Single Third Party feature can be used with Oracle Applications global accounting engine to utilize the country-specific accounting rules applicable to third party transactions. The global accounting engine provides country-specific legal reports and accounting treatment, subledger transactions by control account, gapless numbering of accounting lines, and online drill-down to original subledger documents.

The following topics are described in this section:

- *Netting Types, page 20-2*
- *Netting Transactions and Journal Entries, page 20-2*
- *Netting Transaction Class and Type Usage, page 20-3*
- *Netting Security, page 20-3*

Related Topics

Global accounting engine, *Oracle Applications Global Accounting Engine User Guide*

Netting Types

Netting types supported by Single Third Party for accounts officers are displayed in the table below.

Netting Types

| Netting Types | Description |
|-------------------------|--|
| Adjust AR Balance | Netting the outstanding payable balance owed to a third party with receivable invoices due from the same third party. The third party's payable balance is eliminated by adjusting the receivable balance. |
| Adjust AP Balance | Netting the outstanding receivable balance due from a third party with payable invoices due to the same third party. The third party's receivable balance is eliminated by adjusting the payable balance. |
| Objections to Payment | Netting the payable invoices owed to a third party by creating an invoice for another third party called the objecting third party. This applies when payment is owed to a third party who also owes money to another third party. The objecting third party is paid the netting amount and the third party receives a net settlement. |
| Assignments | Netting the payable invoices owed to a third party by creating an invoice for another third party, called the debt beneficiary. This applies when payment is owed to a third party who has a debt beneficiary in a factoring agreement. The debt beneficiary is paid the netting amount and the third party receives a net settlement. |
| Payment Excesses | Netting a third party's credits or overpayment in Receivables by refunding the overpayment in Payables. |
| Supplier Reimbursements | Netting a third party's credit memo in Payables by receiving a refund in Receivables. |

Netting Transactions and Journal Entries

Single Third Party offsets a third party's outstanding balances by creating netting transactions in Payables, Receivables, or both, depending on the netting type. This is because Single Third Party performs netting at the balance level, or at the transaction level to complete the accounting cycle of those transactions that are offset. For example, Payables balance netting automatically creates the following netting transactions:

- Credit memo in Payables to reduce the balance due to the third party
- Credit memo in Receivables to eliminate the balance due from the third party

Netting Transaction Class and Type Usage

Single Third Party predefines the appropriate combinations of transaction classes for each netting type based on the accounting principles adopted by the French public sector.

The table below shows the combinations of transaction classes supported by Single Third Party.

Netting Transactions Class and Type Usage

| Netting Types | Receivable Transaction Class Usage | Payable Transaction Class Usage | Payable Transaction Type |
|----------------------|---|--|---------------------------------|
| Receivables Balance | Credit Memo | Credit Memo | Credit Memo |
| Payables Balance | Credit Memo | Credit Memo | Credit Memo |
| Objection to Payment | Not Applicable | 1. Credit Memo | 1. Credit Memo |
| Objection to Payment | Not Applicable | 2. Invoice | 2. Invoice |
| Assignment | Not Applicable | 1. Credit Memo | 1. Credit Memo |
| Assignment | Not Applicable | 2. Invoice | 2. Invoice |
| Payment Excess | Debit Memo | Invoice | Invoice |
| Reimbursement | Debit Memo | Invoice | Invoice |

Receivable transaction types for netting can be defined for each supported receivable transaction class. Available transaction types are those defined in the Transaction Types window in Receivables for the same transaction class.

Single Third Party uses the following rule to determine which accounting flexfield is used to create journal entries:

Clearing netting account. This is used as a clearing account for netting transactions and is user-definable in the Netting Types window.

For information on defining a netting account, see Define Netting Transaction Types Procedure, page 20-10.

Netting Security

Single Third Party provides restrictive access to the following functions:

- Creating objecting third party
- Creating objection to payment netting

Use the Single Third Party: Objecting STP Allowed profile option to specify whether to grant access to the functions.

Single third parties must be entered and maintained in the Single Third Party - Main window.

Prerequisites

- Enable the Single Third Party feature in the Enable OPSF(I) Features window.
To enable a feature, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.
- Define Receivables netting transaction types in the Transaction Types window.
- Enter the accounting flexfield used for the clearing netting account as an account combination, if dynamic insert is not enabled for the accounting flexfield structure, .
- Define document sequences and assign them to relevant transaction types, if document sequences are implemented for netting transactions. .
- Define the following profile options:
 - Single Third Party: AP Term Default
 - Single Third Party: AR Term Default
 - Single Third Party: Unit of Measure Default
 - Single Third Party: Interface Content
 - Single Third Party: Payables Source
 - Single Third Party: Pay Group Default
 - Single Third Party: Receivables Batch Source

The following profile options are optional:

- Single Third Party: Netting Prefix
- Single Third Party: Objecting STP Allowed

To define profile options in Oracle Public Sector Financials (International), see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

- Set up the Oracle Applications global accounting engine, if required.

Related Topics

- Defining Transaction Types, *Oracle Receivables User Guide*
- Enabling Dynamic Inserts, *Oracle Applications System Administrator's Guide*
- Defining Accounts, *Oracle General Ledger User Guide*
- Document Sequences, *Oracle Applications System Administrator's Guide*
- Setting Up Oracle Applications Global Accounting Engine, *Oracle Applications Global Accounting User Guide*

Single Third Party Setup Steps

The steps in this section are listed in the required order.

| Step Number | Step Description | Required or Optional |
|--------------------|--|-----------------------------|
| 1 | Set Profile Options. See Setting Profile Options, page 20-5 | Required |
| 2 | Define Grouping Rules. See Defining Grouping Rules, page 20-8 | Optional |
| 3 | Compile Line Transaction Flexfield. See Compiling Line Transaction Flexfield, page 20-8 | Required |
| 4 | Define Transaction Types. See Defining Transaction Types, page 20-8 | Required |
| 5 | Define Transaction Sources. See Defining Transaction Sources, page 20-8 | Required |
| 6 | Define Netting Transaction Types. See Defining Netting Transaction Types, page 20-10 | Required |

Set Profile Options

The table below describes the profile option levels for Single Third Party.

Single Third Party Profile Option Levels

| Module | Profile Option Name | Site | Application | Responsibility | User |
|-------------|---|------|-------------|----------------|------|
| Receivables | Single Third Party: AR Term Default, page 20-7 | x | x | x | |
| Receivables | Single Third Party: Interface Context, page 20-7 | x | x | x | x |
| Receivables | Single Third Party: Netting Prefix, page 20-7 | x | | | |
| Receivables | Single Third Party: Objecting STP Allowed, page 20-7 | x | x | x | x |
| Receivables | Single Third Party: Receivables Batch Source, page 20-7 | x | x | x | |
| Receivables | Single Third Party: Unit of Measure Default, page 20-7 | x | | | |
| Receivables | Single Third Party: AP Term Default, page 20-7 | x | x | x | |
| Receivables | Single Third Party: Payables Source, page 20-7 | x | x | x | |

The table below describes the Single Third Party profile option values.

Single Third Party Profile Option Values

| Profile Option Name | Value | Description |
|--|--------------------------------|---|
| Single Third Party: AR Term Default | Payment terms | Indicates default payment terms for netting transactions automatically generated in Oracle Receivables. Payment terms must be predefined in the Payment Terms window in Oracle Receivables before the terms can be selected for this profile. |
| Single Third Party: Interface Context | Context Field Value | Specify the user-definable context field value assigned to the Auto Invoice line transaction flexfields for single third party. The suggested Context Field Value is STP NETTING. This context name is predefined in the Descriptive Flexfield Segments window. |
| Single Third Party: Netting Prefix | Sequence prefix | Used to automatically assign numbering to netting transactions, optionally used to specify the sequence prefix for the netting transactions |
| Single Third Party: Objecting STP Allowed | Yes or no | Used to enhance netting security, by specifying whether the access to create and select objecting third parties is granted; also controls if objection to netting payment type is available for creation |
| Single Third Party: Unit of Measure Default | Unit of measure | Indicates default unit of measure for the netting transactions automatically generated in Oracle Receivables. The unit of measure must be predefined in the Units of Measure window before it can be selected for this profile. |
| Single Third Party: Receivables Batch Source | Receivables Batch Source | Selects the Receivables batch source defined for single third party on the Transaction Sources window. For information on defining batch sources, see Define Transaction Sources, page 20-8. |
| Single Third Party: AP Term Default | Payment terms | Indicates default payment terms for netting transactions automatically generated in Oracle Payables. Payment terms must be predefined in the Payment Terms window in Oracle Payables before the terms can be selected for this profile. |
| Single Third Party: Payables Source | Payables QuickCode Source Name | indicates name of the Payables lookup code defined for single third party on the Payables Lookups window. |

Related Topics

- Payables Payment Terms, *Oracle Payables User Guide*
- Defining Units of Measure, *Oracle Inventory User's Guide*
- Descriptive Flexfield Segments Window, *Oracle Applications System Administrator's Guide*
- Receivables Payment Terms, *Oracle Receivables User Guide*
- Lookups, *Oracle Payables User Guide*

Define Grouping Rules

Define the transaction grouping rules for Oracle Receivables AutoInvoice to determine how lines are grouped to form a single invoice.

To define grouping rules:

1. In Receivables, navigate to the Grouping Rules window.
2. Create a rule called, for example, PERIODICS.
3. For the Transaction Class of Invoice, create the following Group By rules in the Optional Grouping Characteristics region:
 - INTERFACE_LINE_ATTRIBUTE1
 - INTERFACE_LINE_ATTRIBUTE2

Related Topics

Defining AutoInvoice Grouping Rules, *Oracle Receivables User Guide*

Compile Line Transaction Flexfield

For information on compiling line transaction methods, see *Generating Line Transaction Flexfield*, page 21-4.

Define Transaction Types

At least one transaction type of invoice class must be defined for standing charges. At least one transaction type must be defined of class Invoice, Credit Memo, and Debit Memo for Single Third Party.

Define transaction types in Receivables.

Related Topics

Defining Transaction Types, *Oracle Receivables User Guide*

Define Transaction Sources

Invoice sources of the type Imported are required for Single Third Party.

In Receivables, define invoice batch sources as follows.

1. Navigate to the Transaction Sources window.
2. Ensure that automatic batch numbering is enabled and automatic transaction numbering is disabled.

3. In the Name field, enter a batch source name, for example, STP NETTING.

Note: The name defined here is used in the profile option Single Third Party: Receivables Batch Source.

Enter values in other fields as follows:

| Field | Value |
|---------------------------------|------------|
| Type | Imported |
| Effective Date | valid date |
| Active [check box] | enabled |
| Automatic Batch Numbering | Yes |
| Automatic Transaction Numbering | No |

4. Select the AutoInvoice Options tab. Enter values as follows:

| Field | Value |
|----------------------------|----------------|
| Invalid Tax Rate | Reject |
| Invalid Line | Reject Invoice |
| GL Date in a Closed Period | Reject |
| Grouping Rule | DEFAULT |

5. Select Customer Information from the drop-down list. Enter values as follows:

| Field | Value |
|-----------------------|-----------|
| Sold To Customer | Value, ID |
| Bill To Customer | Id |
| Bill To Address | Id |
| Bill To Contact | None, ID |
| Ship To Customer | None, ID |
| Ship To Address | None, ID |
| Ship To Contact | None, ID |
| Payment Method Rule | Id |
| Customer Bank Account | Id |

6. Select Accounting Information from the drop-down list. Enter values as follows:

| Field | Value |
|----------------------------|-----------------|
| Invoicing Rule | None |
| Accounting Rule | None |
| Accounting Flexfield | Id |
| Derive Date | Enabled |
| Payment Terms | Id |
| Revenue Account Allocation | Amount, Percent |

Related Topics

Setting Up Transaction Sources in Receivables, *Oracle Receivables User Guide*

Define Netting Transaction Types

Netting Transaction Types

Netting Types

| Netting Transaction | Enabled |
|-------------------------|-------------------------------------|
| AR Balance | <input checked="" type="checkbox"/> |
| AP Balance | <input checked="" type="checkbox"/> |
| Objections to Payment | <input checked="" type="checkbox"/> |
| Payment excesses | <input checked="" type="checkbox"/> |
| Assignments | <input checked="" type="checkbox"/> |
| Supplier Reimbursements | <input checked="" type="checkbox"/> |

Transaction Type Usage

| Application | Transaction Class | Document Category Code | Transaction Type | Clearing Netting Account |
|---|-------------------|------------------------|------------------|--------------------------|
| Oracle Public Sec | Credit Memo | | Credit Memo | 1-000-1410-0000-STP-000 |
| Oracle Public Sec | Credit Memo | | Credit Memo | 1-000-1410-0000-STP-000 |
| OPPSFI UK D-Default-Adjusting -Default-Single Thi-Default | | | | |

The Netting Transaction Types window is used to enable a netting type and to define the netting control account, document category for sequence numbering, and transaction types for each netting type.

To define netting transaction types:

1. Navigate to the Netting Transaction Types window.
2. To enable a netting type, select the Enabled check box to the right of the relevant Netting Transaction field.

Note: A netting type cannot be enabled until all required values for the netting type definitions are entered. A netting type must be disabled before the definitions can be updated. Only enabled netting transaction types can be used for netting batch creation

3. The Transaction Type Usage region of the window changes depending on which netting transaction the cursor points to. The Transaction Type Usage and Application and Transaction Class columns are predefined and not updateable.

For combinations of transaction classes supported by single third party, see Netting Transactions Class and Type Usage, page 20-3.

4. In the Document Category Code field, select a document category code, if sequential numbering is required.

Note: A numbering sequence for netting transactions must already be assigned to this category code in the Sequence Assignments window.

5. Select a Receivables transaction type.

Note: Transaction type that applies to same transaction class must be selected. For example, transaction type for class of debit memo must be selected when Transaction Class Code is Debit Memo. For Payables, values are predefined as listed in the Netting Transactions Class and Type Usage table, page 20-3.

6. Select a clearing netting account.

Note: Clearing netting account for Payables and Receivables must be the same. Only one netting account is allowed for the netting type.

Standing Charges Setup

Overview

Standing Charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements and use them as a source to create and accurately control periodic invoices.

Standing Charges must be set up to enable standing charge agreements and the AutoInvoice program to import standing charge invoices and invoice lines.

Prerequisites

- Enable the Standing Charges feature.

To enable features, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.

- Complete the following Receivables setup:

- AutoAccounting (optional)

Note: Standing charges do not work with the Standard Lines table name.

- Payment terms
- Payment method (optional)
- Transaction types

Note: Standing charges use invoice class transaction types.

- Salesperson
- Tax codes, if tax is required

Note: Tax codes defined for standing charges must allow ad hoc changes.

- Customers

Note: Each customer must have an active bill-to site.

- AutoInvoice grouping rule

Standing Charges Setup Steps

The following steps are listed in the required order.

| Step Number | Step Description | Required or Optional |
|-------------|--|----------------------|
| 1 | Enter Extended System Options. See Entering Extended System Options, page 21-2 | Required |
| 2 | Populate Standing Charge Data. See Populating Standing Charge Data, page 21-3 | Required |
| 3 | Generate Invoice Transaction Flexfield. See Generating Invoice Transaction Flexfield, page 21-4 | Required |
| 4 | Generating Line Transaction Flexfield. See Generating Line Transaction Flexfield, page 21-4 | Required |
| 5 | Define Transaction Sources. See Defining Transaction Sources, page 21-4 | Required |
| 6 | Create Periodic Periods. See Creating Periodic Periods, page 21-5 | Required |

Enter Extended System Options

This information is needed by AutoInvoice to identify and import the standing charge invoice headers and lines. It is also displayed in the descriptive flexfields of the transactions created.

The user is able to automatically set up a different context for each operating unit. This context cannot be changed once created.

Entering Extended System Options

The screenshot shows the 'Extended System Options' window with the 'Standing Charges' tab selected. At the top, there are three tabs: 'Combined Basis Accounting', 'Dunning Letters and Installment Terms', and 'Standing Charges'. Below the tabs, there is a checkbox labeled 'Standing Charges Enabled' which is currently unchecked. Underneath, there are two main sections: 'Standing Charges' and 'Charge Line Details'. The 'Standing Charges' section contains three empty text input fields. The 'Charge Line Details' section contains five empty text input fields, each with a label: 'Context', 'Header', 'Sequence', 'Line Number', and 'Price Break Number'.

To populate the descriptive flexfields for AutoInvoice:

1. Navigate to the Extended System Options window.
2. In the Standing Charges tab, ensure that the Standing Charges Enabled check box is selected.

If the Standing Charges Enabled check box is not selected, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10 for instructions on how to enable the standing charges feature.

3. In the Standing Charges region, enter the context, header, and sequence labels.

The Charge Line Details region is automatically populated with the data entered in the Standing Charges region.

4. In the Line Number field, enter the line number label.
5. In the Price Break Number field, enter the price break number label.

Populate Standing Charge Data

This process creates the context field values for the invoice transaction descriptive flexfield and the line transaction descriptive flexfield using the information entered in the Extended System Options.

Populating Standing Charge Data

Use the Standard Request Submission process to populate standing charge data.

In the Name field, select Receivables Global: Populate Data . Select Standing Charges as the source type.

Related Topics

Using Standard Request Submission, *Oracle Applications User's Guide*

Generate Invoice Transaction Flexfield

This procedure compiles the invoice transaction flexfield to be used by AutoInvoice.

Generating Invoice Transaction Flexfield

Generate an invoice transaction flexfield using the Descriptive Flexfields Segments window in Receivables.

Related Topics

Descriptive Flexfield Segments, *Oracle Applications Systems Administrator's Guide*

Generate Line Transaction Flexfield

This procedure compiles the line transaction flexfield to be used by AutoInvoice.

Generating Line Transaction Flexfield

Generate a line transaction flexfield using the Descriptive Flexfields Segments window in Receivables.

Related Topics

Descriptive Flexfield Segments, *Oracle Applications Systems Administrator's Guide*

Define Transaction Sources

To use Standing Charges, at least one imported invoice source must be defined for batches.

Defining Transaction Sources

To define invoice batch sources:

1. In Receivables, navigate to the Transaction Sources window.
2. Enter the Batch Source Name and choose the type Imported.
3. On the Batch Source Tab, ensure that automatic batch numbering and automatic transaction numbering are enabled and enter a standard transaction type.

Note: Standing charges only uses invoice class transaction types.

4. On the AutoInvoice Options tab, set all invalid lines to Reject, and enter a grouping rule.
5. On the Customer Information tab, set up the fields as follows:

| Field | Setting |
|-----------------------|----------------|
| Sold to Customer | Id |
| Bill to Customer | Id |
| Bill to Address | Id |
| Bill to Contact | Id |
| Ship to Customer | Id, None |
| Ship to Address | Id, None |
| Ship to Contact | Id, None |
| Payment Method Rule | Id |
| Customer Bank Account | Id |

6. On the Accounting Information tab, set up the fields as follows:

| Field | Setting |
|----------------------|----------------|
| Invoicing Rule | Id, None |
| Accounting Rule | Id, None |
| Accounting flexfield | Id |
| Payment terms | Id |

7. On the Other Information tab, set all options to Id or None.

8. On the Sales Credit Validation tab, set up the fields as follows:

| Field | Setting |
|-------------------|----------------|
| Salesperson | Id |
| Sales Credit Type | Id |
| Sales Credit | Percent |

Related Topics

Setting Up Transaction Sources in Receivables, *Oracle Receivables User Guide*

Create Periodic Periods

This procedure enables the user to create different types of periods that can be used as billing periods or charge periods on entering standing charge agreements. If periods with

different components are used as billing periods and charge periods on a given standing charge agreement, they must be set up as related periods on the Period Relation window.

Creating Periodic Periods Procedure

| Component | Description | Enabled |
|-----------|-------------|-------------------------------------|
| DAY | DAY | <input checked="" type="checkbox"/> |
| WEEK | WEEK | <input checked="" type="checkbox"/> |
| MONTH | MONTH | <input checked="" type="checkbox"/> |
| YEAR | YEAR | <input checked="" type="checkbox"/> |

| Name | Enabled | Description | Unit Of Measure | Factor | Use Schedules |
|------|--------------------------|-------------|-----------------|--------|--------------------------|
| | <input type="checkbox"/> | | | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | | | <input type="checkbox"/> |

To set up billing and charging periods:

1. Navigate to the Periodic Invoices Period Maintenance window.
2. Select the required component.
3. Enter a name and description for the period.
4. Select the unit of measure.
5. Enter the multiplication factor required.
6. To define quarter days, click Schedules.

The Schedules window appears.

Note: The factor must be set to zero to access the Schedules window.

Schedules

Period Schedules

Description

First Date

Second Date

Third Date

Fourth Date

7. Enter the quarter dates required.

Note: All date fields must be entered and be in the same year.

8. Close the Schedules window.
9. Click Period Relations.

The Inter Component Period Relationships window appears. Period relations must be set up if periods using different components are used together.

Inter Component Period Relationships

Period Relationships

| Billing Period Name | Charge Period Name | Enabled |
|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

10. Enter the Billing Period Name and Charge Period Name as required.
11. Close the Inter Component Period Relationships window.
12. Close the Periodic Invoices Period Maintenance window.

Subledger Security Setup

Definition

Subledger Security is an extension of Oracle Applications that enables organizations to selectively partition data within a single install of Oracle Applications.

Subledger Security is a requirement that is primarily a technical implementation of a business security policy. Subledger Security is implemented by a systems administrator.

Note: Read the Subledger Security topical essay before completing any of the procedures in this chapter.

For information on the Subledger Security processes, see Subledger Security Process, *Oracle Public Sector Financials (International) User's Guide*.

The procedures in this chapter reflect the order in which Subledger Security should be set up, as shown in the Security Group Consolidation Example, *Oracle Public Sector Financials (International) User's Guide*.

Before using Subledger Security, the following areas should be considered:

- **Determine Overall Security Policy**
Determining overall security policy requires a business analyst to determine the organization's requirements and the translation of those business requirements into subledger security architecture.
- **Physical Definition of Security Policy**
Physical definition of security policy procedure requires the systems administration to define the determined subledger security architecture using subledger security features.
- **Application of Security Policy**
The application of security policy requires the systems administration to make subledger security architecture available to users of Oracle Financials modules.
- **Maintenance of Security Policy**
Ongoing maintenance of the Subledger Security system is required. The security policy may be altered to keep in step with organizational changes.

For information on Subledger Security, see Subledger Security Process, *Oracle Public Sector Financials (International) User's Guide*.

Prerequisites

- Oracle Public Sector Financials (International) must be installed.
- Subledger Security must be enabled.

To enable Subledger Security, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-10.

Subledger Security Setup Steps

The steps in this section summarize the setup and ongoing data management of Subledger Security.

1. Set Up Application Level Profile Options

This step is required.

For information on the application level profile options available for Subledger Security, see Setting Application Level Profile Options Procedure, page 22-6.

2. Set Up Site Level Profile Options

This step is required.

For an overview of the available site level profile options, see Subledger Security Profile Options, page 22-4.

For information on setting up site level profile options, see Setting Site Level Profile Options Procedure, page 22-9.

3. Define Security Groups

This step is required.

For information on defining security groups, see Defining Security Groups Procedure, page 22-6.

Defined security groups can be disabled, re-enabled, deleted, or viewed.

For information on maintaining security groups, see Maintaining Security Groups Procedure, page 22-6.

4. Define Responsibilities

This step is required.

For information on defining responsibilities, see Defining Responsibilities Procedure, page 22-9.

5. Set Up Responsibility Level Profile Options

This step is required.

For an overview of the available responsibility level profile options, see Subledger Security Profile Options, page 22-4.

For information on setting up responsibility level profile options, see Setting Responsibility Level Profile Options Procedure, page 22-9.

6. Define Users

This step is optional.

For information on defining users, see *Defining Users Procedure*, page 22-10.

7. Define Secure Tables

This step is required.

For information on defining secure tables, see *Defining Secure Tables Procedure*, page 22-10.

Defined secure tables can be disabled, re-enabled, or deleted.

For information on maintaining secure tables, see *Maintaining Secure Tables Procedures*, page 22-10.

8. Define Process Groups

This step is optional.

For information on defining process groups, see *Defining a Process Group Procedure*, page 22-11.

Users can disable, re-enable, delete, or view the history of defined process groups.

For information on maintaining process groups, see *Maintaining Process Groups Procedure*, page 22-11.

9. Allocate Secure Tables and Process Groups

This step is required.

For information on allocating tables to security groups, see *Table Allocation to Security Groups*, page 22-13.

For information on allocating tables to process groups, see *Table Allocation to Process Groups*, page 22-16.

For information on allocating process groups to security groups, see *Process Group Allocation to Security Groups*, page 22-17.

10. Copy Allocations From Security Groups

This step is optional.

For information on copying allocations, see *Copying Allocations from Security Groups*, page 22-20.

11. View Tables

This step is optional.

For information on viewing tables, see *Viewing Tables Procedure*, page 22-21.

12. Apply Security

This step is required.

For information on applying security, see Applying Security Procedure, page 22-22.

13. Maintain Schemas

This step is conditionally required.

For information on maintaining schemas, see Maintaining Schemas Procedure, page 22-23.

14. Consolidate Security Groups

This step is optional.

For information on consolidating security groups, see Consolidating Security Groups Procedure, page 22-24.

15. Secure Existing Data

This step is optional.

For information on securing existing data, see Securing Existing Data, page 22-25.

Subledger Security Profile Options

The table below describes the site and responsibility-level profile option levels for Subledger Security.

Subledger Security Profile Option Levels

| Module | Profile Option Name | Site | Application | Responsibility | User |
|--------------------------------------|---|------|-------------|----------------|------|
| Payables, Receivables and Purchasing | Subledger Security: Default Security Group, page 22-5 | x | | | |
| | Subledger Security: Maintain History, page 22-5 | x | | | |
| | Subledger Security: SLS Responsibility, page 22-5 | | | x | |
| | Subledger Security: Security Group, page 22-5 | | | x | |

The table below describes the Subledger Security profile option values.

Profile Option Values for Subledger Security

| Profile Option Name | Value | Description |
|--|----------------------------------|---|
| Subledger Security: Default Security Group | CEN, security group, or null | determines which security group a user belongs to by default, if not assigned at responsibility level |
| | CEN | Oracle application user can view data belonging to all security groups for the secured tables. |
| | security group | Oracle application user can view data belonging to the assigned security group only for the secured tables. |
| | null | Oracle application user cannot view data for any security group for the secured tables. |
| Subledger Security: Maintain History | Y, N, or null | determines if data entered in database tables, where security is enabled, is still secure when security is re-enabled |
| | Y | data is secured in between disabling and re-enabling security |
| | N | data is not secured in between disabling and re-enabling security |
| | null | default is set to N |
| Subledger Security: SLS Responsibility | Y, N, or null | determines if the responsibility is treated as a subledger security responsibility |
| | Y | data is secured when using this responsibility |
| | N | indicates that this is not a subledger security candidate responsibility |
| | null | if subledger security responsibility set to Y, subledger security default security group is checked at site level and takes that value. If site level value is null, implies a full security scenario and responsibility is not able to view any data in secured tables |
| Subledger Security: Security Group | central, security group, or null | specifies the security group associated with this responsibility |
| | central | central responsibility; user can view data belonging to all security groups |

| Profile Option Name | Value | Description |
|---------------------|----------------|---|
| | security group | indicates secured security group associated with this responsibility |
| | null | If Subledger Security: SLS Responsibility profile option set to Y, check Subledger Security Default Security Group profile option at site level and takes that value. If site level value is null, implies a full security scenario and this responsibility is not able to view any data in secured tables. |

For information on setting site and responsibility level profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-9.

Setting Application Level Profile Options

To set the application level profile options:

1. Navigate to the System Profile Values window.
2. Select Application.
3. In the Application field, select the Oracle application that requires subledger security to be applied.
4. In the Profile field, select Initialization SQL Statement - Custom from the list of values.
5. Click Find.
6. In the Application field, to run the `igi_sls_context_pkg.set_sls_context` program, type the following command line:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

For information on storing runtime database variables in memory, see Application Context, *Oracle Public Sector Financials (International) User's Guide*.

Maintaining Security Groups

Subledger Security enables the user to define, disable, re-enable, delete, and view the history of security groups, as described in these procedures:

Defining Security Groups

To define a security group using the Maintain Groups window:

1. Navigate to the Maintain Groups window.
2. In the Name field, enter the name of a security group, for example, the cost center name.
3. Optionally, enter a description.
4. In the Type field, select Security.

5. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Disabling Security Groups

To disable a security group:

1. Navigate to the Maintain Groups window.
2. To query, enter the security group name in the Name field.
3. Deselect the Enable check box.
4. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Note: The Apply Security concurrent program disables security on all database tables belonging to this security group only.

Re-enabling Security Groups

To re-enable a security group:

1. Enter query mode.
2. To query, enter the security group name in the Name field.
3. Select the Enable check box.
4. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Note: The Apply Security concurrent program re-enables security on all database tables belonging to this security group only.

Deleting Security Groups

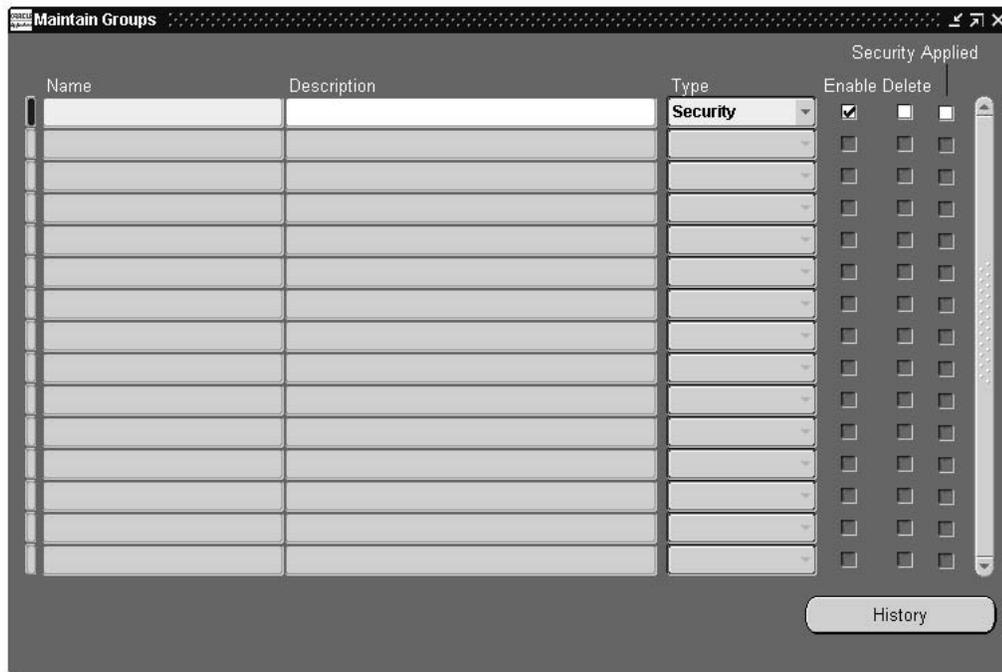
To delete a security group:

1. Navigate to the Maintain Groups window.
2. To query, enter the security group name in the cost center name field.
3. Select the Delete check box.
4. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Warning: This step is irreversible. The Apply Security concurrent program removes all security information associated with this security group from all database tables belonging to this security group

Viewing Security Group History



To view security group history:

1. Navigate to the Maintain Groups window.
2. In the Name field, enter the name of the security group, for example, the cost center name.
3. Click History.



Setting Site Level Profile Options

To set the site level profile options:

1. In System Administrator, navigate to the System Profile Values window.
2. Ensure that Site is selected.
3. In the Profile field, query for all subledger security profile options.
4. Click Find.
5. In the Site field, for profile option Subledger Security: Default Security Group, select the security group name.
6. In the Site field, for profile option Subledger Security: Maintain History, select either "Yes" or "No".

This profile option determines if data entered for a secured database table remains secure when security is re-enabled.

For information on defining site level profile options, see *Set Site Level Profile Options, Oracle Public Sector Financials (International) User's Guide*.

Defining Responsibilities

To define a responsibility:

1. In System Administrator, navigate to the Responsibilities window.
2. Follow the steps for defining responsibilities in the same way as in core System Administration.

For information on defining responsibilities, see *Responsibilities Window, Oracle Applications System Administrator's Guide*.

Setting Responsibility Level Profile Options

To set the responsibility level profile options:

1. In System Administrator, navigate to the System Profile Values window.
For information on the Find System Profile Values window, see *System Profile Values Window, Oracle Applications System Administrator's Guide*.
2. Ensure the Site check box is selected.
3. Select the Responsibility check box.
4. In the Responsibility field, select the responsibility name.
5. Click Find.

For information on the System Profile Values window, see *System Profile Values Window, Oracle Applications System Administrator's Guide*.

6. In the Responsibility field, for profile option Subledger Security: SLS Responsibility, select either "Yes" or "No".

For information on setting responsibility level profile options, see *Setting Responsibility Level Profile Options Procedure, page 22-9*.

7. In the Responsibility field, for profile option Subledger Security: Security Group, select the security group name.

This profile option enables responsibilities to be associated with security groups.

For information on responsibilities, see Responsibilities, *Oracle Public Sector Financials (International) User's Guide*.

Defining Users

This procedure is optional as users may already be defined within the organization.

Note: The previously defined Subledger Security responsibilities must be assigned to application users.

For information on defining users, see Users Window, *Oracle Applications System Administrator's Guide*.

For information on application users, see Application Users, *Oracle Public Sector Financials (International) User's Guide*.

Maintaining Secure Tables

In Subledger Security the user can define, disable, re-enable, and delete secure tables as described in these sections:

Defining Secure Tables

To define a secure table:

1. Navigate to the Maintain Tables window.
2. In the Owner field, select the owner.
3. In the Secure Table field, select the database table name.
4. Optionally, enter a description.

Note: This process provides the Subledger Security extended table name in the SLS Table field for the required secure database table and makes the database table available for allocation to a security group.

5. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Disabling Security on Tables

To disable security on tables:

1. Navigate to the Maintain Tables window.
2. To query, select the owner of the table to be disabled in the Owner field.
3. Deselect the Enable check box.

4. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Warning: Running the Apply Security concurrent program disables security on the table across the subledger security system.

Re-enabling Security on Tables

To re-enable security on tables:

1. Navigate to the Maintain Tables window.
2. To query, Enter query mode.
3. In the Owner field, select the owner of the table to be disabled in the Owner field.
4. Select the Enable check box.

Maintaining Process Groups Procedure

Subledger Security enables the user to define, disable, re-enable, delete, and view the history of process groups, as described in the following procedures:

Defining a Process Group Procedure

To define a process group:

1. Navigate to the Maintain Groups window.
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. In the Name field, enter the process group name, for example, Requisitions.
3. Optionally, enter a description.
4. In the Type field, select Process.
5. To disable the group from security restrictions, select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Disabling Process Groups Procedure

To disable a process group:

1. Navigate to the Maintain Groups window:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the process group name.

4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Note: The Apply Security concurrent program disables security on all database tables belonging to this process group only.

Re-enabling Process Groups Procedure

To re-enable a process group:

1. Navigate to the Maintain Groups window:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Note: The Apply Security concurrent program re-enables security on all database tables belonging to this process group only.

Deleting Process Groups Procedure

To delete a process group:

1. Navigate to the Maintain Groups window:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Warning: This step is irreversible. The Apply Security concurrent program removes all security information associated with the allocated secured database tables from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

Viewing Process Group History Procedure

To view process group history:

1. Navigate to the Maintain Groups window:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the process group name.
3. Click History.

Information is displayed indicating when the process group was enabled or disabled and shows the date that security was applied.

Maintaining Allocations Procedure

In Subledger Security, the user can allocate tables to security groups or process groups, and allocate process groups to security groups as described in the following sections:

Table Allocation to Security Groups

In Subledger Security, users can allocate tables to or delete tables from security groups, disable, or re-enable tables, as described in the following sections:

Allocating Tables to Security Groups

| Group | | |
|-------|------|-------------|
| Name | Type | Description |
| | | |

| Allocations | | | | | |
|-------------|------|-------------|-------------------------------------|--------------------------|--------------------------|
| Type | Name | Description | Security Applied | | |
| | | | Enable | Delete | |
| Table | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

To allocate tables to security groups:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name.
3. To display the tables that are allocated, click Find Allocations.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the system administrator to view process groups allocated to the security group.

4. To add a table to the security group, in the Name field, select the table name.
5. Ensure the Type is set to Table.
Table is selected by default.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Disabling Tables from Security Groups

To disable tables from security groups:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name.
3. To display allocated tables, click Find Allocations.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Deselect the Enable check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Re-enabling Tables to Security Groups

To re-enable a table to a security group:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Enable check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Deleting Tables from Security Groups

To delete tables from security groups:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name.

3. To display tables that are allocated, click Find Allocations.
Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Delete check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Warning: This step is irreversible. Running the Apply Security concurrent program removes information relating to the table for this security group.

Table Allocation to Process Groups

In Subledger Security, users can allocate tables to or delete tables from process groups, as described in the following sections:

Allocating Tables to Process Groups

To allocate tables to process groups:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the process group name.
3. Click Find Allocations.

Tables allocated to the process group are displayed in the Allocations region.

4. To add tables to the process group, in the Name field, select the table name.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Deleting Tables from Process Groups

To delete tables from a process group:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the process group name.
3. Click Find Allocations.

Tables allocated to the process group are displayed in the Allocations region.

4. Select the Delete check box.
5. Save or save and continue as follows:

File - Save or Save and Proceed

Note: Tables can be deselected before running the Apply Security concurrent program to prevent deletion.

Warning: This step is irreversible. The Apply Security concurrent program removes all security information, associated with the allocated secured database tables, from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

6. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Process Group Allocation to Security Groups

In Subledger Security, the user can allocate process groups to security groups, disable, re-enable, and delete process groups, as described in the following sections:

Allocating Process Groups to Security Groups

To allocate process groups to security groups:

1. Navigate to the Maintain Allocations window:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name.
3. Click Find Allocations.

All allocated process groups are displayed in the Allocations region.

Note: Performing this function enables system administrators to view tables allocated to the security group.

4. To add process groups, select Process in the Type field.
5. In the Name field, enter the name of the process group.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Disabling Process Groups from Security Groups

To disable a process group from a security group:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

All allocated process groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Deselect the Enable check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Re-enabling Process Groups to Security Groups

To re-enable a process group to a security group:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

Process groups allocated to security groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Enable check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Deleting Process Groups from Security Groups

To delete a process group from a security group:

1. Navigate to the Maintain Allocations window:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name.
3. Click Find Allocations.

Process groups allocated to security groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Delete check box.
5. Save or save and continue as follows:

File - Save or Save and Proceed.

Warning: Deleting a process group deletes the tables associated with the process group from the security group. The record is permanently deleted when the Apply Security concurrent program is run.

6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Maintain Allocations Window Description

Maintain Allocations Window Description

| Field Name | Type | Features | Description |
|------------------|--------------|----------------|---|
| Name | required | list of values | security group name |
| Type | display only | | group type; valid values: Process Group or Security Group |
| Description | display only | | user-defined name description |
| Find Allocations | | button | displays tables allocated to security group |
| Copy From | | button | displays list of security groups; select security group to copy from |
| All Tables | | button | displays All Tables window |
| Distinct Tables | | button | displays Distinct Tables window |
| Type | display only | list of values | allocation type; valid values are: Table or Process; Table selected by default |
| Name | display only | list of values | table name |
| Description | display only | | user-defined name description |
| Enable | optional | check box | if selected, enabled; if deselected, disabled |
| Delete | optional | check box | if selected, indicates record marked for deletion |
| Security Applied | optional | check box | system generated showing if security is applied; selected by default; if selected, security applied |
| History | | button | displays History window; displays date enabled, date disabled, and date security applied |

Copying Allocations from Security Groups

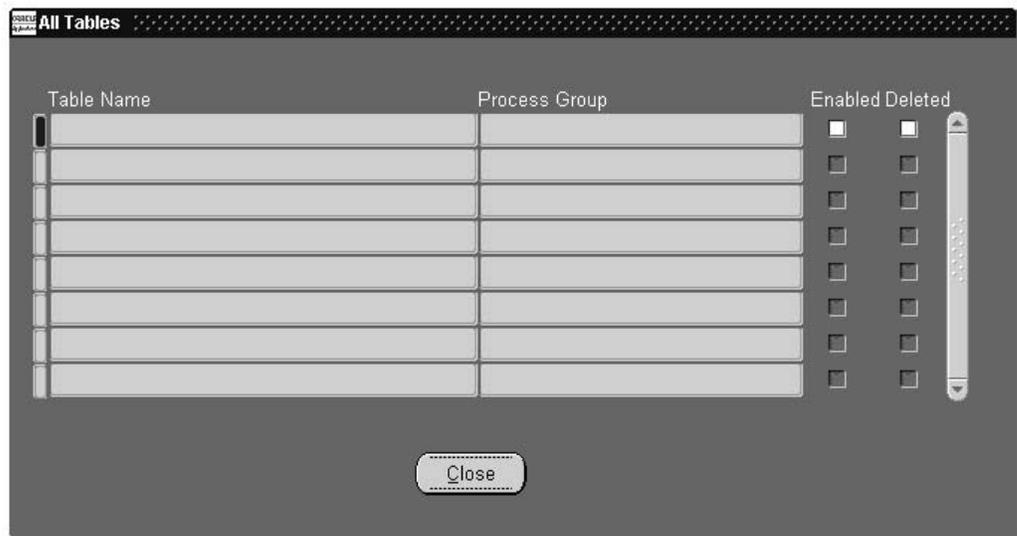
Allocations can be copied from an existing security group to a new group or a group where all allocations have been deleted.

To copy allocations from an existing security group:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Name field, select a security group name.
The allocations will be copied to the security group selected.
3. Click Copy From.
4. Select a security group name.
The allocations are copied from the security group selected.
5. To copy the allocations, click OK.

Note: All copied allocations are enabled by default.

Viewing Tables Procedure



In Subledger Security, users can view all allocated tables or all distinct allocated tables. Viewing all tables displays all tables, including tables that are allocated to more than one process group. Viewing distinct tables shows all tables, but only displays them once even if a table is allocated to more than one process group.

Note: It is recommended that a table is not allocated to more than one process group to facilitate maintenance.

To view tables:

1. Navigate to the Maintain Allocations window:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Name field, select a security group name.
3. To view all tables, click All Tables.

The table name, process group name, and status of the allocated table are displayed.

4. To view all distinct tables, click Distinct Tables.

The table name and status of the allocated table are displayed.

All Tables Window Description

All Tables Window Description

| Field Name | Type | Features | Description |
|---------------|--------------|-----------|--|
| Table Name | display only | | table name |
| Process Group | display only | | process group name |
| Enabled | display only | check box | if selected, enabled; if deselected, disabled |
| Deleted | display only | check box | if selected, deleted; if deselected, not deleted |
| Close | | button | closes All Tables window |

Distinct Tables Window Description

Distinct Tables Window Description

| Field Name | Type | Features | Description |
|------------|--------------|-----------|--|
| Table Name | display only | | table name |
| Secured | display only | check box | if selected, tables secured; if deselected, tables unsecured |
| Close | | button | closes Distinct Tables window |

Applying Security Procedure

To apply security:

1. Navigate to the Submit Request window:
OPSF(I) System Administration - Subledger Security - Apply Security
The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click OK.
4. Place the cursor in the Name field.

The Subledger Security - Apply Security concurrent program name is automatically displayed.

5. In the Mode field, select Create or Refresh.
 - To recompile triggers or policy functions that are invalid or disabled, select Refresh.
 - To change subledger security architecture, select Create.

Note: Refresh is used only to recompile invalid triggers or policy functions. Create is used at all other times.

6. To apply the parameters, click OK.
7. To run the Apply Security concurrent program, click Submit.

Maintaining Schemas Procedure

Maintaining schemas is a mandatory step if a new secure table is added. The Security Applied flag is enabled in the Maintain Tables window and the following schemas are installed:

- APPS_MRC
- APPS_MLS

The systems administrator or application database administrator needs to run the Maintain MRC schema or the Maintain MLS schema program from the application utility ADADMIN.

Warning: The user needs to run similar programs for any customized schemas if the schemas are affected by the secure tables.

Note: The purpose of running these programs is to ensure that the schemas are synchronized with the APPS schema and synonyms are created for corresponding Subledger Security extended tables for each secure table.

Consolidating Security Groups Procedure



Subledger Security enables the user to map changes to the organization by consolidating security groups.

To consolidate security groups:

1. Navigate to the Security Group Consolidations window:

OPSF(I) System Administration - Subledger Security - Security Group Consolidation

2. In the Destination Security Group Name field, select the name of the destination security group.
The destination security group is where the source security groups are consolidated.
A security group description is automatically displayed.
3. Click Find.
Source security groups are displayed in the Source Security Group(s) region. The security groups may have been already consolidated into the destination security group.
4. In the Source Security Group(s) Name field, select the name of the security group to be consolidated into the destination security group from the list of values.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Run the Apply Security concurrent program.
For information on the Apply Security concurrent program, see Applying Security Procedure, page 22-22.

Warning: This step is irreversible after the Apply Security concurrent program has run successfully.

Security Group Consolidations Window Description

Security Group Consolidations Window Description

| Field Name | Type | Features | Description |
|-----------------------|--------------|----------------|---|
| Name | required | list of values | destination security group name |
| Description | display only | | destination security group description |
| Find | | button | displays source security groups in Source Security Group(s) region |
| Name | display only | | source security group name |
| Description | display only | | source security group description |
| Date Security Applied | display only | | date security applied |
| Security Applied | display only | | indicates if security applied; if selected, security applied; if deselected, security not applied |

Securing Existing Data

To secure existing data:

1. Navigate to the Submit Requests window:
OPSF(I) System Administration - Subledger Security - Apply Security
 The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click OK.
 The Submit Request window appears.
4. Place the cursor in the Name field.
5. Select Subledger Security - Secure Existing Data
6. In the SLS Group Name field, select the security group with which the existing data is to be secured to.
7. To apply parameters, click OK.
8. To run the Secure Existing Data concurrent process, click Submit.

Glossary

accountant

Manages cash and liquid assets. The accountant is responsible for payment of expenditure and recovery of debts and is also known as an account officer. Used in *exchange protocol*.

account date

System default date or a manually entered date.

account range

Specification of a low account value and high account value which would include these two accounts and any accounts between them. An account range assists setting up budgetary controls over a wide range of accounts, rather than all accounts or only one account at time. It allows for more flexibility in the definition of such items as budgetary control on an account range.

account redistribution

Adjustment to account information of contract commitment. Total contract commitment amount is unchanged, but the accounts are changed or new account information is entered.

accounting flexfields

Name given to the account key used to record and report accounting information. The accounting flexfield uniquely identifies General Ledger accounts and provides a flexible structure for any chart of accounts.

accrual accounting

Records revenues and expenses incurred and not when payment is made or received. See *cash accounting*.

accrual basis

Revenue and profits are matched with the associated costs and expenses. Revenues, profits, costs, and expenses are accrued, that is, recognized as they are earned or incurred, not as cash received or paid.

accrual dossier

Type of budget dossier for projects covering several years.

accumulated depreciation provision

Total depreciation provision expensed over the entire life of an asset. The amount is deducted from the asset cost to determine the net book value. See *depreciation*.

actual number

Number generated automatically when a dialog unit is created. An actual number is used in exchange protocol. See *dialog unit* and *legal number*.

address reference

Reference name or number used to uniquely identify a single third party site. See *single third party*.

adjusting the AP balance

Type of netting. Adjusting the Payables balance nets the Payables invoices with Receivables invoices for a given third party. See *netting*.

adjusting the AR balance

Type of netting. Adjusting the Receivables balance nets the Receivables invoices with Payables invoices for a given third party. See *netting*.

adjustment dossier

Expands the accounting flexfield range of a related dossier. The expansion must be within the same budget and budget organization assigned to the related dossier. It is also subject to any parent or child rules that are defined.

For example, if an adjustment dossier is related to a child dossier, the expansion must be within the flexfield boundary of the related parent dossier. See *dossier, child dossier*, and *parent dossier*.

adjustment period

A period reserved for end of year adjustments.

agreement

Arrangement with either a natural person or a legal entity on the basis of which payments are legally enforceable. A legal entity can also be part of the national government.

amortization

Spreading the remaining asset cost over the remaining life of the asset.

amount type

Determines the cumulative balance used for the funds checking interval. The span of time defined, such as quarter-to-date, determines whether funds from a previous period are available in the next period.

application wide features

Oracle Public Sector Financials (International) features related to General Ledger and Oracle Assets. When enabled, these features apply to the entire application. See *operating unit dependent features*.

approval group

A hierarchy of approvers and invoice clerks for secondary invoice approval.

approver

Used in secondary invoice approval. See *approval group*.

asset category

A type of asset, for example, buildings, land, or office equipment.

assignments

Type of netting. Assignments net the Payables invoice for a given third party with the Payables invoice of another third party, known as the debt beneficiary third party. See *netting*.

authorizer

In exchange protocol, the authorizer manages expenditure, execution, and receipts. In internal trading, the authorizer approves or rejects interdepartmental cross charges.

AutoAccounting

Used in Receivables and Projects for generating default accounting flexfields for revenue, receivables, freight, tax, unearned revenue, unbilled receivables, finance charges, and clearing suspense accounts.

AutoApproval

A standard feature of Payables that prevents payment of invoices when the supplier has overcharged or billed for items that have not been received, ordered, or accepted. AutoApproval also validates tax, period, currency, budgetary, and other information. When secondary invoice approval is enabled, this is the first level of invoice approval. If the secondary and optional third level of approvals are used and an invoice is modified, both the secondary and third levels are automatically released and the invoice must pass through AutoApproval again.

AutoInvoice

An interface that enables the user to import invoice information from financial billing systems or invoices from Order Entry and Project Billing.

automatic withholding tax

Enables users to automatically deduct tax from payments. This is a Payables feature used in construction industry tax and automatic posting.

AWT

See *Automatic Withholding Tax*.

backlog depreciation

Extra depreciation calculated as a result of revaluation. The depreciation reserve is revalued using the same index used to revalue the asset cost. Backlog depreciation consists of the following: prior years' backlog is the depreciation adjustment resulting from the revaluation of accumulated prior years' depreciation; and current year backlog is the depreciation adjustment resulting from revaluation of the accumulated depreciation for the current year prior periods. Current year backlog depreciation results only where there are many depreciation periods being revalued within a single financial year. Backlog depreciation is not relevant to the current depreciation period, as by definition, the current depreciation period has not been depreciated. See *depreciation*.

batch copy process report

Displays the current status of all flagged and submitted journal entry batches, if the batch was copied or is still being copied. The report lists batch creation and posted dates for related sets of books.

billed

Amount for which an invoice has been received and matched against a contract commitment.

boundary

Determines the end point of the interval for which available funds are verified.

budget

Estimated cost, revenue, labor hours, or other quantities for a project or task. Each budget can be optionally categorized by resource. Different budget types can be set up to classify budgets for different purposes. In addition, different versions can exist for each user-defined budget type, current, original, revised original, and historical versions. The current version of a budget is the most recently baselined version.

budget journal

Used to enter budgets with *budgeting extensions*. Budget journals follow the structure of General Ledger journals, with the addition of one or more period entries for each journal line.

budget reports

Enables users to prepare and review budgets for the current and subsequent years and provides information about how budgeting extensions in General Ledger are defined.

budgeting extensions

Public sector enhancements to budgeting in General Ledger.

business unit

See *profit center*.

cancel contract commitment

Applies to provisional contract commitments when contract commitment entries are cancelled to reverse encumbrances on the commitment budget and unreserve funds for commitment on standard budgets.

cancellation certificate

A specific type of dialog unit containing only Receivables credit memos. A cancellation certificate is also known as a reduction certificate. See *dialog unit*.

capitalization

Capitalized assets, where required, are assets which are depreciated over the expected life, and the cost is expensed over a period of time.

cash and accruals support

Public sector enhancements to Receivables that provide the ability to keep both a cash and accruals set of books. See *combined basis accounting*.

category

Type of transaction, such as a contract, used in the definition of a budgetary control group. Users specify a category to set further budgetary control options for the specific category.

cash accounting

Records transactions as payment occurs, regardless of when the transaction takes place. See *accrual accounting*.

CCA

See *current cost accounting*.

central finance

In subledger security, this is a profit center that has full access to information belonging to business units in the same hierarchy.

central finance user

In secondary invoice approval, a user who can approve invoices that have a third level of invoice approval placed on them. The central finance user has access to invoices across all departments.

central security group

See *super user security group*.

charge center

A charge center is a section of an organization, typically a business unit or division, that raises or receives cross charges. A charge center may contain one or more cost centers.

chart of accounts

Also known as accounting flexfields. See *accounting flexfields*.

child dossier

A dossier that is related to a parent dossier and is placed at a lower level of a dossier hierarchy than that of its parent. The source of a child dossier type must be within the destination of its parent. A child dossier can only have one parent. See *dossier* and *parent dossier*.

closed accounting period

A period of time when no further accounting entries can be entered.

collection certificate

A specific type of dialog unit containing only Receivable credit memos. See *dialog unit*.

combined basis accounting

Public sector enhancements to General Ledger that provide the ability to keep both a cash and accruals set of books. See *cash and accruals support*.

commitment budget

Money available for closing contracts or other obligations.

commitment budgetary control

Public sector functionality which allows users to enter and maintain dual budgetary control apart from the standard budgetary control available in General Ledger. Commitment Budgetary Control enables users to check availability of funds and reservation of funds against both the standard and the commitment budget online for all types of contract commitments.

commitment model

Enables public sector organizations to manage their business using dual budgeting, which includes standard budgetary control and commitment budgetary control.

complementary dossier

Modifies a related dossier by adding to or subtracting from the original budget amount. See *dossier*.

completed contract commitment

Applies to confirmed contract commitments. Contract commitments are completed when the matching of invoices to contract commitments is no longer possible. Unbilled or unspent funds are released on the standard budget and any remaining funds for commitment are returned to the commitment budget.

confirmed contract commitment

Represents a commitment with a legally enforceable agreement with a third party or with a confirmed internal commitment.

construction industry scheme

Public sector enhancements to Purchasing and Payables that comply with UK Government requirements for tracking and reporting construction subcontractor payment and tax details.

construction in process

Assets which are being constructed and are not yet depreciated.

contract commitment

Legally enforceable claim upon financial resources arising from an agreement with a natural person or legal entity.

contract commitment decrease

Adjustment to a contract commitment that decreases the contract commitment amount and one or more account information amounts. Payment forecast amounts are decreased accordingly.

contract commitment increase

Adjustment to a contract commitment that increases the contract commitment amount and one or more account information amounts. Payment forecasts amount are increased accordingly.

corporate book

Asset book used to track financial information for the balance sheet.

cover contract commitment

Contract commitment, arising from an agreement and therefore legally enforceable, under which standard contract commitments are subsumed and payments are effected.

cross charge authorization

In internal trading, the procedure where cross charges are accepted or rejected by an authorizer.

current cost

Latest asset cost.

current cost accounting

Type of accounting used in capital maintenance maintaining a business' operating capability. Assets are valued according to their value to the business.

current cost depreciation charges

Depreciation charges based on the current cost and not to the historic cost; for example, the depreciation may include backlog depreciation.

current price index

Price index for the period in which a cost revaluation is being performed.

debit memo

Invoice generated to send to a supplier representing a credit amount that the supplier owes.

depreciation

Allowance made for the loss in value of an asset.

descriptive flexfield

Captures information from transactions entered into Oracle Applications.

detail account

Individual account or distribution.

dialog unit

A collection of one or more documents of the same type, belonging to the same third party and site combination or the same third party if there is no site. Each dialog unit has a unique name and number. The individual documents in a dialog unit can be approved in one step.

display factor

Number of decimal points displayed for specific currencies.

disposal

Removal of an asset from the asset register either for sale or at the end of its useful life.

document limit

A threshold for purchases or payments within a given financial year. A document limit is used in dossier.

dossier

A framework for budgetary transfer. Dossiers can have the following relationships to other dossiers: parent dossier, child dossier, complementary dossier, retirement dossier, and adjustment dossier.

dual budget checking

Allows funds to be checked and reserved against a commitment type budget as well as a payment type budget before the transaction can be approved.

dual budgeting

Two budgets active for the same time period, such as a financial year. One budget is the commitment budget and the other is the standard budget.

dunning letter charges

Public sector enhancements to Purchasing and Payables, providing a versatile means of charging customers for dunning letters.

encumbrance accounting

Records expected expenses at the time a department makes a requisition, or when the approved or reserved purchase order goes to a supplier. When journals have been created, encumbrances can be posted to the ledger to represent money obligated to be spent.

enhanced funds checker

Public sector enhancements to General Ledger that enable more than one funding budget to be available when checking funds for journals, purchase requisitions, purchase orders, or invoices. Enhanced funds checker includes multiple funding budgets.

event

Any transaction that requires the encumbering of funds of a commitment budgetary control account.

exchange protocol

Exchange protocol is the approval cycle for both Payables and Receivables documents. This protocol enables the authorizer department and the account officer department to communicate documents within the required framework. See *authorizer* and *accountant*.

expenditures

Activities that represent payments, repayments, or receipts for goods or services furnished. For some organizations, expenditures include anticipated expenses, such as encumbrances, in addition to activity that directly leads to an outlay of cash, such as invoices.

extended dunning letter charges

The ability to add a charge for each dunning letter which is raised or to add a charge for each invoice which is outstanding on a dunning letter.

feeder file

A file containing data that is imported from third party software into Oracle Applications.

financial controller

Oversees accounting practices within an organization at a high level.

flexfield

Enables screens and reports to contain data unique to an organization. Each flexfield can be configured to capture and display specific information. See *key flexfield*, *descriptive flexfield*, and *accounting flexfields*.

funds checking

Process of certifying that funds available. The funds can be checked when an actual, budget, or encumbrance is entered. When checking funds, standard budgetary control or commitment budgetary control compares the amount of the transaction against the funds available and presents an online notification of funds availability. Funds checking does not reserve funds.

funds reservation

Process of reserving funds available on standard budgetary control. Funds can be reserved when an actual, budget, or encumbrance is entered. When funds are reserved, standard budgetary control compares the amount of the transaction against the funds available and presents an online notification as to whether funds are available for the transaction.

future estimated life

Estimated remaining life of an asset regardless of the remaining life in the original standard book life. Used when assets are relieved.

future postings account

A holding account for advance payments. A future postings account is used in multi-period posting.

GAAP

Generally accepted accounting principles.

gain/loss

Profit or loss resulting from retirement or disposal. Represents the difference between net book value and the actual proceeds taken at disposal time.

general fund

In a department's accounts, the balance on the general fund represents its initial capital, apart from financed long term borrowing or public dividend capital, plus subsequent movements in net assets, except where separate reserve accounts are operated.

global price update

Updates an item price throughout the system. A global price update is used in standing charges.

hierarchical drill-down inquiry

Public sector enhancements to account inquiry in General Ledger.

hierarchy

See *position hierarchy*.

historic cost

Original cost of an asset unadjusted by inflation or other effects.

historic periodic depreciation

Periodic depreciation calculated by Oracle Assets prior to adding any depreciation revaluation.

indexation

A global adjustment to existing budgets by applying a price index to reflect changes in the cost of living or inflation changes. See *reprofiling*.

indexation percent

Adjustment percentage to apply to a budget.

indexes

Inflation indexes representing inflation or deflation are applied to asset categories for specific periods.

inflation accounting for assets

Public sector enhancement to Assets which restates assets to their current value in respect of cost and associated depreciation. This is an extension of the functionality provided by *modified historic cost accounting*.

internal charge journal

A journal from one charge center to another charge center. An internal charge journal is generated by *internal trading*.

internal trading

Public sector enhancements in General Ledger to improve control of departmental cross-charge authorization. Internal trading tracks cross charges between charge centers within the same organization.

invoice distribution line

Line representing an expenditure item on an invoice. A single expenditure item can have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

invoice distribution lines type

Feature that classifies every invoice distribution line as an item, tax, freight, or miscellaneous distribution.

invoice history

Invoice history is used in standing charges. Provides details of each of the invoices generated to date for each standing charge.

invoice workbench

Used for entering invoices in Payables.

key flexfield

Uniquely identifies information such as General Ledger accounts, inventory items, fixed assets, and other entities that require tracking.

legal number

Number generated automatically when a dialog unit reaches the point of acceptance. Legal numbers are used in exchange protocol. See *point of acceptance* and *exchange protocol*.

liquidate

Release previously set aside.

mandate

A specific type of dialog unit containing only Payables invoices that is also known as ordonnance. See *dialog unit*.

MassCancel

A Purchasing feature used to cancel requisitions and purchase orders in batches.

MEA

See *modern equivalent assets*.

MHCA

See *modified historic cost accounting*.

MHCA depreciation

Depreciation expense based on the portion of an asset's value resulting from revaluation.

modern equivalent assets

A valuation method applied where a modern substitute for an asset is substantially different in cost, life, or output.

modified historic cost accounting

MHCA is a form of Current Cost Accounting (CCA) for fixed assets which revalues the historic cost of the asset.

multi-period posting

Multi-period posting is an extension to the Payables Enter Invoice feature that enables expenses to be recognized as they are incurred.

multiple funding budgets

Enables funds checking and reservation across multiple single year budgets for journals, purchase requisitions, purchase orders, and invoices. Multiple funding budgets are used in enhanced funds checker.

multiple year budget

A single year budget held over multiple years that is used in enhanced funds checker.

multiple year posting

When creating a provisional or confirmed contract commitment, it is possible to enter multiple payment forecasts. A payment date forecast amount is an amount that is expected to be paid on a future specified date.

net book value

Recoverable cost minus depreciation reserve.

net current cost

Asset cost less accumulated depreciation.

netting

Netting is performed between Payables and Receivables for a single third party. Offsets an outstanding amount by creating a document in either Payables or Receivables. This function is available to accountants only. There are six types of netting transaction defined. See *adjusting the AR balance, adjusting the AP balance, objection to payment, assignments, payment excesses/amounts overpaid, and supplier reimbursements*.

netting batch

A collection of netting packages defined for netting at a later date. Netting batches are used in single third party. See *netting*.

netting in progress

Documents, and their totals, that are defined for netting and are pending payment. Netting in progress is used in *single third party*. See *netting*.

netting package

Collection of single third party documents for netting. Netting packages are used in single third party. See *netting*.

next year budget

Budget for the next year that can be automatically generated from an existing budget.

objection to payment

Type of netting. Objection to payment nets the Payables invoice for a given third party with a Payables invoice from another third party, known as the objecting third party. See *netting*.

offering installment terms

Public sector enhancement to Receivables enabling customers of an organization to pay invoices in periodic installments.

offset account

Account to hold balancing entry for a budget transaction.

operating account

Profit and loss account.

operating capability

A level of service that the organization intends to maintain by retaining funds in a revaluation reserve account. This can relate to assets no longer held due to the revaluation reserve account balance not being adjusted on disposal of assets.

OPSF(I)

Oracle Public Sector Financials (International).

ordinary depreciation

Depreciation for revalued assets consists of ordinary, MHCA, and backlog depreciation. Ordinary depreciation results from depreciation of the historic portion of the asset's cost.

ordonnance

See *mandate*.

organization

Government or public sector entity or subentity. Organization can refer to an entire agency or to divisions within an agency. For example, an agency might be composed of several bureaus, each of which has several departments. Each department is an organization, as is each bureau and the agency itself. A state university system is an organization, as is each campus within the system and each department within each campus.

parent dossier

Dossier placed at the top of a dossier hierarchy that defines the original budget source for children dossiers. See *dossier* and *child dossier*.

payback order

A specific type of dialog unit containing only Payables credit memos. See *dialog unit*.

payment dossier

Type of budget dossier for managing funds in a single fiscal year.

payment excesses/amounts overpaid

Type of netting that nets a third party's Receivables settlements or invoices. See *netting*.

payment forecast

Encumbrance to the standard budget. Payment forecasts are linked to encumbered provisional contract commitments or encumbered contract commitments. It represents the amount that is expected to be paid in a certain year.

payment forecast schedule

An enhanced funds checker feature that enables how a payment budget is to be appropriated to be defined.

payment funds checking

An enhanced funds checker feature for requisitions, purchase orders, and invoices. Determines the periods to check the funds against a payment budget.

payment redistribution

Adjustment to one or more payment forecasts related to the same account or different accounts. Payment forecasts are increased and decreased to maintain balance. The total amount of the contract commitment is not changed. Payment forecast amounts are changed within the payment schedule.

payment schedule

All payment forecasts related to the contract commitment account information. A payment schedule shows how the total amount of one contract commitment account information is allocated to the different budget years.

period mapping

Enables the user to map accounting periods in General Ledger to the equivalent period in third party software.

permanent diminution

Reduction in the value of an asset, considered to be an attribute to a reduction in operating capability rather than a fluctuation in value of the specific asset. The accounting consideration is that the value change amount affects the operating accounts.

point of acceptance

Occurs when an accountant validates dialog units. Payment takes place when the validation is complete. Point of acceptance is used in exchange protocol. See *dialog unit*.

position hierarchy

Defined profiles, each with a number of allowed actions, that model a business process in a series of steps. Position hierarchies are used in the exchange protocol approval cycle. See *workflow*.

price history

Provides details of each standing charge detail line. Price history is used in standing charges.

prior price index

Price index for the period in which the previous cost revaluation was performed.

prior rate backlog

Depreciation calculated on the value change due to revaluation up to the end of the prior year.

prior years backlog depreciation

Depreciation calculated on the value change due to revaluation up to the end of the prior year.

process group

A collection of secure tables relating to an entity, for example, a business process or transaction.

profile code

In budgeting extensions, a mechanism for spreading an annual budget figure over multiple accounting periods. It also provides lists of values for data entry windows.

profile method

Profile methods are used in next year budget creation. The types of profile options are latest, primary and real. Latest uses the profile code that is most recently assigned to the accounting flexfield. Primary uses the profile code that was first assigned to the accounting flexfield. Real ignores the profile code and uses the raw next year budget period figures for the accounting flexfield.

profit center

A profit center is the result of a medium-to-large organization devolving business into subsections known as profit centers or business units.

project

Collection of interrelated activities. A project contributes to policy objectives and is the subject of contract commitments that can be spread over several years. The term project is used in the broadest sense. Projects are undertaken for a limited or unlimited period of time and can vary greatly in size, such as building projects, research programs, relief programs, and purchase plans.

prorate convention

Oracle Assets uses prorate convention to determine how much depreciation to take in the first and last year of an asset's life, based on when the asset was placed in service. If an asset is retired before it is fully reserved, Assets uses the retirement convention to determine how much depreciation to take in the last year of life based on the retirement date.

provisional contract commitment

A contract commitment for which an agreement is not yet legally enforceable because the contract is unsigned.

range code

A group of accounts created by storing and naming a user-defined range of accounting flexfields, accessed by the list of values on the budgeting extensions windows.

realization account

An operating account used to facilitate disposal.

reallocation certificate

A specific type of dialog unit containing only Payables or Receivables mixed invoices. See *dialog unit*.

reason code

User-defined budget reasons, accessed by the lists of values on the budgeting extensions windows.

receipt

A payment received in exchange for goods or services.

receipt certificate

A specific type of dialog unit containing only Receivables invoices. See *dialog unit*.

recoverable cost

Current cost minus salvage value.

reduction certificate

A specific type of dialog unit containing only Receivables credit memos that is also known as a cancellation certificate. See *dialog unit*.

releases of cover contract commitment

Individual contract commitments with different suppliers can be related to one single contract commitment. These standard contract commitments are referred to as releases. Releases represent the agreements with parties that perform the activities to reach goals as agreed to in the agreement that relates to the cover contract commitment. Actual payments are made to parties to whom the standard contract commitments or releases are made.

repeated periodic payments

See *standing charges*.

replacement cost

Cost of replacing an asset at the current time.

report parameter

Options for sorting, formatting, selecting, or summarizing the information in the report.

reporting currency

Currency used for financial reporting. If the reporting currency is not the same as the user's functional currency, foreign currency translation can restate the user's account balances in the user's reporting currency.

reprofiling

A global adjustment to existing budgets by applying a new profile code. Used in budgeting extensions. See *indexation*.

reserve for encumbrance account

Account used to record the encumbrance liability. When an encumbrance is created by a contract commitment that is not a release, General Ledger creates a balancing entry to the encumbrance account when the encumbrance journal is posted. An encumbrance journal is created for both the contract commitment budget and the standard budget.

residual life

Time remaining until an asset is fully depreciated.

residual value

Value of an asset after it is fully depreciated. The residual value is based on pricing when the asset begins its life, not the market value at the end of the asset's life.

resource accounting

A financial management method that uses accrual basic accounting techniques, supplemented with the ability to report on a cash basis.

responsibility

Level of authority within Oracle Applications. Each responsibility provides users with access to a menu and a set of books. One or more responsibilities can be assigned to each user. Responsibilities help control security within Oracle Financials.

retirement

See *disposal*.

retirement dossier

Dossier that cancels a related dossier. To cancel the related dossier, the original budget journals that result from the related dossier must be reversed. A dossier that is retired cannot be associated to other dossiers. See *dossier*.

revaluation

Value change to many assets based on an index or percentage. Values may increase or decrease.

revaluation of contract commitment

Revaluation of contract commitment is performed when the entered currency for contract commitments is different than the functional currency defined in the set of books. Revaluation is concerned with currency fluctuation and its impact on current and future budgets.

revaluation reserve

A balance sheet account affected by asset revaluation. Credited with the amount of the asset revaluation and debited with the associated prior period backlog depreciation.

revised value

See *current value*.

salvage value

See *residual value*.

secondary approval holds

The second stage in approving an invoice for payment. After an invoice passes AutoApproval, the invoice is marked with a secondary approval hold. A third level of approval is possible. See *central finance user*.

secure table candidate

A database table that requires secure access by application users.

secure table

A database table with security applied.

secondary invoice approval

Public sector enhancement to Payables that provides a secure method of enforcing departmental approvals. See *AutoApproval*.

security group

A security group is used for data security purposes and is the physical implementation of a profit center. A security group is a one-to-one mapping to a profit center. See *profit center*.

single occurrence table

A single occurrence of the secure table within the security group in subledger security. For example, if a secure table is allocated to a security group directly, it is not allocated to any subledger security process group for the same security group. If a secure table is allocated to a subledger security process group, it is not allocated directly to the security group to which the process group is allocated. The secure table is not allocated to any other process group allocated to the same security group.

single third party

Single third party (STP) provides a single entry point for the customer or supplier and allows reconciliation of the outstanding balance that a single third party may have as a customer or a supplier. The authorizing department and the accounts department remain separated throughout the process.

source

Used in the definition of a Budgetary Control Group. A source indicates where the transaction originates.

standard charge items

Defines periodic items for goods and services.

standard contract commitment

Contract commitment for which an agreement is signed with a natural person or legal entity and on the basis of which payments are made. A legal entity can also be part of the national government.

standard life

A fixed period of time assigned to asset categories; used as the period of time over which the asset is depreciated.

standing charges

Public sector enhancement to Receivables. Standing charges are also known as repeated periodic payments that define and maintain details of standing charge agreements that Receivables uses to periodically generate invoices.

status check

Set of tests that Contract Commitment performs on a contract commitment to ensure that it is in a valid state before performing an approval action.

subledger security

Subledger security is an extension to Oracle Financials that enables the user to selectively partition data within a single install of Oracle Financials. Subledger security provides a system where all business units can access their own financial information only.

subledger security extended table

Used by subledger security to hold security group information for a secured table. Each Oracle Financials secured table has a corresponding subledger security extended table.

submission check

Set of tests on a contract commitment document to ensure that it is in an approvable state and therefore ready to be submitted for processing.

summary account

Individual accounts that are defined to work together as a single individual account.

super user

User is a user who belongs to the super user security group. See *super user security group*.

super user security group

The subledger security implementation of the central finance concept. The super user security group is not a physical security group, but is a profile option value associated with a responsibility. See *security group*.

supplementary depreciation

Addition of an asset to a prior financial year in the MHCA register, where the difference in prior year depreciation is based on historic and current costs. Supplementary depreciation is charged to the revaluation reserve and not the operating account.

supplier

Person or organization with whom or with which an agreement is made. Payments are made to this supplier, except for suppliers on the cover contract commitment.

supplier reimbursements

Type of netting. Supplier reimbursements net Payables settlements or invoices of a third party when a credit memo is received. See *netting*.

total payment forecast

The determined total value of a contract commitment is the expected total cost of the purpose of the contract commitment and is encumbered in the year the contract is confirmed or agreed upon.

transaction matching

Method of selecting Payables or Receivables documents for netting. Transaction matching selects documents with matching Payables attribute voucher number and Receivables attribute reference. Used in single third party.

transaction

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

transaction type

Type of Receivables or Payables document, for example, invoice, credit note, or debit note.

transition

Changing state of contract commitment from provisional to confirmed, or from provisional to cancelled, or from confirmed to completed.

transmission unit

Conveys dialog units between the authorizer and the accountant. The dialog units within the transmission unit must be an identical type, but can contain multiple third parties. A transmission unit has a unique numbering system and is used in exchange protocol. See *dialog unit*.

unamortized proportion

Portion of current cost not yet depreciated.

unbilled

Amount of a contract commitment for which an invoice has not yet been received.

version

Particular version of a contract commitment. A new version is created due to changes in controlled information.

workflow

Underlying Oracle application that automatically monitors and transmits messages and documents through a defined hierarchy of people in an organization. Used in exchange protocol. See *workflow profile*.

year end process

Actions required to enable the correct processing of transactions through exchange protocol approval at the end of a client's financial year.

year-end processing of a contract commitment

Process performed at year-end to adjust the contract commitment to make the payment forecast equal to the actually invoiced amount against the standard budget. The remainder is transferred to the next year's payment forecast, or in case of an overspent situation, taken from the next year. In the case of a provisional contract commitment, the encumbrance on the standard budget is transferred to the next year's standard budget.

