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Send Us Your Comments

Oracle Public Sector Financials (International) User Guide, Release 12.1

Part No. E13418-03

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

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Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle Public Sector Financials (International) User Guide.*

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

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology

If you have never used Oracle Applications, we suggest you attend one or more of the Oracle Applications training classes available through Oracle University.

See Related Information Sources on page xxxi for more Oracle E-Business Suite product information.

Deaf/Hard of Hearing Access to Oracle Support Services

To reach Oracle Support Services, use a telecommunications relay service (TRS) to call Oracle Support at 1.800.223.1711. An Oracle Support Services engineer will handle technical issues and provide customer support according to the Oracle service request process. Information about TRS is available at http://www.fcc.gov/cgb/consumerfacts/trs.html, and a list of phone numbers is available at http://www.fcc.gov/cgb/dro/trsphonebk.html.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible to all users, including users that are disabled. 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.

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Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at http://otn.oracle.com/documentation, or you can purchase hard-copy documentation from the Oracle Store at http://oraclestore.oracle.com. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on My Oracle Support.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, My Oracle Support Document

394692.1.

Online Documentation

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

- **PDF** - PDF documentation is available for download from the Oracle Technology Network at http://otn.oracle.com/documentation.

- **Online Help** - Online help patches (HTML) are available on My Oracle Support.

- **My Oracle Support Knowledge Browser** - The Oracle My Oracle Support Knowledge Browser lets you browse the knowledge base, from a single product page, to find all documents for that product area. Use the Knowledge Browser to search for release-specific information, such as FAQs, recent patches, alerts, white papers, troubleshooting tips, and other archived documents.

- **Oracle eBusiness Suite Electronic Technical Reference Manuals -** Each Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on My Oracle Support

Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

Oracle Applications Installation Guide: Using Rapid Install:

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

Oracle Applications Upgrade Guide: Release 11i to Release 12:

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11i Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

Oracle Applications Patching Procedures:

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and

structure, and outlines some of the most commonly used patching procedures. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Maintenance Utilities and Oracle Applications Maintenance Procedures.

Oracle Applications Maintenance Utilities:

This guide describes how to run utilities, such as AD Administration and AD Controller, used to maintain the Oracle Applications file system and database. Outlines the actions performed by these utilities, such as monitoring parallel processes, generating Applications files, and maintaining Applications database entities. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Procedures.

Oracle Applications Maintenance Procedures:

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

Oracle Applications Developer's Guide:

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle Applications. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

Oracle Applications System Administrator's Guide Documentation Set:

This documentation set provides planning and reference information for the Oracle Applications System Administrator. *Oracle Applications System Administrator's Guide - Configuration* contains information on system configuration steps, including defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help. *Oracle Applications System Administrator's Guide - Maintenance* provides information for frequent tasks such as monitoring your system with Oracle Applications Manager, administering Oracle E-Business Suite Secure Enterprise Search, managing concurrent managers and reports, using diagnostic utilities including logging, managing profile options, and using alerts. *Oracle Applications System Administrator's Guide - Security* describes User Management, data security, function security, auditing, and security configurations.

Oracle Applications User's Guide:

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle Applications. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

Oracle Applications User Interface Standards for Forms-Based Products:

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

Oracle E-Business Suite Diagnostics User's Guide:

This manual contains information on implementing, administering, and developing diagnostics tests in the Oracle E-Business Suite Diagnostics framework.

Oracle E-Business Suite Integrated SOA Gateway User's Guide

This guide describes the high level service enablement process, explaining how users can browse and view the integration interface definitions and services residing in Oracle Integration Repository.

Oracle E-Business Suite Integrated SOA Gateway Implementation Guide:

This guide explains how integration repository administrators can manage and administer the service enablement process (based on the service-oriented architecture) for both native packaged public integration interfaces and composite services (BPEL type). It also describes how to invoke Web services from Oracle E-Business Suite by employing the Oracle Workflow Business Event System; how to manage Web service security; and how to monitor SOAP messages.

Oracle E-Business Suite Integrated SOA Gateway Developer's Guide:

This guide describes how system integration developers can perform end-to-end service integration activities. These include orchestrating discrete Web services into meaningful end-to-end business processes using business process execution language (BPEL), and deploying BPEL processes at run time.

It also explains in detail how to invoke Web services using the Service Invocation Framework. This includes defining Web service invocation metadata, invoking Web services, managing errors, and testing the Web service invocation.

Oracle Applications Concepts:

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle Applications Multiple Organizations Implementation Guide:

This guide describes the multiple organizations concepts in Oracle Applications. It describes in detail on setting up and working effectively with multiple organizations in Oracle Applications.

Oracle Assets User Guide:

This guide provides you with information on how to implement and use Oracle Assets. Use this guide to understand the implementation steps required for application use, including defining depreciation books, depreciation method, and asset categories. It also contains information on setting up assets in the system, maintaining assets, retiring

and reinstating assets, depreciation, group depreciation, accounting and tax accounting, budgeting, online inquiries, impairment processing, and Oracle Assets reporting. The guide explains using Oracle Assets with Multiple Reporting Currencies (MRC). This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Cash Management User Guide:

This guide describes how to use Oracle Cash Management to clear your receipts, as well as reconcile bank statements with your outstanding balances and transactions. This manual also explains how to effectively manage and control your cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting.

Oracle Credit Management User Guide:

This guide provides you with information on how to use Oracle Credit Management. This guide includes implementation steps, such as how to set up credit policies, as well as details on how to use the credit review process to derive credit recommendations that comply with your credit policies. This guide also includes detailed information about the public application programming interfaces (APIs) that you can use to extend Oracle Credit Management functionality.

Oracle E-Business Tax User Guide:

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

Oracle E-Business Tax Implementation Guide:

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

Oracle E-Business Tax Reporting Guide:

This guide explains how to run all tax reports that make use of the E-Business Tax data extract. This includes the Tax Reporting Ledger and other core tax reports, country-specific VAT reports, and Latin Tax Engine reports.

Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12:

This guides provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the *Oracle Applications Upgrade Guide: Release 11i to Release 12*.

Oracle Financials Concepts Guide:

This guide describes the fundamental concepts of Oracle Financials. The guide is intended to introduce readers to the concepts used in the applications, and help them compare their real world business, organization, and processes to those used in the applications.

Oracle Financials Glossary:

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

Oracle Financials Implementation Guide:

This guide provides information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

Oracle General Ledger Implementation Guide:

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

Oracle General Ledger Reference Guide

This guide provides detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

Oracle General Ledger User's Guide:

This guide provides information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

Oracle Payables User Guide:

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

Oracle Payables Implementation Guide:

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

Oracle Payables Reference Guide:

This guide provides you with detailed information about the Oracle Payables open

interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

Oracle Payments Implementation Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how use it with external payment systems.

Oracle Purchasing User's Guide:

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Receivables User Guide:

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

Oracle Receivables Implementation Guide:

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Receivables Reference Guide:

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

Oracle Subledger Accounting Implementation Guide:

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite 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 E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, 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 E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite 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.

1

Product Overview

Overview

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

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

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

Products

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

- Oracle General Ledger
- Oracle Assets
- Oracle Payables
- Oracle Receivables

- Oracle Purchasing
- Application Object Library

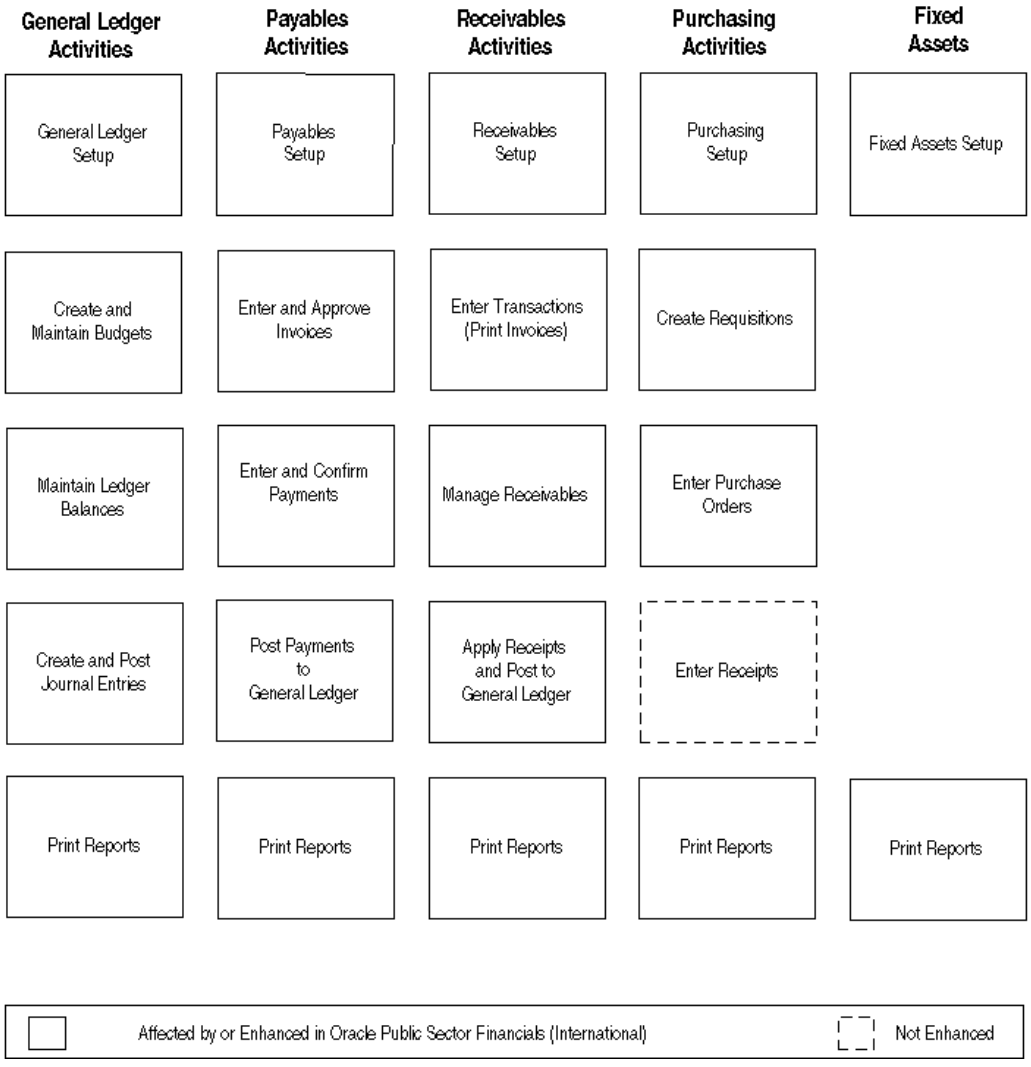
  Subledger Security is a security feature used in Payables, Receivables, and Purchasing. Subledger Security is a tool rather than a product and is implemented by the systems administrator.

Modules affected by or enhanced in Oracle Public Sector Financials (International) are shown in the Oracle Financials Modules Affected by or Enhanced in Oracle Public Sector Financials (International) diagram, page 1-3 .

The relationship of Oracle Public Sector Financials (International) features to Oracle Applications is shown in the Oracle Public Sector Financials (International) Features diagram, page 1-4.

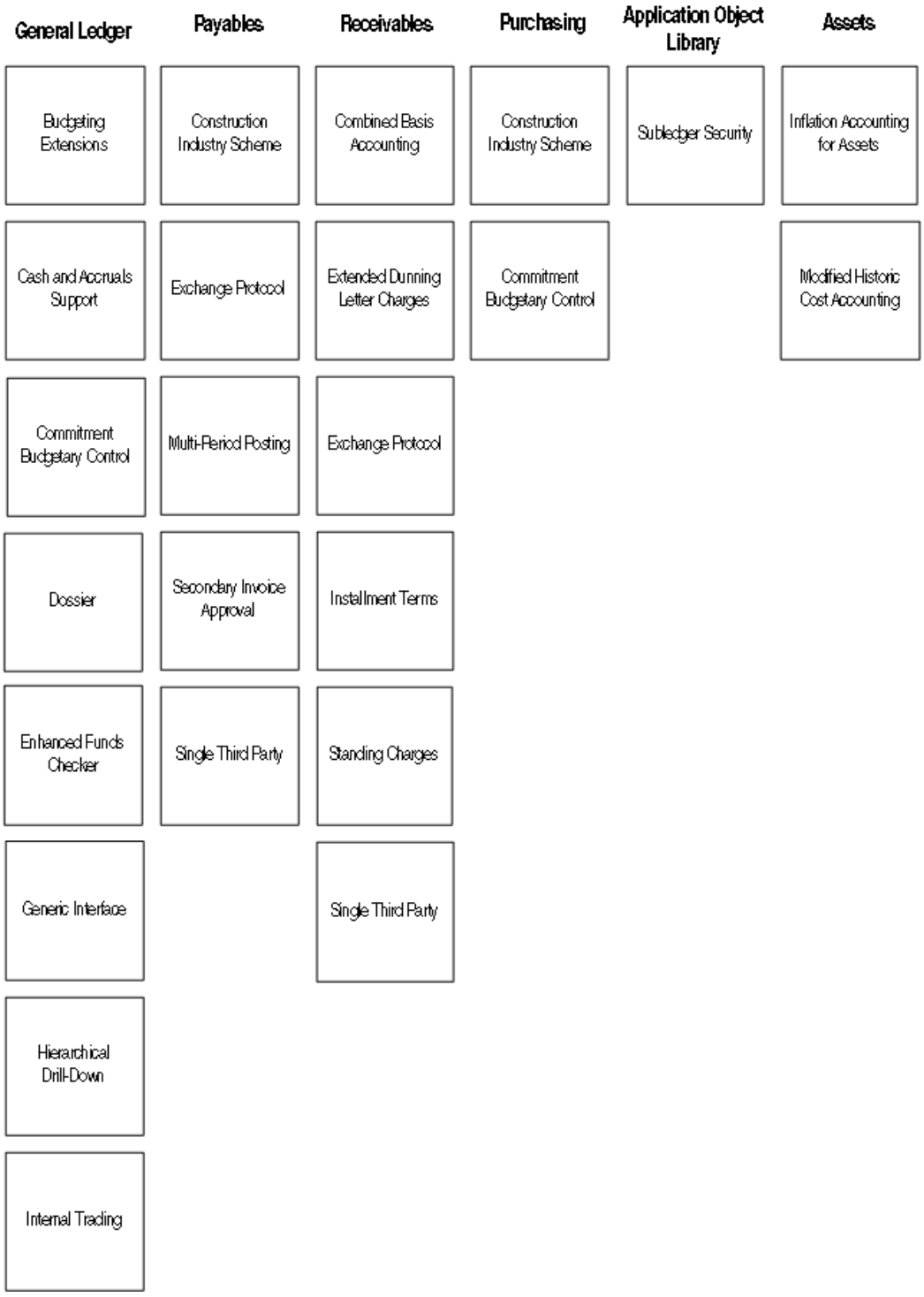
The diagram below shows the Oracle Financials modules affected by or enhanced in Oracle Public Sector Financials (International).

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



The diagram below shows the Oracle Public Sector Financials (International) features as described in Oracle Public Sector Financials (International) Features, page 1-7.

Oracle Public Sector Financials (International) Features



International Implications

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

Globalizations

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

- Dossier
- Exchange Protocol
- Single Third Party

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

Country or Government Specific Features, References, and Notes

The table below and the Country or Government Specific Features Reference Notes table, page 1-6 list features that might not be relevant in every country. Oracle recommends seeking advice from a qualified accountant about the implications of using a country specific feature.

Country or Government Specific Features

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

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

The table below describes the reference notes listed in the Country or Government Specific Features table, page 1-5.

Country or Government Specific Features Reference Notes

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

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

Oracle Public Sector Financials (International) Features

Budgeting Extensions

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

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

Cash and Accruals Support

Cash and Accruals Support enables different but related ledgers by assigning cash and accruals as secondary ledgers and maintain the ledgers using the following accounting methods:

- cash
- accruals

Different ledgers use the same chart of accounts, currency, and calendar facilities. Ledger access is provided using the GL: Data Access Set profile option.

Combined Basis Accounting

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

The following windows provide enhancements:

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

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

- Combined Basis Accounting: Cash Basis Accounting Journal Entries Report

  This report displays the journal entries that are not yet posted to the cash ledger.

- Combined Basis Accounting: Cash Basis Execution Report

  This report shows a summary of all transactions by category and currency that comprise the journal entries to the cash ledger.

- Combined Basis Accounting: Cash Basis Unposted Items Report

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

- Combined Basis Accounting: Cash Basis Drilldown Report

  This report displays the information of the receivables transactions that are posted to the general ledger.

Commitment Budgetary Control

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

The following features are included in Commitment Budgetary Control:

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

Construction Industry Scheme

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

- Registering with Inland Revenue to enable subcontractors setup Construction Industry Scheme
- Obtaining registration number from Inland Revenue
- Process Construction Industry Scheme payments using the standard Payables functionality
- Contractors file the monthly returns online or manually
- Generate the following reports required by subcontractors and Inland Revenue for construction industry work:
  - Construction Industry Scheme: CI36 End of Year Returns Report
  - Construction Industry Scheme: Certificate Renewal Reminders Report
  - Construction Industry Scheme: Missing Vouchers Report

- Construction Industry Scheme: Missing/Expired Certificates Report
- Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report
- Construction Industry Scheme: Voucher Report
- Construction Industry Scheme: Update Certificate Types/Percentages Process
- Construction Industry Scheme: Monthly Returns Report
- Construction Industry Scheme: Registered Supplier Listing Report
- Construction Industry Scheme: Subcontractor Verification Status Report
- Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report

Contract Commitment

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

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

Contract Commitment includes the following features:

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

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

Dossier

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

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

Enhanced Funds Checker

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

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

Exchange Protocol

Exchange Protocol provides public sector clients with a batched document approval system. Exchange Protocol enables an organization to manage the separate tasks of authorizing and paying the same set of expenses within the required legal framework at the same time. These tasks usually fall to individuals known as the authorizer and the accounts officer, which provide a secure approvals system.

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

Exchange Protocol enables users to do the following:

- define an approval hierarchy
- define specific numbering
- view dialog units and transmission units
- group subledger transactions by client into a dialog unit
- batch dialog units into a transmission unit
- modify dialog units and transmission units

- submit units for approval
- accept, reject, or put on hold dialog units or transmission units via a workflow process

Generic Interface

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

Generic Interface enables users to do the following:

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

Hierarchical Drill-Down Inquiry

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

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

- to date
- full year
- projections

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

Inflation Accounting for Assets

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

Inflation Accounting for Assets provides for the following:

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

Installment Terms

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

Internal Trading

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

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

Multi-Period Posting

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

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

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

At each period end, the Multi-Period Posting: Recognize Expense Program Report is

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

Secondary Invoice Approval

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

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

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

Single Third Party

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

> **Note:** Netting is legal only in certain countries.

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

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

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

For information on where netting is allowed, see International Implications, page 1-5.

Standing Charges

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

The following features are included:

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

Subledger Security

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

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

Oracle Public Sector Financials (International) Features Removed

The following Oracle Public Sector Financials (International) features are obsolete:

- Gross Based VAT

  For information on gross based VAT, see Payment Terms, *Oracle Payables User Guide*

- HUL Numbering
- Contract Encumbrancing
- Extended Dunning Letter Charges

  The Extended Dunning Letter Charges feature is obsolete in Oracle Public Sector Financials (International) and replaced by Late Charges in Oracle Receivables.

  For information on Late Charges, see Late Charges, *Oracle Receivables User Guide*.

- Modified Historic Cost Accounting

  Inflation Accounting for Assets (IAC) replaces Modified Historic Cost Accounting.

2

Create Budget Journal Procedures

Overview

The create budget journal procedures are used to create balanced and unbalanced budgets. Budgets can also be uploaded from a spreadsheet.

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

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

For information on uploading budgets from a spreadsheet, see Import Budget Spreadsheet Procedures, page 6-1.

Prerequisites

- Ledgers, budgets, and budget organizations must be defined in General Ledger.

  For information on budgeting, see Overview of Budgeting, *Oracle General Ledger User's Guide*.

- Access to General Ledger is required to run any budgeting extension process.

- The Budgeting Extensions feature must be enabled on the Enable OPSF(I) Features window.

  To enable features, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

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

  To set up budget range codes, see Defining Budget Range Codes Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

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

  To set up budget profile codes, see Defining Profile Codes Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

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

  For information on setting up profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

- Budget reason codes must be defined.

  To set up budget reason codes, see Defining Reason Codes Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

For information on budgeting, see Overview of Budgeting, *Oracle General Ledger User's Guide*.

Create Balanced Budget Procedures

Balanced budget procedure consists of creating journals for balanced enforced accounting flexfields.

Annual figures are entered in the journal lines with a start period and profile code. The application automatically calculates the monthly budget amounts for each period in the accounting calendar by taking the annual figure and spreading it across the periods based on the profile in the profile code.

Balanced budgets can be created by:

- Generating a Budgeting Extensions: Balanced Budget Journal Input Performa
- Using the Budget Journals import worksheet to import budget journals
- Using the Balanced Budget Journals menu

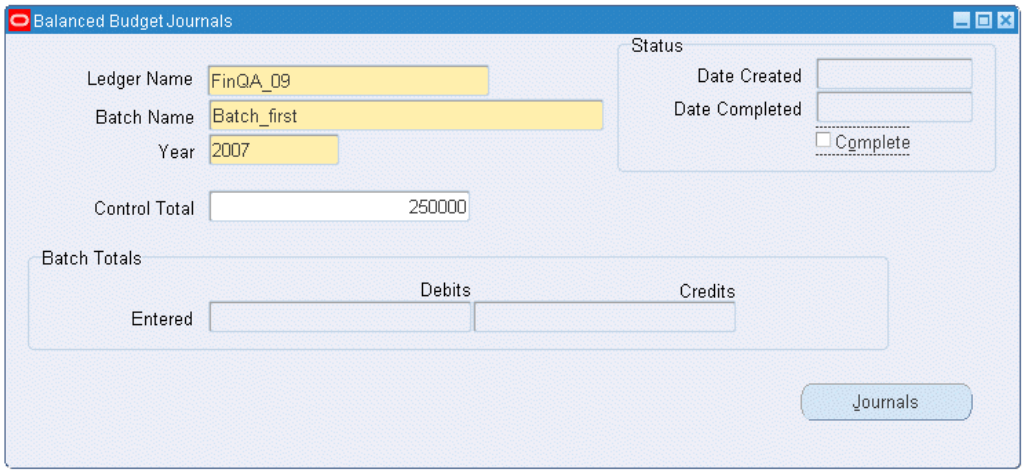
> **Note:** To ensure journals are displayed correctly in the Balance Budget Journals window, do not delete budget organizations.

To create unbalanced budgets, see Create Unbalanced Budget Procedures, page 2-11.

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

> **Note:** For journals to be displayed correctly in the Balanced Budget Journals window, users must not delete budget organizations within the General Ledger budgeting functionality.

Create Balanced Budget Batch



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

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

2. In the Ledger Name field, select a ledger.

   Note: The ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values.

3. In the Batch Name field, enter the budget journal batch name.

4. In the Year field, select the fiscal year for batch transaction.

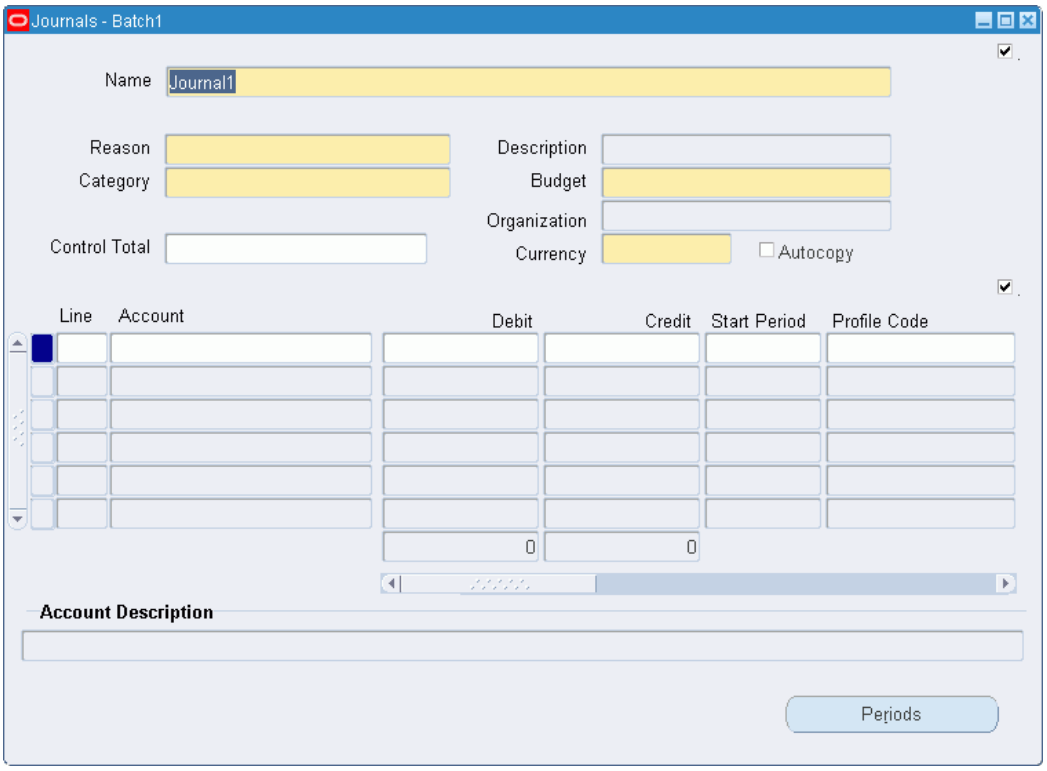
5. In the Control Total field, enter the batch transaction total debit amount.

6. To enter journal lines information, click Journals.

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

Enter Balanced Budget Batch Journal Lines

Use the Journals window to define the journal lines for the batch.



1. In the Name field, enter the journal name.
2. In the Reason field, select a reason code from the list of values.
3. In the Category field, select a category from the list of values.
4. In the Budget field, select a budget name from the list of values.
5. In the Organization field, select a budget organization from the list of values.
6. In the Currency field, select a currency type from the list of values.
7. Optionally, select the Autocopy check box.
8. In the Line field, enter a line number.
9. In the Account field, select an account from the list of values.

   Note: The account is automatically completed if the Autocopy check box is selected.

10. Optionally, in the Debit field, enter a journal line debit amount.

11. Optionally, in the Credit field, enter a journal line credit amount.

12. In the Start Period field, select a start period from the list of values.

13. In the Profile Code field, select a profile code from the list of values.

14. Optionally, if the entry is recurring, select the Recurring check box.

15. If the journal line is recurring, in the Full/Part Year field, select an amount from the list of values.

16. If the journal line is recurring, in the Next Year field, select an amount from the list of values.

17. Optionally, in the Reason Code field, select a reason code from the list of values.

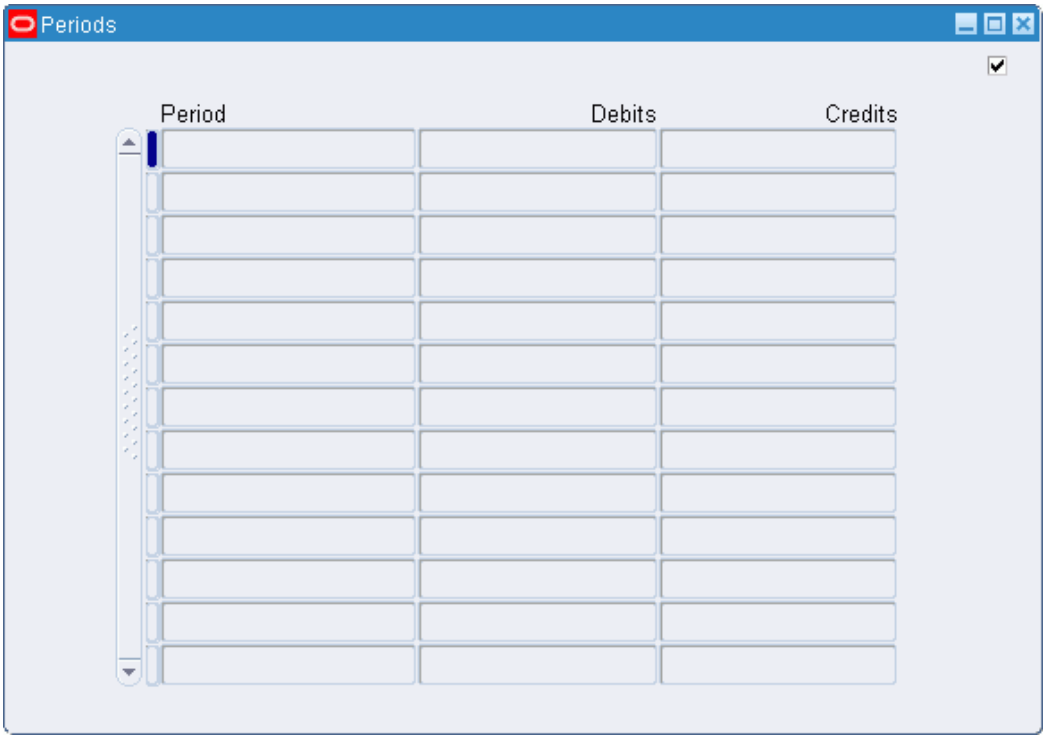
18. Save or save and continue as follows:

    File - Save or **Save and Proceed**

19. To view balanced budget period amounts go to View Balanced Budget Period Amounts, page 2-7.

20. To complete the batch go to Complete the Batch, page 2-7.

View Balanced Budget Period Amounts



1. To view the balanced budget period amounts created by General Ledger based on the specified profile code and start period, click **Periods**.

2. View data in the Periods window as described in the Periods Window Description for Balanced Budget table, page 2-10.

Complete the Batch

1. Close the Journals window.

   The Balanced Budget Journals window reappears.

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

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

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

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

3. Save and close the window. On saving, the application automatically submits a concurrent program to generate the budget journals for the period amounts in the batch.

Balanced Budget Journals Window Description

Balanced Budget Journals Window Description

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

Journals Window Description for Balanced Budget

Journals Window Description for Balanced Budget

Field Name	Description
Toggle Query Coordination	synchronizes journals with batches
Name	budget journal unique name
Reason	default reason code for all lines in journal header
Description	defaults to reason code description
Category	user-defined category; can be used to group budget journals for analysis purposes
Budget	budget name to apply these journal lines
Organization	budget organization for which budget journal created
Control Total	total header amount; if entered, must match totals for journal's lines
Currency	functional currency or statistical currency
Autocopy	indicates if automatic completion of accounting flexfields for journal lines enabled
Toggle Query Coordination	synchronizes lines with journals
Line	sequential line item numbers; user must enter first number, subsequent numbers automatically inserted
Account	accounting flexfield segments; automatically completed if Autocopy selected
Debit	journal line debit amount

Field Name	Description
Credit	journal line credit amount
Start Period	start period from which annual amount profiled; defaults to first valid period in fiscal year
Profile Code	determines how individual period amounts are calculated from annual amount; defaults to last profile code used for this accounting flexfield
Rec	recurring; indicates recurring entry
Full / Part Year	if journal line recurring, enter effect of annual amount on budget; if Full Year, annual amount relates to a full year's budget change; if Part Year, annual amount relates to part year's budget change
Next Year	next year budget amount for line; defaults to current year's amount for full year budgets
Reason Code	reason code for journal line; defaults to reason code in header
Description	defaults to reason code description
Account Description	account code description
Periods	opens Periods window

Periods Window Description for Balanced Budget

Periods Window Description for Balanced Budget

Field Name	Description
Toggle Query Coordination	synchronizes periods with lines

Field Name	Description
Period	budget periods
Debit	debit amounts to be posted
Credit	credit amounts to be posted

Create Unbalanced Budget Procedures

Unbalanced budget procedure consists of creating journals for accounting flexfields not balanced enforced.

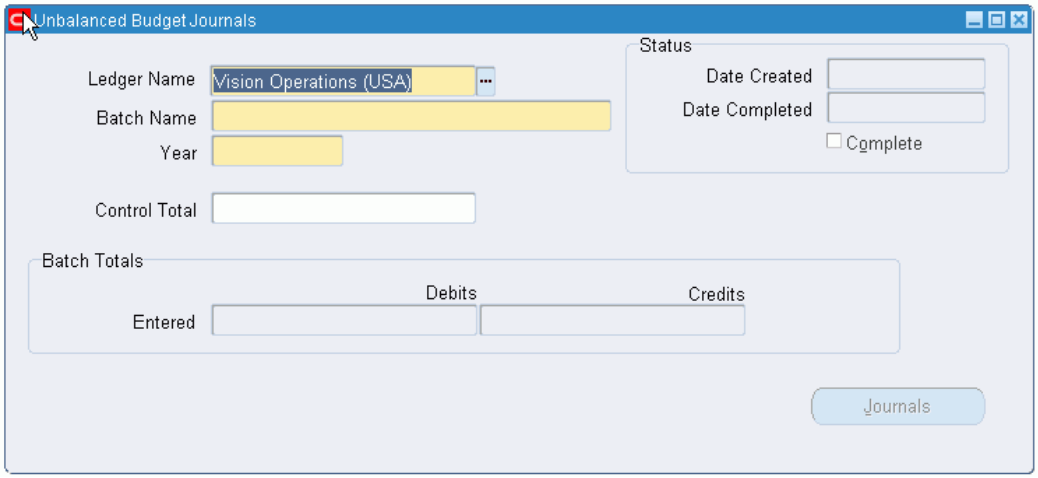
Annual figures are entered in the journal lines with a start period and profile code or entered in the default period amount. The application automatically calculates the monthly budget amounts for each period in the accounting calendar by taking the annual figure and spreading it across the periods based on the profile in the profile code.

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

If the profile option, Budgeting: Average Non-Balance Enforced Account Values is set to **No**, then the amount entered is profiled using the profile code and start period to create the period amounts and each period amount except for the last period amount can be altered. The last period amount must be equal to the amount entered in the Debit or Credit field.

When the batch completes and the Complete check box is enabled, Oracle General Ledger verifies whether the control total equals the appropriate total of entered debits or credits or sum of both debits and credits as defined by the profile option: Budgeting: Unbalanced Journal Total Checking and submits a concurrent program that generates the budget journals for each period amount.

Create Unbalanced Budget Batch



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

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

2. In the Ledger field, select a ledger.

   Note: The ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values.

3. In the Batch Name field, enter the budget journal batch name.

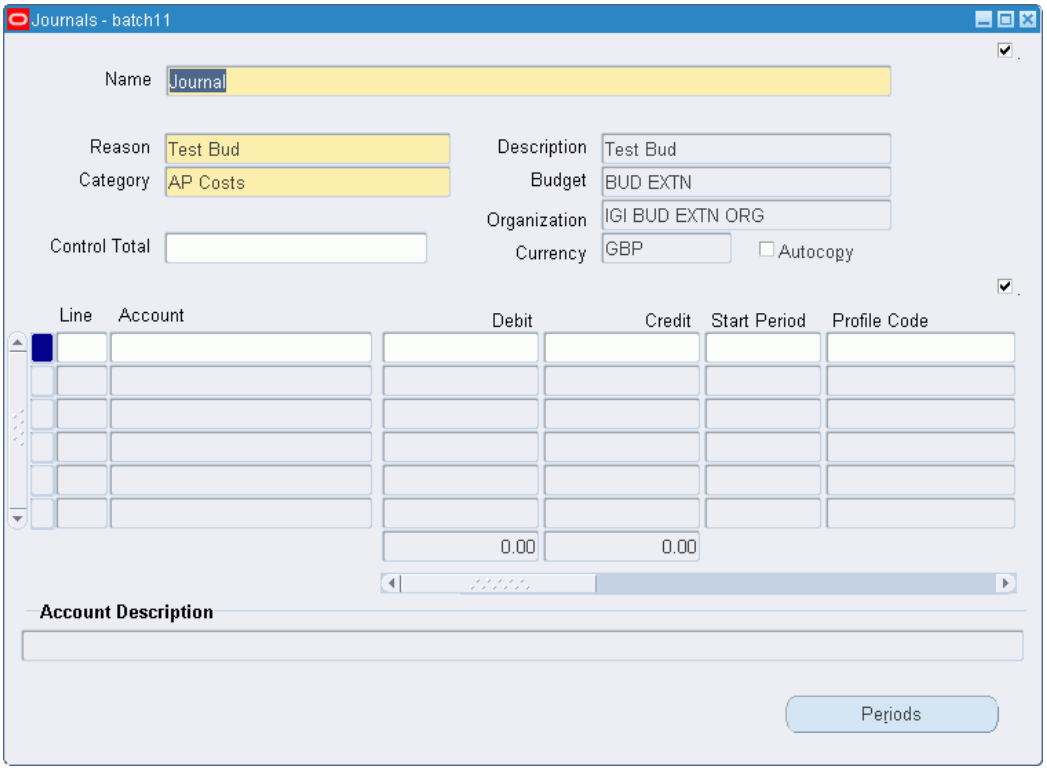
4. In the Year field, select the fiscal year for batch transaction from the list of values.

5. Optionally, in the Control Total field, enter the batch transaction total debit amount.

6. To enter journal lines information, click Journals.

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

Enter Unbalanced Budget Batch Journal Lines



1. To enter journal line information, click **Journals**.
2. In the Name field, enter the journal name.
3. In the Reason field, select a reason code from the list of values.
4. In the Category field, select a category from the list of values.
5. In the Budget field, select a budget name from the list of values.
6. In the Organization field, select a budget organization from the list of values.
7. In the Currency field, select a currency type from the list of values.
8. Optionally, select the Autocopy check box.
9. In the Line field, enter a line number.
10. In the Account field, select an account from the list of values.

    Note: This is automatically completed if the Autocopy check box is

selected.

11. Optionally, in the Debit field, enter a journal line debit amount.

12. Optionally, in the Credit field, enter a journal line credit amount.

13. In the Start Period field, select a start period from the list of values.

14. In the Profile Code field, select a profile code from the list of values.

15. Optionally, if the entry is recurring, select the Recurring check box.

16. If the journal line is recurring, in the Full/Part Year field, select an amount from the list of values.

17. If the journal line is recurring, in the Next Year field, select an amount from the list of values.

18. Optionally, in the Reason Code field, select a reason code from the list of values.

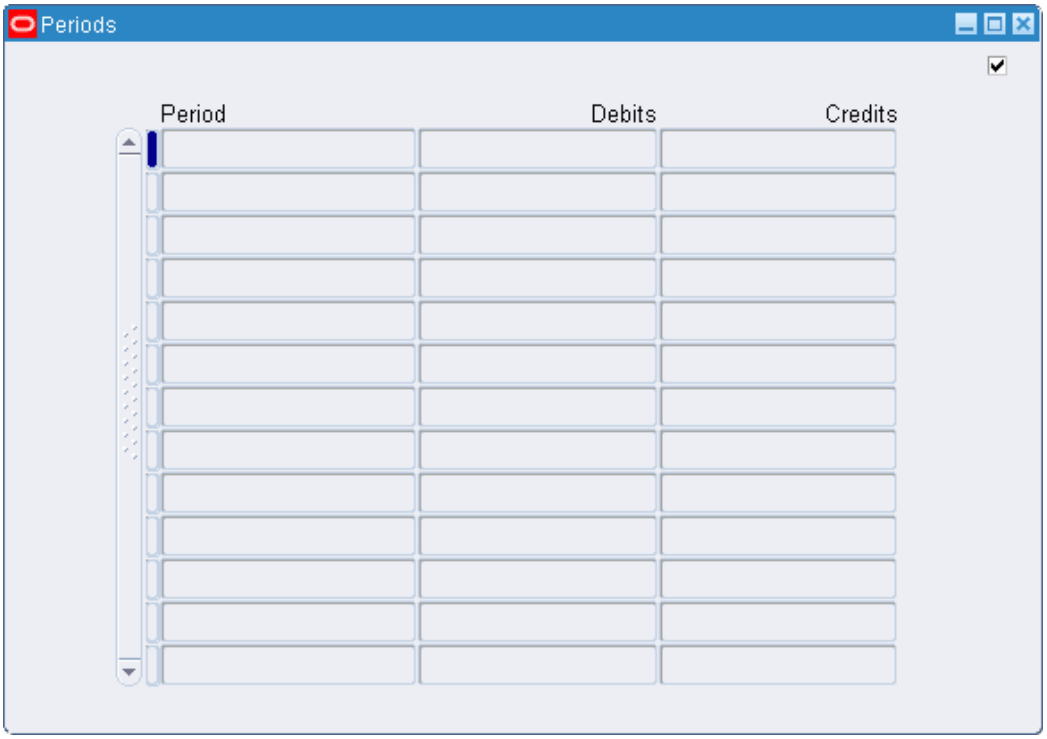
19. Save or save and continue as follows:

    File - Save or **Save and Proceed**

20. To view unbalanced budget period amounts go to Enter Unbalanced Period Amounts, page 2-15.

21. To complete the batch go to Complete the Batch, page 2-16.

Enter Unbalanced Period Amounts



1. To enter the unbalanced budget period amounts created by General Ledger based on the specified profile code and start period, click **Periods**.

2. Enter data in each field of the Periods window as described in thePeriods Window Description for Unbalanced Budget table, page 2-19.

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

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

   For information on setting up profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

Complete the Batch

1. Close the Journals window.

   The Unbalanced Budget Journals window reappears.

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

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

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

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

Unbalanced Budget Journals Window Description

Unbalanced Budget Journals Window Description

Field Name	Description
Batch	budget journal batch unique name
Year	fiscal year for batch transactions
Control Total	total of entries in current batch, depending on Budgeting: Unbalanced Journal Total Checking profile option setting; DEBIT, total of debit amounts; CREDIT, total of credit amounts; HASH TOTAL; sum of all debit and credit amounts
Entered Debits	journal line debit running total
Entered Credits	journal line credits running total
Date Created	batch creation date
Date Completed	batch completion date

Field Name	Description
Complete	indicates all transactions entered and batch ready to post
Journals	opens Journals window

Journals Window Description for Unbalanced Budget

Journals Window Description for Unbalanced Budget

Field Name	Description
Toggle Query Coordination	synchronizes journals with batches
Name	budget journal header unique name
Reason	default reason code for all lines in journal
Description	reason description; defaults to reason code's description
Category	user-defined category; for example, to group budget journals for analysis
Budget	budget name to apply these journal lines
Control Total	total header amount, depending on how Budgeting: Unbalanced Journal Total Checking profile option is set. Values: DEBIT, total of debit amounts; CREDIT, total of credit amounts; HASH TOTAL, sum of all debit and credit amounts
Currency	functional currency or statistical currency

Field Name	Description
Autocopy	indicates automatic completion of accounting flexfields for journal lines; a journal line is automatically created for each unfrozen accounting flexfield in budget organization, user must enter other journal line details, such as debit or credit
Toggle Query Coordination	synchronizes lines with journals
Line	sequential line item numbers; user must enter first number, subsequent numbers automatically inserted
Account	accounting flexfield segments; automatically completed if Autocopy selected
Debit	journal line debit amount
Credit	journal line credit amount
Start Period	Budgeting, Average Non-Balance Enforced Account profile option set to No, user enters Start Period in fiscal year from which to profile annual amount. Budget is profiled starting in this period and through all following periods in fiscal year; defaults to first valid period in fiscal year
Profile Code	profiles annual budget across accounting periods; defaults to last profile code used for this accounting flexfield; input prohibited if Budgeting: Average Non-Balance Enforced Account Values profile option set to No
Rec	indicates recurring; entry
Full/Part year	if Rec check box selected, enter effect of annual amount on budget: Full year, annual amount relates to full year budget change; Part year, annual amount relates to a part year budget change.

Field Name	Description
Next year	next year budget amount; defaults to current year if budget for Full Year
Reason Code	budget reason code; defaults to code in header
Description	defaults to reason code description
Account Description	account code description
Periods	opens Periods window

Periods Window Description for Unbalanced Budget

Periods Window Description for Unbalanced Budget

Field Name	Description
Toggle Query Coordination	synchronizes periods with lines
Period	period name
Debit	debit amount for period
Credit	credit amount for period

3

Maintaining Budget Procedures

Overview

The maintain budget procedure performs the following tasks:

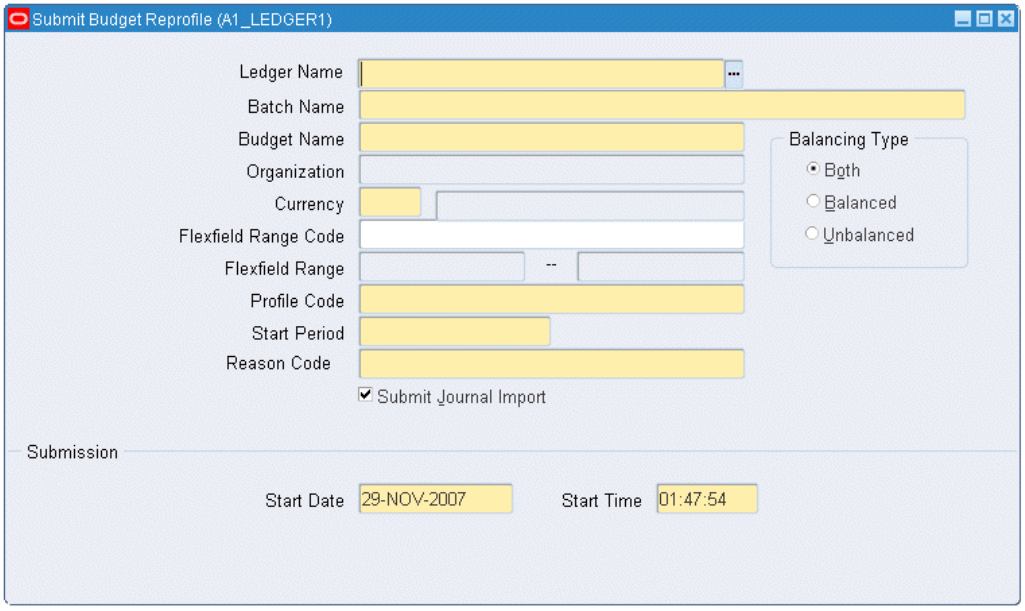
- reprofiling budgets; globally adjusting existing budgets by applying a new profile code
- budget indexation; globally adjusting existing budgets by applying a price index to reflect, for example, cost of living or inflation changes
- applies percentage changes to existing budgets for full or partial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

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

Prerequisites

The prerequisites for maintaining budgets procedures are the same as those for Create Budget Journal Procedures, page 2-1.

Reprofiling a Budget Procedure



Budget reprofiling enables the existing budget, for a selection of accounting flexfield combinations, to be reprofiled across the periods in the accounting calendar. Reprofiling allows global adjustment of existing budgets by apply a new profile code.

To reprofile an existing budget, perform the following steps.

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

   OPSF(I) Budgeting Extensions - Enter - Reprofile

2. Enter data in each field of the Submit Budget Reprofile window as described in the Submit Budget Reprofile Window Description table, page 3-3.

3. Select a balance type, as described in the Submit Budget Reprofile Window Description table, page 3-3.

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

5. To review the new journals before importing using the Budget Process Impact Inquiry window, deselect the Submit Journal Import check box.

6. In the Budget Process Impact window, review, delete, or accept and import the budget journals in to the General Ledger.

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

For information on reviewing, deleting, accepting, and importing budget changes, see Budget Process Impact Inquiry Window Description, page 3-12.

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

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

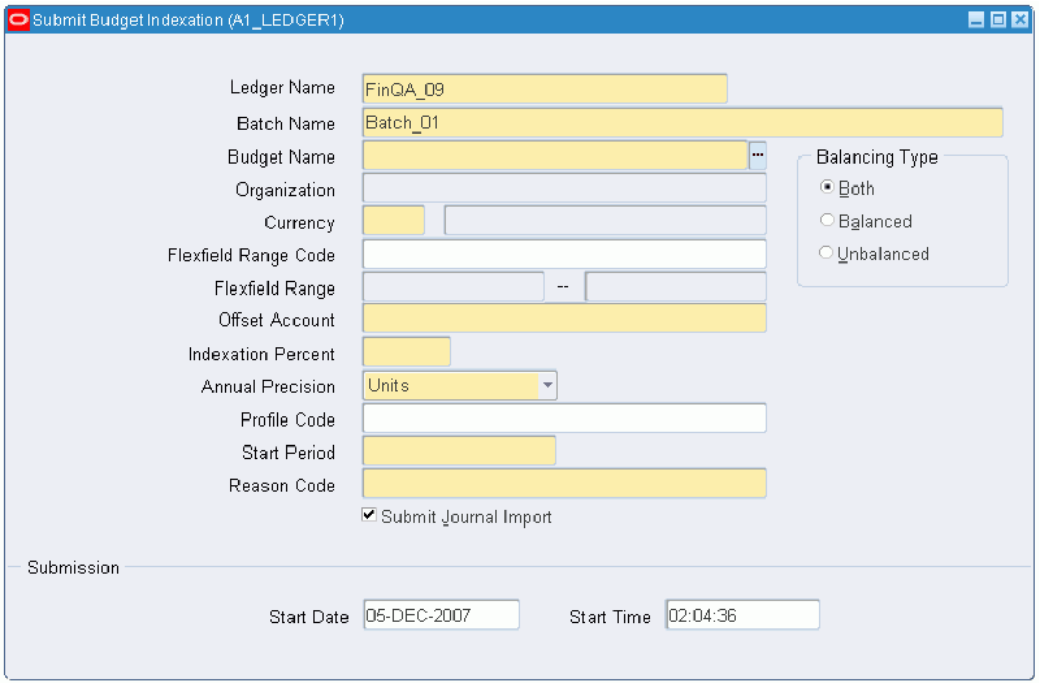
Submit Budget Reprofile Window Description

Submit Budget Reprofile Window Description

Field Name	Description
Ledger Name	Ledger name; ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values
Batch Name	unique batch name
Budget Name	existing budget to be reprofiled
Organization	organization
Currency	functional currency for reprofiled budget
Flexfield Range Code	user-defined budget range code
Flexfield Range	single account or low end of accounting flexfield range; required if Flexfield Range Code is blank
Profile Code	profile code to control how budget is reprofiled
Start Period	start period for reprofiled budget

Field Name	Description
Reason Code	budget reason code
Submit Journal Import	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
<Balancing Type>	balancing type; valid values: Balanced, to process balanced accounts; Unbalanced, to process unbalanced accounts; Both, to process balanced and unbalanced accounts
Start Date	date to submit process to concurrent manager; defaults to today; submitted when window saved
Start Time	time to submit process to concurrent manager; defaults to now; submitted when window saved

Applying Budget Indexation Procedure



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

To apply indexation to an existing budget:

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

   OPSF(I) Budgeting Extensions - Enter - Indexation

2. Enter data in each field of the Submit Budget Indexation window as described in Submit Budget Indexation Window Description table, page 3-6.

3. Select a balance type, as described in Submit Budget Reprofile Window Description table, page 3-3.

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

5. To review the new journals before importing using the Budget Process Impact Inquiry window, deselect the Submit Journal Import check box.

6. In the Budget Process Impact window, review, delete, or accept and import the budget journals in to the General Ledger.

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

For information on reviewing, deleting, accepting, and importing budget changes, see Budget Process Impact Inquiry Window Description, page 3-12.

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

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

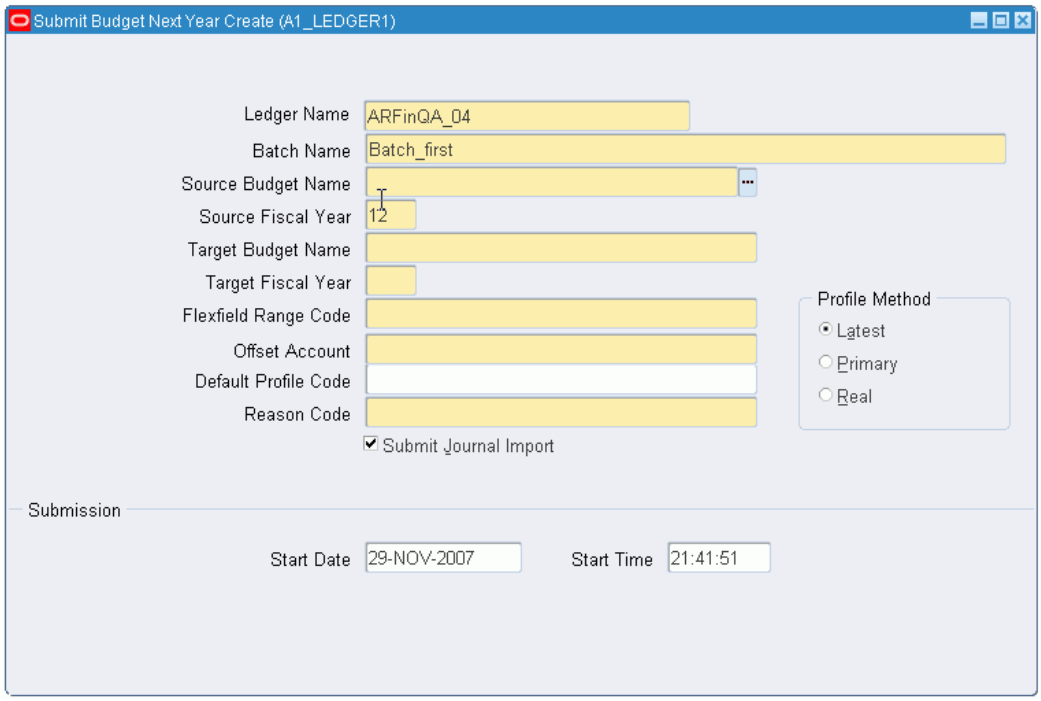
Submit Budget Indexation Window Description

Submit Budget Indexation Window Description

Field Name	Description
Ledger Name	Ledger name; ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values. **Note:** Once you select the ledger, the chart of accounts is set and the accounting flexfield is limited to that chart of accounts set.
Batch Name	unique batch name
Budget Name	existing budget to which indexation is applied
Organization	organization
Currency	functional currency for new budget
Flexfield Range Code	user-defined budget range code
Flexfield Range	single account or low end of accounting flexfield range; required if Flexfield Range Code is blank

Field Name	Description
Offset Account	account to hold balancing entry for new budget; not required if balance type is set to Unbalanced
Indexation Percent	adjustment percentage to apply to new budget entered as a whole number. For example, for 3%, enter 3.
Annual Precision	precision and display factor
Profile Code	profile code; if blank, each period is indexed individually
Start Period	start period for new budget
Reason Code	budget reason code
Submit Journal Import	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
<Balancing Type>	balancing type; valid values: Balanced, to process balanced accounts; Unbalanced, to process unbalanced accounts; Both, to process balanced and unbalanced accounts
Start Date	date to submit process to concurrent manager; defaults to today; submitted when window is saved
Start Time	time to submit process to concurrent manager; defaults to now; submitted when window is saved

Creating a Next Year Budget Procedure



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

For information on creating budget journals, see Create Budget Journal Procedures, page 2-1.

To create a next year budget from an existing budget:

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

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

2. Enter data in each field of the Submit Budget Next Year Create window as described in Submit Budget Next Year Create Window Description table, page 3-9 .

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

3. Select a Profile Method as follows:

- Latest, to use the profile code most recently assigned to the accounting flexfield
- Primary, to use the profile code that was first assigned to the accounting flexfield
- Real, to ignore the profile code and use the raw next year budget period figures for the accounting flexfield

4. To import the next year budget into the General Ledger automatically after processing, select the Submit Journal Import check box.
5. To review the new journals before importing using the Budget Process Impact Inquiry window, deselect the Submit Journal Import check box.

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

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

   For information on reviewing, deleting, accepting, and importing budget changes, see Budget Process Impact Inquiry Window Description, page 3-12.
6. To schedule a specific date and time to submit the processing request, enter new values in the Start Date and Start Time fields in the Submission region. If specific dates and times are not entered, the request is automatically submitted to the concurrent manager when the window is saved.
7. Save your work.

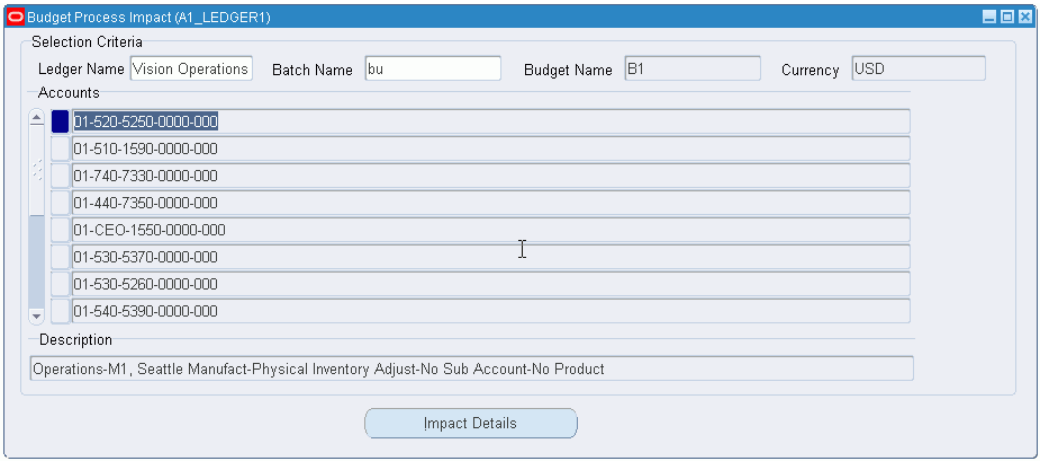
Submit Budget Next Year Create Window Description

Submit Budget Next Year Create Window Description

Field Name	Description
Ledger Name	ledger name, ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values
Batch Name	unique batch name

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

Budget Impact Inquiry Procedure



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

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

   OPSF(I) Budgeting Extensions - Inquiry - Process

2. In the Ledger Name field, enter a ledger name.

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

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

5. Click **OK**.

   Batch details appear on the Budget Process Impact Inquiry window, as described in the Budget Process Impact Inquiry Window Description table, page 3-12.

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

   The Impact Details window appears showing details of the selected account, as described in the Impact Details Window Description table, page 3-12.

7. To print an impact report for the selected account, select the Summary or Detail radio button in the Report Type region.

8. To submit a print request to the concurrent manager, click **Report**.

9. To delete the entire batch, click **Delete**.

10. To accept all changes for all accounts in the batch and submit the entire batch for import to the General Ledger, click **Process**.

Budget Process Impact Inquiry Window Description

Budget Process Impact Inquiry Window Description

Field Name	Description
Selection Criteria Region	
Ledger Name	ledger name The ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values.
Batch Name	batch name
Budget Name	budget name
Currency	currency
Accounting Flexfield	accounting flexfield; must be selected to drill-down and to navigate to Impact Details window
Description	account description
Impact Details Window	Impact Details Window Description

Impact Details Window Description

Impact Details Window Description

Field Name	Description
Period Name	period name

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

4

Budgeting Extensions Process

Definition

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

Overview

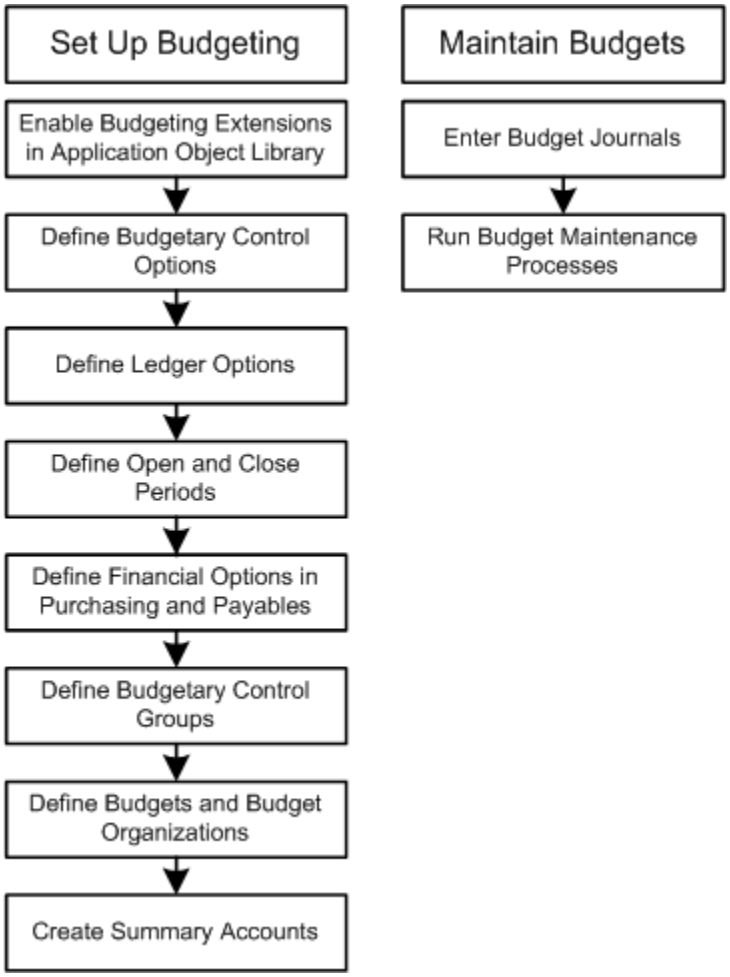
Budgeting Extensions meet the following business requirements:

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

Budgeting Extensions Process Flow Diagram

The diagram below shows the Budgeting Extensions Process Flow diagram, as described in the accompanying text.

Budgeting Extensions Process Flow Diagram



Setting Up Budgeting Extensions

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

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

Enable Budgeting Extensions in the Application Object Library

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

Define Profile Codes

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

Profile Code Examples

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

The budget amount is proportionally distributed across the periods. For example, if the annual budget is $24,000 then as shown in the above High Summer distribution, the amount for every month is as follows:

Total Budget = $24000, Total of High Summer ratios = 24, Formula = (Ratio/Total of ratios)*Total Budget

January to April = $1000

May = $2000

June = $3000

July to August = $4000

September = $3000

October = $2000

November to December = $1000

Define Reason Codes

The Reason Codes window helps you to define reason codes for Budgeting Extensions. Reason codes describe the reason for each budget transaction and are only used for reporting purposes.

Reason Code Examples

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

Define Accounting Combination Budget Control Settings

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

- Enforce Balanced Budgeting set to Yes

  Each budget entry must be matched by a balancing entry for account combinations where balanced budgeting is enforced. In this way, budgeting extensions budget journals enforce the same control as standard double entry accounting journals.

- Enforce Balanced Budgeting set to No

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

Define Budget Extension Profile Options

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

- Allow Prior Period Balancing
- Average Unbalanced Budgets
- Unbalanced Budget Control Total
- Default Code for Unbalanced Budget Entry

Define Budget Range Codes

This procedure is optional.

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

Budget Range Code Examples

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

Entering Budget Journals

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

Two types of budget journals can be entered:

- balanced budget journals

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

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

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

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

- unbalanced budget journals

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

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

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

period budget journals.

Maintaining Budgets

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

- budget reprofiling

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

- budget indexation

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

Next Year Budgeting

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

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

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

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

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

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

5

Budget History Inquiry Procedures

Overview

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

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

Budget History Inquiries

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

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

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

Public Sector Variance Inquiries

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

```
Variance = Option 1 - Option 2
```

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

- period-to-date

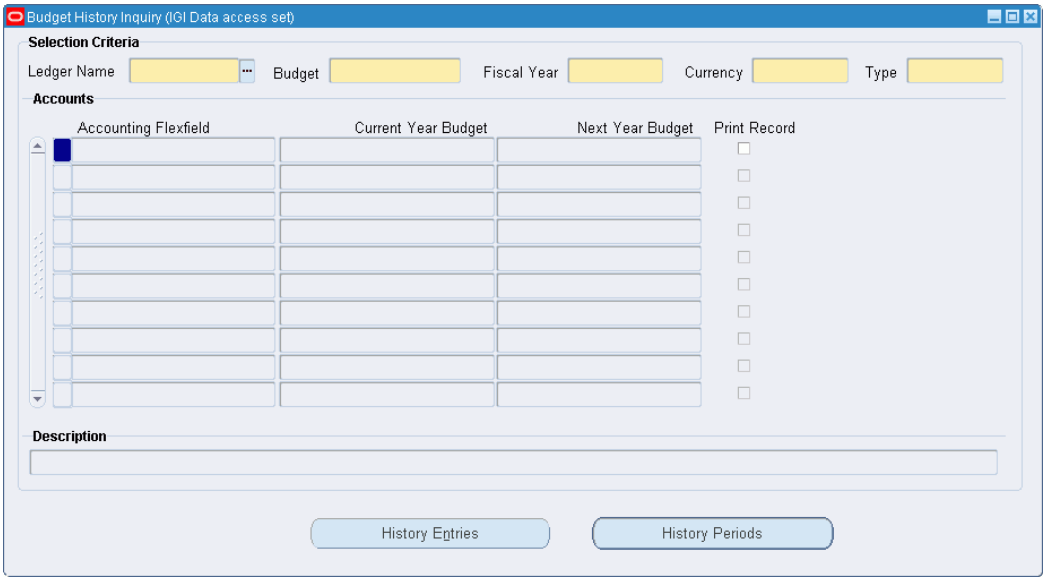
- quarter-to-date
- year-to-date
- project-to-date

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

Prerequisites

The prerequisites for budget history inquiry procedures are the same as those for Create Budget Journal Procedures, page 2-1.

Budget History Inquiry Procedures



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

- Performing an Inquiry Using the Budget History Inquiry Window, page 5-3
- Performing a Variance Inquiry Using the Extended Account Inquiry Window, page 5-5

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

Performing an Inquiry Using the Budget History Inquiry Window

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

1. Navigate to the Budget History Inquiry window as follows:

   OPSF(I) Budgeting Extensions - Inquiry - History

2. In the Selection Criteria region, enter criteria or select values from the list of values as follows:

   - In the Ledger Name field, select a ledger.

     The ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have Full Ledger read or write access with no restrictions on balancing segment values or management segment values.

   - In the Budget field, enter or select a budget name.

   - In the Fiscal Year field, enter or select a fiscal year.

   - In the Currency field, enter or select a currency.

   - In the Type field, enter or select Balanced or Unbalanced.

3. Enter or select accounting flexfields for one or more accounts.

4. Click **OK**.

   Account details appear.

5. To print a report for an account, select the Print Record check box for that account.

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

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

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

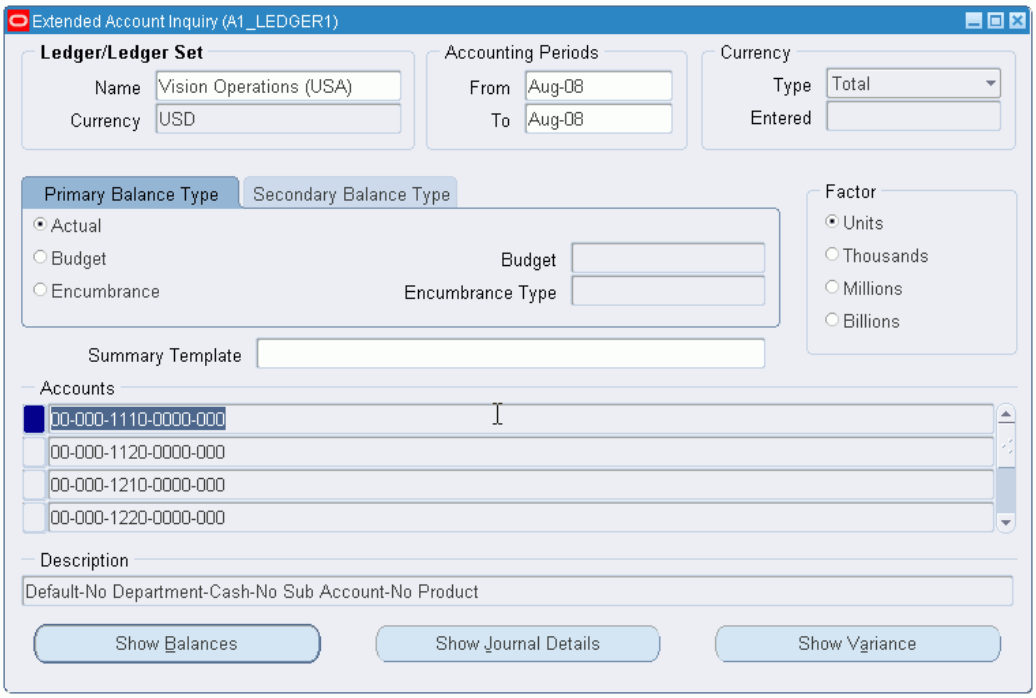
   A concurrent request is automatically submitted for each account where the check box is selected.

7. Navigate to other inquiry windows by clicking the buttons listed in the table below.

Budget History Inquiry Navigation

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

Performing a Variance Inquiry Using the Extended Account Inquiry Window



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

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

2. In the Name field, select the ledger.

   The ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have Full Ledger read or write access with no restrictions on balancing segment values or management segment values.

3. In the From and To fields in the Accounting Periods region, select the range of dates from the list of values.

4. In the Currency region, select the Single Currency or All Currencies radio button.

5. Select another currency if the default currency is not required.

6. In the Currency Type region, select the Entered, Total, or Statistical.

7. Select the Primary Balance Type tab or the Secondary Balance Type tab.

8. Select a balance type from the following:

- Actual
- Budget
- Encumbrance

9. In the Budget field, if Budget is selected as a balance type, enter or select a budget name from the list of values.
10. In the Encumbrance Type field, if Encumbrance is selected as a balance type, enter or select an encumbrance type from the list of values.
11. In the Factor region, select a display and precision factor for rounding balances.
12. To select a summary template, click the list of values in the Summary Template field.
13. Select a template.
14. Click **OK**.
15. To navigate to the Variance window, click **Show Variance**.

    For information on the Variance window, see theVariance Window Description table, page 5-9.
16. Navigate back to the Budget History Inquiry window as follows:

    Tools - Budget History
17. To select an account, click on an accounts line in the Accounts region.
18. To perform a drill-down inquiry, click the drill-down button.

Budget History Inquiry Window Description

Budget History Inquiry Window Description

Field Name	Description
Budget	budget name
Fiscal Year	fiscal year

Field Name	Description
Currency	currency
Type	balance type for balanced or unbalanced budget accounting flexfield combinations
Accounting Flexfield	accounting flexfield
Current Year Budget	current year budget
Next Year Budget	next year budget
Print Record	when selected and selection criteria saved, request automatically submitted to concurrent manager
Description	accounting flexfield description
History Entries	opens History Entries window
History Periods	opens History Periods window

History Entries Window Description

History Entries Window Description

Field Name	Description
Posted Date	posted date
Trx Type	transaction type
Current Year Budget	current year budget total
Recurring Entry	recurring entry; valid values: yes for recurring entries, no for single entries
Effect	full year or part year

Field Name	Description
Next Year Budget	next year budget amount
Profile Code	budget profile code
Start Period	start period
Reference Information	journal entry line reference
Reason Code	reason code
History Periods	opens History Periods window
Budget History Inquiry	opens Budget History Inquiry window

History Periods Window Description

History Periods Window Description

Field Name	Description
Period Name	period name
PTD	period-to-date; current year budget period-to-date amounts
YTD	year-to-date; current year budget year-to-date amounts
PTD	period-to-date; next year budget period-to-date amounts
YTD	year-to-date; next year budget year-to-date amounts
History Entries	opens History Entries window
Budget History Inquiry	opens Budget History Inquiry window

Extended Account Inquiry Window Description

Extended Account Inquiry Window Description

Field Name	Description
From	accounting period start date
To	accounting period end date
<currency>	select single currency or all currencies
Currency	default currency displayed; change as required
<currency type>	Entered, Total, or Statistical currency type
<factor>	select precision and rounding factor; valid values: Units, Thousands, Millions, or Billions
Summary Template	if summary template name entered, search restricted to summary accounts associated with that template
Accounts	account numbers
Description	account description
Show Balances	reviews balance for current account based on inquiry criteria
Show Journal Details	shows journal entry activity for current account based on inquiry criteria; not available if inquiring on translated balances
Show Variance	shows variance calculation between primary and secondary balance types; not available if inquiring on all currencies

The following table describes the fields in the Primary and Secondary Balance Types tabs of the Extended Account Inquiry window.

Extended Account Inquiry Window Description, Primary Balance Type Tab

Field Name	Description
<balance type>	select primary balance type; valid values: Actual, Budget, or Encumbrance
Budget	enter budget name if Budget balance type selected
Encumbrance Type	enter encumbrance type if Encumbrance balance type selected

Variance Window Description

The following table describes the fields present in the Period to Date, Quarter to Date, Year to Date and Project to Date tabs of the Variance Window.

Variance Window Description

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

Field Name	Description
Variance	difference between primary and secondary balance types
<primary balance>	button label assigned dynamically depending on primary and secondary balance types selected
<secondary balance>	button label assigned dynamically depending on primary and secondary balance types selected

6

Import Budget Spreadsheet Procedures

Overview

The import budget spreadsheet procedure enables users to:

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

Prerequisites

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

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

For information on prerequisites, see Create Budget Journal Procedures, page 2-1.

Feeder Files

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

Sheet Headers

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

A file must have one spreadsheet header.

The following is an example spreadsheet header record:

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

Sheet Lines

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

A file must have one or more spreadsheet line records.

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

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

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

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

Related Topics

Budgeting: Load Spreadsheet File in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

Feeder File Format Description

The tables below describe the feeder file format.

Feeder File Format Description , Spreadsheet Header SH Record

Field Title	Max Length	Description
Record Type	2	spreadsheet header (SH)
Ledger Name	30	ledger name
Fiscal Year	4	target fiscal year
Budget Name	30	target budget name

Field Title	Max Length	Description
Organization Name	30	target budget organization
Reason Code	30	budget reason code

Feeder File Format Description , Spreadsheet Lines SL Records

Field Title	Max Length	Description
Record Type	2	spreadsheet line (SL)
Currency Code	4	currency code
Annual Amount	15	annual amount with leading sign and zero decimal places
Profile Code	30	budget profile code
Start Period	10	start period for new budget
Next Year Budget	15	next year amount with leading sign and zero decimal places
Reference1	15	accounting flexfield segment or period budget amount
Reference2	15	accounting flexfield segment or period budget amount
Reference3	15	accounting flexfield segment or period budget amount
Reference4	15	accounting flexfield segment or period budget amount
Reference5	15	accounting flexfield segment or period budget amount

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

Field Title	Max Length	Description
Reference20	15	accounting flexfield segment or period budget amount
Reference21	15	accounting flexfield segment or period budget amount
Reference22	15	accounting flexfield segment or period budget amount
Reference23	15	accounting flexfield segment or period budget amount
Reference24	15	accounting flexfield segment or period budget amount
Reference25	15	accounting flexfield segment or period budget amount
Reference26	15	accounting flexfield segment or period budget amount
Reference27	15	accounting flexfield segment or period budget amount
Reference28	15	accounting flexfield segment or period budget amount
Reference29	15	accounting flexfield segment or period budget amount
Reference30	15	accounting flexfield segment or period budget amount
Reference31	15	period budget amount
Reference31	15	period budget amount
Reference32	15	period budget amount
Reference33	15	period budget amount

Field Title	Max Length	Description
Reference34	15	period budget amount
Reference35	15	period budget amount
Reference36	15	period budget amount
Reference37	15	period budget amount
Reference38	15	period budget amount
Reference39	15	period budget amount
Reference40	15	period budget amount
Reference41	15	period budget amount
Reference41	15	period budget amount
Reference42	15	period budget amount
Reference43	15	period budget amount
Reference44	15	period budget amount
Reference45	15	period budget amount
Reference46	15	period budget amount
Reference47	15	period budget amount
Reference48	15	period budget amount
Reference49	15	period budget amount
Reference50	15	period budget amount
Reference51	15	period budget amount
Reference52	15	period budget amount

Field Title	Max Length	Description
Reference53	15	period budget amount
Reference54	15	period budget amount
Reference55	15	period budget amount
Reference56	15	period budget amount
Reference57	15	period budget amount
Reference58	15	period budget amount
Reference59	15	period budget amount
Reference60	15	period budget amount
Reference61	15	period budget amount
Reference62	15	period budget amount
Reference63	15	period budget amount
Reference64	15	period budget amount
Reference65	15	period budget amount
Reference66	15	period budget amount
Reference67	15	period budget amount
Reference68	15	period budget amount
Reference69	15	period budget amount
Reference70	15	period budget amount
Reference71	15	period budget amount
Reference72	15	period budget amount

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

Importing Budget Spreadsheet Procedure

Create a Data File

To create a data file, perform the following steps.

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

   For information on the spreadsheet lines record field layout, see Feeder Files, page 6-1.

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

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

3. Use a text editor to open the ASCII file.

4. Create a header record as the first line of the file for the spreadsheet header record.

   For information on the spreadsheet header record field layout, see Feeder Files, page 6-1.

Load a Data File

To load the feeder file, perform the following steps.

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

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

2. Navigate to the Submit Request window as follows:

   OPSF(I) Budgeting Extensions - Reports

3. Select the Single Request radio button.

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

5. Click **OK**.

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

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

loading.

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

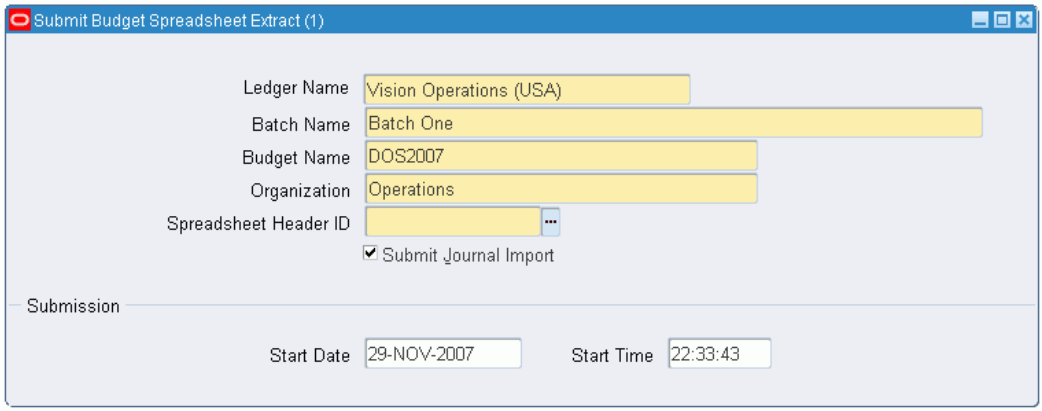
8. To send the request to the concurrent manager, click **Submit**.

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

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

    View - Requests

Extract Data from File



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

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

   OPSF(I) Budgeting Extensions - Enter - Spreadsheet

2. Enter data in each field of the Submit Budget Spreadsheet Extract window as described in the Submit Budget Spreadsheet Extract Window Description table., page 6-11

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

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

   For information on previewing, accepting, and rejecting budget changes, see Previewing Budget Process Impact Inquiry Procedure., page 3-11

5. To schedule a specific date and time to submit the processing request, enter new

values in the Start Date field and Start Time field in the Submission region.

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

Submit Budget Spreadsheet Extract Window Description

Submit Budget Spreadsheet Extract Window Description

Field Name	Description
Ledger Name	Ledger name The ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values.
Batch Name	unique batch name
Budget Name	existing budget name
Organization	budget organization
Spreadsheet Header ID	spreadsheet header identifier
Submit Journal Import	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
Start Date	date to submit process to concurrent manager; defaults to today; submitted when window saved
Start Time	time to submit process to concurrent manager; defaults to current time; submitted when window saved

7

Budget Reports

Overview

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

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma

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

Parameters

Ledger ID

Select a ledger.

Currency Code ID

Select a currency.

Budget Entity ID

Select a budget organization.

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description

Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description

Field	Description
Ledger Name	Ledger name
Batch Name	Unique batch name
Fiscal Year	Fiscal year
Control Total	Batch control total
Journal Name	Journal for all lines in batch
Currency	Functional currency
Reason Code	Default reason code for lines left blank
Description	Default reason code description
Category	Category for all lines in batch
Budget Name	New budget's name
Organization	Budget organization
Line	Sequential line numbers
Accounting Flexfield	Accounting flexfield
Debits (DR)	Debit amount for line
Credits (CR)	Credit amount for line
Profile Code	Default profile code for accounting flexfield
Start Period	Start period for line

Field	Description
Recurring	Yes indicates recurring line; no indicates non-recurring line
Effect	Effect on budget for recurring lines only
Next Year Budget	Next year budget amount for line
Reason Code	Reason code for line
Description	Reason description for line

Generating Budgeting Extensions: Balanced Budget Journal Report

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

Parameters

Ledger ID

Select a ledger.

Batch Name

Enter or select a batch name.

Generating Budgeting Extensions: Unbalanced Budget Journal Report

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

Parameters

Ledger ID

Select a ledger.

Batch

Enter or select a batch name.

Extensions: Process Impact Review Summary Reports

The Budgeting Extensions: Process Impact Review report displays a review of the impact of next year budget planning and the Budgeting Extensions: Process Impact Review Summary report displays an overall review of the impact of next year budget planning. Both reports include the effect of reprofiling and indexation for a selected account and show the total changes to the budget amount caused by:

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

Parameters

Ledger ID

Select a ledger.

Currency Code

Select a currency.

Fiscal Year

Enter the fiscal year to be reviewed.

Group ID

Enter the group ID to be reviewed.

Budget Version ID

Enter a budget version identifier.

Generating Budgeting Extensions: Profile Code Listing Report

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

Generating Budgeting Extensions: Range Code Listing Report

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

Generating Budgeting Extensions: Reason Code Listing Report

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

Generating Budgeting Extensions: Maintain Code Combination Budget Control Flag Report

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

Parameters

Flexfield From

Enter a value in the accounting flexfield pop-up window.

Flexfield To

Enter a value in the accounting flexfield pop-up window.

Generating Budgeting Extensions: Balanced Budget History Report

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

Ledger ID

Select a ledger.

Budget Version ID

Enter a budget version identifier.

Fiscal Year

Enter the fiscal year to be reviewed.

Currency Codes

Select a currency.

Code Combination ID

Enter the code combination ID to be reviewed.

Generating Budgeting Extensions: Unbalanced Budget History Report

This report is generated from the Budget History Inquiry window and generates a

history of unbalanced budget journals. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

Parameters

Ledger ID

Enter the name of the ledger to be used.

Budget Version ID

Enter a budget version identifier.

Fiscal Year

Enter the fiscal year to be reviewed.

Currency Code

Select a currency.

Code Combination ID

Enter the code combination ID to be reviewed.

Related Topics

Import Budget Spreadsheet Procedures, page 6-1

Enabling Enforced Balanced Budgeting Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Defining Profile Codes Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Defining Budget Range Codes Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Defining Reason Codes Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Using Standard Request Submission, *Oracle Applications User Guide*

8

Combined Basis Accounting Process

Definition

Combined Basis Accounting in Receivables enables receivables entries with cash implications to be posted from the Receivables subledger to a secondary ledger, which is the cash ledger.

Overview

Combined Basis Accounting functionality enables the user to enter Receivables cash transactions in both the accrual and cash secondary ledgers.

Combined Basis Accounting functionality is required to operate accounts and report on a cash basis. The user must operate both cash and accrual ledgers to use the Oracle Public Sector Financials (International) Combined Basis Accounting functionality.

The user defines two ledgers: accrual ledger and cash ledger. The relationship between the accrual and cash ledgers is that accrual ledger is the primary ledger and the cash is the secondary ledger.

The user must populate Oracle Public Sector Financials (International) tables for Receivables before using the Combined Basis Accounting functionality.

Receipt entries made in the Receivables subledger are transferred to the accrual ledger through the Receivables interface.

The user runs the Cash Basis Execution Report in the Oracle Public Sector Financials (International) menu.

The Cash Basis Transfer Report transfers the cash entries from the Receivables subledger to the cash ledger.

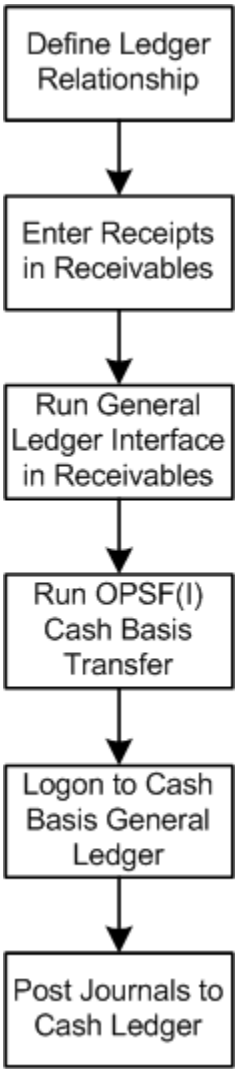
The cash basis transfer only transfers entries to the cash general ledger that have a cash impact, for example, cash receipts. Entries such as invoices are not transferred as they have no cash impact.

When the transfer processes is complete, the journals created from the Receivables subledger must be posted to the general ledger. The journals must be posted in both the accrual ledger and the cash ledger. Journals are posted during the journal post routine.

Combined Basis Accounting Process Flow Diagram

The diagram below shows the Combined Basis Accounting Process Flow Diagram as described in the accompanying text.

Combined Basis Accounting Process Flow Diagram



Setting Up Combined Basis Accounting in Receivables

Setting up Combined Basis Accounting in Receivables consists of the following

procedures:

- Define Ledger Relationship in General Ledger, page 8-3
- Accounting Entries, page 8-3
- Period Status in OPSF(I) Menu, page 8-4
- Enter Receipt Transactions in Receivables, page 8-4
- Run Postings to General Ledger, page 8-4

Define Ledger Relationship

The relationship between the accrual and cash ledgers must be established to set up Combined Basis Accounting in Receivables.

The user defines the primary ledger, which is the accrual ledger, and the secondary ledger, which is the cash ledger. The user must also enter the account code for the unallocated revenue. The Combined Basis Accounting feature is only available after these details are saved.

The cash basis accounting relationship between the two ledgers is not retrospective. The combined basis only applies from the date that the relationship applies and to all entries made after this date.

Accounting Entries

Combined Basis Accounting in Receivables generates accruals and cash basis accounting entries.

The primary ledger must be set to accrual accounting.

Cash basis entries are generated for the secondary ledger. In accordance with the cash basis accounting principles there are no cash basis entries for unpaid invoices. Cash basis entries can only be created for an invoice after it is partly or fully paid.

For example, the following table illustrates the full payment of an invoice with revenue of $1000 and tax of $175 results in accounting entries for the cash ledger:

Accounting Entries for Cash Basis Ledger

DR or CR	Account Name	Account Value
DR	Cash	$1175
CR	Unapplied	$1175

DR or CR	Account Name	Account Value
DR	Unapplied	$1175
CR	Revenue	$1000
CR	Tax	$175

For part payment entries, pro rata entries are created for the revenue and tax accounts.

Chargebacks

Chargeback transactions do not generate any General Ledger transactions to the cash ledger as they have no impact in cash accounting terms.

Adjustments

Adjustments of the type Charges do not create any General Ledger transactions to the cash ledger, but the user may need to define the appropriate accounting entries to either reverse the revenue or tax elements or any accounts that require posting for the adjustment.

It is recommended that the Over Applications check box is not selected.

Period Status in OPSF(I) Menu

The Oracle Public Sector Financials (International) combined basis accounting functionality requires that both the accrual and cash ledgers are in the same periods. Users can ensure that both the accrual and cash ledgers are synchronized in the period window. The window displays the period and indicates if it can be closed. If the window indicates that the periods in both the cash and accruals ledgers can be closed, the user can close the periods from each ledger.

Enter Receipt Transactions in Receivables

The user enters receipt transactions in Receivables in the standard way using the Receivables windows.

Run Postings to General Ledger

The postings must be run from the Receivables subledger to the General Ledger. The user needs to run the transfer to General Ledger from the Receivables Interface General Ledger. This transfers the transaction details for the accrual ledger.

The cash transactions are transferred from the Receivables subledger to the cash ledger.

Generating Combined Basis Accounting Reports

The following reports are available for Combined Basis Accounting:

- Combined Basis Accounting: Cash Basis Accounting Journal Entries Report, page 8-5
- Automatic Cash Postings Error Report, page 8-5
- Combined Basis Accounting: Cash Basis Unposted Items Report, page 8-5
- Combined Basis Accounting: Cash Basis Execution Report, page 8-5
- Combined Basis Accounting: Cash Basis Drilldown Report, page 8-6

Combined Basis Accounting: Cash Basis Accounting Journal Entries Report

The Combined Basis Accounting: Cash Basis JE Report is based on the Receivables Journal Entries Report. The Combined Basis Accounting JE program produces a report of the pending journal entries into the cash ledger.

Automatic Cash Postings Error Report

The Automatic Cash Postings Error report is only printed if the postings to the General Ledger are unbalanced. If this report is printed, an error message is also printed in the execution log, and the concurrent task completes with a status Error.

Combined Basis Accounting: Cash Basis Unposted Items Report

The Combined Basis Accounting: Cash Basis Unposted Items Report provides a list of items that are not posted for a specific General Ledger date range. This report is similar to the standard Oracle Receivables Unposted Items Report, but reports only on the unposted items for the General Ledger Cash Basis Transfer for combined basis accounting.

Combined Basis Accounting: Cash Basis Execution Report

The Combined Basis Accounting: Cash Basis Execution Report is automatically produced by the cash basis transfer and provides a summary of transactions by category and currency that make up the entries in General Ledger. The report is similar to the standard Oracle Receivables Posting Execution Report. The Combined Basis Accounting: Cash Basis Execution Report also reports on any unposted cash items.

Combined Basis Accounting: Cash Basis Drilldown Report

The Combined Basis Accounting: Cash Basis Drilldown Report enables users to view the Receivables transaction information that makes up journal entries in the cash ledger.

> **Note:** The Cash Basis Drilldown Report is a variable format report, using attribute sets defined with the Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User Guide*.

9

Combined Basis Summary Reports

Overview

The Combined Basis Summary reports enable users to manage and reconcile accrual and cash ledgers.

The Combined Basis Summary reports are shown in the table.

Combined Basis Summary Reports

Report Name	Description
Combined Basis Reports: Detail Report	The Combined Basis Reports: Detail Report details general ledger actual journal entry lines that have been entered into a general ledger, usually an accrual ledger, and not yet copied to the linked general ledger, normally a cash book, using Oracle Public Sector Financials (International) cash and accruals support functionality. The Detail Report also lists periods for which items have not been posted in the linked ledger.
Combined Basis Report: Total Report	This report is available in General Ledger.
Combined Basis Reports: Payables Report	The Combined Basis Reports: Payables Report details invoices that have been posted to the accrual ledger but have not been paid and have not been posted to the cash ledger.

Report Name	Description
Combined Basis Reports: AR Generate Data	The Combined Basis Reports: AR Generate Data report details transactions that have been posted to the accrual ledger but have not been posted to the cash ledger.

Ensure that the following conditions exist for Combined Basis Reports: Detail Report:

1. The primary and secondary ledger have the same chart of accounts, currency and calendar.
2. The primary ledger is based on accrual accounting method and its secondary ledger is defined on a different accounting method such as cash.
3. The secondary ledger data conversion level is journal or subledger only and the posting to the cash ledger option is set to yes.
4. The primary and secondary ledger must be defined in the GL: Data Access Set profile option with full read access.

Ensure that the following conditions exist for Combined Basis Reports: Payables report and Combined Basis Reports: AR Generate Data reports:

1. The primary and secondary ledger have the same chart of accounts, currency and calendar.
2. The primary ledger is based on accrual accounting method and its secondary ledger is defined on a different accounting method such as cash.
3. The secondary ledger data conversion level is subledger.
4. You define rules to generate the accounting entries from subledger transaction and the Subledger Accounting Enabled option is set to yes.
5. The primary and secondary ledger must be defined in the GL: Data Access Set profile option with full read access.

Generating Combined Basis Reports: Detail Report

To generate the Combined Basis Reports: Detail Report:

1. In General Ledger, navigate to the Submit a New Request window.
2. Select the Single Request radio button.

3. In the Name field, select Combined Basis Reports: Detail Report.
4. In the Primary Ledger field, select a primary ledger.
5. In the Secondary ledger field, select a different secondary ledger or accept the default.
6. In the Journal Source field, select the journal source or select All to report on all journals.
7. In the From Account field, select an account number.
8. In the To Account field, select an account number.
9. In the From Period field, select the start period.
10. In the To Period field, select the end period.
11. To apply the parameters, click OK.
12. To send the print request to the concurrent manager, click Submit.
13. To submit another request, click Yes.

Generating Combined Basis Reports: Payables Report

To generate the Combined Basis Reports: Payables Report:

1. In Payables, navigate to the Submit a New Request window.
2. Select the Single Request radio button.
3. Place the cursor in the Name field to display the Combined Basis Reports: Payables Report.
4. In the Primary Ledger field, select a primary ledger.
5. In the Secondary ledger field, select a different secondary ledger or accept the default.
6. In the From Account field, select an account number.
7. In the To Account field, select an account number.
8. In the From Period field, select the start period.
9. In the To Period field, select the end period.

10. To apply the parameters, click OK.

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

12. To submit another request, click Yes.

Generating Combined Basis Reports: AR Generate Data

To generate the Combined Basis Reports: AR Generate Data report:

1. In Receivables, navigate to the Submit a New Request window.

2. Select the Single Request radio button.

3. Place the cursor in the Name field to display the Combined Basis Reports: AR Generate Data report.

4. In the Primary Ledger field, select a primary ledger.

5. In the Secondary ledger field, select a different secondary ledger or accept the default.

6. In the From field, enter the first general ledger period on which to report.

7. In the To field, enter the last general ledger period on which to report.

8. In the From Accounts field, select the first account number.

9. In the To Accounts field, select the last account number.

10. To apply the parameters, click OK.

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

12. To submit another request, click Yes.

10

Commitment Budgetary Control Process

Overview

The purpose of this chapter is to provide an understanding of the Commitment Budgetary Control process. A process flow diagram shows the interaction between the different components in the Commitment Budgetary Control feature. Each function is briefly explained and chapter references are provided for more information.

The Commitment Model enables public sector organizations to manage their business using dual budgeting, which includes standard budgetary control and commitment budgetary control. The standard budget represents the amount an organization is willing to pay in a given period. The commitment budget represents the amount of encumbrances an organization is willing to commit itself to in a given period.

For information on the Commitment Model, see Commitment Model, page B-1.

Encumbrance Component

Commitment Budgetary Control focuses on the encumbrance subcomponent of the expenditure activity used by standard budgetary control. The commitment budget represents the amount of encumbrances an organization is willing to enter into for a given period. Subsequently, commitment budgetary control is attained by measuring encumbrance activity against the commitment budget.

The purpose of Commitment Budgetary Control is to prevent overspending of the commitment budget. Commitment Budgetary Control verifies whether sufficient funds exist for a contract and if the funds do exist, commits the full amount of a contract into a contract commitment.

Multiple One-Year Budgeting

Multiple one-year budgeting enables public sector organizations to do long range planning even though budgets must be approved one year at a time for a project spanning more than one year. The multiple one-year budgeting feature allows an

organization to use the same account or account range for multiple years into the future while defining a separate funding budget for one year.

At the end of each budget year, the remaining funds lapse, and the next year's funding is provided by the new funding budget. Any budgeting beyond the current year is a projection into the future. These projections are necessary for large projects spanning multiple funding years. Multiple one-year budgeting acknowledges that funding for projects over a period of years can change and is not static.

Commitment Budgetary Control Process Description

Maintain Commitment Budgetary Control

Define Commitment Budget

Before budget data can be entered, a commitment budget must define estimated cost and revenue amounts for a range of accounting periods. These estimated amounts can be compared to these:

- Actual balances with projected results
- Control actual and anticipated expenditures

The commitment budget is defined in Oracle General Ledger. A budget is defined by specifying these:

- Budget name
- Budget type
- Period of activity range

For information on defining a budget, see Defining Budgets, *Oracle General Ledger User Guide*.

Define Budgetary Control

Budgetary control refers to the level of funds checking desired for an account, range of accounts, or a summary account. Budgetary control is defined in General Ledger. The areas of budgetary control described in this section are:

Define Budget Organization

Budget organizations represent the departments, cost centers, division, or other groups for which budget data is entered and maintained. One general budget organization that includes all accounts or many budget organizations containing a set of accounts can be defined depending on the organizational requirements.

When using budgetary control, the budgetary control requirements for an account are

set within its budget organization. The budgetary controls for a range of accounts, an individual account, or a summary account are defined for both commitment and standard accounts simultaneously. Not all budgets or accounts must be included in a budget organization.

The functional requirements for defining budget organizations are:

- The budgetary control options for the budget organization is defined using the primary ledger and secondary ledger for the standard and commitment budgets respectively.
- When dual budgetary control is enabled, the Amount Type and Boundary Code combinations supported by commitment budgetary control are as follows:

Amount Type and Boundary Code Scenarios

Amount Type	Boundary Code
Period-to-date	Period
Quarter-to-date	Quarter
Year-to-date	Year

The restricted selection of amount type and boundary prevents a negative funds available when severity level is absolute.

For information on defining a budget organization, see Defining Budget Organizations, *Oracle General Ledger User Guide*.

Define Summary Template

A summary template sets budgetary controls for a group of accounts. A summary template can be defined for a number of standard and commitment budgets simultaneously. Consistent rolling up of accounts, whether to an organizational level or other suborganizational level, is achieved by defining the summary template and associating applicable standard and commitment budgets with the particular summary template.

The functional requirements for defining summary templates:

- The budgetary control options for the summary templates are defined using the primary ledger and secondary ledger for the standard and commitment budgets respectively.
- The same Amount Type restrictions applied to budget organization apply to summary templates.

- Multiple funding budgets can be assigned to the same summary template, provided there are no overlaps or gaps in the funding budget periods.

- Funding budgets can have different funds check levels to accommodate future years.

For information on summary templates, see Detail Level Budgetary Control, *Oracle General Ledger User Guide* and Summary Level Budgetary Control, *Oracle General Ledger User Guide*.

Define Budgetary Control Groups

Budgetary control groups enable users to set budgetary controls for a specific module, such as Contract Commitment, and to set budgetary controls for a specific transaction or event, such as a confirmed contract. For commitment budgetary control, only budgetary control groups for commitment budgetary control budget journals and contract commitment transactions are supported. With dual budgetary control enabled, override amount, tolerance percent, or tolerance amounts within budgetary control groups are not supported by commitment budgetary control.

For information on budgetary control groups, see Creating a Budgetary Control Group, *Oracle General Ledger User Guide*.

Execute Commitment Budgetary Control

Budgetary Control for Provisional and Confirmed Contract Commitment Process

A major reason for entering a provisional and confirmed contract commitment is to monitor the available budget. A funds check verifies whether sufficient funds are available for the contract commitment amount. The commitment budgetary control process encumbers the funds and adjusts the funds available accordingly. When a contract commitment is encumbered or approved, it automatically encumbers funds on the commitment and standard budgets as:

- A provisional contract commitment raises Commitment type encumbrances against both the commitment budget and the standard budget.

- A confirmed contract commitment raises Obligation type encumbrances against the standard budget and commitment budget.

To encumber funds for a contract commitment, sufficient budget must be available for all contract commitment accounts and related payment forecasts. Partial encumbering or reserving is not allowed.

Funds Checking and Funds Reservation Rules

The table describes passing and failing rules that apply to funds checking and funds reservation:

Funds Checking and Funds Reservation Rules

Pass or Fail Status	Rule Description
Funds Check Passing or Failing	Commitment budgetary control is called first and then standard budgetary control is called.
Funds Reservation Passing	Commitment budgetary control is called first and then standard budgetary control is called to perform funds reservation.
Funds Reservation Failing	If commitment budgetary control is called to funds check and funds fail, standard budgetary control is not called. If commitment budgetary control passes funds checking and standard budgetary control is called to do funds reservation and it fails, entries in both the budgets are rolled back.

Commitment Budgetary Control Example

A transaction has ten account lines and each account line must pass funds check. If nine lines pass and one line fails, the whole transaction fails.

Standard Budgetary Control Example

A transaction has five payment forecast lines and these payment forecasts break down as:

- Year 1: one line
- Year 2: one line
- Year 3: one line
- Year 4: one line
- Year 5: one line

Each payment forecast line for each year must pass funds check. If any of the payment forecast lines fail, then the whole transaction fails and no funds reservation occurs.

Execute Budgetary Control for Cover Contract Commitment and Releases Process

The cover contract commitment is subject to the same funds checking procedures and

encumbers funds on the appropriate accounts, standard and commitment, in the same manner that individual contract commitments do. Releases to a cover contract commitment are not subject to funds checking against any budget accounts. Instead, they are checked against the available amount remaining within the cover contract commitment. These checks are made simultaneously:

- The amount on the release account line must be equal to or less than the available amount of the corresponding cover contract commitment account line.
- The amount of each release payment forecast line must be equal to or less than the available amount of the corresponding cover contract commitment payment forecast line.

Available amount of a cover contract commitment account information line is defined as the total amount encumbered by the cover contract commitment account line minus the amount encumbered by releases related to the cover contract commitment account line. When one or more of these conditions are met, it is not possible to approve the release.

Available amount of a cover contract commitment payment forecast line is defined as the total amount encumbered by the cover contract commitment payment forecast lines minus the amount encumbered by releases related to the cover contract commitment payment forecast lines.

Releases do not encumber funds directly on the standard or commitment budget. However, encumbering or approving a provisional or confirmed release against a cover contract commitment encumbers funds on the cover contract commitment account line and the appropriate payment forecast lines. Invoices are always matched against these releases. Invoices cannot be matched against a cover contract commitment directly.

The encumbrance type that is created is not determined by the state of the release, but that of the related cover contract commitment.

Reference

For information on the Executing Budgetary Control procedure, see Execute Budgetary Control Procedure, page 19-30.

For information on commitment budgetary control and the Commitment Model, see Commitment Model, page B-1.

Inquire Commitment Budgetary Control

Use Oracle General Ledger to inquire commitment budgetary control:

For more information on budget inquiry, see Budget Inquiry, *Oracle General Ledger User's Guide*

For information on funds available, account inquiry, and journal inquiry, see Commitment Budgetary Control Procedures, page 11-1.

11

Commitment Budgetary Control Procedures

Overview

Commitment Budgetary Control online inquiry procedures enable users to query transactions that make up the balances within the Commitment Budgetary Control systems.

Funds Available

Commitment Budgetary Control calculates funds available by subtracting the encumbrances from the commitment budget. In the Commitment Budgetary Control Funds Available Inquiry window, users can review funds available and compare Provisional type encumbrances and Confirmed type encumbrances with the commitment budget. In addition, users can review and track the following:

- period-to-date (PTD), quarter-to-date (QTD), or year-to-date (YTD) budget, encumbrances, and funds available for any accounting flexfield
- difference between the amount the user is authorized to spend and the amount of provisional and confirmed commitment contracts
- available funds at a detailed level in the functional currency
- available funds at a summary account level in the functional currency

Transactions that are waiting approval are not included in the funds available inquiry results.

Cumulative Funds Available Totals

Users can review the cumulative funds available totals by selecting Year-To-Date Extended in the Amount Type field of the Commitment Budgetary Control Funds Available Inquiry window.

Example

If a user budgets $100 for January, and the encumbered amount is $60, the funds available for January is $40. If a user views the funds available for the amount type PTD for February, the February balances do not include the $40 available at the end of January. When a user chooses an amount type of YTD, the display shows the cumulative amounts so that the February balances include the $40 for January.

> **Note:** To display the entire year's budget in the Funds Available budget column, enter the last period of the funding budget in the Period field. For example, if a budget has an account with $100 per month for twelve periods, January through December, enter December in the Period field.

Account Inquiry

The Commitment Budget Account Inquiry window displays budget and encumbrance account balances for summary and detail accounts.

The Account Inquiry can be run for the following:

- summary templates and accounts
- specific range of periods
- budget or encumbrance types in the set of books

Users can query summary accounts associated with a summary template or query accounts associated with selected criteria. All posted balances are included in this inquiry.

Commitment Budget Account Inquiry Window

In the Accounts region of the Commitment Budget Account Inquiry window, both summary accounts and detailed accounts are represented as defined by users. From the Commitment Budget Account Inquiry window, users can drill down to review balances and journal entries that comprise the summary and detailed accounts. The table below describes the drill-down windows.

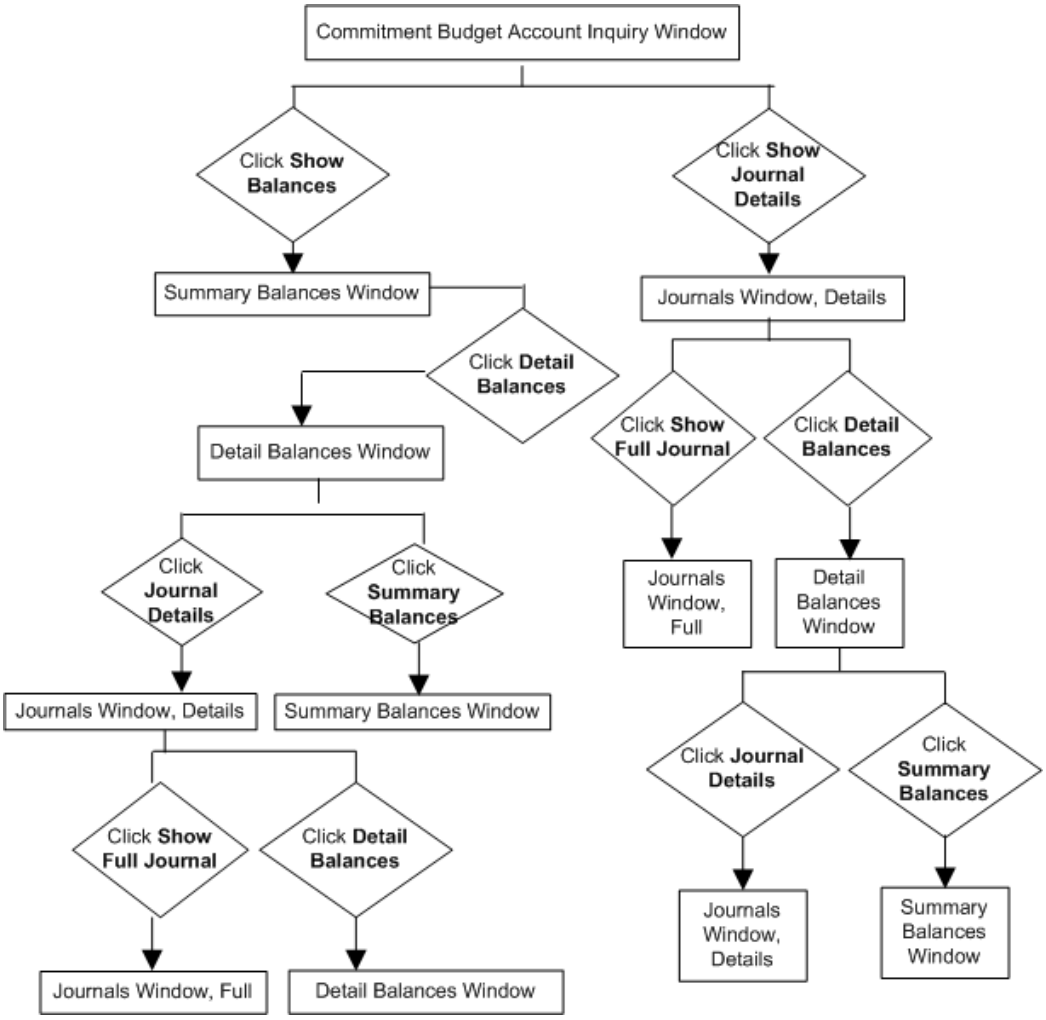
Commitment Budget Account Inquiry Windows

Window Name	Description
Summary Balances	displays balances for selected account based on inquiry criteria

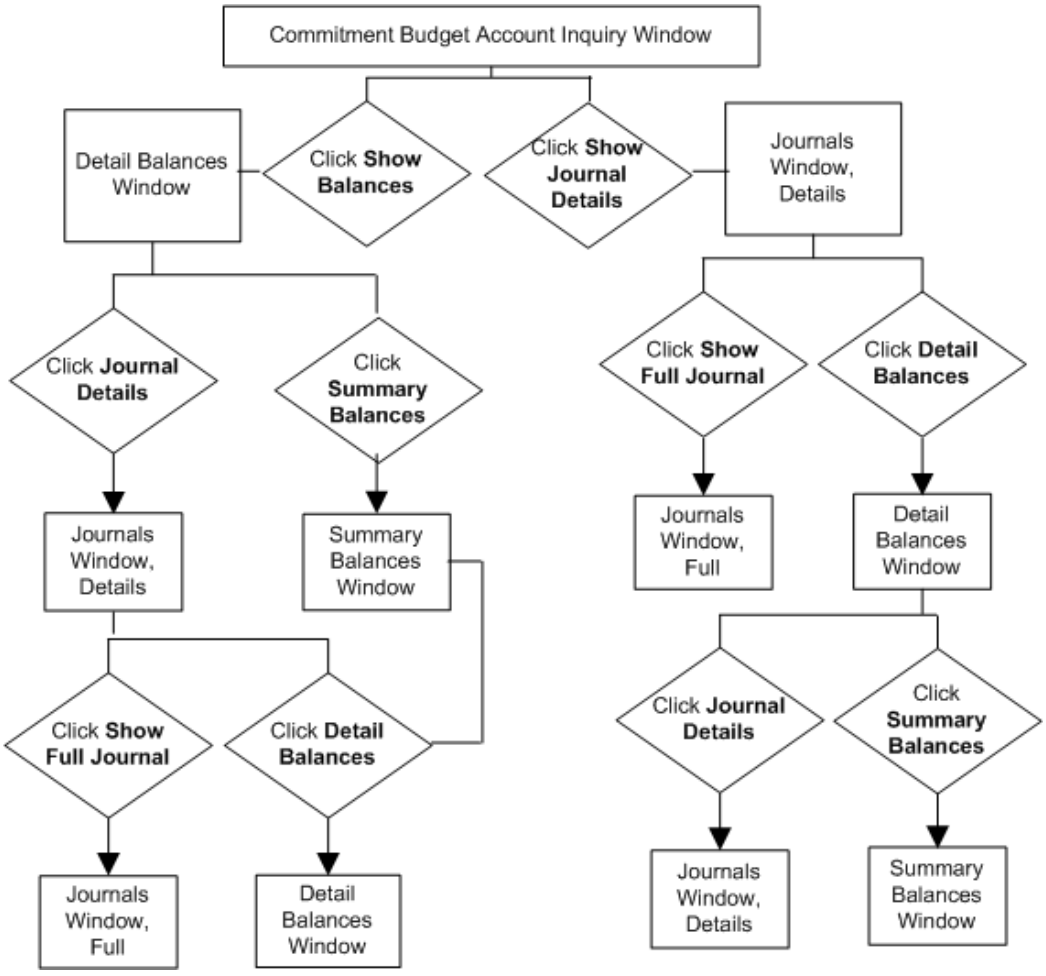
Window Name	Description
Detail Balances	displays detail balances that roll up into the summary balance
Journals	displays journal entry activity for selected account based on inquiry criteria
Journals Full	displays all the journal's details

The diagrams below show how users can navigate to the drill-down windows from the Commitment Budget Account Inquiry window using navigation buttons. These navigation buttons are described in the window description table for each window.

Commitment Budget Account Inquiry Window Navigation from Summary Account Line



Commitment Budget Account Inquiry Window Navigation from Detailed Account Line



Journal Inquiry

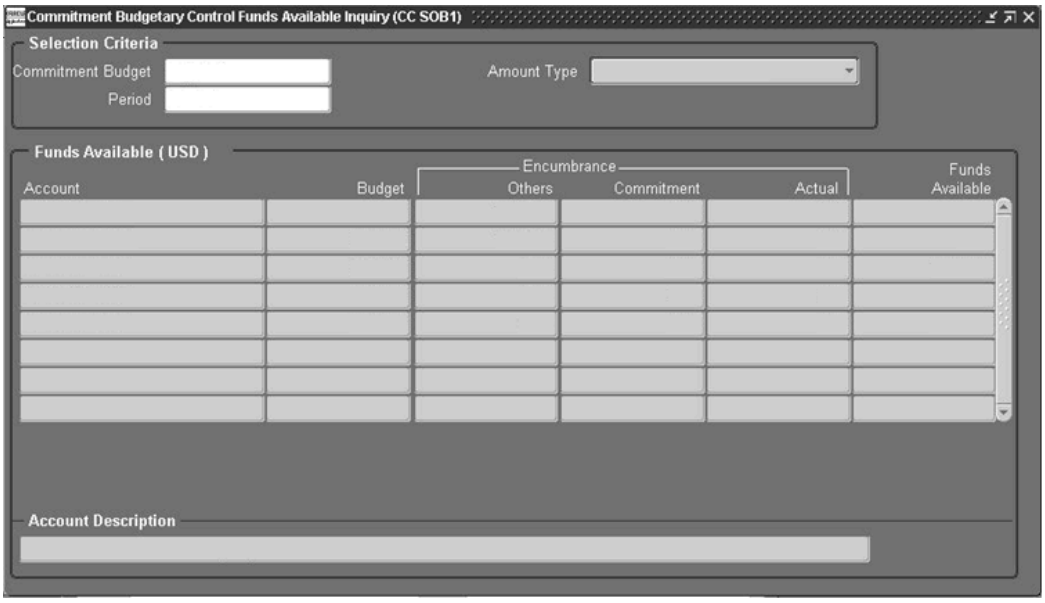
The Commitment Budget Journal Inquiry window displays information about budget or encumbrance journal entry batches for a particular set of books. Users can review detailed information about a batch, a journal entry within that batch, and the detail lines within the entry.

Review Results of Contract Commitment and Budgetary Transactions

The Commitment Budgetary Control Transactions window displays results related to a contract commitment and payment forecasts related to transaction results. If Commitment Budgetary Control is used to check or reserve funds while entering budgets or encumbrances, the results of the funds check or funds reservation can be viewed while the session is open. Once the session is closed, the display results are lost. To keep a record of the results, the data displayed in the Commitment Budgetary

Control Transactions window can be printed.

Querying Funds Available Procedure



To query funds available, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Commitment Budgetary Control Funds Available Inquiry window as follows:

   Inquiry - Funds Available

2. In the Commitment Budget field, select a budget name from the list of values.

3. From the Amount Type drop-down list, select an amount type.

4. In the Period field, select a period from the list of values.

5. Enter parameters as required.

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

7. Review available funds.

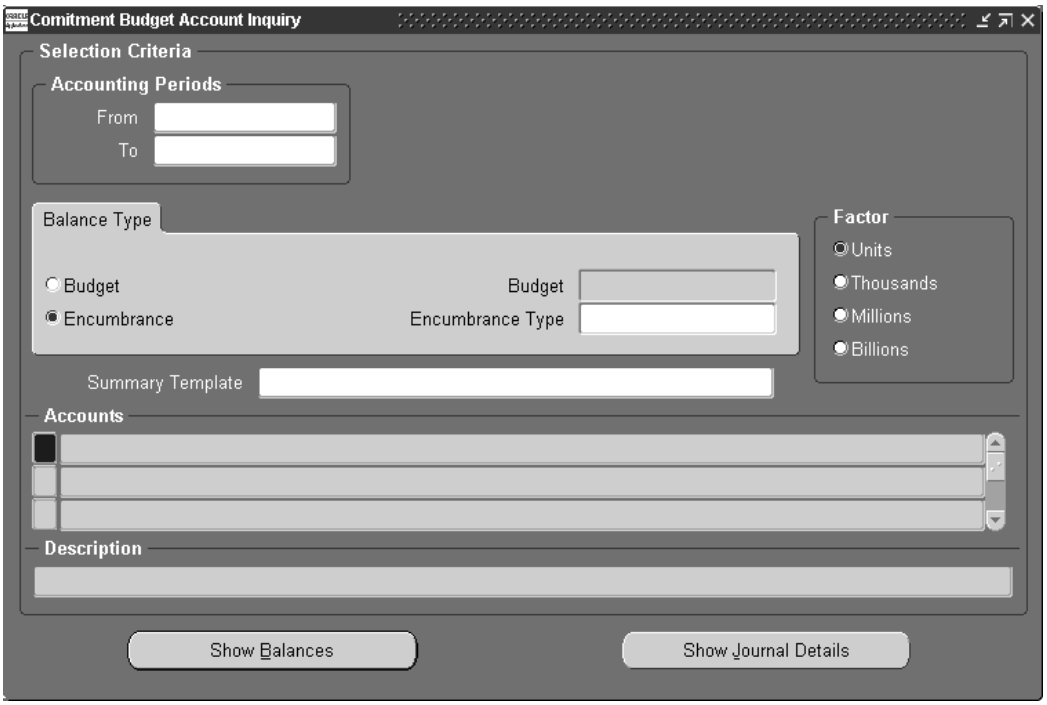
Commitment Budgetary Control Funds Available Inquiry Window Description

Commitment Budgetary Control Funds Available Inquiry Window Description

Field Name	Type	Features	Description
Period	required	list of values	period name based on calendar of set of books and budget start date and end date
Amount Type	required	drop-down list	specifies how the system calculates funds available Period-to-Date calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period. Quarter-to-Date Extended calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter. Year-to-Date Extended calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year.
Account	display only		account key flexfield value
Budget	display only		total budget for account for the period; credit transaction

Field Name	Type	Features	Description
Encumbrance	display only		displays commitments by type, as defined in Oracle General Ledger; commitments can represent provisional or confirmed contract commitments, or commitment allocated as a project budget
Funds Available	display only		total difference between budget amount and committed amount
[text box]	display only		account description

Querying Accounts Procedure



To query an account, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Commitment Budget Account Inquiry window as follows:

   Inquiry - Accounts

2. Enter data in the following sections of the Commitment Budget Account Inquiry window as described in the Commitment Budget Account Inquiry Window Description table, page 11-10.

   - Accounting Periods region
   - Balance Type tab
   - Factor region
   - In the Summary Template field, select a summary template from the list of values.

3. Place the cursor in the Accounts field.

4. Enter parameters as required.

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

   The Accounts region is populated with the accounts associated with the summary template.

6. To review balances for an account, place the cursor on an account line and click **Show Balances**.

7. To view the journal entry activity for the account selected, click **Show Journal Details.**

8. Continue navigating through the windows as desired using the navigation buttons.

   For information on navigating to other windows from the Commitment Budget Account Inquiry window, see the Commitment Budget Account Inquiry Window Navigation diagrams, page 11-4.

Commitment Budget Account Inquiry Window Description

Commitment Budget Account Inquiry Window Description

Field Name	Type	Features	Description
From	required	list of values	General Ledger starting period
To	required	list of values	General Ledger ending period
Budget	optional	radio button	indicates budget balance type
Encumbrance	optional	radio button	indicates encumbrance balance type
Budget	conditionally required	list of values	budget name; enabled if Budget balance type selected
Encumbrance Type	conditionally required	list of values	encumbrance name; enabled if Encumbrance balance type selected
Summary Template	optional	list of values	summary template name

Field Name	Type	Features	Description
Units	optional	radio button	indicates that the entire balance displayed or full precision and rounds the values to two decimals; default setting
Thousands	optional	radio button	balances displayed, divided by 1000 with three decimal points
Millions	optional	radio button	balances displayed divided by 1,000,000 with three decimal places
Billions	optional	radio button	balances displayed divided by 1,000,000,000 with three decimal places
[Accounts]	optional	list of values	accounting flexfield
[textbox]	display only		accounting flexfield description

Summary Balances Window Description

Summary Balances Window Description

Field Name	Type	Features	Description
Balance Type	display only		balance type; includes Encumbrance or Budget
Encumbrance Type or Budget	display only		encumbrance type or budget name depending upon balance type selected

Field Name	Type	Features	Description
Factor	display only		indicates how balances displayed; includes Units, Thousands, Millions, and Billions
Period	display only		accounting period based on selected criteria
Currency	display only		functional currency
Period to Date	display only		period-to-date balance for account
Year to Date	display only		year-to-date balance for account

Detail Balances Window Description

Detail Balances Window Description

Field Name	Type	Features	Description
Balance Type	display only		balance type; includes Encumbrance or Budget
Encumbrance Type or Budget	display only		encumbrance type or budget name depending upon Balance Type selected
Factor	display only		indicates how balances displayed; includes Units, Thousands, Millions, and Billions
Period	display only		accounting period based on selected criteria
Account	display only		account

Field Name	Type	Features	Description
Currency	display only		functional currency
Period to Date	display only		period-to-date balance for account

Journals Window Description

Journals Window Description

Field Name	Type	Features	Description
Balance Type	display only		balance type; includes Encumbrance or Budget
Encumbrance Type or Budget	display only		encumbrance type or budget name depending upon Balance Type selected
Batch	display only		batch name; includes all batches within selected period
Source	display only		batch source
Currency	display only		functional currency
Line	display only		line number in the batch for selected record
Entered Debit	display only		debit amount for line
Entered Credit	display only		credit amount for line

Journals Window, Full Window Description

Journals Window, Full Window Description

Field Name	Type	Features	Description
Batch	display only		batch name
Period	display only		accounting period
Balance Type	display only		balance type; includes B, Budget or E, Encumbrance
Description	display only		batch description
Effective Date	display only		batch date
Source	display only		batch source
Line	display only		account line number
Account	display only		account
Encumbrance Type	display only		encumbrance type
Debit	display only		debit amount
Credit	display only		credit amount
Descriptive Flexfield	optional		user-customizable field
Description	display only		account description

Querying Journal Entry Procedure

To query journal entry procedures, perform the following tasks.

1. In the Contract Commitment responsibility, navigate to the Commitment Budget Journal Inquiry window as follows:

   Inquiry - Journal

2. In the Batch field, select a batch name from the list of values.

3. In the Source field, select a source from the list of values.

4. In the Period field, select an account period from the list of values.

5. Click **Find**.

6. To review a journal entry, select a batch and click **Review Journal**.

Commitment Budget Journal Inquiry Window Description

Commitment Budget Journal Inquiry Window Description

Field Name	Type	Features	Description
Batch Status	display only		always shows Posted status
Batch Name	display only		batch name
Period	display only		General Ledger period
Batch Debit	display only		batch total debit amount
Batch Credit	display only		batch total credit amount

Commitment Budget Journal Lines Window Description

Commitment Budget Journal Lines Window Description

Field Name	Type	Features	Description
Batch	display only		batch name
Period	display only		period name
Balance Type	display only		balance type; values include E, Encumbered or B, Budget
Description	display only		batch description
Effective Date	display only		batch creation date
Source	display only		batch source
Line	display only		account line number

Field Name	Type	Features	Description
Account	display only		account
Encumbrance Type	display only		encumbrance type
Debit	display only		debit amount
Credit	display only		credit amount
Descriptive Flexfield	optional		user-customizable field
Description	display only		account description

12

Commitment Budgetary Control Integration with Oracle Purchasing

Definition

The integration of Commitment Budgetary Control with Oracle Purchasing enables users to check, reserve, and release funds against the commitment budget for requisitions, blanket and global agreements, purchase orders, and releases.

Overview

This chapter describes the modifications made to Oracle Purchasing for integration with Commitment Budgetary Control.

> **Note:** If dual budgetary control is not enabled for Oracle Purchasing, there is no change to the standard Purchasing functionality.

Accounting Date

When dual budgetary control is enabled for Oracle Purchasing, an accounting date is required when funds are reserved for requisitions or purchase orders. The accounting date is used to determine the period against which funds are reserved for the commitment budget.

The accounting date defaults to the system date. For requisitions, the accounting date must be in an open purchasing period and an open or future entry general ledger period. For purchase orders and releases, the accounting date must be in an open purchasing period and an open general ledger period. The accounting date must also be in the same year as the general ledger dates.

When a purchase order is created from requisitions, the accounting date defaults to the latest date from the group of requisitions.

When a requisition is sourced from blanket agreements which have been encumbered, the accounting date defaults to the latest accounting date from the group of blanket agreements.

When a purchase order is created from a combination of global agreements and requisitions, or is sourced entirely from global agreements which have been encumbered, the accounting date defaults to the latest accounting date from the group of global agreements and requisitions.

When a blanket release is created from requisitions for a blanket agreement which has been encumbered, the accounting date defaults to the latest accounting date from the group of requisitions and blanket agreement.

If a document has an existing accounting date, but another funds checking is performed on it, the new accounting date cannot be earlier than the existing one.

Users enter the accounting date in the Approve Document window.

When unreserving documents, the unreserve date is used as the accounting date. Similarly, the action date is used as the accounting date when cancelling or closing documents.

Single Year Validation

When dual budgetary control is enabled for Oracle Purchasing, all transactions must contain distribution lines with general ledger dates in the same fiscal year. This avoids inaccuracies when modifying a purchase order and a date is entered for unreserving funds. The single year validation process checks the general ledger dates and returns an error if multiple fiscal years are found.

If users unreserve individual lines using the general ledger date on the distributions, that date is only used if it passes the validation process.

If general ledger dates fall in multiple fiscal years, the document can be saved, but is not available for funds reservation or approval.

Funds Checking and Reservation

Users can check funds with or without reserving. Funds checking is performed against both the standard and commitment budgets.

The View Results window is automatically displayed after funds check is performed from the following windows in Oracle Purchasing:

- Enter Requisitions
- Enter Purchase Order
- Enter Releases

For information on the View Results window, see View Results Window Description,

page 19-31.

> **Note:** The funds override functionality provided by Oracle General Ledger is not available when checking funds against the commitment budget. This avoids a transaction failure if there are insufficient funds in the commitment budget when the funds check mode is set to Absolute.

Partial funds reservation is not available: funds are reserved in both the standard and commitment budgets. If a single line fails funds reservation, the entire document is rejected in both budgets.

Journal Creation

When funds are reserved, encumbrance journals are created for the standard and commitment budgets. This section describes the commitment budget journals for the following:

- Requisition Journals, page 12-3
- Purchase Order Journals, page 12-5

> **Note:** Users can view journals by querying accounts. For information on querying accounts, see Querying Accounts Procedure, page 11-9.

Requisition Journals

The table below describes the journal created when a requisition is entered and funds are reserved.

Journal Description for New Requisition

Journal Line	Details
Period	derived from the accounting date
Journal Type	Encumbrance
Source	Purchasing
Account	account combinations derived from the requisition distribution lines

Journal Line	Details
Amount	corresponding amount with each account code combination
Balance Type	Debit
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

When a requisition is adjusted, funds must be reserved again for the transaction. A new accounting date is required.

The table below describes the journal created when a requisition is adjusted.

Journal Description for Adjusted Requisition

Journal Line	Details
Period	derived from the accounting date
Journal Type	Encumbrance
Source	Purchasing
Account	account combinations derived from the requisition distribution lines
Amount	corresponding amount change with each account code combination, positive if the distribution line amount is increased, negative if the distribution line amount is decreased
Balance Type	Debit
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

If a requisition is cancelled, a journal is created for the commitment budget to reflect the changes in the available budget.

The table below describes the journal created when a requisition is cancelled.

Journal Description for Cancelled Requisitions

Journal Line	Details
Period	derived from the accounting date
Journal Type	Encumbrance
Source	Purchasing
Account	account combinations derived from the requisition distribution lines
Amount	corresponding amount with each account code combination
Balance Type	Debit with negative amounts
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

Purchase Order Journals

The table below describes the journal created when a purchase order is entered directly on the Purchase Order window and funds are reserved.

Journal Description for Standard or Planned Purchase Order Entered Directly

Journal Line	Details
Period	derived from the accounting date
Journal Type	Encumbrance
Source	Purchasing
Account	account combinations derived from the purchase order distribution lines
Amount	corresponding amount with each account code combination

Journal Line	Details
Balance Type	Debit
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

The table below describes the additional journal lines defined when a purchase order is created fully or partially from requisitions.

Journal Description for Purchase Order Created from Requisitions

Journal Line	Details
Account	account combinations derived from the purchase order distribution lines
Amount	corresponding amount with each account code combination
Balance Type	Credit
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

The table below describes the journal created when a purchase order is adjusted or cancelled and funds are unreserved.

Journal Description for Adjusted or Cancelled Purchase Order

Journal Line	Details
Period	derived from the accounting date entered for unreserving funds
Journal Type	Encumbrance
Source	Purchasing

Journal Line	Details
Account	account combinations derived from the purchase order distribution lines
Amount	corresponding amount with each account code combination
Balance Type	Debit with negative amounts
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

The table below describes the journal created when an encumbered blanket purchase order is entered directly in the Purchase Order window and funds are reserved.

Journal Description for Standard or Planned Purchase Order Entered Directly

Journal Line	Details
Period	derived from the accounting date
Journal Type	Encumbrance
Source	Purchasing
Account	account combination entered in the Budget Account field on the Encumbrance tab of the Terms and Conditions window
Amount	amount as entered in the Amount to Encumber field on the Encumbrance tab of the Terms and Conditions window
Balance Type	Debit
Encumbrance Type	as defined in subledger accounting for dual budgetary control, provisional category

Year End Process

At the end of the fiscal year, the Purchasing Year End process adjusts the encumbrances

reserved for requisitions, blanket and global agreements, purchase orders, and releases.

The process ensures that outstanding encumbrances for the last year are carried forward to the next year, by unreserving the transactions for the old fiscal year and reinstating the encumbrances for the new fiscal year. This carries forward the encumbrance balance for the previous year at transaction level.

The Purchasing Year End process has no effect on the budget amounts.

> **Note:** Users must not carry forward year end encumbrances in General Ledger before running the Year End process in Purchasing. For information on carrying forward encumbrances, see Carrying Forward Year End Encumbrance and Budget Balances, *Oracle General Ledger User Guide*.

Process Overview

The Purchasing Year End process is a concurrent process. Because of single year validation, each outstanding requisition, purchase order, and release must be processed to be used in the next year. Users can preview the process by running it in preliminary mode; the process does not make adjustments until run in final mode.

After processing, two lines are added to the action history of a Purchasing document: one for unreservation and one for the re-reservation of the transaction.

Purchasing documents that fail Year End processing appear on an exception list.

Encumbrance Accounting

If encumbrance accounting is enabled, the standard encumbrances must be liquidated in the current fiscal year and re-encumbered in the next fiscal year. To trace the transfer of each individual transaction, the existing General Ledger date is adjusted to the first date within the new fiscal year for the distribution lines processed. This date is used to encumber funds in the new fiscal year. The liquidation of encumbrances made in the old fiscal year uses the last date of the last standard period, excluding any correction periods.

Encumbrances in the commitment budget are only moved for the outstanding requisitions. The accounting date of all processed transactions is also updated to the first date of the fiscal year.

Purchasing Year End Processing Exception List

The exception list is a standard report generated after the completion of the Year End process, containing Purchasing documents that failed the process.

Insufficient Available Budget Processing

If budgetary control is enabled, and funds in the commitment or standard budget are

insufficient in the next year for the transfer of a Purchasing document budget reservation, the transaction is still processed for the end of the fiscal year. This occurs regardless of the severity level. If the funds available are put into a deficit, users must manually adjust the Purchasing documents to increase the funds available.

Year End Process Actions

The table below lists the actions taken by the Purchasing Year End process depending on the document type and status.

Purchasing Year End Process Actions by Document Type

Document Type	Status	Condition	Action
Internal Requisition	Any		Do not process
Requisition	Incomplete, Rejected, Returned in Process, Requires Reapproval, On Hold		Place on exception list
	Approved	Not matched to purchase order	Process the document. Encumbrance carried forward in both the standard and commitment budgets.
	Approved	Matched to purchase order, purchase order status is not Approved	Place on exception list
	Approved	Matched to purchase order, purchase order status is Approved	Process all lines which are not cancelled or finally closed, and are not matched
	Finally Closed, Cancelled		Do not process
Purchase Order	Incomplete, Rejected, Returned in Process, Requires Reapproval, On Hold		Place on exception list

Document Type	Status	Condition	Action
	Approved, Closed for Invoice, Closed for Receiving, Close	Standard and not matched to invoice, or Planned but not matched to release	Process all lines which are not cancelled or finally closed. Process full amount. Encumbrance carried forward only in standard budget.
Purchase Order	Approved, Closed for Invoice, Closed for Receiving, Close	Accrue at receipt and not Received	Place on exception list
	Approved, Closed for Invoice, Closed for Receiving, Close	Accrue at receipt and Received	Do not process
	Frozen	User parameter to process Frozen documents set to No	Place on exception list
	Frozen	User parameter to process Frozen documents set to Yes	Process the document following rules of Approved Purchase Order
	Finally Closed, Cancelled		Do not process
Purchase Order (Standard)	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to either an Approved, fully-paid invoice where payments have been posted, or Cancelled invoice	Process lines which are not cancelled or finally closed and have unmatched amount. Encumbrance carried forward only in standard budget.
	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to an invoice which is either not approved, cancelled, approved but not fully paid, or paid without the payment being posted	Place on exception list
	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to release with Approved status	Place on exception list

Document Type	Status	Condition	Action
Purchase Order (Planned)	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to release, release status not Approved	Place on exception list
Purchase Order (Planned)	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to release, with Approved status	Process lines with unmatched amount which are not cancelled or closed. Encumbrance carried forward only in standard budget.
Release	Incomplete, Rejected, Returned, In Process, Requires Re-approval, On Hold		Place on exception list
	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to an Approved fully-paid invoice, or Cancelled invoice	Process unbilled amount. Encumbrance carried forward only in standard budget.
	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to an invoice which is either not Approved, Cancelled, or Approved but not fully-paid	Place on exception list
	Approved, Closed for Invoice, Closed for Receiving, Close	Matched to an over-billed invoice	Place on exception list
	Approved, Closed for Invoice, Closed for Receiving, Close	Accrue at Receipt and not Received	Place on exception list
	Approved, Closed for Invoice, Closed for Receiving, Close	Accrue at Receipt and Received	Do not process
	Finally Closed, Cancelled		Do not process

Document Type	Status	Condition	Action
	Frozen	User parameter to process Frozen documents set to No	Place on exception list
	Frozen	User parameter to process Frozen documents set to Yes	Process the document following the rules of an Approved Release
Blanket Purchase Agreement	Approved, Closed	Matched to release(s) or Standard purchase order, release or Standard purchase order status is not Approved	Place on exception list
	Approved, Closed	Matched to release or Standard purchase order, release or Standard purchase order status is Approved	Process the document. Encumbrance carried forward in both standard and commitment budgets.
	Frozen	User parameter to process Frozen documents set to No	Place on exception list
	Frozen	User parameter to process Frozen documents set to Yes	Process the document following the rules of an Approved Blanket Purchase Agreement
	Finally Closed, Cancelled		Do not process

Prerequisites

- Oracle Purchasing must be installed and set up.

  To set up Oracle Purchasing, see Overview of Setting Up, *Oracle Purchasing User Guide*.

- Commitment Budgetary Control must be enabled.

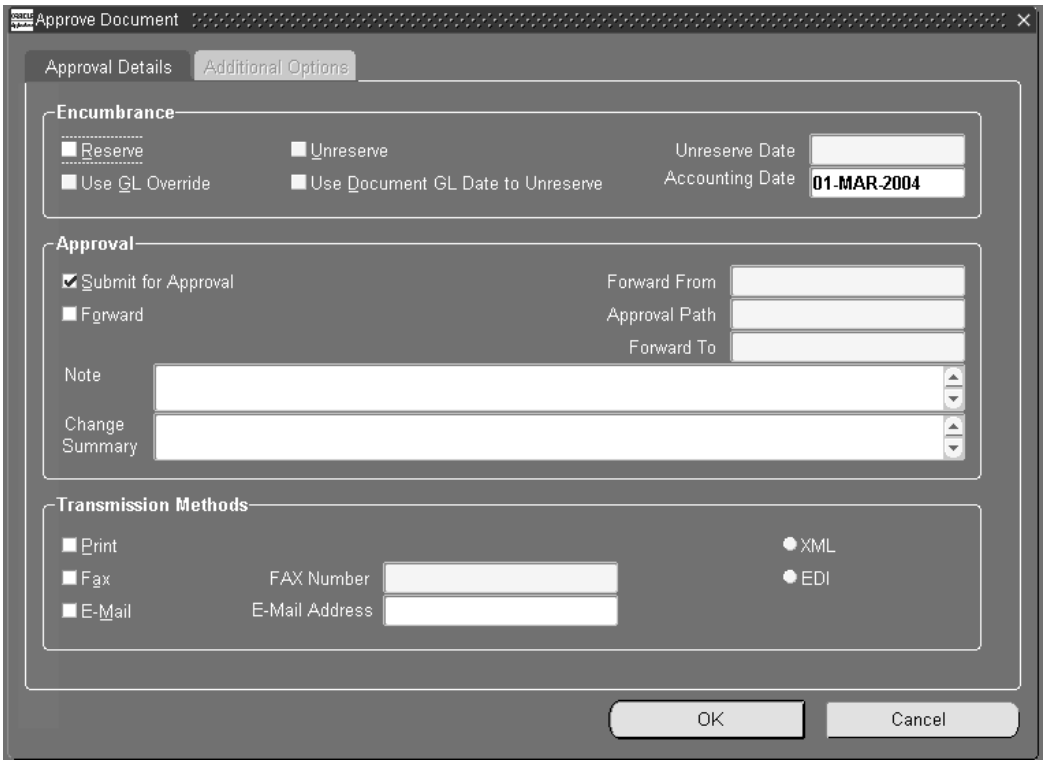
  To enable Commitment Budgetary Control, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

- Dual budgetary control must be enabled for Oracle Purchasing.

  To enable dual budgetary control, see Enabling Dual Budgetary Control Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

Purchasing Window Modifications

Approve Document



The Approve Document window has the following modifications:

- The Accounting Date field is added. The accounting date is used to determine the period against which funds are reserved for the commitment budget.

- The Use GL Override check box is disabled. The funds override functionality provided by Oracle General Ledger is not available when checking funds against the commitment budget.

Approve Document Window Description

For a full description of the Approve Document window, see Submitting a Document for Approval, *Oracle Purchasing User Guide*.

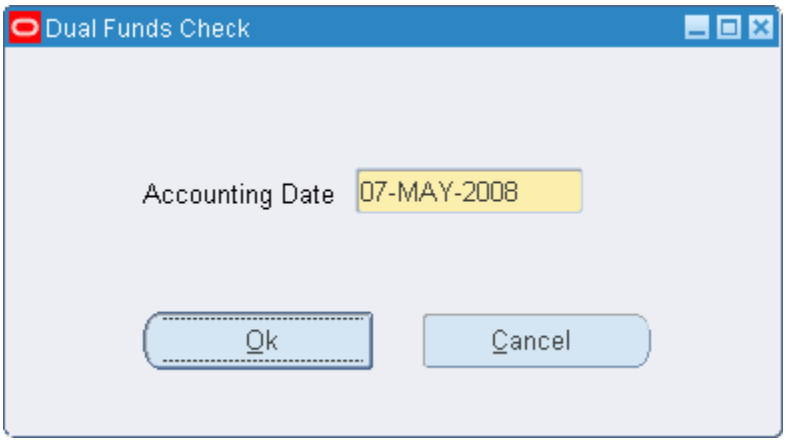
Approve Document Window Description

Field Name	Description
Accounting Date	document accounting date; default is current system date; must be in same fiscal year as General Ledger dates of transaction; cannot be earlier than any previously entered accounting date for the same transaction; displayed only if dual budgetary control enabled for Purchasing set of books used by current operating unit **Note:** For a standard purchase order or blanket release created from a blanket purchase agreement, the accounting date defaults to the latest accounting date from the blanket agreement.
Use GL Override	disabled when dual budgetary control is enabled

Purchasing Menu Modifications

When entering requisitions, blanket and global agreements, releases, or purchase orders in Purchasing, users can check funds by selecting Check Funds from the Tools menu. For Commitment Budgetary Control, the Check Funds option on the Tools menu enables users to enter an accounting date for checking funds against the commitment budget.

When Check Funds is selected, the Dual Funds Check window appears.



The Check Funds menu option is available from the following Purchasing windows:

- Requisitions

  For information on the Requisitions window, see Entering Requisition Headers, *Oracle Purchasing User Guide*.

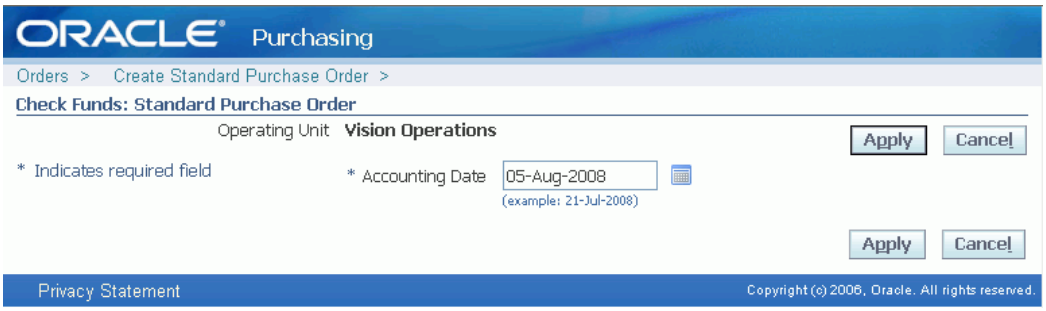
- Releases

  For information on the Releases window, see Entering Release Headers, *Oracle Purchasing User Guide*.

- Purchase Orders

  For information on the Purchase Orders window, see Entering Purchase Order Headers, *Oracle Purchasing User Guide*.

  Note: Sometimes users may need to enter the accounting date in the Accounting page if Funds Checks are selected when updating a purchase order. The Accounting Date page is used when calling the Commitment Budgetary Control Funds Check for Commitment Budget Lines. When updating a line in the purchase order for unreserving funds, accounting date is labeled as Unreserve Date field to add the unreserved amount to the appropriate period in the Commitment Budgetary Control Budget.



Purchasing Process Modifications

MassCancel

The MassCancel process, which enables the user to define criteria for cancelling groups of requisitions or purchase orders, is disabled if dual budgetary control is enabled for Purchasing. This is because the action date entered as part of MassCancel is treated as the accounting date, and affects all documents that satisfy the process filter criteria. Dual budgetary control requires individual accounting dates for each cancelled document.

Users can still cancel purchase orders and requisitions at an individual level.

Year End Process

To run the Purchasing Year End process in Contract Commitment, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select the Single Request radio button.

3. In the Name field, select Purchasing Year End Process from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Process Phase field, select one of the following process phases from the list of values:

   - Preliminary to preview the year end process
   - Final to make updates

6. In the Year field, select the fiscal year to be processed.

7. In the Process Frozen Documents field, select one of the following from the list of values:
   - Yes to process documents with status set to Frozen
   - No to exclude frozen documents from the process
8. In the Clear Exception Table field, select one of the following from the list of values:
   - Yes to clear the exception table before proceeding
   - No to leave the exception table unchanged
9. In the Batch Size field, enter the number of records to be processed.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit Request**.
12. To submit another request, click **Yes** or to continue, click **No**.
13. View the request in the concurrent manager as follows:

    View - Requests

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Construction Industry Scheme Process

Definition

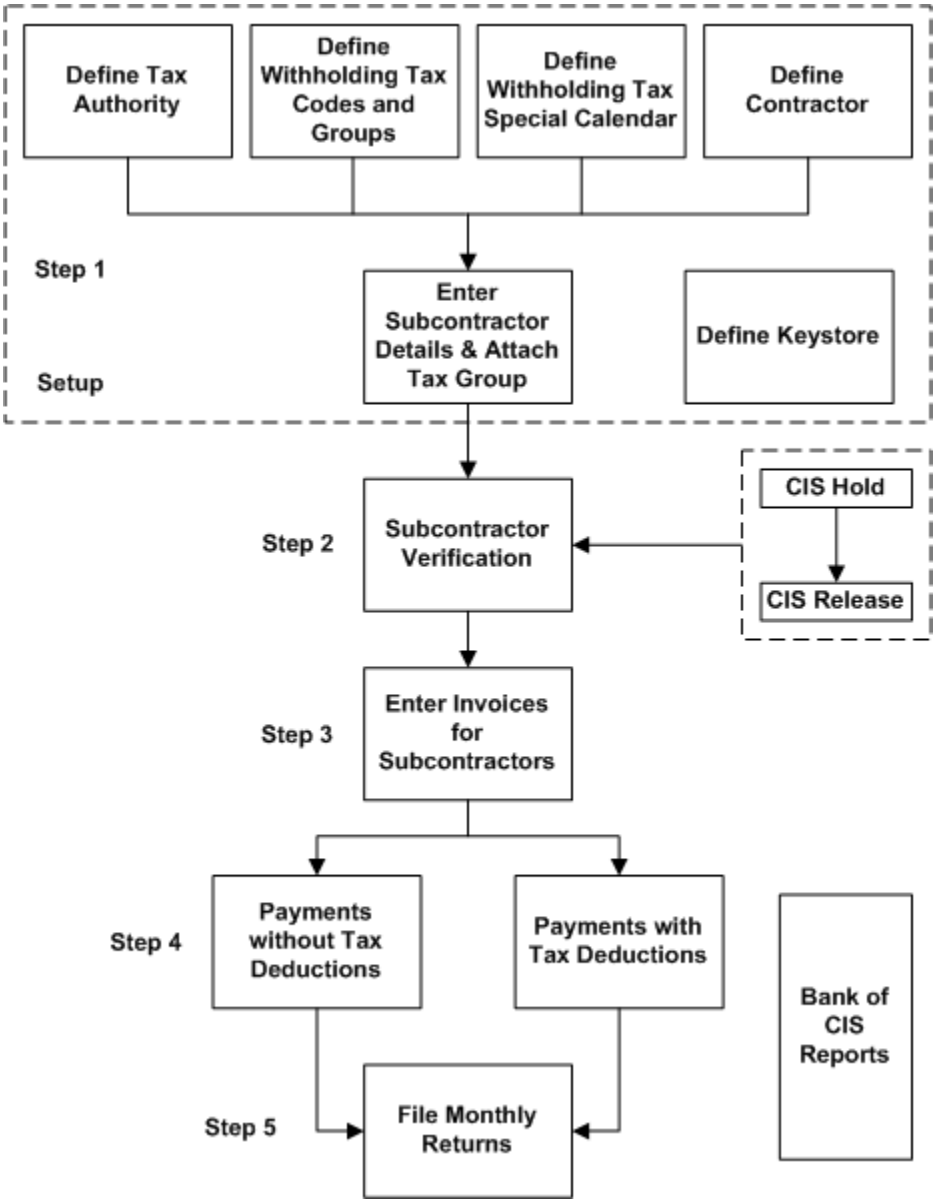
The UK Inland Revenue's Construction Industry Scheme (CIS) governs the taxation of certain payments made by contractors to subcontractors from August 1 1999 and the new process to verify subcontractors and report monthly returns introduced from April 2007. The scheme applies to construction work carried out in the UK and also includes jobs such as installation, demolition, repairs, and decorating. The Construction Industry Tax (CIT) scheme preceded CIS and is no longer valid.

> **Note:** CIT information can no longer be entered, but CIT reporting information is included in CIS reports.

Process Flow Diagram

The diagram below shows the Construction Industry Scheme process as described in the accompanying text.

Process Flow for CIS Diagram



Process Description

The Construction Industry Scheme process is as follows:

1. **Setup:** Setup tax authority, withholding tax codes, special calendar, define contractors and subcontractors and keystore.

   See: Construction Industry Scheme Setup Steps, *Oracle Public Sector Financials (International) Implementation Guide*.

2. **Registration:** Contractors and subcontractors must register with Inland Revenue before. Refer to CIS340 Guidelines for additional information.

   After registering with the Inland Revenue, contractors and subcontractors are provided with information that populates the Extended Supplier and Reporting Entity windows and to set up the electronic communications with the government gateway.

3. **Subcontractor Verification:** After the subcontractor registers, Inland Revenue provides the subcontractor with the registration information that must be provided to the hiring contractor who submits a request to Inland Revenue to verify whether the subcontractor is registered Inland Revenue. Contractors can verify subcontractors using the Internet (electronic) or over the telephone (non-electronic). Inland Revenue replies to the contractor with the subcontractor tax treatment, verification status, and verification number.

4. **Subcontractor Payments:** Contractors use Oracle Payables to enter and pay invoices to subcontractors.

   See: Entering Invoices Overview, *Oracle Payables User Guide*.

   See Paying Invoices From the Invoice Workbench, *Oracle Payables User Guide*.

5. **Monthly Returns:** Contractors must file monthly returns to Inland Revenue. The monthly returns specifies the gross payments to and deductions from the subcontractors. Use the monthly returns user interface to generate the monthly return submitted to Inland Revenue for the subcontractors.

6. **Reports:** The following reports can be generated:

   - Construction Industry Scheme: Monthly Returns Report, page 15-1
   - Construction Industry Scheme: Registered Supplier Listing Report, page 15-3
   - Construction Industry Scheme: Subcontractor Verification Status Report, page 15-4
   - Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report, page 15-5

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Construction Industry Scheme Procedures

Definition

The UK Inland Revenue's Construction Industry Scheme (CIS) governs the taxation of certain payments made by contractors to subcontractors from August 1, 1999. The scheme applies to construction work carried out in the UK and also includes jobs such as installation, demolition, repairs, and decorating.

> **Note:** The Construction Industry Tax (CIT) scheme preceded CIS and is no longer valid.

Overview

Legislation

CIS legislation requires that any subcontracting company or person employed in the construction industry holds a construction gross payment certificate, CIS5, or a subcontractors gross payment certificate, CIS6. The holder of a CIS5 or CIS6 is entitled to gross payment of the labor component of payments received.

If the subcontracting company or person does not meet the eligibility criteria for a gross payment certificate, a subcontractors registration card, CIS4 is issued, that entitles them to net payments.

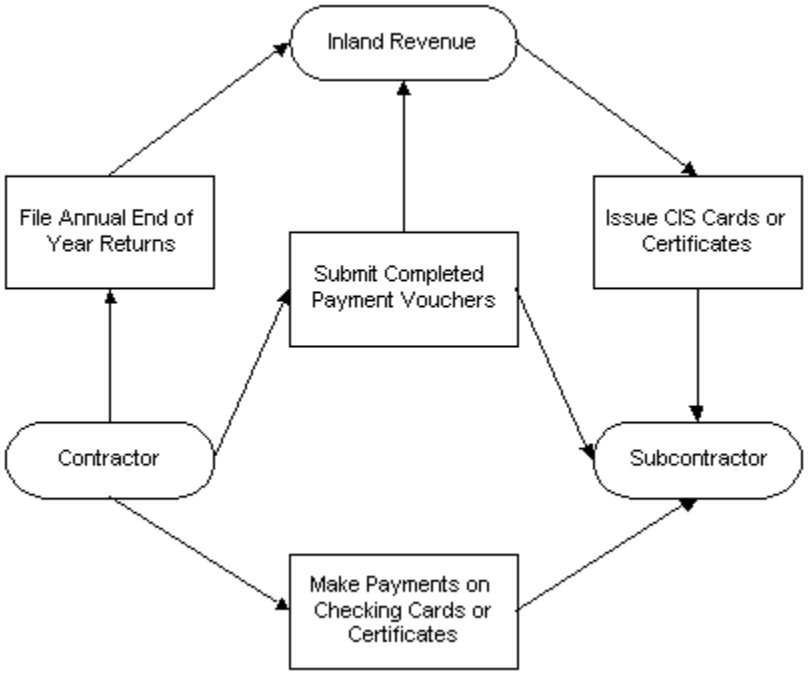
It is mandatory for all subcontractors working within the definition of CIS to register with the UK Inland Revenue. The contractor must determine the certificate status of the subcontractor before trading with them. In particular, no payments can be made to subcontractors until either a valid certificate or registration card is produced.

It is also mandatory for all payments made to subcontractors working within the definition of CIS to be recorded on vouchers and returns made to UK Inland Revenue regarding these payments. The payments made to CIS6 holders are recorded on a

monthly gross payment voucher, CIS24, to CIS5 holders on a monthly company gross payment voucher, CIS23 and to CIS4 holders on a monthly taxed payment voucher, CIS25.

The diagram below shows an overview of CIS as described in the accompanying text.

CIS Overview



Documentation

The contractor must file end of year returns with the UK Inland Revenue detailing all payments to and deductions from subcontractors.

The following table describes the Construction Industry Scheme documents.

CIS Document Names

Document Name	Description
CIS4P	Permanent Subcontractor Registration Card
CIS4T	Temporary Subcontractor Registration Card

Document Name	Description
CIS5	Company Gross Payment Certificate
CIS6	Subcontractor Gross Payment Certificate
CIS23	Company Gross Payment Voucher for payments to CIS5
CIS24	Gross Payment Voucher for payments to CIS6
CIS25	Taxed Payment Voucher for payments to CIS4

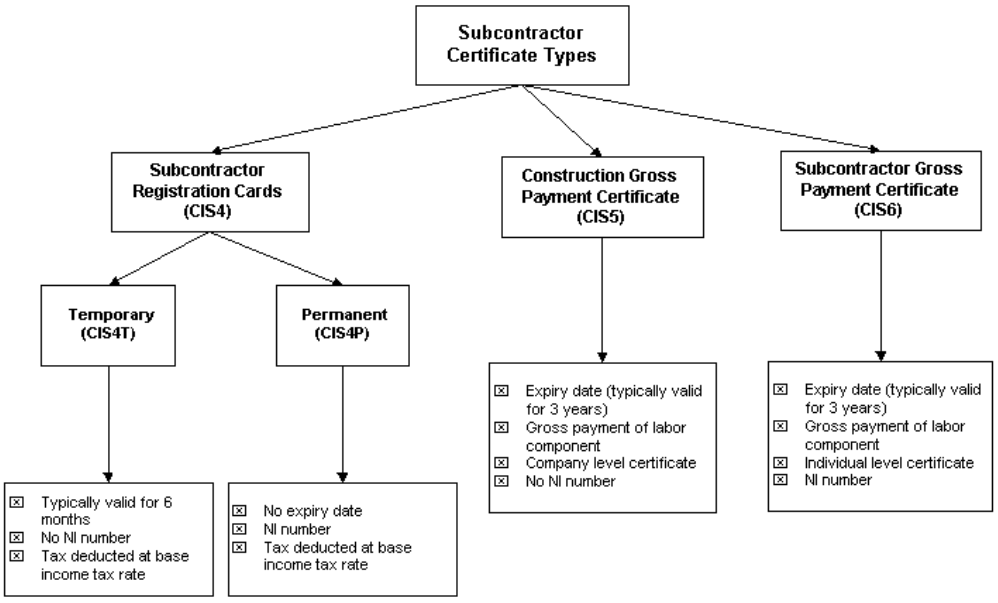
Certificate Type Requirements

The subcontractor certificate types required for CIS are as follows:

- CIS4 - Subcontractor Registration Cards
- CIS5 - Construction Gross Payment Certificates
- CIS6 - Subcontractor Gross Payment Certificates

The diagram below shows subcontractor certificate types as described in the accompanying text.

Subcontractor Certificate Types



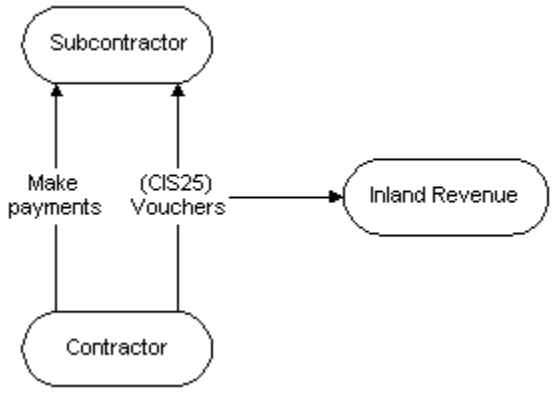
Payments and Voucher Requirements

Payments and Voucher Requirements for CIS4 Subcontractors

The contractor makes payments to the subcontractor, after checking the appropriate CIS4T or CIS4P and prepares a CIS25 payment voucher in triplicate. One copy is retained by the contractor, the second copy is sent to the Inland Revenue and the third copy is sent to the subcontractor, as shown in the Payments and Voucher Requirements for CIS4 Subcontractors diagram, page 14-5.

The diagram below shows the payments and voucher requirements for CIS4 subcontractors as described in the accompanying text.

Payments and Voucher Requirements for CIS4 Subcontractors

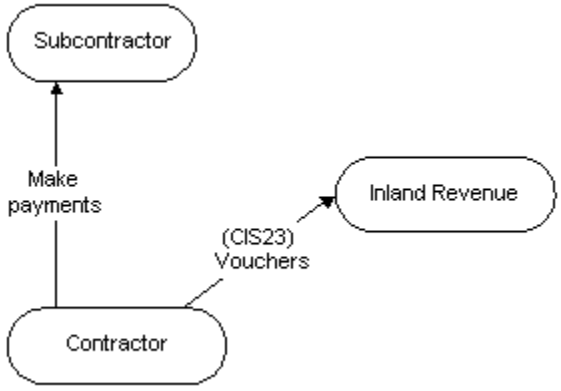


Payments/Voucher Requirements for CIS5 Subcontractors

The contractor makes payments to the subcontractor, after checking the CIS5, and prepares a CIS23 gross payment voucher in duplicate. One copy is retained by the contractor and the second copy is sent to the Inland Revenue.

The diagram below shows the payments and voucher requirements for CIS5 subcontractors as described in the accompanying text.

Payment and Voucher Requirements for CIS5 Subcontractors



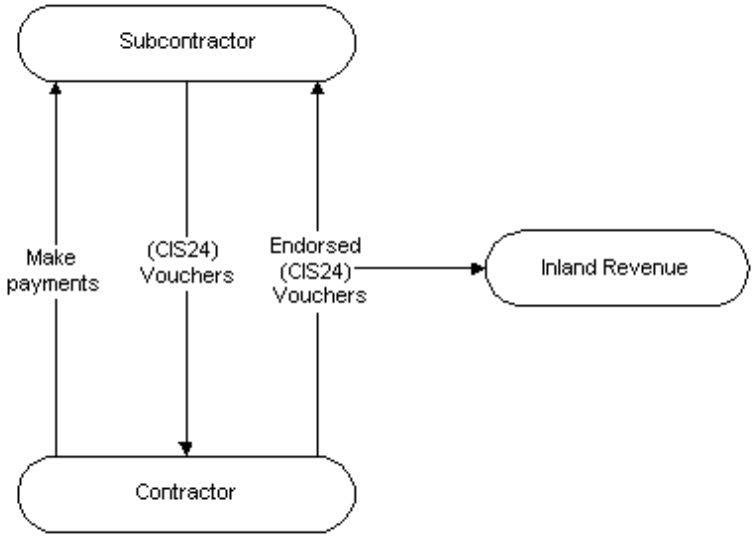
Payments and Voucher Requirements for CIS6 Subcontractors

The contractor makes payments to the subcontractor, after checking the CIS6, and the subcontractor prepares a CIS24 gross payment voucher in triplicate and submits it to the contractor. The contractor endorses it with the contractor's tax reference and then retains one copy for the contractor's own records, sends a copy to the Inland Revenue,

and another to the subcontractor.

The diagram below shows the payments and voucher requirements for CIS6 subcontractors as described in the accompanying text.

Payments and Voucher Requirements for CIS6 Subcontractors



For information on Construction Industry Scheme reports, see Construction Industry Scheme Report Procedures, page 15-1.

For information on setting up subcontractors, see Construction Industry Scheme Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

Features

CIS Holds and Releases

Supplier site holds can be applied to invoices and released at a later date. A warning message is displayed confirming the validation of the supplier site certificates. If a certificate is invalid, the warning message directs the user to check the Hold Unapproved Invoices check box on the Supplier Sites Window Control tab. To make the payment when a valid certificate is in place, the supplier site hold must be released manually and the invoice re-approved.

Note: This process is performed manually, not automatically.

For information on warning messages, see CIS Specific Warnings, page 14-7.

For information on releasing holds, see Releasing Holds, *Oracle Payables User Guide*.

For information on applying holds, see Applying Holds, *Oracle Payables User Guide*.

For information on entering suppliers, see Suppliers & Suppliers Sites Window References, *Oracle Payables User Guide*.

For information on the standard features of the Maintain CIS Certificates window, see Withholding Tax Certificates and Exceptions Window References, *Oracle Payables User Guide*.

For information on the Enter Invoices and Enter Quick Invoices windows, see Payables Workbench, *Oracle Payables User Guide*.

For information on the Enter Purchase Agreements and Enter Purchase Orders windows, see Overview of Purchase Orders, *Oracle Purchasing User Guide*.

CIS Specific Warnings

Warnings appear automatically when supplier details are entered in the Invoices window or the Purchase Orders window as shown in the table below.

CIS Warnings

Warning	Reason	Action required
Expired CIS Certificate	Supplier site has expired CIS certificate	Apply manual CIS hold
Valid CIS Certificate	Supplier has valid CIS certificate	For information purposes only, no action required
No CIS Certificate	Supplier has no CIS certificate or only has CIT certificates	Apply manual CIS hold

Prerequisites

- Define Tax Authority, *Oracle Public Sector Financials (International) Implementation Guide*
- Define Withholding Tax Codes and Groups, *Oracle Public Sector Financials (International) Implementation Guide*
- Define Withholding Tax Special Calendar, *Oracle Public Sector Financials (International) Implementation Guide*
- Define Contractor Details (Reporting Entity), *Oracle Public Sector Financials (International) Implementation Guide*

- Define Suppliers, *Oracle Public Sector Financials (International) Implementation Guide*
- Define Keystore, *Oracle Public Sector Financials (International) Implementation Guide*
- Set Profile Options, *Oracle Public Sector Financials (International) Implementation Guide*

Subcontractor Verification

Contractors can verify subcontractors manually over the phone, the Inland Revenue web site or through an electronic submission request. The electronic verification request is submitted as an XML file to Inland Revenue, which processes the file and sends a response that contains the subcontractor's status and withholding tax treatment.

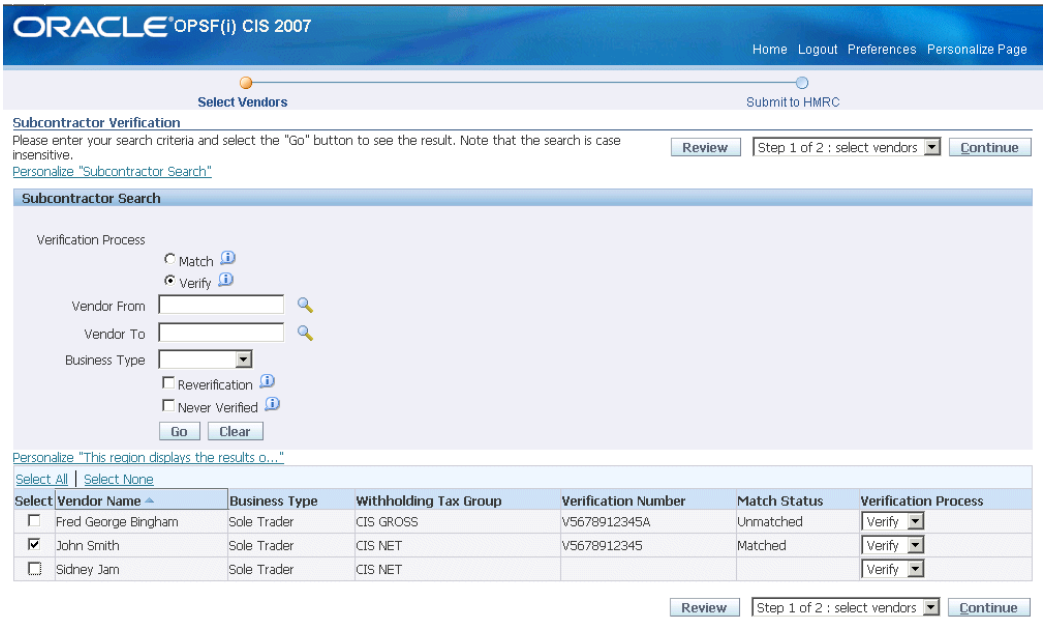
> **Important:** According to CIS340, the contractor must verify and include nominees in the verification process. The nominees must have the same tax treatment as the assigning subcontractor. Contractors must validate this with Inland Revenue's reply. You need not verify Debt Factors, but must have the same tax treatment as the assigning subcontractor. After verifying the assigning subcontractor, you must update the subcontractor and the debt factor withholding group.

When verifying the subcontractor, the contractor assigns one of the following the tax deductions to calculate the subcontractor's withholding tax:

- Gross Payment (0%): Subcontractors meet the qualifying criteria, the subcontractors are paid without any deductions (replaces the tax certificates under the old CIS).
- Standard Rate Deduction (18%): Subcontractors are registered for CIS but does not meet the criteria for gross payments (replaces the registration cards under the old CIS).
- Higher Rate Deduction (30%): The system is unable to verify if subcontractors are registered for CIS because of lack of registration, incorrect details, or unmatched records. Subcontractors incur high deductions until registration and verification.

The contractor receives a verification reference number as a record of contact. Record this verification reference against the subcontractor's details to report the reference on the monthly returns. This is important for unmatched subcontractors.

Subcontractor Verification Page



To send an online request to Inland Revenue:

1. Navigate to the Subcontractor Verification page.
2. Search the subcontractor by specifying the search criteria.
3. Click **Go**.
4. Select the subcontractor to verify.
5. Click **Continue**.
6. Review the subcontractors selected for verification and click **Submit** to send a verification request.

   The verification request is sent as an XML file to Inland Revenue using the concurrent manager to submit the request.

   > **Note:** Each submission has a limit of 100 subcontractors. Any submission exceeding this limit is separated into batches of 100 and results in multiple concurrent requests.

7. Note the verification request number.
8. Click **Review** to search for the submitted verification requests.

Note: You can also monitor the verification request submission progress by using the concurrent manager. The advantage of viewing the submission request from the Subcontractor Verification Search page is the ability to drill down for additional information.

Subcontractor Verification Page Description

The following table describes the fields in the Subcontractor Verification page:

Subcontractor Verification Page Description

Field	Description
Verification Process	• Match - Indicates that Inland Revenue does not return a record if the subcontractor is not matched. The contractor must search again and resubmit the subcontractor for verification. • Verify - Indicates that Inland Revenue returns a record even if the subcontractor is not matched. A verification number appended with one or two letters and a higher tax treatment is assigned to the subcontractor. If the subcontractor wants to be re-verified for the lower tax treatment, the subcontractor must contact Inland Revenue or sort out the issues with the contractor and the contractor resubmits the verification.
Vendor From	Vendor Name
Vendor To	Vendor Name
Re-Verification	Query subcontractors due for verification. All subcontractors who are unpaid or not verified for the last two years.
Never Verified	Query only subcontractors that are not verified.

Field	Description
Go	Search subcontractors per the search criteria.
Clear	Erase the entered search criteria.
Review	Opens the Verification Requests page to review the submitted verifications requests.
Continue	Click to navigate to step 2 page to submit the vendors for verification request.
Submit	Submits the verification request to Inland Revenue and generates a concurrent request ID to track the request.

The following table describes the Verification Request page:

Verification Requests Page Description

Field	Description
Request ID	Search by the request ID.
Request Date	Search by request date
Request Status	Search by Completed, Error or Running request statuses
Go	Search subcontractors per the search criteria.
Clear	Erase the entered search criteria.
Delete	Delete a request from the searched request list.

Failed Submission

When transmitting messages over the Internet there is no guarantee of delivery from client to server or server to client over HTTP/HTTPS. The message can corrupt under different situations, which include the following:

- Concurrent managers can fail

- Power failure
- Connectivity is lost
- Program terminated at client side

For verification, the simple solution is to resubmit the request. You can also follow the procedures under Failed Submissions for Monthly Returns to ascertain the status of your failed request and to retrieve a potential response from Inland Revenue. If Inland Revenue's servers are unavailable, you can either try again or use the additional verification methods supported by Inland Revenue.

Manual Verification

Contractors can verify subcontractors manually, such as on the telephone, the Internet, or EDI and also verify subcontractors using third party software. Contractors using manual verification methods must update the following fields:

- Withholding Tax Group in the Suppliers Window
- Matched / Unmatched Status, Verification Number, CIS Verification Date, and Verification Request ID in the Extended Suppliers Window

Subcontractors Payments

Invoices

Use Oracle Payables to enter CIS invoices. To ensure CIS labor distribution lines are correctly reported, enter invoice distribution line type as Item and assign the withholding tax group to the line. All invoice distributions of type item or accrual which have withholding tax applied are treated as labour lines. For non-labor lines, such as materials, remove the withholding tax group. To enter non-labor invoices that are not part of a CIS contract, remove Item as the distribution line type.

See: Invoices, *Oracle Payables User Guide*.

Payments

Pay CIS invoices using Oracle Payables. However, quick payments are held to subcontractors who are not paid or verified for the past two tax years. The payment is released only after verifying the subcontractor. If an organization performs batch processing of payments, you must hold back the invoice and warn that the subcontractor is not paid or verified in the last 2 years

See: Payments, *Oracle Payables User Guide*.

Monthly Returns

Use the Monthly Return to report to Inland Revenue the amount paid to subcontractors for the month including, their deductions. You can submit the Monthly Return to Inland Revenue online, page 14-14 or manually, page 14-20.

The Submit Monthly Returns XML Request profile option setting indicates whether you can submit the monthly returns as an XML file, or you must manually submit it. The monthly return contains details of all Construction Industry Scheme subcontractor payments for the period, regardless of the payments in gross or deductions. The monthly return requires the contractor to confirm the following:

The monthly return requires the contractor to do and confirm the following:

- Employment status of each individual in the return
- Subcontractor is verified by Inland Revenue
- Declare that the information on the return is correct and complete
- Submit a Nil Return for the month when subcontractors are not paid
- Submit a return with the Inactivity option set to Yes if not planning to pay any subcontractors for the subsequent six months. This suspends the requirement to submit returns for a maximum of six months, after which the contractor must submit a new return (or when the payment status changes during the suspension).

The Monthly Return must reach Inland Revenue in 14 days of the related tax month. The contractor cannot submit amendments to the Monthly Return electronically. As a general principle, the return must always reflect what the contractor is paid or deducted for that month. If a subcontractor is under or overpaid and this payment is reflected in a balancing payment in another return, then the balancing amount must be mentioned in the return for the month when the payment is corrected. If the monthly return contains errors, such as transcription errors (omitting details of a payment to a subcontractor) or includes payments that are outside the scope of the scheme then the contractor must correct the return over the phone or in writing specifying the Monthly Return that needs corrections and the nature of the error and not submit a new return. Inland Revenue retrieves the return, generate a new version, and reprocesses it. Any corrections to a Monthly Return must be recorded outside Oracle Public Sector Financials (International).

> **Note:** A contractor can only submit one Monthly Return per month and cannot generate the Monthly Return report and Subcontractor Statement of Payment and Deduction report until filing the Monthly Return.

Submitting Monthly Returns Online

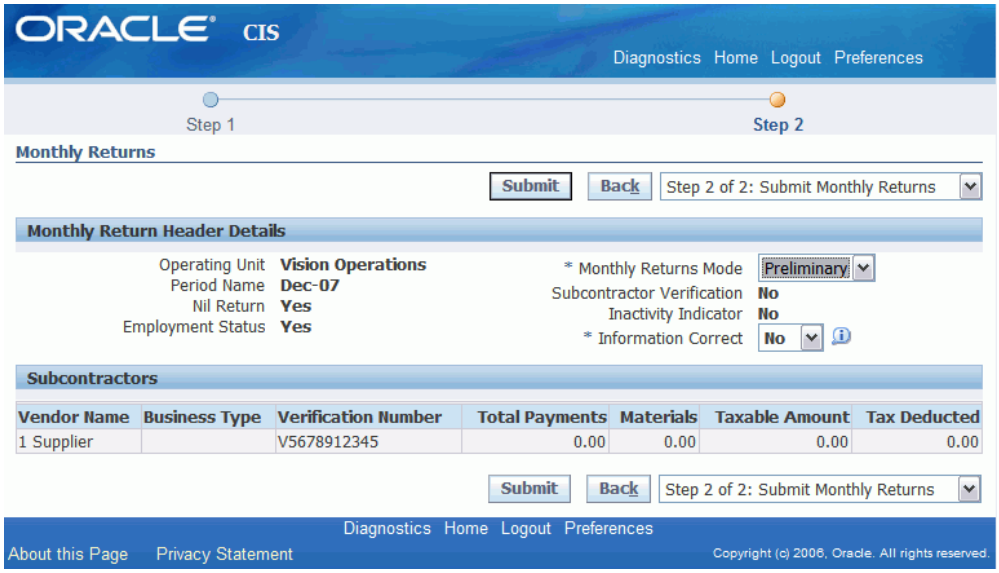
You can submit the monthly return online in an XML file that contains the monthly return details in a specified format.

Monthly Returns Selection Page

To submit the Monthly Returns online:

1. Navigate to the Monthly Returns page.
2. In the Operating Unit field, select the operating unit.
3. Select the Nil Return check box to submit a nil return, else leave it as is.
4. Select the Inactivity Indicator check box if not planning to pay any subcontractors for the subsequent six months, else leave it as is.
5. Select the period in Period Name field for which you want to submit monthly returns.
6. In Employment Status field, select **Yes** to specify if the subcontractor is employed with the contractor, else select **No**.
7. In the Subcontractor Verification field, enter **Yes** if the subcontractor is verified by Inland Revenue, else select **No**.
8. Click **Continue** to proceed to Step 2 of the submitting the monthly returns.

Monthly Returns Header Details Page



9. Select one of the following options from the Monthly Returns Mode field:

   - Preliminary: Generates two reports: a detailed Monthly Returns report and a summarized Monthly Returns report

   - Final: generates and submits the Monthly Returns as an XML file to Inland Revenue

10. In the Information Correct field, enter **Yes** to confirm that the information entered is correct, else select **No**.

11. Verify the information and Click **Submit**.

    A confirmation message containing the concurrent request IDs appears.

    Note: The IGI: CIS Submit Monthly Returns XML Request profile option must be set to Yes.

You can monitor the process by either using the Concurrent Manager or the Monthly Return Review page. The advantage of monitoring the request using the Monthly Return Submission Status page is you can drill down to the details. Click **Review** to search for the monthly returns.

When you submit the CIS Monthly Returns returns as an XML file, the submission may error out due to connection failure between your machine and the Inland Revenue server.

Use the following concurrent programs for a failed submission:

- IGI: CIS2007 Data Request Process, page 14-18
- IGI: CIS2007 Poll Gateway Process, page 14-18

Follow these steps when a CIS Monthly Returns completes in Error:

1. View the log for the failed request and note down the value for the header ID.
2. If there is no header ID, then resubmit the Monthly Return. You can re-submit the Monthly Return before the nineteenth of every month without any penalty.
3. If there is a header ID, then navigate to the last occurrence of "XML Response:" in the log file. The XML response entries describe the stages of the communication between the user and the Inland Revenue server.
   - If there is no XML response in the log file but a header ID is present, then records are already saved to the database and you cannot resubmit the Monthly Return and contact Oracle Support Services.
   - If there is an XML Response, then the status indicates the status of the submission when the connection is lost.
4. Make a note of the Correlation ID, which is a unique identifier assigned by Inland Revenue to each verification or monthly returns submission and is the same throughout the entire transaction. The Correlation ID is recorded in the <CorrelationID> element.

   For example:
   <CorrelationID>2F00373CD02BDF2617E9136FBBB98535</CorrelationID>
5. Make a note of the qualifier and function values.

The following table describes the combinations of the qualifier and function elements in the XML response:

Qualifier	Function	Description	Action Required
Acknowledgement	Submit	The submit request is acknowledged.	Submit the IGI: CIS2007 Poll Gateway Process with the Header ID and Correlation ID derived from the log file. This program polls the Inland Revenue gateway and retrieves the IRmarkReceipt.

Qualifier	Function	Description	Action Required
Poll	Submit	You polling the Inland Revenue Gateway.	Submit the IGI: CIS2007 Poll Gateway Process with the Header ID and Correlation ID derived from the log file. This program polls the Inland Revenue gateway and retrieves the IRmarkReceipt.
Response	Submit	The Gateway processes the message and finishes processing the document.	Check the log file in the XML Response. The IRmarkReceipt is present in the <IRmarkReceipt> element. To ensure that the response is recorded in the database, submit the IGI: CIS2007 Poll Gateway Process. If the header ID present in the log file does not appear in the list of values, then the response is saved and no further action is required. If the header ID does appear in the list of values, then resubmit the IGI: CIS2007 Poll Gateway Process.
Request	Delete	You request Inland Revenue to delete the transaction from the gateway.	No action required. You receive the IRmarkReceipt and save the records to the database.
Response	Delete	The transaction is deleted from the gateway.	No action required. You receive the IRmarkReceipt and save the records to the database.

- You can also check the submission status by submitting the IGI: CIS2007 Data Request Process, page 14-18 to send a data request to the gateway.
- If Inland Revenue's servers are temporarily unavailable, try again or use the other

verification methods supported by Inland Revenue.

IGI: CIS2007 Data Request Process

The data Request Process is an utility to fetch any submissions that exist in the gateway. The results are displayed in the log file. Use the IGI: CIS2007 Data Request Process in the CIS: Processes and Reports to run the data request.

If no values are entered for start date and end date, then the gateway returns all the records for the Sender ID (Contractor) that exists in the gateway. As per Inland Revenue's protocol document, the gateway stores the submission status for 30 days from the date of submission.

Data Request Log File

After the data request completes, a log file is generated, which contains the details of all the submissions and their status on the Inland Revenue Gateway and the XML messages sent by the contractor and the responses from Inland Revenue.

The log file describes the messages from failed submissions as all messages from successful transactions are deleted from the Inland Revenue gateway.

The log file shows the correlation ID and the submission status for each correlation ID and is received from Inland Revenue as follows:

```
<StatusReport>
      <SenderID />
      <StartTimeStamp>07/11/2006 00:00:00</StartTimeStamp>
      <EndTimeStamp>08/11/2006 12:00:00</EndTimeStamp>
      <StatusRecord>
        <TimeStamp>07/11/2006 13:51:16</TimeStamp>
        <CorrelationID>469B93D61AC88908EC76E3A43A3FB649</CorrelationID>
        <Status>SUBMISSION_RESPONSE</Status>
      </StatusRecord>
      <StatusRecord>
        <TimeStamp>07/11/2006 21:07:37</TimeStamp>
        <CorrelationID>6AC681447C811B3D9109B9C5519B82E3</CorrelationID>
        <Status>SUBMISSION_ACKNOWLEDGE</Status>
      </StatusRecord>
      <StatusRecord>
<StatusReport>
```

The above sample log file shows that the gateway contains two failed transactions:

- For correlation id 469B93D61AC88908EC76E3A43A3FB649, the submission status was SUBMISSION_RESPONSE

- For correlation ID 6AC681447C811B3D9109B9C5519B82E3 the submission status shows as SUBMISSION_ACKNOWLEDGE

IGI: CIS2007 Poll Gateway Process

The following table describes the information for the submission statuses.

XML Response Message	Description
SUBMISSION_REQUEST	A request is submitted to the gateway to verify the subcontractor or CIS monthly returns. You send the request to the Inland Revenue's server.
SUBMISSION_ACKNOWLEDGEMENT	An acknowledgement is received for the submission request. You receive the acknowledgement from the Inland Revenue's server.
SUBMISSION_POLL	The submission status is displayed. you request for the status to the Inland Revenue's Server.
SUBMISSION_RESPONSE	The process gateway is processing the message and the document. A response sent to you from Inland Revenue's Server.
DELETE_REQUEST	The message is deleted from Gateway. You send a request to the Inland Revenue's Server.
DELETE_RESPONSE	The message is deleted. A response sent to you from Inland Revenue's Server.

Use the IGI: CIS2007 Poll Gateway Process in the Select CIS: Processes and Reports to run the Poll Gateway Process.

Enter both header ID and correlation ID for Monthly Returns. The polling program communicates with the Inland Revenue gateway and updates the records in the database for the particular Header ID.

If the header ID does not appear in the Header ID list of values, it means the records are saved to the database. The records are saved after the submission response is received from the Gateway. A Submission Response indicates that the details are received and processed by Inland Revenue and you need not poll again.

For subcontractor verification based on the correlation ID, the polling process returns the XML message with details of subcontractors tax treatment status for the incomplete request. The polling process does not automatically update the subcontractor information. You must either update the records manually or run the verification request again.

Poll Gateway Process Log File

The Poll Gateway Process log file is same as the log file that is created for a CIS Monthly

Returns except that it starts from the polling stage.

Submitting Monthly Returns Manually

To submit the Monthly Returns manually:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Construction Industry Scheme - CIS: Processes and Reports

2. Select the Single Request radio button.

3. In the Name field, select IGI: CIS 2007 Generate Monthly Return Process from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Nil Return field, enter **Yes** to submit a nil return, else **No**.

6. In the Information Correct field, enter **Yes** to confirm that the information entered is correct, else **No**.

7. In the Subcontractor Verification field, enter **Yes** if the subcontractor is verified by Inland Revenue, else **No**.

8. In Employment Status field, enter **Yes** to specify if the subcontractor is employed with the contractor, else **No**.

9. In the Inactivity Indicator field, enter Yes if not planning to pay any subcontractors for the subsequent six months, else **No**.

10. In the Monthly Returns Mode field, select Preliminary or Final.

11. In the Format field, select the format of the report. The default format is PDF.

12. In the Sort By field, select from the following options to sort the report:
    - Company Registration Number
    - National Insurance Number
    - Supplier Name
    - Tax Treatment Status
    - Trading Name
    - Unique Taxpayer Reference

- Verification Number

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

14. To send the print request to the concurrent manager, click **Submit Request**.

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

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

    View - Requests

Use the in the CIS Processes and Reports to run the monthly return.

You must first generate a preliminary monthly return, which spans two preliminary reports: a detailed report and a summarized report. After reviewing the information, submit the monthly return.

Final Monthly Returns Report

ORACLE

Monthly Returns Detail Report
Period From 06-AUG-07 To 05-SEP-07

Date 09-AUG-2007
Page 1 of 1

Organization Name: Vision Operations
Supplier From:
Supplier To:
Sort By: Supplier Name

Inactivity Indicator: No
NII Indicator: No
Employment Status Declaration: Yes

Supplier Name: John Smith
Trading Name: John Smith

Unique Taxpayer Reference	National Insurance Number	Company Registration Number	Verification Number	Tax Treatment Status	Invoice Number	Total Payments	Materials	Taxable Amount	Tax Deducted
2234567890	YW000033A		V5678912345	Net	0707	425.31	0.00	425.31	15.31
					2030	1,000.00	0.00	1,000.00	180.00
					Total	1,425.31	0.00	1,425.31	195.31
					Report Total	1,425.31	0.00	1,425.31	195.31

Handling Tax Treatment Change

You must handle open invoices in Payables that were not paid at the time of transition. Apart from the transition, there are instances when Inland Revenue changes the tax treatment for a subcontractor. In such cases, all the open invoices in payables should be calculated based on the changed tax treatment.

Whenever there is a change in tax treatment by Inland Revenue or customer is upgrading to the new CIS solution, a record is created in the payables with rate type as certificate. The record created carries the old tax group name but has the new or changed tax rate.

Every subcontractor has a tax treatment status. The tax treatment decides the percentage of automatic withholding tax to be deducted for the subcontractor. The tax

treatment is decided by Inland Revenue and is subject to change. The change in tax treatment status for a subcontractor is intimated by Inland Revenue. The change in tax treatment can be made effective in the system by any of the following processes.

- Run the subcontractor verification process

  See: Subcontractor Verification, page 14-8.

- Run the CD-ROM

- Change the automatic withholding tax group name at supplier or supplier site window manually

Updating the Tax Treatment

You can update the tax treatment for a supplier or supplier site. As per Inland Revenue, the tax treatment is applicable to a subcontractor, hence, the tax treatment for a subcontractor applies to all the sites of a specific subcontractor which are enabled with the awt flag. Therefore, changing the supplier tax treatment overrides all individual tax treatments set at the supplier sites and changing the tax treatment at the supplier site only changes the tax treatment for the particular supplier site.

To change the tax treatment at the supplier level:

1. Navigate to the Suppliers window.
2. Query the supplier.
3. Select the Withholding Tax tab.

   At the supplier level, the value for both Invoice Withholding Tax Group and Payment Withholding Tax Group should be same.

   > **Note:** The Construction Industry Scheme module does not support the 'At Both Invoice and Payment Time' withholding tax option, so you should not select this option while setting up the withholding tax on the Payables Options window.

4. Enter the new withholding tax group that must be associated with the supplier, according to Inland Revenue requirements.
5. The effective date is the system date.

   > **Note:** For the supplier, ensure that the tax treatment at supplier and supplier site level are the same.

To check if a certificate was created with the highest priority, with the new tax rate and old tax names with an effective date as the date specified, navigate to Certificates

window (Setup > Tax > Withholding > Certificates).

To change the tax treatment at the supplier site level:

1. Navigate to the Suppliers window.
2. Query the supplier.
3. Select the Withholding Tax tab.

   Note: The Construction Industry Scheme module does not support the 'At Both Invoice and Payment Time' withholding tax option, so you should not select this option while setting up the withholding tax on the Payables Options window.

4. Enter the new withholding tax group that must be associated with the supplier, according to Inland Revenue requirements.
5. The effective date is the system date.

For more information on migrating certificates, see Oracle*Metalink* Note ID: **430561.1**. IGI: CIS2007 Update Certificate Rates Concurrent Program.

IGI: CIS2007 Update Certificate Rates

Run the IGI: CIS2007 Update Certificate Rates concurrent program to update all open invoices to the new tax rate for calculating the withholding tax. Run this program only if the tax treatment status changes for a particular supplier or supplier site or there are open invoices for the supplier or supplier site that still use the old tax treatment (withholding tax group), and tax treatment is updated to the new withholding tax group. This program accepts the following parameters:

- Withholding Tax Code
- Withholding Tax Group

This concurrent program takes the rate applicable to the supplier on the payment date.

Note: Run this concurrent program after changing the rate for the withholding tax code (gross, net, unmatched) and when you execute the verification program or the CD-ROM. Run this program also when the withholding tax treatment is updated from supplier or supplier site window and if the tax rate is updated due to Inland Revenue notification. The rate change must be effective from the system date or a future date and must be the system date or a future date for the tax rate entered in the Payables Tax Codes window.

15

Construction Industry Scheme Report Procedures

Overview

Use the following Construction Industry Scheme reports to generate the reports required by subcontractors and Inland Revenue for construction industry work:

- Construction Industry Scheme: Monthly Returns Report, page 15-1
- Construction Industry Scheme: Registered Supplier Listing Report, page 15-3
- Construction Industry Scheme: Subcontractor Verification Status Report, page 15-4
- Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report, page 15-5

Construction Industry Scheme: Monthly Returns Report

You can generate the following monthly returns reports:

- Monthly Returns Report - Detail
- Monthly Returns Report - Summary

To generate a Construction Industry Scheme: Monthly Returns Report:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Construction Industry Scheme - CIS: Processes and Reports

2. Select the Single Request radio button.

3. In the Name field, select Construction Industry Scheme: Monthly Returns Report from the list of values.
4. In the Operating Unit field, select the operating unit.
5. In the Period field, enter the period details.
6. In the Supplier From field, enter the supplier to start with to report.
7. In the Supplier To field, enter the supplier to end with to report.
8. In Original/Duplicate field, enter Original or Duplicate.
9. In the Sort By field, select one of the following:
   - Company Registration Number
   - National Insurance Number
   - Supplier Name
   - Tax Treatment Status
   - Trading Name
   - Unique Taxpayer Reference
   - Verification Number

   Note: The default value is Supplier Name.

10. In the Report Level field, select Summary or Detail. The default value is Summary.
11. In the Amount Type field, select Positive, Negative or All.
12. To apply the parameters, click **OK**.
13. To send the print request to the concurrent manager, click **Submit Request**.
14. To submit another request, click **Yes**, or to continue click **No**.
15. View the request in the concurrent manager as follows:

    View - Requests

The detail report displays the following fields:

- Supplier Name

- Unique Taxpayer Reference
- National Insurance Number
- Company Registration Number
- Tax Treatment Status
- Verification Number
- Invoice Number
- Total Payments
  - (Labour Amount + Material Amount) for subcontractors registered for VAT
  - (Labour Amount + Material Amount) for subcontractors not registered for VAT
- Materials
  - Material Amount (includes VAT) subcontractors not registered for VAT
  - Material Amount (excludes VAT) subcontractors registered for VAT
- Taxable Amount
  - (Total Payment Material Amount VAT) subcontractors registered for VAT
  - (Total Payment Material Amount (inclusive of VAT)) for subcontractors not registered for VAT
- Tax Deducted
  - (Labour Amount * Tax Treatment)

Construction Industry Scheme: Registered Supplier Listing Report

Use the Registered Suppliers Listing report to display the CIS enabled suppliers on the specified date.

To generate a Construction Industry Scheme: Registered Supplier Listing Report:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Construction Industry Scheme - CIS: Processes and Reports

2. Select the Single Request radio button.

3. In the Name field, select Construction Industry Scheme: Registered Supplier Listing Report from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Supplier From field, enter the supplier to start with to report.

6. In the Supplier To field, enter the supplier to end with to report.

7. In the Sort By field, select one of the following:

   - Supplier Name
   - Trading Name
   - Verification Number
   - Verification Status
   - WHT Group

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

9. To send the print request to the concurrent manager, click **Submit Request**.

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

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

    View - Requests

Construction Industry Scheme: Subcontractor Verification Status Report

Use the Subcontractor Verification Status report to show the CIS Enabled suppliers on the specified date. This report identifies the subcontractors due for re-verification depending on the last payment date, highlights unmatched subcontractors and also provides a summarized listing of the subcontractor's tax treatments.

To generate a Construction Industry Scheme: Subcontractor Verification Status Report:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Construction Industry Scheme - CIS: Processes and Reports

2. Select the Single Request radio button.

3. In the Name field, select Construction Industry Scheme: Subcontractor Verification Status Report from the list of values.

4. In the Operating Unit field, select the operating unit.
5. In the Supplier From field, enter the supplier to start with to report.
6. In the Supplier To field, enter the supplier to end with to report.
7. In the Active/Inactive field, select either Active or Inactive subcontractors to report.
8. In the Sort By field, select one of the following:
   - Business Type
   - Last Payment Type
   - National Insurance Number
   - Supplier Name
   - Trading Name
   - Verification Date
   - Verification Status
   - WTR
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit Request**.
11. To submit another request, click **Yes**, or to continue click **No**.
12. View the request in the concurrent manager as follows:

    View - Requests

Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report

Use the Subcontractor Statement of Payment and Deductions report to show the payments and deductions at the end of each month paid by the subcontractors. This report is sent to the subcontractors and is generated for the month with an option to either summarize the subcontractor payments (total) or generate a statement for each payment made to the subcontractor (per payment).

To generate a Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Construction Industry Scheme - CIS: Processes and Reports

2. Select the Single Request radio button.

3. In the Name field, select Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Period field, enter the period details.

6. In the Supplier From field, enter the supplier to start with to report.

7. In the Supplier To field, enter the supplier to end with to report.

8. In the Total/Per Payment field, select either Per Payment or Total.

9. In Original/Duplicate field, enter Original or Duplicate.

10. In the Print Zero Tax Deductions, enter Yes or No. The default is No.

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

12. To send the print request to the concurrent manager, click **Submit Request**.

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

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

    View - Requests

16

Contract Commitment Process

Overview

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

Set Up Contract Commitment

System setup options define default values and controls for functions throughout Contract Commitment. Some setup options are shared with other Oracle applications.

The main types of setup options are as follows:

- accounting periods and accounting period status
- Contract Commitment options including document numbering, exchange rate defaults, and supplier holds
- Contract commitment types
- Security controls
- Approval groups
- Templates
- Financial options that are shared with Oracle Payables and Oracle General Ledger and include assigning ledger, defining a calendar, enabling standard budgetary control, setting up General Ledger accounts, setting up encumbrance accounts, defining encumbrance types, enabling encumbrance accounting, payment terms,

tax information, currency and rate information, and reporting currency

Create and Maintain Contract Commitment

Creating and maintaining contract commitments includes the following functions:

- Maintain Supplier is shared with Purchasing and includes entering new suppliers, updating current suppliers, merging current suppliers, and purging suppliers not used.

- Enter Contract Commitment includes entering general information, account information, and payment forecast information.

  Because a contract commitment can extend over a period of years, the contract commitment is encumbered on the commitment budget in one year and encumbered on the payment budgets over multiple years.

- Adjust Contract Commitment enables users to make changes to a provisional or confirmed contract commitment that may or may not change the commitment amounts and that may or may not require a revision or addendum to the original formal contract.

- Copy templates to create new contract commitments.

Execute Document Control

Document control regulates the status of contract commitments during the contract commitment life cycle.

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

Reporting Currency

Contract Commitment supports reporting currency. When transactions are entered into Contract Commitment, the transactions are converted to the reporting currency at the time of original entry if reporting currency is enabled.

The reporting currency is a currency other than the ledger currency that is required for reporting accounting data. A secondary ledger for each reporting currency must be defined.

Reporting currency is intended for organizations that must regularly report their transactions and financial results in multiple currencies other than the ledger currency.

Summarize Contract Commitment

Contract Commitment enables users to query an entered contract commitment and to view the following information:

- general information
- account information
- payment schedule information

Internal Contract Commitment Matching

Contract Commitment enables users to create cover contract commitments without specifying a supplier; create internal release contract commitments against these cover contract commitments; and to match invoices to these internal release contract commitments.

For information on internal contract commitment matching, see Matching Invoices to Internal Release Contract Commitments Process Flow Diagram, page 16-3.

Processes

Contract Commitment includes the following processes:

- Contract Commitment Revalue Process
- Contract Commitment Year-End Process
- Mass Payment Forecast Shift Process

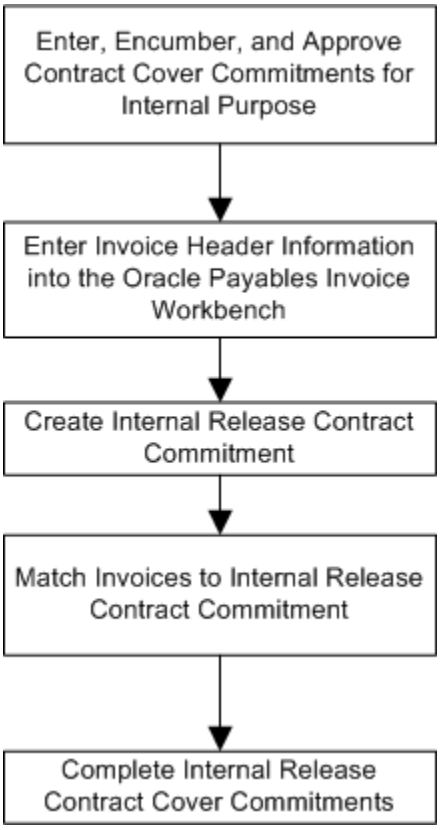
Reporting

Contract Commitment provides business views and core business areas for generating reports defined using Oracle Discoverer.

Matching Invoices to Internal Release Contract Commitments Process Flow Diagram

The diagram below shows the Matching Invoices to Internal Release Contract Commitments Process Flow that is described in the accompanying text.

Matching Invoices to Internal Release Contract Commitments Process Flow Diagram



Matching Contract Commitments to Invoices Process

Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose

The Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose process includes the following steps.

1. The preparer or owner enters the cover contract commitment like any other contract commitment, except that there is no supplier. The cover contract commitment state is Provisional.

2. The contract commitment is routed through the normal encumber and approval process.

3. The cover contract commitment is transitioned to a Confirmed state.

4. The confirmed cover contract commitment is routed through the normal encumber and approval process.

Once approved, internal release contract commitments can be entered against the cover.

Enter Invoice Header Information into the Oracle Payables Invoice Workbench

The Enter Invoice Header Information into the Oracle Payables Invoice Workbench process includes the following steps.

1. The user receives an invoice from a supplier.

2. The user enters data into the following fields in the Payables Invoice Workbench.

   Note: The distribution lines should not be entered prior to matching. The invoice distributions are created when the contract commitment is matched to the invoice. If the distribution lines are entered, then the invoice will not show up in the Internal Contract Commitment Releases window.

   - Supplier
   - Supplier Site
   - Invoice Date
   - Invoice Number
   - Invoice Currency, which defaults from Supplier Site
   - Invoice Amount
   - GL Date, default
   - Payment Currency, default
   - Payment Terms, which defaults from Supplier Site
   - Terms Date, default
   - Payment Method, default
   - Pay Group, default
   - Liability Account, default
   - Tax Code, optional
   - Descriptive Flexfield, optional

For information on entering invoices in the Invoice Workbench, see Entering Basic Invoices in the Invoice Workbench, *Oracle Payables User Guide*.

Create Internal Release Contract Commitments

The Create Internal Release Contract Commitments process includes the following steps.

1. The user navigates to the Internal Contract Commitment Releases window.
2. The user enters data in the Internal Contract Commitment Releases window.

   For information on entering data in the Internal Contract Commitment Releases window, see Internal Contract Commitment Releases Window Description, page 20-3.
3. The user clicks **OK** to generate the release.
4. The system validates that there is sufficient Available Amount on the cover commitment to process the release.
5. The system acknowledges that there is sufficient Available Amount on the cover commitment and creates a commitment number.

Match Invoices to Internal Release Contract Commitments

Invoices are matched in Oracle Payables.

For information on matching in Payables, see Matching to Receipts in the Invoice Workbench, *Oracle Payables User Guide*.

Complete the Internal Contract Commitment Releases

To complete the internal contract commitment releases, the user runs the Contract Commitment Complete Cover Commitment Program process.

For information on the Internal Contract Commitment Completion process, see Generating the Contract Commitment Complete Cover Commitment Program Procedure, page 21-11.

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Contract Commitment Account Generator Process

Definition

All contract commitments require accounting distributions. The Account Generator builds default accounts, charge accounts, and budget accounts. To generate budget accounts, budgetary control must be enabled.

The Account Generator feature uses Oracle Workflow technology to construct key flexfield combinations automatically using customized construction criteria.

Overview

Account Generator Features

The Account Generator provides the following features:

- Automatic generation of account distributions improves data entry accuracy and speed.
- Generating charge accounts frees users from having to determine which accounts to charge.
- Each site can customize account generation rules to match the organization's business rules.

Customizing the Account Generator in Contract Commitment

Contract Commitment provides default Account Generator processes. These default processes can be customized according to an organization's accounting requirements to generate the account.

Use the Oracle Workflow Builder to customize workflows. When customizing a workflow, only those documents created after customization are affected by the customized workflow. The Account Generator process can be viewed in the Oracle Workflow Monitor.

The following customized sample processes are available to show how the processes can be customized:

- Generate Default Charge Account with Constants
- Generate Default Budget Account with Constants
- Generate Default Project Account with Constants

References

For information on implementing and using Workflow, see Introduction to Oracle Workflow, *Oracle Workflow Guide*.

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

Generate Default Account Process

The Generate Default Accounts process is the default workflow process in contract commitment that builds the accounts. This process can be initiated as a top-level process making calls to the Workflow Engine CreateProcess and the StartProcess APIs.

The Generate Default Accounts process has a result type of Flexfield Result that indicates a result of Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

The Details property page of the process activity in Workflow Builder indicates that the Generate Default Accounts process has an error process called DEFAULT_ERROR associated with it, which is initiated only when an error is encountered in the process. This error initiates DEFAULT_ERROR, which is associated with the System:Error item type. The system executes the standard Default Error Notification activity to provide information associated with the error. Users must customize the process to meet their business needs.

Subprocesses

Generate Default Charge Account

The Generate Default Charge Account subprocess is a dummy process that allows users to customize an account-building process. Users must provide their own rules in the form of workflow process definitions to build the account.

This subprocess cannot be run as a top-level process. It is run as a subprocess when called by a higher level process. The subprocess first determines whether the contract is project-related. If it is, the subprocess, Generate Project Account, builds a project-related account, which the user has customized. If the project is not project-related, the charge account is generated using the customized set of rules.

Generate Default Budget Account

The Generate Default Budget Account subprocess has a result type of Flexfield Result that indicates Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

For a contract, the budget account is derived from the charge account.

Generate Project Account

The Generate Project Account subprocess is a dummy process that allows users to customize an account-building process. Users must provide their own rules in the form of workflow process definitions to build the account.

The Generate Project Account subprocess has a result type of Flexfield Result that indicates Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

Contract Commitment Account Generator Workflow Item Type Attributes

Several Workflow attributes are associated with the contract commitment Account Generator item type that reference information in the application tables. The attributes are used and maintained by function activities as well as notification activities throughout the process.

The table below describes the attributes associated with the contract commitment Account Generator.

Attributes Associated with Contract Commitment Account Generator Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Project Id	project identifier	number	
Task Id	task identifier	number	
Expenditure Type	expenditure type	text	30

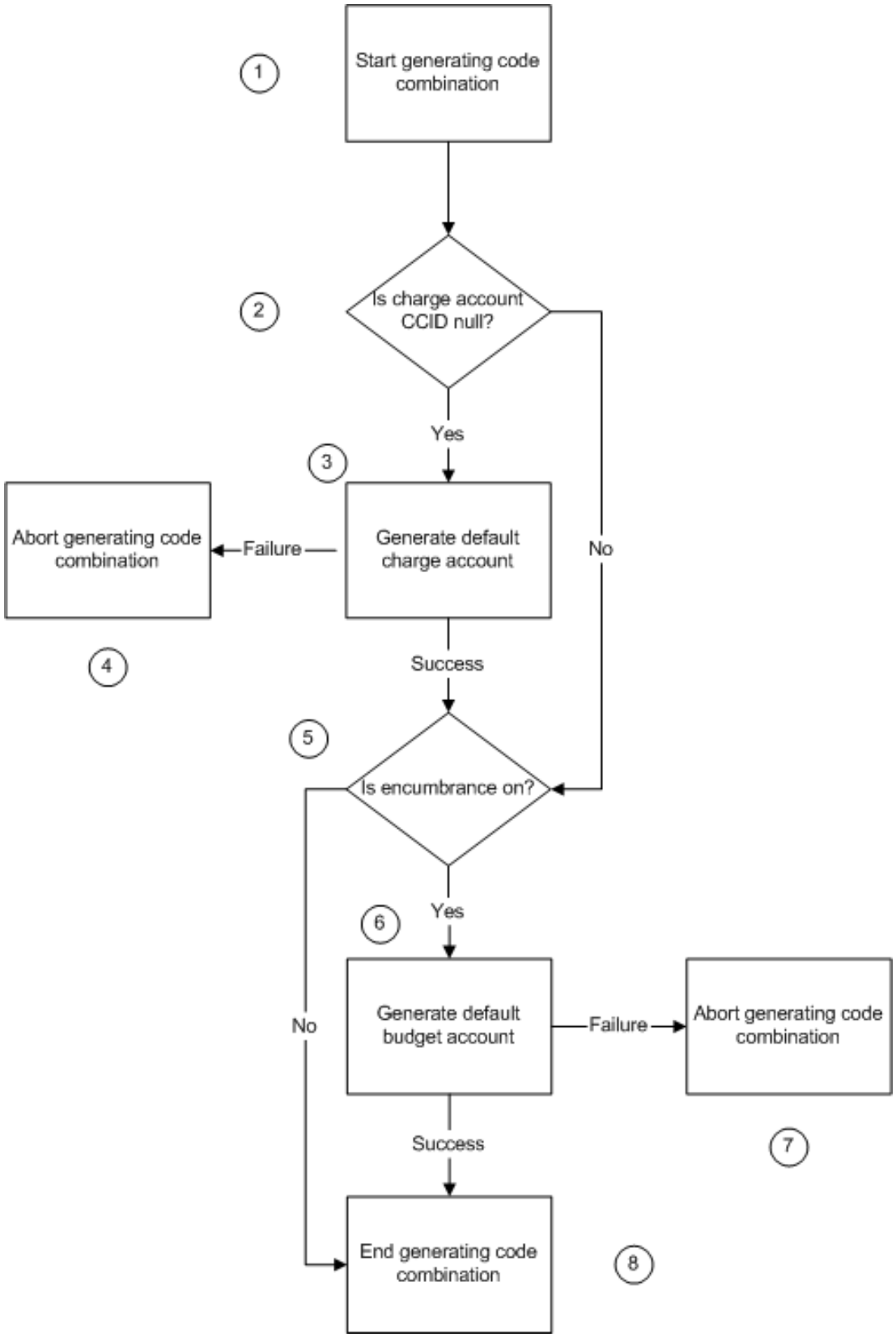
Display Name	Description	Type	Length, Format, or Lookup Type
Expenditure Org Id	expenditure organization identifier	number	
Incomplete Setup Flag	indicates if the Account Generator process is being used without proper customization	text	
Error Message	error message	text	2000
Charge Account Id	charge account identifier	number	
Budget Account Id	budget account identifier	number	
CC Encumbrance Flag	contract commitment encumbrance flag	text	
Expenditure Item Date	expenditure item date	date	
Chart of Accounts Id	chart of accounts identifier	number	
Project Class Code	project class code	text	30
Direct Flag	direct flag	text	1
Expenditure Category	expenditure category	text	30
Expenditure Organization Name	expenditure organization name	text	60
Project Number	project number	text	25
Project Organization Name	project organization name	text	60

Display Name	Description	Type	Length, Format, or Lookup Type
Project Organization Id	project organization identifier	number	
Project Type	project type	text	20
Public Sector Flag	public sector flag	text	1
Revenue Category	revenue category	text	30
Task Number	task number	text	25
Task Organization Name	task organization name	text	60
Task Service Type	task service type	text	30
Task Organization Id	task organization identifier	number	
Top Task Id	top task identifier	number	
Top Task Number	top task number	text	25
Supplier Employee Number	supplier employee number	text	30
Supplier Person Id	supplier person identifier	number	
Supplier Type	supplier type	text	25
Temp Account Id	temporary account identifier	number	

Generate Default Account Workflow Diagram

The diagram below shows the Generate Default Account process nodes as described in the following section, Generate Default Account Workflow Process, page 17-8.

Generate Default Account Workflow Diagram


1
Start generating code combination
2
Is charge account CCID null?
Yes
No
3
Generate default charge account
Failure
Abort generating code combination
4
Success
5
Is encumbrance on?
Yes
No
6
Generate default budget account
Failure
Abort generating code combination
7
Success
End generating code combination
8

Generate Default Account Workflow Process

This section describes the Generate Default Account Workflow process.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.START_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** None

Is Charge Account CCID Null? (Node 2)

This function activity checks for a manually entered charge account.

- **Function:** WF_STANDARD.COMPARE
- **Result Type:** Comparison
- **Prerequisite Activities:** Start Generating Code Combination

Generate Default Charge Account (Node 3)

This process generates a default charge account.

- **Result Type:** Flexfield Result
- **Prerequisite Activities:** Is Charge Account CCID NULL?

Abort Generating Code Combination (Failure) (Node 4)

This standard function activity aborts the account generation process when a fatal error occurs.

- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Generate Default Charge Account

Is Encumbrance On? (Node 5)

This function activity checks if budgetary control is enabled.

- **Function:** IGC_CC_WF_ACCOUNTS_PKG.IS_ENCUMBRANCE_ON
- **Result Type:** Flexfield Boolean
- **Prerequisite Activities:** Generate Default Charge Account

Generate Default Budget Account (Node 6)

This process generates the default budget account.

- **Result Type:** Flexfield Result
- **Prerequisite Activities:** Is Encumbrance On?

Abort Generating Code Combination (Failure) (Node 7)

This standard function activity aborts the account generation process when a fatal error occurs.

- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Generate Default Budget Account

End Generating Code Combination (Success) (Node 8)

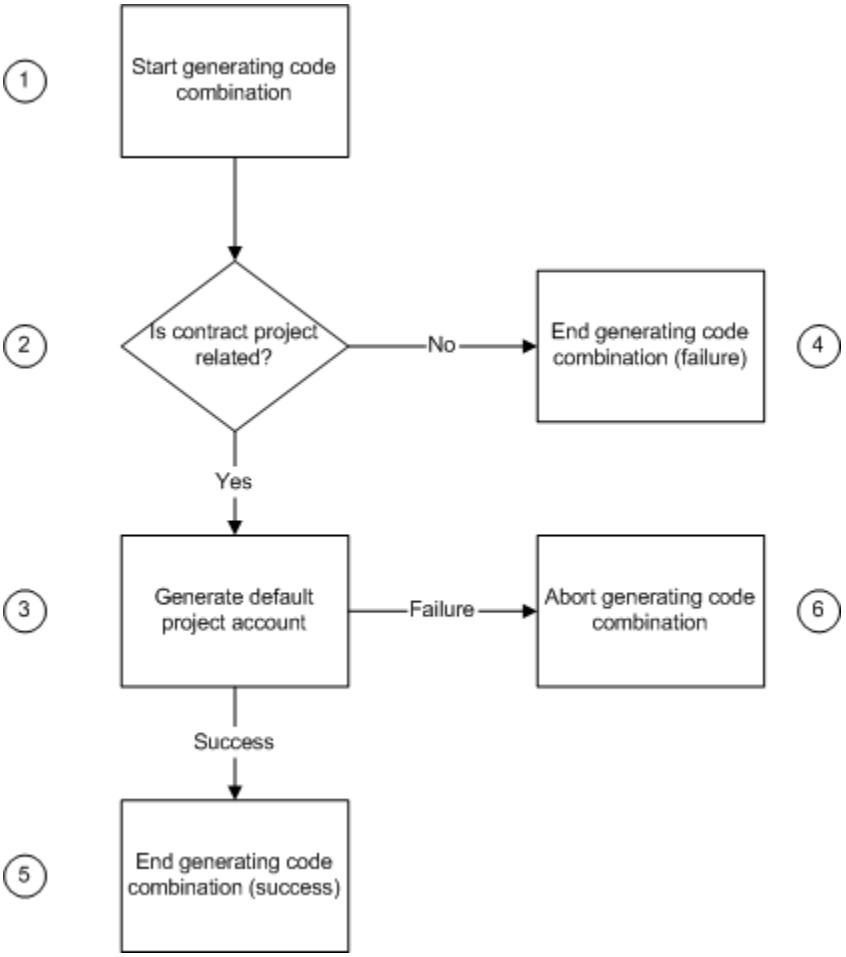
This standard function activity marks the end of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.END_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Generate Default Budget Account

Generate Default Charge Account Workflow Diagram

The diagram below shows the Generate Default Charge Account subprocess nodes as described in the following section, Generate Default Charge Account Workflow Subprocess, page 17-10.

Generate Default Charge Account Workflow Diagram



Generate Default Charge Account Workflow Subprocess

This section describes the Generate Default Charge Account Workflow subprocess.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.START_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** None

Is Project Contract Related? (Node 2)

This function activity checks if the contract is project related.

- **Function:** IGC_CC_WF_ACCOUNTS_PKG.IS_CC_PROJECT_RELATED
- **Result Type:** Flexfield Boolean
- **Prerequisite Activities:** Start Generating Code Combination

Generate Project Account (Node 3)

This subprocess generates a project-related account.

- **Result Type:** Flexfield Result
- **Prerequisite Activities:** Is Project Contract Related?

Abort Generating Code Combination (Failure) (Node 4)

This standard function activity aborts the account generation process when a fatal error occurs.

- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Is Project Contract Related?

End Generating Code Combination (Success) (Node 5)

This standard function activity ends the account generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.END_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Generate Default Project Account

Abort Generating Code Combination (Node 6)

This standard function activity aborts the account generation process when a fatal error occurs.

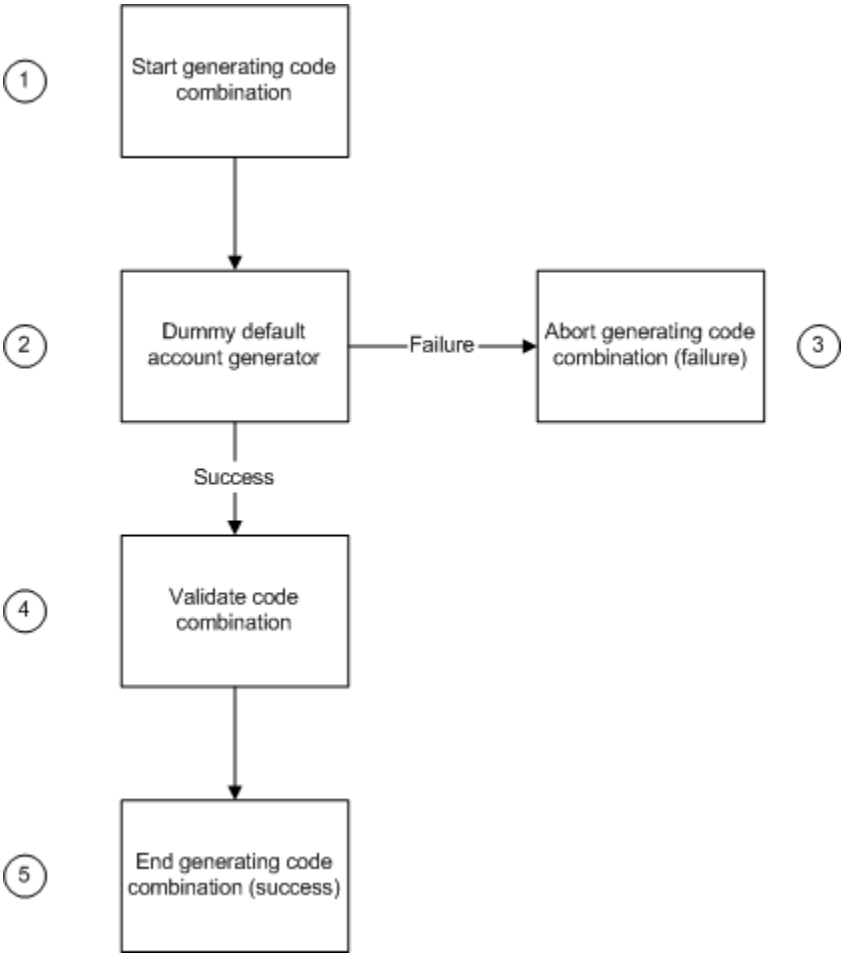
- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None

- **Prerequisite Activities:** Generate Default Project Account

Generate Default Budget Account or Project Account Workflow Diagram

The diagram below shows the subprocess nodes for Generate Default Budget Account and Generate Project Account, as described in the following section, Generate Default Budget Account or Project Account Workflow Subprocess, page 17-12.

Generate Default Budget Account Workflow Diagram



Generate Default Budget Account or Project Account Workflow Subprocess

This section describes the subprocess to be used for either Generate Default Budget Account Workflow, or Generate Project Account Workflow.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.START_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** None

Dummy Default Account Generator (Node 2)

This process must be replaced with a customized procedure for account generation.

This process has the following possible outcomes:

- If the function fails, the process branches to Abort Generating Code Combination.
- If the function succeeds, the process branches to Validate Code Combination.

Abort Generating Code Combination (Node 3)

This standard function activity aborts the account generation process when a fatal error occurs.

- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Dummy Default Account Generator

Validate Code Combination (Node 4)

This standard function activity validates the code combination generated.

- **Function:** FND_FLEX_WORKFLOW_APIS.VALIDATE_COMBINATION
- **Result Type:** None
- **Prerequisite Activities:** Dummy Default Account Generator

End Generating Code Combination (Node 5)

This standard function activity marks the end of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.END_GENERATION

- **Result Type:** None
- **Prerequisite Activities:** Validate Code Combination

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Contract Commitment Approval Workflow Process

Overview

Contract Commitment uses Oracle Workflow technology to route contract commitments to authorized users for approval.

Documents are approved in the following ways:

- by the preparer
- by the owner
- approval hierarchies

When the preparer is authorized to approve a contract, no workflow process is activated.

When the owner is authorized to approve a contract, Workflow routes the contract to the contract commitment owner for approval. The owner can approve or reject the contract using the Worklist window. If a contract commitment is rejected, it is sent back to the contract commitment preparer, or it can remain with the owner in its current state and encumbrance status, if encumbered.

When approval hierarchies are used to approve a contract, the contract commitment owner must be in the hierarchy and is the first approver to whom the contract commitment is routed by Workflow. The contract commitment is forwarded through the hierarchy to each approver until it finds an approver who has the authority to approve a contract. If a contract commitment is rejected by the approver with the authority to approve or by another approver in the hierarchy, it is sent back to the contract commitment preparer, or it can remain with the owner in its current state and encumbrance status, if encumbered.

For information on Workflow, see Introduction to Oracle Workflow, *Oracle Workflow*.

Contract Commitment Workflow Item Type Attributes

Several Workflow attributes are associated with the Contract Commitment approval item type that references information in the application tables. The attributes are used and maintained by function activities, as well as notification activities throughout the process.

The following table describes the attributes associated with contract commitment approval.

Attributes Associated with Contract Commitment Approval Item Type

Display Name	Description	Type	Length, Format, Lookup Type
Contract Header Id	contract commitment header identifier	number	
CC Version Number	contract commitment version number	number	
CC Number	contract commitment number	text	
CC Type	contract commitment type	text	
CC Type Meaning	specified contract commitment type	text	
CC Control Status	contract commitment control status	text	
CC Control Status Meaning	specified contract commitment control status	text	
CC Original State	contract commitment original state	text	
CC Original State Meaning	specified contract commitment original state	text	

Display Name	Description	Type	Length, Format, Lookup Type
CC New State	contract commitment new state	text	
CC New State Meaning	specified contract commitment new state	text	
CC Original Status	contract commitment original status	text	
CC Original Status Meaning	specified contract commitment original status meaning	text	
CC New Status	contract commitment new status	text	
CC New Status Meaning	specified contract commitment new status	text	
CC Original Encumbrance Status	contract commitment original encumbrance status	text	
CC Original Encumbrance Status Meaning	specified contract commitment original encumbrance status	text	
CC New Encumbrance Status	contract commitment new encumbrance status	text	
CC New Encumbrance Status Meaning	specified contract commitment new encumbrance status	text	
Owner User Id	owner user identifier	number	
Owner Name	owner name	role	

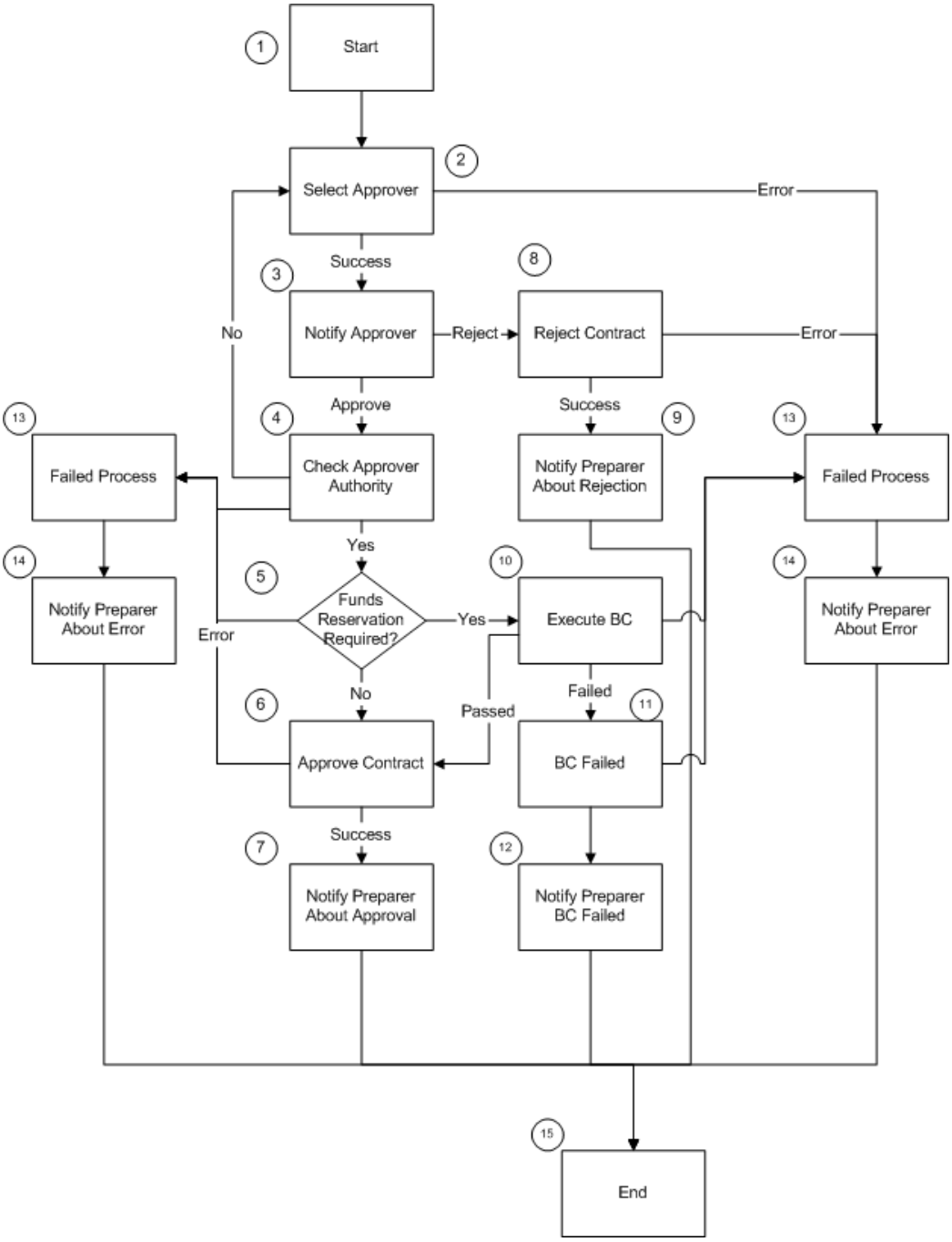
Display Name	Description	Type	Length, Format, Lookup Type
Preparer User Id	preparer user identifier	number	
Preparer Name	preparer name	role	
Approver Name	approver name	role	
Old Approver Name	old approver name	role	
Contract Description	contract description	text	
Start Date	start date	date	
End Date	end date	date	
Note	note	text	
Org Id	organization identifier	number	
Organization Name	organization name	text	
Ledger Id	ledger identifier	number	
Contract Accounting Date	contract accounting date	date	
Rejection Notes	rejection notes	text	240
Error Text	error text	text	
BC Failure Message	budgetary control failure message	text	
BC Required	budgetary control required	text	
BC Executed for the Contract	budgetary control executed for the contract	text	

Display Name	Description	Type	Length, Format, Lookup Type
WF Process Version	workflow process version	number	
Owner Display Name	owner display name	text	
Preparer Display Name	preparer display name	text	
Approver User Id	approver user identifier	number	
Debug Mode	debug mode	text	

Contract Commitment Approval Process Workflow Diagram

The diagram below shows the Contract Commitment approval process nodes described in the following section, Contract Commitment Approval Workflow Process, page 18-6.

Contract Commitment Approval Workflow Process Diagram



Contract Commitment Approval Workflow Process

This section describes the Contract Commitment Approval Workflow process.

Start (Node 1)

This standard function activity marks the start of the Contract Commitment Approval Workflow process. It is initiated if the preparer is not authorized to approve a contract.

- **Function:** WF_STANDARD.NOOP
- **Result Type:** None
- **Prerequisite Activities:** None

Select Approver (Node 2)

This function activity selects the approver based on the approval setup. It determines if the Human Resources hierarchy is required in the process.

- **Function:** IGC_CC_APPROVAL_WF_PKG.SELECT_APPROVER
- **Result Type:** Success/Error
- **Prerequisite Activities:** Start

Notify Approver (Node 3)

This activity notifies the approver that contract approval is required.

- **Message:** Message for Approval
- **Result Type:** Approval
- **Prerequisite Activities:** Select Approver

Check Approver Authority (Node 4)

This function activity verifies that the current approver has the authority to approve the contract commitment.

- **Function:** IGC_CC_APPROVAL_WF_PKG.CHECK_AUTHORITY
- **Result Type:** Yes/No/Error
- **Prerequisite Activities:** Notify Approver

Funds Reservation Required (Node 5)

This function activity checks to see if funds reservation is required.

- **Function:** IGC_CC_APPROVAL_WF_PKG.FUNDS_REQUIRED
- **Result Type:** Yes/No/Error
- **Prerequisite Activities:** Check Approver Authority

Approve Contract (Node 6)

This function activity approves the contract.

- **Function:** IGC_CC_APPROVAL_WF_PKG.APPROVE_CONTRACT
- **Result Type:** Success/Error
- **Prerequisite Activities:** Funds Reservation Required, or Execute BC

Notify Preparer About Approval (Node 7)

This activity notifies contract preparer that the contract is approved.

- **Message:** CC Approved Messages
- **Result Type:** None
- **Prerequisite Activities:** Approve Contract

Reject Contract (Node 8)

This function activity rejects the contract.

- **Function:** IGC_CC_APPROVAL_WF_PKG.REJECT_CONTRACT
- **Result Type:** Success/Error
- **Prerequisite Activities:** Notify Approver

Notify Preparer About Rejection (Node 9)

This activity notifies preparer that the contract is rejected.

- **Message:** CC Rejected Message
- **Result Type:** None
- **Prerequisite Activities:** Reject Contract

Execute BC (Node 10)

This activity executes budgetary control.

- **Function:** IGC_CC_WF_PKG.EXECUTE_BC
- **Result Type:** Passed/Failed/Error
- **Prerequisite Activities:** Funds Reservation Required

BC Failed (Node 11)

This activity performs all steps required by the BC Failed process.

- **Function:** IGC_CC_WF_PKG.BC_FAILED
- **Result Type:** None
- **Prerequisite Activities:** Execute BC

Notify Preparer BC Failed (Node 12)

This activity notifies contract preparer that budgetary control failed.

- **Message:** CC failed BC message
- **Result Type:** None
- **Prerequisite Activities:** BC Failed

Failed Process (Node 13)

This activity runs the Process_Request procedure in the Failed mode.

- **Function:** IGC_CC_WF_PKG.FAILED_PROCESS
- **Result Type:** None
- **Prerequisite Activities:** Select Approver, or Reject Contract, or Check Approver Authority, or Funds Reservation Required, or Execute BC, or Approve Contract, or BC Failed

Notify Preparer About Error (Node 14)

This activity notifies preparer that an error occurred in the process.

- **Message:** CC error message

- **Result Type:** None
- **Prerequisite Activities:** Failed Process

End (Node 15)

This standard function activity marks the end of the process.

- **Function:** WF_STANDARD.NOOP
- **Result Type:** None
- **Prerequisite Activities:** Notify Preparer about Error, or Notify Preparer about Rejection, or Notify Preparer BC Failed, or Notify Approver about Approval

Customizing Contract Commitment Approval Workflow

Required Modifications

No modifications are required to run the Contract Commitment Approval Workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the Workflow process.
- Organizations can create new notifications and notification activities and can modify the Workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Contract Commitment Approval Workflow process.

19

Maintain Contract Commitment Procedures

Overview

Maintain Contract Commitment creates and maintains a contract commitment.

Contract Commitment Information

A contract commitment includes the following:

- general information
- account information
- payment forecast

General information pertains to the entire contract commitment.

Account information represents contract commitment lines containing the committed amount that is charged. Project information is included at contract commitment line level. The charge account is used for encumbering funds on the commitment budget and the standard budget.

The payment forecast is the amount that is expected to be paid in a certain year. The payment schedule represents a set of payment forecasts that corresponds to account information for a contract commitment. A contract commitment can be made in one year for a project expected to span several budget years. This means that if budgetary control is enabled, the contract commitment is encumbered against the commitment budget in one year, but the payment of the total amount is spread over multiple years.

Users enter payment forecast data in the Forecast tab of the Contract Commitments window. Users can view the information at the year level in the Summary tab of the Contract Commitments window.

Note: The summary of the payment forecast amounts for an accounting

line must equal the amount of the contract commitment line.

Execute Budgetary Control

The budgetary control feature controls actuals and anticipated expenditures against a budget. In Contract Commitment, budgetary control includes the following online processes:

- funds check
- funds reservation

If standard budgetary control is enabled, approving a contract commitment creates encumbrances against the standard budget in Oracle General Ledger, which reduces the standard budget funds available. Since a contract commitment can have multiple payment forecasts, contract commitment assumes that multiple one-year budgets can be open at the same time.

If dual budgetary control is enabled, standard budgetary control must be enabled to provide funds checking and funds reservation. Encumbering or approving a contract commitment creates encumbrances against the commitment budget, which reduces the commitment budget funds available.

Enabling dual budgetary control activates the following functionality:

- ability to check funds online for all types of contract commitment transactions
- ability to reserve funds for all types of contract commitment transactions by creating encumbrances
- automatic calculation of funds available when attempting to reserve funds for a contract commitment transaction
- online notification of funds availability for a contract commitment transaction

> **Note:** When project information is entered for a commitment line, and the project has budgetary control enabled in Oracle Projects, budgetary control actions such as funds checking and funds reservation are executed against the project budget for this line, using budgetary control settings defined in Oracle Projects. There is no budgetary control action for this account line in Contract Commitment or in General Ledger.

For information on entering project details, see Entering Accounting Information Procedure, page 19-23.

Related Topics

Commitment Budgetary Control Process, page 10-1

Enabling Dual Budgetary Control Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Commitment Budgetary Control Integration with Oracle Purchasing, page 12-1

Commitment Model, page B-1

Guarantee Commitments

A guarantee commitment is a contract commitment where the total liability values on the payment schedule are not equal to the values on the commitment. The values entered against this type of commitment are known as a withheld amount.

A guarantee commitment occurs when a user is required to underwrite the cost of a contract, but does not expect to pay the party with whom the contract was made.

The guarantee commitment is a specific type of contract commitment, which is identified when the contract commitment is entered. The withheld amount is entered as part of the accounting distributions. The payment schedule value is entered in the normal manner, but must be the net value of the accounting distribution less the withheld amount entered against the commitment budget.

The withheld amount does not form part of the payment schedule, but the totals on the payment schedule and the withheld amount must be equal to the total entered against the commitment budget. It is not possible to enter negative values as withheld amounts.

The withheld amount does not form part of the funds checking or encumbrancing against a payment budget, as it is solely used to record the potential liability. However, the entries against the commitment budget are fully funds checked and encumbered.

The guarantee commitment functionality works only with standard commitment types. It does not work with the cover or release commitment types.

The budgetary control, approval and adjustment rules, version control, contract commitment actions, action history, and security for a guarantee commitment follow the same rules as for standard contract commitment.

Contract Commitment Approval

Oracle Workflow is activated for Contract Commitment approval.

Routing Controls

Users determine routing controls for specified contract commitment types and states. Contract Commitment approval is defined in the Assign Commitment Types setup window.

For information on setting up contract commitment types and approval controls, see

Setting Up Contract Commitment Types Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

Contract Commitment Approval Status

During the approval cycle of a contract commitment, the contract commitment always has a current approval status. When entering a contract commitment, the contract commitment always begins with an approval status of Incomplete, and the State is always Provisional. The contract is automatically encumbered when users click **Approve** in the Contract Commitments window, in case budgetary control is enabled.

The table below describes the possible approval statuses:

Approval Statuses

Status Options	Description
Incomplete	initial approval status when entering a contract commitment
In Process	indicates contract commitment submitted to approval process but not approved
Encumbered	indicates contract commitment encumbered but not approved; valid only if budgetary control enabled
Approved	indicates contract commitment approved; valid only if budgetary control not enabled
Approved, Encumbered	indicates contract commitment encumbered and approved; valid only if budgetary control enabled
Requires Reapproval	indicates changes made to contract commitment require reapproval
Rejected	indicates contract commitment rejected and returned to contract commitment preparer
Rejected, Encumbered	indicates contract commitment rejected and funds encumbered; contract commitment returned to contract commitment preparer

Contract commitments cannot be approved for the following reasons:

- supplier is on hold
- date validations failed
- Supplier and Supplier Site fields are blank for Standard or Release commitment types

For information on the Workflow approval process, see Contract Commitment Approval Workflow Process, page 18-1.

Adjust Contract Commitment

A contract commitment adjustment is a change to a provisional or confirmed contract commitment. Adjustments can be made to general information, account information, or payment schedule information.

Adjustments to standard and cover commitments are similar except that the account information and the payment forecast information for cover commitments cannot become less than the amount reserved on it for releases that are linked to the cover commitment in their respective currencies.

Releases against cover contract commitments can also be adjusted. Since a release does not reserve funds, an adjustment of a release does not cause an increase or decrease of available funds for commitment and standard budgets. When adjusting a release, the following rules apply if budgetary control is enabled:

- The total of all release amounts against a cover contract commitment account line must be less than or equal to the cover contract commitment account line.
- The total of all release amounts against a cover contract commitment payment forecast line must be less than or equal to the cover contract commitment payment forecast lines.

An adjustment can create one of the following results:

- Contract Commitment Increase, page 19-5
- Contract Commitment Decrease, page 19-6
- Payment Redistribution, page 19-6
- Account Redistribution, page 19-6
- Transition and Transition Rules, page 19-6

Contract Commitment Increase

An adjustment can increase the total contract commitment, which means that the funds available for the applicable commitment budget and standard budget are decreased.

Users can make adjustments as follows:

- adjust existing account lines and payment forecast
- create additional account lines and payment forecast

Contract commitment validates that the total account line amounts equal the total contract commitment amount at the payment forecast level to ensure that the contract commitment remains balanced.

Contract Commitment Decrease

An adjustment can decrease the total contract commitment, which means that the funds available for the applicable commitment budget and standard budget are increased. Users can make adjustments as follows:

- adjust existing account lines and payment forecast
- create additional account lines and payment forecast

Contract Commitment validates that the total account line amounts equal the total contract commitment amount at the payment forecast level to ensure that the payment forecast remains balanced. In addition, a validation is performed to ensure that a payment forecast adjustment decrease is not greater than the payment forecast minus invoices or actuals applied against the payment forecast.

Payment Redistribution

An adjustment can leave the total contract commitment amount unchanged. One or more payment forecasts related to the same account lines are increased and decreased in balance. The payment redistribution for payment forecast lines must not be more than the unbilled amount, which is the payment forecast minus invoices applied against the payment forecast.

Contract Commitment validates whether the total payment forecast amounts equal the total account line amounts and that the total payment forecast amounts equal the total contract commitment amount to ensure that the contract commitment remains balanced.

Account Redistribution

An adjustment can leave the total contract commitment amount unchanged while the lines or the amounts of the account lines are changed. If new account lines are entered, the amount in an existing account line is decreased to maintain the balance.

Transition and Transition Rules

A transition is a change to the contract commitment state. Each time a contract is transitioned, it must be reapproved. A contract commitment state can change as follows:

Provisional to Cancelled

Because of the tentative nature of provisional contract commitments, it may be necessary to cancel them. Only provisional contract commitments can be cancelled. The transition action changes the state from Provisional to Cancelled, which means that it cannot be confirmed or completed. When the cancellation is approved, the encumbered amounts are zeroed out.

If encumbrance accounting and budgetary control are enabled, encumbrance activity is recorded against the appropriate budget. When the contract's cancellation is approved, all encumbrances against the commitment budget and standard budget are liquidated.

When a release is cancelled, the amounts related to the release are made available to the contract commitment owner so that a new release can be created.

Provisional to Confirmed

A provisional contract commitment is transitioned to Confirmed to signify that either an obligation is entered into with a third party or an internal commitment is confirmed.

If encumbrance accounting and budgetary control are enabled, encumbrance transaction activity is recorded against the appropriate budgetary control. The encumbrance activity is created manually or automatically at approval. Based on encumbrance or approval of the confirmed contract commitment, any previously recorded commitment encumbrance activity against standard budgetary control and commitment budgetary control is liquidated. Confirmed encumbrance activity is recorded against standard budgetary control and the commitment budgetary control.

Although a release can be created if the cover is provisional and approved, releases can only be confirmed if the cover is confirmed and approved at least once.

Confirmed to Completed

A confirmed contract commitment is transitioned to Completed to indicate that all activity associated with the third party obligation or the internal commitment is completed. The transition action changes the state from Confirmed to Completed. If there are unpaid invoices, the contract commitment cannot be transitioned to the Completed state.

When completed, a contract commitment is adjusted automatically to ensure that the contract commitment equals the billed amount at approval. The payment forecast amounts are adjusted to equal the billed amount, and the cumulative payment forecast adjustments are used to adjust their respective account lines. Once a contract commitment is completed, it is not possible to match invoices against the contract commitment or modify it in any way.

If budgetary control is enabled, the outstanding encumbrances are liquidated, which increases the funds available. The approval of the completion triggers the following actions:

- Confirmed encumbrance activity is liquidated when the payment forecasts do not

equal the billed amount. This liquidation increases standard funds available by the difference between the encumbered amount and the billed amount.

Standard and cover contract commitments are reserved against the funds available. Release contract commitments are made against the available cover contract commitment, not against funds available. Therefore, completion of a release may result in an increase to the available contract commitment amount and does not result in encumbrance activity. Cover contract commitments cannot be completed until all releases against the cover are completed or cancelled.

For information on contract commitment states, see Setting Up Contract Commitment Types Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

The table below describes the Transition rules.

Transition Rules

Contract Commitment Type	Current State	Approval State	Budgetary Control Enabled	Transition Options	Additional Rule
Standard	Provisional	Encumbered	Yes	Cancel	
Standard	Provisional	Incomplete	Yes	Cancel	
Standard	Provisional	Incomplete	No	Cancel	
Standard	Provisional	Rejected	Yes	Cancel	
Standard	Provisional	Rejected	No	Cancel	
Standard	Provisional	Rejected, Encumbered	Yes	Cancel	
Standard	Provisional	Approved, Encumbered	Yes	Cancel, Confirm	
Standard	Provisional	Approved	No	Cancel, Confirm	
Standard	Confirmed	Approved, Encumbered	Yes	Complete	
Standard	Confirmed	Approved	No	Complete	

Contract Commitment Type	Current State	Approval State	Budgetary Control Enabled	Transition Options	Additional Rule
Cover	Provisional	Encumbered	Yes	Cancel	
Cover	Provisional	Incomplete	Yes	Cancel	
Cover	Provisional	Incomplete	No	Cancel	
Cover	Provisional	Rejected	Yes	Cancel	
Cover	Provisional	Rejected	No	Cancel	
Cover	Provisional	Rejected, Encumbered	Yes	Cancel	
Cover	Provisional	Approved, Encumbered	Yes	Confirm	releases exist in the provisional state
Cover	Provisional	Approved	No	Confirm	releases exist in the provisional state
Cover	Provisional	Approved, Encumbered	Yes	Cancel, Confirm	all related releases cancelled and approved or no releases exist
Cover	Provisional	Approved	No	Cancel, Confirm	all related releases cancelled and approved or no releases exist

Contract Commitment Type	Current State	Approval State	Budgetary Control Enabled	Transition Options	Additional Rule
Cover	Confirmed	Approved, Encumbered	Yes	Complete	all related releases cancelled and approved, completed and approved, or no releases exist
Cover	Confirmed	Approved	Yes	Complete	all related releases cancelled and approved, completed and approved, or no releases exist
Release	Provisional	Incomplete	Yes	Cancel	
Release	Provisional	Incomplete	No	Cancel	
Release	Provisional	Rejected	Yes	Cancel	
Release	Provisional	Rejected	No	Cancel	
Release	Provisional	Approved, Encumbered	Yes	Cancel, Confirm	related cover confirmed and approved
Release	Provisional	Approved	No	Cancel, Confirm	related cover confirmed and approved
Release	Confirmed	Approved, Encumbered	Yes	Complete	
Release	Confirmed	Approved	No	Complete	

Note: If dates are for a future period, then the contract commitment cannot be transitioned to Confirmed or Complete.

The table below describes transition rules that exist when a contract commitment is rejected in the workflow approval process.

Transition Rules for Rejected Contract Commitments

Current State	Current Approval Status	New State	New Approval Status	Rule Description
Confirmed	Incomplete	Provisional	Requires Reapproval	If the approver rejects the contract commitment and the contract commitment is not yet encumbered in the confirmed state, the contract commitment reverts to the provisional state in which the approval status is Approved. Adjustments made to the contract commitment within the confirmed state are not deleted. If the current approval status is encumbered or requires reapproval, the contract commitment does not revert to the provisional state.

Current State	Current Approval Status	New State	New Approval Status	Rule Description
Cancelled	Encumbered	Provisional	Incomplete, Encumbered, or Approved	If a contract commitment is rejected in the cancelled state, it always reverts to the provisional state. The new approval status depends on the approval status it had in the provisional state when it was changed to cancelled.
Completed	Encumbered	Confirmed	Approved	If a contract commitment is rejected in the completed state, it always reverts to the confirmed state.

Version Control

When there is a change in the control information of a contract and the contract commitment is saved, a new version of the contract commitment is created and the version number is automatically updated. Control information includes the following:

- Contract State
- Owner
- Start Date
- End Date
- Bill to Location
- Exchange Rate
- Supplier, if the State is Provisional and not Approved
- Account Line

- Payment Forecast Line

Version control information is viewed by entering a query for a contract commitment in the Contract Commitments History window.

Contract Commitment Actions

The control status of a contract commitment identifies the actions users can perform. If a contract commitment is confirmed and approved, users can change the status in the Control window by selecting Commitment Actions from the Tools menu.

Control Statuses

The contract commitment control statuses are as follows:

Entered

Entered is the default status for a contract commitment. Invoices cannot be matched against the contract commitment or the release.

Opened

Opened indicates that users can match invoices against standard confirmed contract commitments and cover commitment releases.

Closed

A Closed status closes the contract commitment for invoicing. A contract commitment can be closed at the general information level. A Closed status indicates that a confirmed contract commitment is fully billed or not yet eligible for invoice matching.

On Hold

A contract commitment can be placed on Hold only at the general information level. The On Hold status prevents changing, invoicing, or approving a contract commitment. When the On Hold status is changed, the contract commitment must be reapproved. When a Release On Hold is approved, the contract commitment's control status is changed to Opened.

The table below describes the control status validation rules for any Commitment type in a Confirmed state with an Approved approval status.

Control Status Validation Rules

Current Control Status	Radio Button Options Enabled	Resultant Control Status if Radio Button Option Selected
Entered	Open	Opened

Current Control Status	Radio Button Options Enabled	Resultant Control Status if Radio Button Option Selected
Entered	On Hold	On Hold
Opened	Close	Closed
Opened	On Hold	On Hold
Closed	Open	Opened
Closed	On Hold	On Hold
On Hold	Release On Hold	Opened

A contract commitment can be deleted only if it is in a provisional state and the approval status is Incomplete.

Action History

Selecting the Action History tab in the Contract Commitments window displays the details of different actions performed on a contract commitment. This includes actions such as adjustments and transitions.

Security

Contract Commitment level security restricts access to specific contract commitments. This restriction controls which users can see or update a contract commitment.

Access to a contract commitment can be granted to an individual or a group. Access is granted by the preparer or owner of the contract commitment and can be granted when a contract commitment is created or at a later time.

Access groups are defined in the Define Security Groups window. The security access level is defined in the Contract Commitments window, Details tab that is described in this chapter.

For information on the Define Security Groups window, see Setting Up Contract Commitment Level Security Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

Security Access Levels

The security access levels are Modify or Read-Only. Modify access allows users to read, update, and delete the contract commitment. Read-Only access allows users to view the contract commitment only.

If a contract commitment is On Hold, Cancelled, or In Process, access is read-only.

Users are assigned to access groups using the Define Security Groups window. Only specified users can make assignments to access groups.

Access Groups Business Rules

The following business rules apply to access groups:

- If a user has different access levels to the same contract commitment, the highest level access, whether group or individual, is the access level used.

  For example, if Employee A is a member of GROUP A and GROUP B, and GROUP A has read-only access to Contract 1234 and GROUP B has modify access, the Employee A has modify access to Contract 1234.

- Access groups members can be added, modified, or deleted at any time.

Creating a New Contract Commitment from a Template

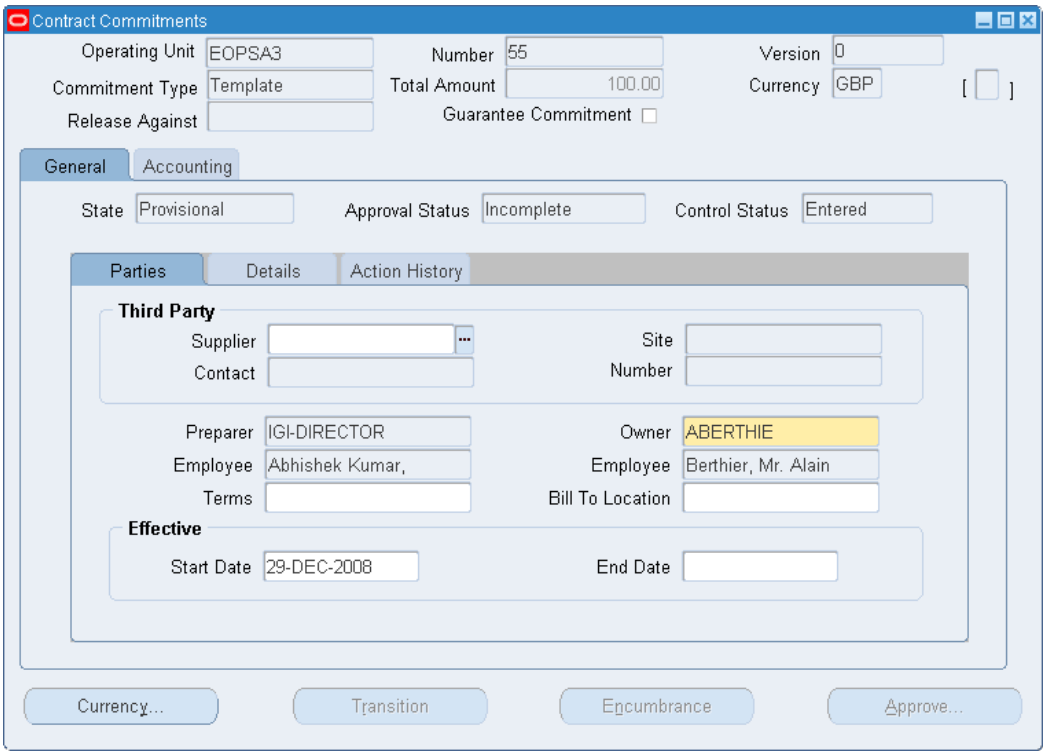
A contract commitment can be created by copying a template with the required contract commitment information.

For information on creating a template, see Contract Commitment Template Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

Summarize Contract Commitment

An overview summary window displays the details of a selected contract commitment. Users enter selected criteria to query the Contract Commitment Summary window for a contract commitment. From this window, users can choose to view the contract commitment, adjust it, or create a new contract commitment.

Entering General Information Procedure



To enter general information, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitments window as follows:

   Contract Commitments - Enter

2. In the Operating Unit field, select an operating unit.

3. In the Commitment Type field, select a contract commitment type from the list of values.

4. If this is a release against a cover contract commitment, in the Release Against field, select Cover.

5. If document numbering is manual, in the Number field, enter a unique contract commitment number.

6. If this is a guarantee contract commitment, select the Guarantee Commitment check box.

7. Enter data in each field of the Parties tab as described in the Contract Commitments

Window Description, General Tab table, page 19-17.

8. To enter exchange rate information, click **Currency...**.

   Note: If the Guarantee Commitment check box is selected, a warning appears. The check box cannot be deselected once exchange rate information is entered.

9. Enter exchange rate information as described in the Contract Commitments Window Description, Currency Window table, page 19-21.

10. Select the Details tab.

11. Enter data in each field of the Details tab as described in the Contract Commitments Window Description, General and Details Tab table, page 19-20.

12. To enter accounting information, select the Accounting Tab and go to the next procedure section, Entering Accounting Information Procedure, page 19-23.

Contract Commitments Window Description, General Tab

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

Field Name	Description
Commitment Type	contract commitment document type; includes Standard, Cover, and Release
Number	system-generated or manually entered contract commitment identification number; numeric or alphanumeric; numeric if automatically created unless defined differently at setup
Operating Unit	Contract commitment operating unit.

Field Name	Description
Version	Control contract commitment version; certain changes to the contract commitment generate a new version; system-generated. All contract commitments start with version number 0 and increment by 1. **Note:** Only the current version can be queried from the General tab. Query changes to older versions can be made from the Contract Commitments History window.
Release Against	release against cover; required if Commitment Type is Release
Total Amount	Automatically calculated total sum of all entered amounts of lines in the Accounting tab
Currency	Currency code to be used in contract commitment; defaults to functional currency. Different currency codes can be entered on the Currency window.
Guarantee Commitment	if selected, defines the contract commitment as a guarantee commitment; defaults to deselected; enabled if commitment type is Standard
Descriptive Flexfield	User customizable field
State	Contract commitment state. Values include Provisional, Cancelled, Confirmed, and Completed.
Approval Status	Approval status for selected contract commitment; updated automatically as progresses through workflow process. Default is Incomplete.
Control Status	Contract commitment control status

Field Name	Description
Supplier	Supplier name; supplier with whom contract commitment made; required when contract confirmed, except for cover commitment **Note:** A popup window informs users if the supplier is on hold. This means that the contract commitment cannot be approved.
Site	Supplier location; required when contract confirmed, except for cover commitment
Contact	Supplier contact name and information
Number	Supplier number; populated when supplier is selected
Preparer	Contract commitment administrator responsible for entering and maintaining the contract commitment; automatically displayed as current user
Owner	Contract commitment owner user identifier
Employee	Preparer name; defaults from user login
Employee	Owner name; defaults from Owner field
Terms	Payment terms; indicates when payment due
Bill To Location	Bill-to location; not required for cover contract commitments
Start Date	Effective contract commitment start date; if contract commitment confirmed, becomes display only
End Date	Effective contract commitment end date

The table below describes the Contract Commitments window General and Details tabs.

Contract Commitments Window Description, General and Details Tabs

Field Name	Description
Reference Number	Information pertaining to a contract commitment imported from an external source
Description	Additional contract commitment information
Type	Access type; group or individual
Group Or User Name	Group or user name
Level	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.

The table below describes the Contract Commitments window General and Action History tabs, and the footer region.

Contract Commitments Window Description, General and Action History Tabs and Footer Region

Field Name	Description
Seq	Sequence number
Action Type	Action type
Version	Action version number
Modified By	Modifier's name
Date	Action date

Field Name	Description
State	Contract commitment state
Approval Status	Contract commitment approval status when action performed
Control Status	Contract commitment control status when action performed
Note	Action notes
Currency...	Opens Currency popup window; Currency popup window described in this table
Transition	Opens Transition popup window; enabled only when approval status is Approved; disabled if contract commitment is in a Provisional state, the encumbrance status is No, the Approval status is Incomplete, and the Control status is Entered; disabled if contract is in a Provisional state and the Approval status is Reapproval
Encumbrance	Opens Encumbrance popup window; disabled if contract commitment type is Release or if date validation fails
Approve...	Opens Approval popup window; disabled if date validation fails **Note:** A popup window informs users if the supplier is on hold.

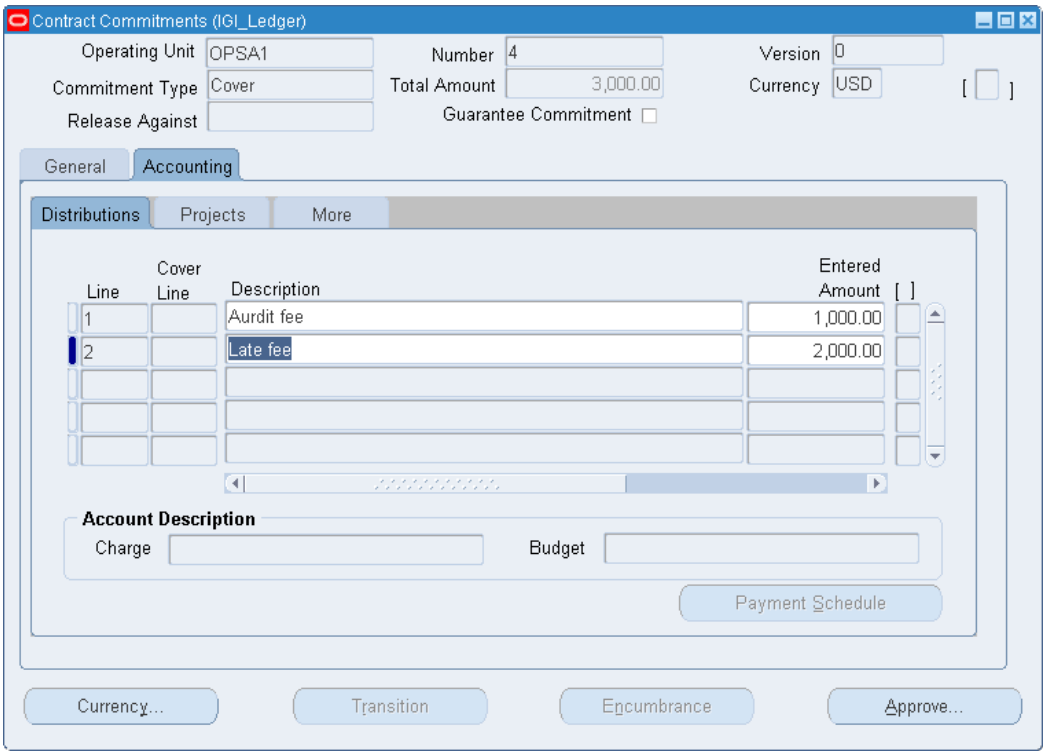
The table below describes the Currency window.

Contract Commitments Window Description, Currency Window

Field Name	Description
Currency	Currency code

Field Name	Description
Rate Type	Exchange rate type defaults from Rate Type setup in Contract Commitment Options window; enabled only if currency is different than the functional currency or a European Monetary Union (EMU) currency selected. If rate type is User, users enter rate for the Contract Commitment. If rate type is anything else, rate is automatically displayed after Rate Date entered.
Rate Date	Date currency conversion rate obtained
Rate	Conversion rate between the entered currency and the functional currency; automatically populated when rate type selected using the General Ledger rate corresponding to rate type; cannot be modified by users unless User selected as rate type **Note:** If rate type is User, enter the rate for the contract commitment.

Entering Accounting Information Procedure



To enter contract commitment accounting information, perform the following steps.

1. In the Accounting tab of the Contract Commitments window, select the Distributions tab.

2. Enter data in each field of the Distributions tab as described in the Contract Commitments Window Description, Accounting Tab table, page 19-24.

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 Tab table, page 19-24.

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 Tab table, page 19-24.

8. Perform a date validation as follows:

   Tools - Date Validations

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. To enter payment forecast information, go to the next procedure section, Entering and Viewing Payment Forecast Information Procedure, page 19-27 .

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, General Tab table, page 19-17, and the Contract Commitments Window Description, General and Action History Tabs and Footer Region table, page 19-20.

Contract Commitments Window Description, Accounting and Distributions Tabs

Field Name	Description
Line	System-generated line number generated for every new account
Cover Line	Field enabled only if commitment type is Release; cover line number against which release is matched and should be selected
Description	User-entered line description
Entered Amount	User-entered amount for each account line; must be more than billed amount if doing an adjustment. If currency entered is different than functional currency, Contract Commitment converts the amount to the functional currency; if commitment type is Release, amount must always be evaluated against functional currency and must not exceed available amount.

Field Name	Description
Withheld Amount	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	Unencumbered amount against commitment budget. Unencumbered amount is the computed functional amount minus encumbered amount.
Available Amount	Available amount for cover commitment contracts; cover contract commitment amount minus all releases against cover, excluding cancelled and completed releases
Descriptive Flexfield	User-customizable field
Charge	Account description defaults from the charge account entered in the Charge Account field of the Accounting tab - More tab in the Contract Commitments window
Budget	Account description defaults from the budget account entered in the Budget Account field of the Accounting tab - More tab in the Contract Commitments window
Payment Schedule	Opens Contract Commitments, Forecast tab window for selected contract commitment account; enabled only if a charge account with a value exists

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

Contract Commitments Window Description, Accounting and Projects Tabs

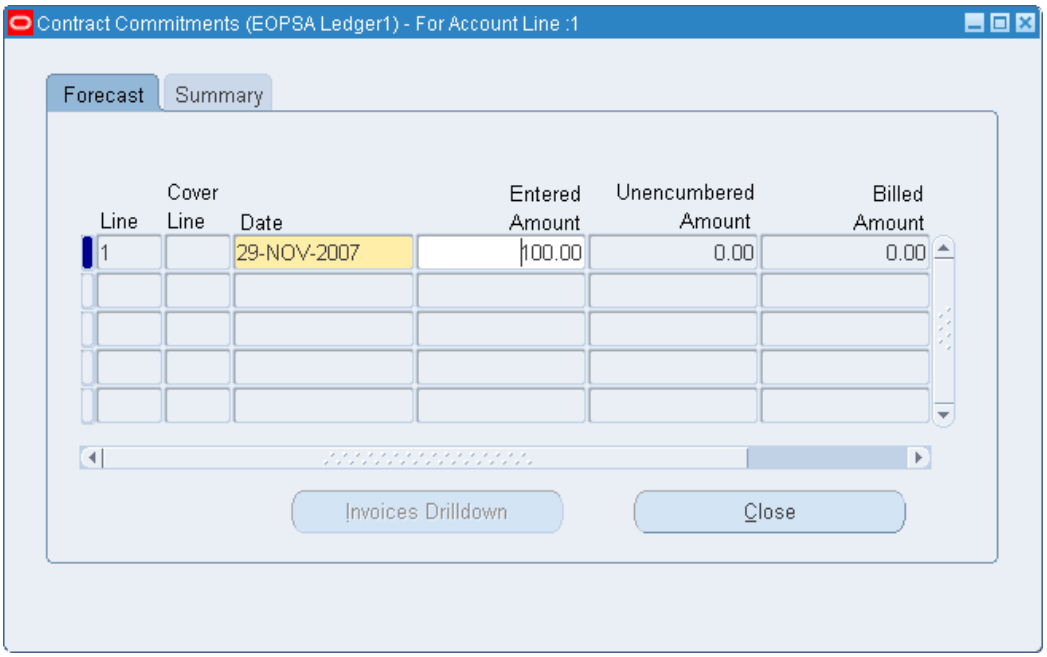
Field Name	Description
Project	Project identifier. If commitment type is Release, project details of the cover contract commitment are populated for display only.
Task	Task number related to selected project; enabled only if Project field entered
Type	Expenditure type for selected project; enabled only if Project field entered
Org	Expenditure organization; enabled only if Project field entered
Date	Expenditure date; enabled only if Project field entered

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

Contract Commitments Window Description, Accounting and More Tabs

Field Name	Description
Charge Account	charge account accounting flexfield
Budget Account	budget account accounting flexfield; enabled only if budgetary control enabled
Taxable	if selected, indicates if account is taxable; tax default rules apply
Tax Name	tax name; tax default rules apply

Entering and Viewing Payment Forecast Information Procedure



To enter and view 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 19-28.

3. To view forecast information summarized by fiscal year, select the Summary tab.

4. To view a list of invoices relating to the selected payment forecast line, click Invoices Drilldown.

   Note: The Invoices Drilldown button is disabled when a new contract commitment is entered or if the amount in the Billed Amount field is less than zero.

5. To drill-down and review individual invoices in more detail, click View Invoice.

   For information on the Invoices window, see Invoices Window Reference, *Oracle Payables User Guide*.

Contract Commitments Window Description

The table below describes the Contract Commitments window Forecast tab. TheContract Commitments Window Description, Summary Tab table, page 19-29 describes the Summary tab.

Contract Commitments Window Description, Forecast Tab

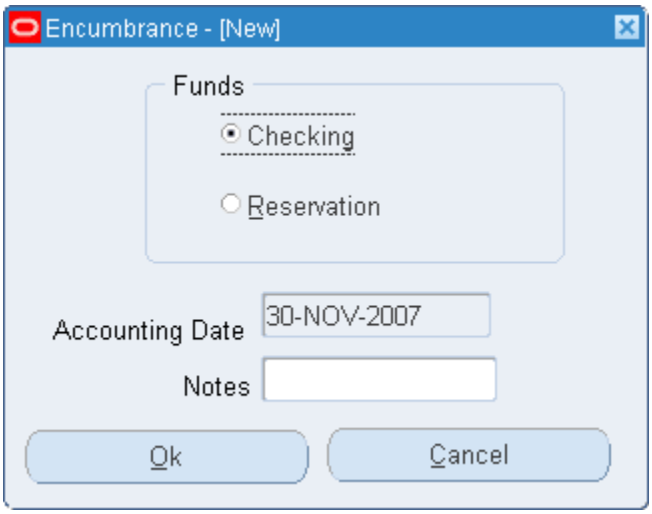
Field Name	Description
Line	system-generated payment forecast number **Note:** Each account line has a separate set of payment forecasts.
Cover Line	field enabled only if commitment type is Release; cover line number against which release is selected
Date	if standard budgetary control is enabled, indicates date for reserving funds on the appropriate standard budget. Default is system date. If commitment type is Release, date is display only and is the same as the cover commitment payment forecast date.
Entered Amount	payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information plus the withheld amount, if applicable.
Unencumbered Amount	Unencumbered amount is the computed functional amount minus encumbered amount. Computed amount is the entered amount in functional currency.
Billed Amount	amount invoiced against payment forecast
Available Amount	cover contract commitment payment forecasts minus all releases against cover payment forecasts, excluding cancelled and completed release functional amounts
Descriptive Flexfield	user-customizable field

Field Name	Description
Close	closes Forecast window and returns to the account line where **Payment Schedule** clicked

Contract Commitments Window Description, Summary Tab

Field Name	Description
Fiscal Year	current fiscal year defined; includes the different years defined in the Forecast tab
Entered Amount	sum of all entered amounts in fiscal year; payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information.
Unencumbered Amount	unencumbered amount in functional currency
Billed Amount	sum of invoice paid in fiscal year; amount based on Account Payables matching
Close	closes Forecast window and returns to the account line where the **Payment Schedule** button clicked

Execute Budgetary Control Procedure



To execute budgetary control:

1. In the Contract Commitments window, click **Encumbrance**.
2. To run a funds check only, click **OK**.
3. To run a funds check and to reserve funds, select the Reservation radio button.
4. If dual budgetary control is enabled, in the Accounting Date field, enter the accounting date.
5. Optionally, in the Notes field, enter comments.
6. Click **OK**.

   A message appears stating whether the transaction passed or failed funds check. The status Encumbered appears in the Approval Status field of the Contract Commitments window, General tab.
7. To view the results, from the Tools menu, select View Results.
8. Select a transaction line to review transaction detail.

   Results appear in the Result field.
9. To print results, click one of the following:
   - **Print All**
   - **Print Errors and Warnings**

A window appears with the concurrent request identifier.

10. Click **Done**.

Encumbrance Window Description

Encumbrance Window Description

Field Name	Description
Checking	Default; always selected; indicates funds checking process to be executed
Reservation	Indicates funds reservation process to be executed
Accounting Date	Date for encumbering funds on appropriate commitment budget; validated against start and end dates; required if dual budgetary control enabled; defaults to system date
Notes	User comments

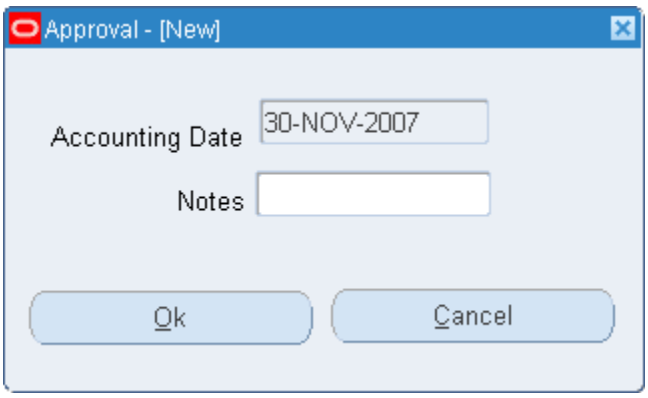
View Results Window Description

View Results Window Description

Field Name	Description
Budget Type	Budget type; includes Standard or Commitment
Period	Posting period
Account	Accounting flexfield
Encumbrance Type	Encumbrance type
Amount	Transaction amount

Field Name	Description
Status	Transaction status
Budget Name	Detail Level Budget Name; Field Does Not Appear If Budgetary Control Not Enabled
Project Level	When selected, indicates funds check or reservation error originated in oracle projects
Result	Selected transaction line result
[text box]	Displays account description

Approving a Contract Commitment Procedure



To approve a contract commitment:

1. In the Contract Commitments window, click **Approve**.
2. Enter data in each field of the Approval pop-up window as described in the Approval Window Description table, page 19-33.
3. Click **OK**.

   Workflow determines if the preparer has the authority to approve the contract commitment. If the preparer does not have the authority, the contract commitment is routed through the approval hierarchy.

   The new approval status appears in the Approval Status field of the Contract Commitments window, General tab.

Approval Window Description

Approval Window Description

Field Name	Description
Accounting Date	Date used for encumbering funds on the appropriate commitment budget; required if dual budgetary control enabled; validated against start and end dates for all contract commitments; not enabled for releases; defaults to system date
Notes	User comments

Approving Contract Commitment Workflow Procedure

To approve a contract commitment, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Worklist window as follows:

   Workflow - Worklist

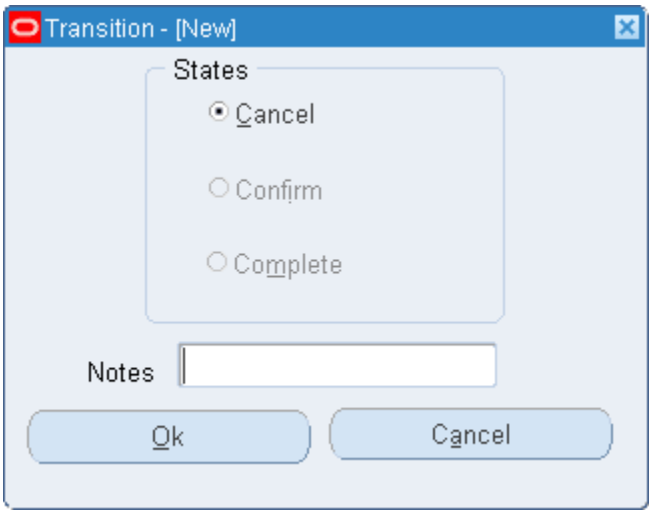
2. In the Subject column, double-click on a notification link.

3. To approve the contract commitment, click **Approve**.

4. To reject the contract commitment, click **Reject**.

   Note: If the preparer does not have the authority to approve the document, it is forwarded to the owner for approval. If the owner does not have the required authority, the document is sent to the next person in the position hierarchy specified on the Contract Commitment Assignments window. If there is more than one person assigned to the next position in the hierarchy, the document is sent to the person in alphabetical order. These steps are repeated until the document reaches an approver with suitable authority.

Transitioning a Contract Commitment Procedure



To adjust the state of a contract commitment, perform the following steps.

1. In the Contract Commitments window, click **Transition**.
2. In the States region, select the appropriate radio button.
3. In the Notes field, enter comments.
4. Click **OK**.

   The new state appears in the State field of the Contract Commitments window, General tab.

Transition Window Description

Transition Window Description

Field Name	Description
Cancel	Cancels contract commitment
Confirm	Confirms contract commitment
Complete	Completes contract commitment

Field Name	Description
Notes	user comments

Changing a Contract Commitment's Control Status Procedure

To change a contract commitment's control status, perform the following steps.

1. From the Tools menu in the Contract Commitments window, select Commitment Actions.

   Note: The Control pop-up window is enabled only if the contract commitment state is Confirmed and the approval status is Approved.

2. In the Statuses region, select the appropriate radio button.

3. In the Notes region, enter comments.

4. Click **OK**.

   The new status appears in the Control Status field of the Contract Commitments window, General tab.

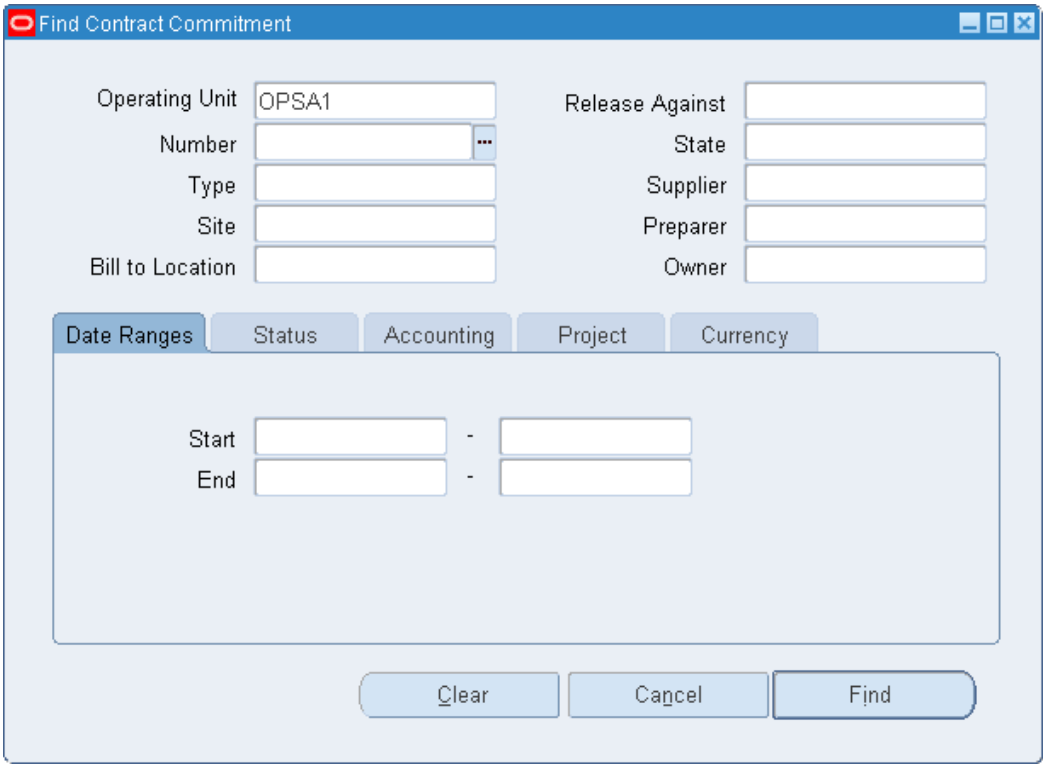
Control Window Description

Control Window Description

Field Name	Description
Open	Opens contract commitment
Close	Closes contract commitment
On Hold	Puts contract commitment on hold
Release On Hold	Puts release on hold. If selected, Approval Status must be set to Requires Re-approval. When hold status is released, control status changes to Opened.

Field Name	Description
Notes	User comments

Creating a Contract Commitment from a Template Procedure



To create a contract commitment from a template, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitment Summary window as follows:

   Contract Commitments - Summary

2. Select the operating unit.

3. In the Type field, select Template from the list of values.

4. To find all templates, click **Find**.

5. To find a specific template, enter data as described in the Find Contract Commitments Window Description table, page 19-37.

6. In the Contract Commitment Summary window, select a template to copy and click **Copy-To**.

7. Enter data as described in the Copy Contract Commitment Window Description table, page 19-39.

8. Click **OK**.

Find Contract Commitment Window Description

The following table describes the Header region and Date Ranges tab in the Find Contract Commitment window.

Find Contract Commitment Window Description, Header Region and Date Ranges Tab

Field Name	Description
Operating Unit	Contract commitment operating unit
Number	Contract commitment number
State	Contract commitment state
Supplier	Contract commitment supplier
Bill-to	Contract commitment bill-to location
Type	Contract commitment type
Currency	Contract commitment currency
Site	Contract commitment site
Preparer	Contract commitment preparer
Owner	Contract commitment owner
Start	Contract commitment start range
End	Contract commitment end range

The table below describes the Status tab in the Find Contract Commitment window.

Find Contract Commitment Window Description, Status Tab

Field Name	Description
Approval	Contract commitment approval status
Control	Contract commitment control status

The table below describes the Accounting tab in the Find Contract Commitment window.

Find Contract Commitment Window Description, Accounting Tab

Field Name	Description
Period	General Ledger period range
Payment Forecast Date	Payment forecast date range
Accounting Date	Accounting date
Charge Account	Charge account
Budget Account	Budget account

The table below describes the Project tab and Footer region in the Find Contract Commitment window.

Find Contract Commitment Window Description, Project Tab and Footer Region

Field Name	Description
Project	Project identifier
Task	Task
Type	Expenditure type
Organization	Project organization

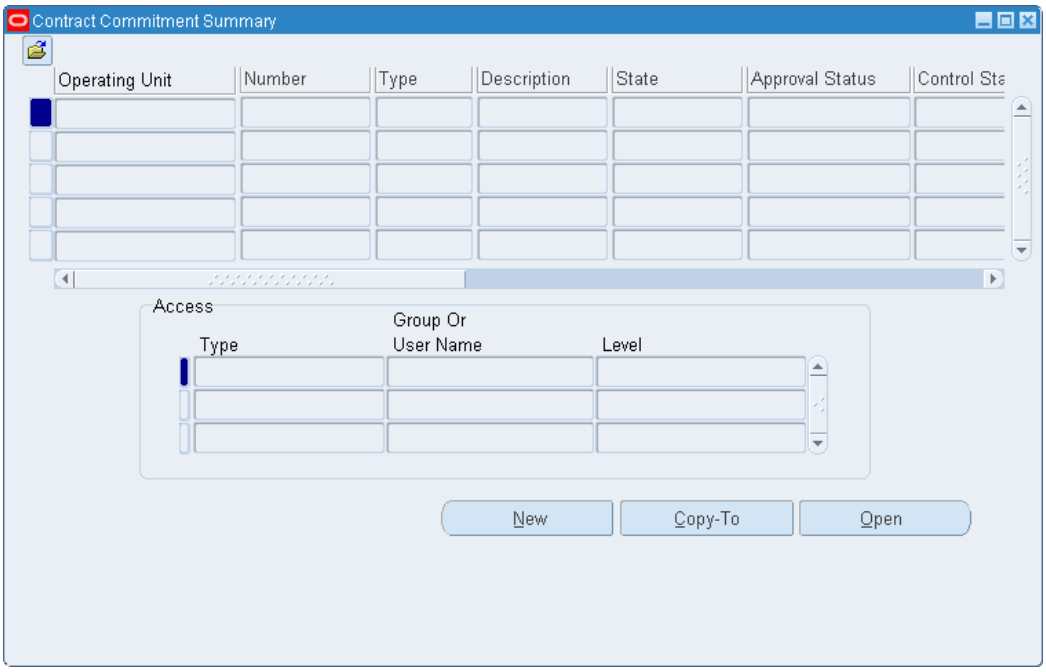
Field Name	Description
Date	Project dates

Copy Contract Commitment Window Description

Copy Contract Commitment Window Description

Field Name	Description
Selected Contract	Selected contract commitment to be copied
New Contract	Enabled only if numbering type is manual; unique contract commitment name or number
New Contract Type	Contract commitment type **Note:** Guarantee commitments can only be copied to a standard commitment type.

Summarizing and Modifying a Contract Commitment Procedure



To summarize and modify a contract commitment:

1. Navigate to the Find Contract Commitment window as follows:

   Contract Commitments - Summary

2. In the Operating Unit field, select the operating unit.

3. In the Number field, select the contract from the list of values or enter the appropriate criteria to find a contract commitment.

4. Click **Find**.

5. To view or modify the contract commitment, click **Open**.

   If the access level of the user is Read-Only, the Contract Commitments window appears in display only mode.

   If the access level of the user is Modify, the Contract Commitments window is in update mode.

6. To enter a new contract commitment, click **New** in the Contract Commitment Summary window.

7. To copy a contract commitment, select the contract commitment and click **Copy-To**.

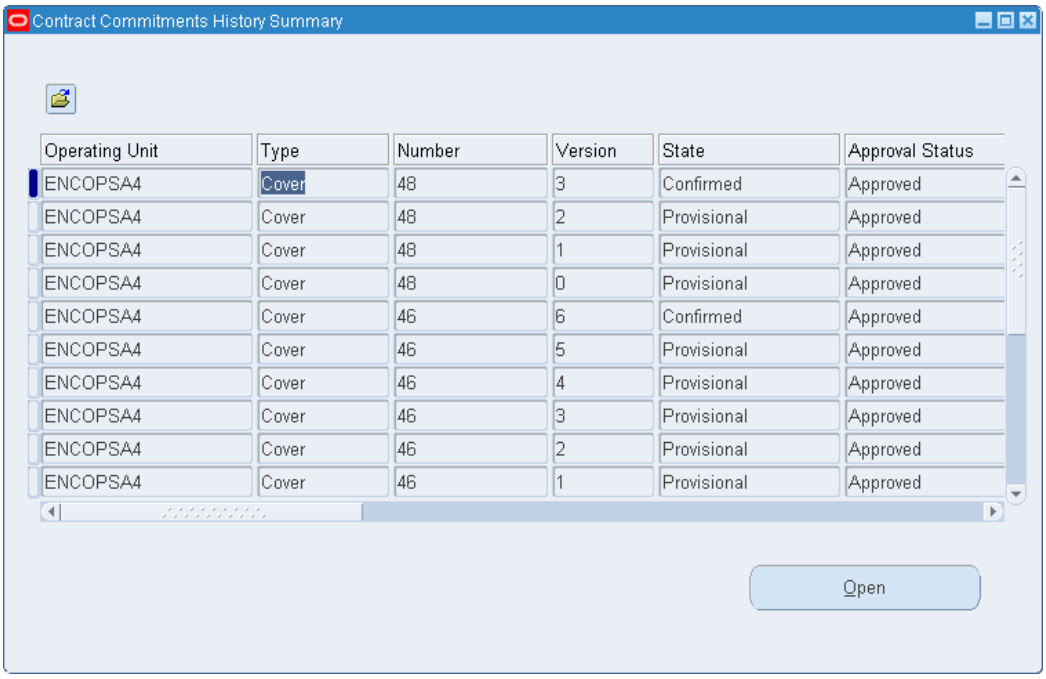
Contract Commitment Summary Window Description

Contract Commitment Summary Window Description

Field Name	Description
Operating Unit	Contract commitment operating unit
Number	Contract commitment number
Type	Contract commitment type; includes Standard, Cover, Release, or Template
Description	Contract commitment description
State	Contract commitment state
Approval Status	Approval status
Control Status	Control status
Supplier	Supplier name
Bill-To Location	Bill-to location
Entered Amount	Entered amount
Owner Name	Owner's Name
Preparer Name	Preparer's name
Currency	Currency code for currency to be used in the contract commitment
Conversion Type	Exchange rate type
Conversion Date	Date currency conversion rate obtained
Conversion Rate	Conversion rate between the entered currency and the functional currency

Field Name	Description
Type	Security type
Group Or User Name	Security group or user name
Level	Security level
New	Opens a new Contract Commitments window
Copy-To	Copies selected template or contract commitment and opens Contract Commitments window
Open	Opens the Contract Commitments window for selected contract

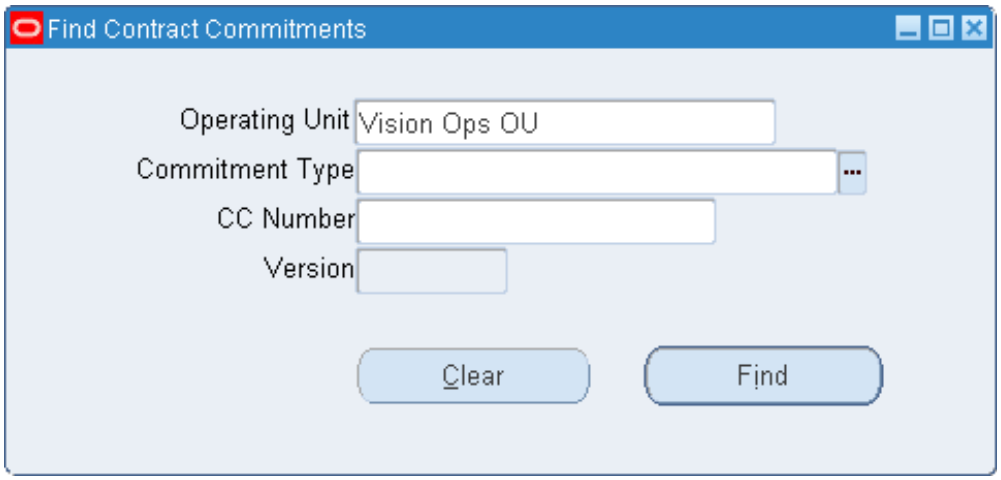
Viewing Contract Commitments History Summary Information Procedure



To view the history of a contract commitment:

1. Navigate to the Contract Commitment History Summary window as follows:

   Contract Commitments - History



2. Optionally, enter an operating unit, a commitment type or contract commitment number and click Find.

   If all fields are left blank, the search results display all versions of all contract commitments.

   Note: The Version field is disabled until a contract commitment number is entered.

   Note: The contract commitments are displayed in date order starting with the latest version of the most recent contract commitment.

3. To view a detailed history of the contract commitment currently selected, click Open.

   For information on the Contract Commitments History window, see Contract Commitments Window Description, General Tab, page 19-17.

   Note: The Contract Commitments History window displays the same information as the Contract Commitments Window, General Tab with the exception that the Contract Commitments History window is read-only and no updates can be made.

20

Internal Release Contract Commitment Procedures

Definition

An internal release contract commitment is a release created against a cover contract commitment that is created to serve an internal purpose. These internal release contract commitments are created based on invoice data solely to allow the matching of invoices through Oracle Payables.

Overview

Cover Contract Commitments

Cover contract commitments enable an organization to set aside funds at a consolidated level. These cover contract commitments are not available for invoice matching and therefore do not require a supplier. Cover contract commitments are consumed through the creation of release contract commitments. Release contract commitments require a supplier and are used in the invoice matching process.

Cover contract commitments can be created to represent a consolidated agreement with a third party or to support an internal decision to set aside funds for a special purpose, such as expenditure category. The supplier is provided when a contract commitment is created for consolidated third party agreements. No supplier is known for those cover contract commitments created for internal purposes and therefore, the supplier is not provided. Cover contract commitments used for internal purposes are identified as cover contract commitments without a supplier.

Internal Release Contract Commitments

Internal release contract commitments are released against cover contract commitments created to serve an internal purpose. To create an internal release contract commitment,

the cover commitment must be in a confirmed state and approved. When the internal contract commitment release is created, the supplier is based on invoice data and the appropriate cover contract commitment is selected based on the internal purpose that it serves. The result is an internal release contract commitment that is available for invoice matching in Payables.

The Internal Contract Commitment Releases window can be directly accessed from the Payables Invoice Workbench by clicking the **Zoom** button on the toolbar.

The numbering method for internal releases created in the Internal Contract Commitment Releases window is always automatic even if the manual numbering method is selected in the Contract Commitment Options window. The number is unique within the operating unit.

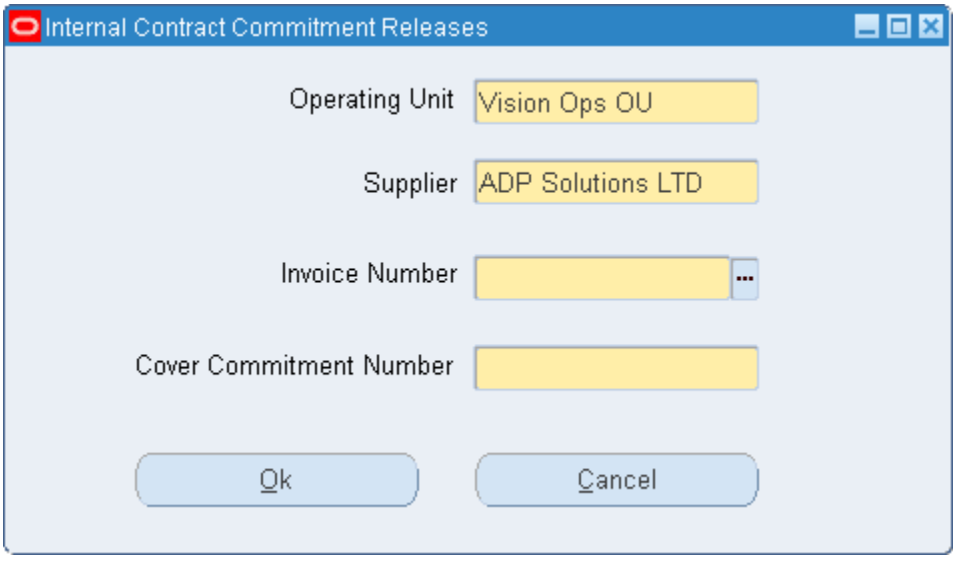
The Contract Commitment Complete Cover Commitment Program is a concurrent request that completes all internal release contract commitments for a given cover contract commitment. An exception report is generated to list all internal releases that do not complete.

For information on the Internal Contract Commitment Matching Process, see Contract Commitment Process, page 16-1.

For information on entering invoices in the Invoice Workbench, see Entering Basic Invoices in the Invoice Workbench, *Oracle Payables User Guide*.

For information on the Contract Commitment Complete Cover Commitment Program, see Generating the Contract Commitment Complete Cover Commitment Program Procedure, page 21-11.

Creating an Internal Contract Commitment Release Procedure



To create an internal release contract commitment, perform the following steps.

1. In Payables, navigate to the Invoices window as follows:

   Invoices - Entry - Invoices

2. Select the operating unit.

3. Enter an invoice or query appropriate data.

4. On the toolbar, click the **Zoom** button.

   The Internal Contract Commitment Releases window appears.

5. Enter data in the Internal Contract Commitment Releases window as described in the Internal Contract Commitment Releases Window Description table, page 20-3.

6. Click **OK**.

   A popup window appears, and the release number is displayed in the Release Commitment Number field of the Internal Contract Commitment Releases window.

Internal Contract Commitment Releases Window Description

Internal Contract Commitment Releases Window Description

Field Name	Description
Operating Unit	Operating unit
Supplier	Supplier name
Invoice Number	Invoice number
Cover Commitment Number	Cover contract commitment number. Cover contract commitments in list of values must be Approved, Confirmed, have no supplier, and have one account line and one payment forecast.
OK	Validates that there is sufficient Available Amount on the cover contract commitment; creates a release number and a release **Note:** Data in the Internal Contract Commitment Releases window is cleared.

Field Name	Description
Cancel	Closes window without saving; no release created

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Contract Commitment Report Procedures

Definition

The Contract Commitment reports and processes enable users to manage Contract Commitment revaluations, year-end adjustments and payment forecast transfers.

Overview

Internal Release Contract Commitments

The Internal Release Contract Commitment Completion Process is a concurrent request that completes all internal release contract commitments for a given cover contract commitment. An exception report is generated to list all internal releases that do not complete.

Revaluing Contract Commitments

Currency rate fluctuations and the impact of these fluctuations on current and future budgets require functional currency revaluation of contract commitments. Contract commitments must be revalued where there is a change in the exchange rate.

The Contract Commitment Revalue process supports commitment encumbrance accounting and standard encumbrance accounting.

Contract Commitment Revaluation Process

Revaluation compares the current payment forecast for the functional currency with the revalued payment forecast for the functional currency and calculates the variance. The variance is the revalued functional currency minus the original functional currency amount for the contract commitment.

The table below describes the variance types and explains the results for each variance.

Variance Description and Results

Variance Type	Description	Results
Positive	Revalued payment forecast functional amount is greater than the current payment forecast functional amount.	An additional encumbrance results from the payment forecast revaluation. The encumbrance adjustment results in a decrease to the standard budget funds available for the year.
Negative	Revalued payment forecast functional amount is less than the current payment forecast functional amount.	An encumbrance liquidation adjustment results from the payment forecast revaluation. The encumbrance liquidation adjustment results in an increase to the standard budget funds available for that year.

A general rule is that if the rate date is greater than the payment forecast date, the rate date overrides the payment forecast date and updates the payment forecast date.

After revaluation, the total commitment must be equal to the total of all related payment forecast amounts. Since revaluation processes encumbrances only, not actuals, the following processing occurs depending on the contract commitment type:

- Provisional Contract Commitments

  In the case of provisional contract commitments, the account line functional amounts are always considered encumbrances for commitment encumbrance accounting. Because there are no actuals, the account line functional amounts are revalued along with the related payment forecast functional amounts.

- Confirmed Contract Commitments

  In the case of confirmed contract commitments, the account line functional amounts are considered actuals for commitment encumbrance accounting and are not revalued. With confirmed contract commitments, revaluation processes the related payment forecasts unbilled amounts for the standard budget. The unbilled amount is the payment forecast amount minus any invoices applied against it. The adjustment needed for the payment forecast after revaluation is either an additional encumbrance or a liquidation for standard encumbrance accounting. To keep the payment forecast functional amounts reconciled with the related account line functional amount, there is an adjustment to the account line functional amount. This adjustment is reflected as an additional encumbrance or liquidation for

standard encumbrance accounting.

Contract Commitment Encumbrance Accounting Options

The tables below describe the encumbrance accounting options for revaluation. Users can select an option from each set.

Contract Commitment Encumbrance Accounting Options, Set 1

Encumbrance Status	Description
No Encumbrance Accounting	Contract Commitment revaluation is irrelevant and therefore not available.
Standard Encumbrance Accounting Only	Only the payment forecast revaluation can result in encumbrance activity. The account lines are only revalued to remain consistent with their respective payment forecast lines. No encumbrances are created for the commitment budget.
Standard and Commitment Encumbrance Accounting	The revaluation of account lines can result in commitment encumbrance accounting transactions and their related payment forecast lines can result in standard encumbrance accounting transactions.

Contract Commitment Encumbrance Accounting Options, Set 2

Encumbrance Status	Description
Encumbering Confirmed Contract Commitments Only	The revaluation process varies by contract commitment state. Provisional contract commitments are revalued without encumbrance transactions, and confirmed contract commitments are revalued with encumbrance transactions.
Encumbering Provisional and Confirmed Contract Commitments	Provisional and confirmed contract commitments are revalued with encumbrance transactions.

Date validation rules for Contract Commitment revaluation are as follows:

- Rate date is used for the accounting date.

- Payment forecast dates earlier than the rate date are changed to the rate date.
- If payment forecast dates are greater than the date of revaluation, then the dates are left unchanged.

Correct Revaluation Variances Resulting from Invoice Adjustments

The Contract Commitment Revalue process identifies contract commitments with an invalid functional amount and places them on the exception list. These contract commitments are not revalued.

Invalid functional amounts occur when invoice matching information is modified after contract commitment revaluation is performed on a related contract commitment because Oracle Payables uses the old exchange rate before revaluation when making these adjustments. Because encumbrance amounts are adjusted using an exchange rate different than the revalued one, the contract commitment encumbrance amount is incorrect, as it consists of amounts with two different exchange rates. Incorrect encumbrance amounts result in misstated funds available amounts.

The Correct Revaluation Variances process corrects the invalid functional amount. It can be run only for a single contract commitment.

Year-End Process

At the end of the fiscal year, the Contract Commitment Year-End Process adjusts the contract commitment payment forecasts to make them equal to the invoiced amount against the standard budget account concerned. The unbilled payment forecasts must be available in the next year. If the unbilled payment forecasts and related encumbrances are not taken to the next year, it will not be possible to spend the whole contract commitment amount since payments are checked against payment forecasts. Payment forecasts in the new fiscal year are available for matching by running the Year-End process.

In Contract Commitment, the balance must be carried forward to the next year on a transactional level. This means that the total balance carried forward is made up of various adjustments relating to various confirmed contract commitments. The budgets and funds available are not transferred to the next year.

Process Overview

The Contract Commitment Year-End Process is a concurrent process. Each contract commitment must be processed. Users can preview the year-end process by running it in preliminary mode, but the process does not make adjustments until it is run in final mode. A contract commitment that fails year-end processing appears on an exception list. After a contract commitment is processed for year-end, a line is added to the action history and the version number is increased by one. The action type is Year-End.

Encumbrance Accounting

If encumbrance accounting is enabled, the standard encumbrances must be liquidated in the current fiscal year and re-encumbered in the next fiscal year. To trace the transfer of each individual contract commitment, the existing payment forecast date is adjusted to the first date within the new fiscal year. For example, if January 1 is the first day in the fiscal year, all dates of the processed payment forecasts are adjusted to this date. This date is used to encumber funds in the new fiscal year.

The liquidation of encumbrances made in the old fiscal year uses the last date of the last standard period, excluding any correction periods. All payment forecasts of the old year are processed for year-end, even if the year-end process puts the available funds into a deficit.

Matching Invoices

The adjusted payment forecasts and the existing payment forecasts for the new fiscal year must be available for matching because it is not possible to match invoices related to the old fiscal year.

Contract Commitment Year-End Processing Exception List

If a contract commitment fails the year-end processing, it must be placed on an exception list. The exception list is a standard report generated after the completion of the year-end process. All exceptions must be corrected before running the year-end process in final mode.

The table below describes causes and effects of year-end processing failure.

Cause and Effect of Year-End Processing Failure

Cause	Effect
Year-end processed contract commitment periods are not closed except for the last period if the process is run in final mode.	stops process in preliminary and final mode
Future contract commitment periods do not exist.	stops process in preliminary and final mode
First contract commitment period in new fiscal year is not open.	stops process in preliminary and final mode
First General Ledger period in new fiscal year does not have Open or Future Entry status.	stops process in preliminary and final mode

Cause	Effect
Accounting date does not fall in open contract commitment period.	stops process in preliminary and final mode
All contract commitment types and contract commitment statuses are Provisional, In Process.	continues process in preliminary mode; stops process in final mode
All contract commitment types and contract commitment statuses are Cancelled, In Process.	continues process in preliminary mode; stops process in final mode
All contract commitment types and contract commitment statuses are Confirmed, In Process.	continues process in preliminary mode; stops process in final mode
All contract commitment types and contract commitment statuses are Completed, In Process.	continues process in preliminary mode; stops process in final mode
Cover-rejected releases are rejected.	continues process in preliminary mode; stops process in final mode
Release rejected, Cover and Releases are rejected.	continues process in preliminary mode; stops process in final mode
Overbilled amount.	continues process in preliminary mode; stops process in final mode

Provisional Contract Commitment Year-End Process

When provisional contract commitments are encumbered, the year-end process liquidates the commitment encumbrance amounts in the current fiscal year and re-encumbers them in the next fiscal year.

Cover Commitment and Cover Commitment Releases Year-End Process

The Contract Commitment Year-End Process steps for a cover commitment and cover commitment releases are as follows:

1. The cover commitment is adjusted.

   The amount to be rolled forward on the cover commitment is the total payment forecast minus the total of all actuals against releases, also referred to as matched invoices, for the same cover contract commitment account information in that year. The total available payment forecast of the cover commitment, which is the unbilled payment forecast, in future years must be kept equal.

2. The related release lines or payment forecast lines are processed, which means that the payment forecast date is adjusted.

   If the release fails, the cover and all related releases fail.

   Year-end processing of provisional releases with regard to the commitment budget component is irrelevant since the total release amount must fit in the total cover contract commitment amount. The available amount on the cover contract commitment remains the same unless an increase or decrease adjustment is made on the cover contract commitment. Therefore, the cover contract commitment amount used for releases is independent of any budget period. The only change made to the release contract commitment is adjusting the payment forecast date to the first date of the fiscal year.

Insufficient Available Budget Processing

If funds in the commitment or standard budget are insufficient in the next year for the transfer of the budget reservation of a contract commitment and budgetary control is enabled, the contract commitment is still processed for the end of the fiscal year, regardless of the severity level. Although the contract commitment is processed for the year-end, the funds available can be put into a deficit. Users must manually adjust the contract commitments to increase the funds available.

Year-End Processing Date Validations

Year-end processing date validations for provisional contract commitments are as follows:

1. Account line amounts are liquidated in the current fiscal year using the last day of the current fiscal year as the accounting date. These account lines are re-encumbered in the new fiscal year using the first day of the new fiscal year as the accounting date.

2. Payment forecast amounts with a current year fiscal date are liquidated in the current fiscal year using the last day of the current fiscal year as the payment forecast date. These payment forecast line amounts are re-encumbered in the new fiscal year using the first day of the new fiscal year as the payment forecast date. The Contract Commitment payment forecast date after the year-end process is complete reflects the first date of the new fiscal year.

Year-end processing date validations for provisional contract commitments are as follows:

1. If the unbilled amount in a payment forecast line is 0, then there is no liquidation in the current year or subsequent re-encumbrance in the new fiscal year, and the payment forecast date is left unchanged.

2. If the unbilled amount in a payment forecast line is greater than 0, then the

payment forecast date for the current year liquidation is the last day of the fiscal year, and the payment forecast date used for the subsequent re-encumbrance in the new fiscal year is the first day of the fiscal year. The Contract Commitment payment forecast date after the year-end process is complete reflects the first date of the new fiscal year.

Mass Payment Forecast Shift Process

The Contract Commitment Mass Payment Forecast Shift Process automates the transfer of outstanding encumbrances from one payment forecast to another payment forecast within a certain contract. The Contract Commitment Mass Payment Forecast Shift Process enables users to perform these shifts for a range of contracts in a mass update mode by entering the necessary parameters.

Parameters

The table below describes the parameters for the Contract Commitment Mass Payment Forecast Shift Process.

Contract Commitment Mass Payment Forecast Shift Process Parameters

Parameter	Type	Description	Validation
Phase	required	can be run in preliminary or final mode to identify contracts to be processed. Payment forecast shift performed in final mode.	Values include Preliminary or Final.
Owner	optional	Contract Commitments that have an owner equal to the entered owner are processed. If no owner is provided, there is no validation on the owner.	all possible userids that have an employee name

Parameter	Type	Description	Validation
Select Date Range	required	date range of lines to be included in automated mass payment forecast shift	1. End date must be later or equal to the begin date of the date range. 2. The entered range is limited to only one fiscal year. Only payment forecasts within the same fiscal year can be selected.
Transfer Date	required	new payment forecast date for the processed lines if this date is greater than the old payment forecast date. Liquidation of encumbrances occurs on this date, which is the General Ledger date.	1. If budgetary control is enabled, the General Ledger period must be open or have a status of Future Entry. 2. If the transfer date is earlier than the old payment forecast date, the old date is used. 3. Transfer date must fall in the same fiscal year as the date range; the fiscal year is based on the old payment forecast date. 4. Transfer date overwrites the old payment forecast date in case the old payment forecast date is earlier than the transfer date.

Parameter	Type	Description	Validation
Target Date	required	identifies what the target payment forecast is to be. This is the first line with the closest payment forecast dated after the target date. If two lines have the same date, the target date is the line with the smallest line number.	must be later or equal to the transfer date; must be later than the last date of the date range
Functional Threshold Amount	required	amount, expressed in functional currency, that identifies the maximum payment forecast sum to be processed; threshold amount validated at the contract commitment level. If the payment forecast sum of a contract commitment is beyond this amount, the contract commitment cannot be processed.	Validation based on the following calculation: (entered amount - billed amount) x exchange rate on contract commitment

Validation Rules

The following validation rules apply to the Contract Commitment Mass Payment Forecast Shift Process:

- Only standard contract commitments that are confirmed can be processed.
- If encumbrance accounting is enabled, the contract commitment must be fully encumbered.
- Funds check is not performed, but the necessary encumbrances are created in final mode.
- If one of the payment forecast lines fails a validation, no payment forecast lines for the complete contract can be processed.

- There is no validation on matched invoices.
- Only positive amounts can be shifted. If an overbill exists, the payment forecast is excluded from the shift.
- The complete outstanding encumbrance is processed so that the entered amount of a payment forecast is made equal to the billed amount.
- The payment forecast sum of a certain account line must be within the specified range to be within the amount threshold.
- Action history is updated with the action type Adjust.
- An exception report displays all contracts that fail and the reason for the failure.
- No new lines are created in the target payment forecast. The line that receives the additional amount must exist before the process is run. The amount that is added must be equal to the sum of all processed lines.
- The payment forecast date of the receiving payment forecast must fall within an Open or Future Contract Commitment period. If encumbrance accounting is enabled, the payment forecast date must fall within an Open or Future Entry General Ledger period.
- The transfer date must fall within an Open or Future Contract Commitment period. If encumbrance accounting is enabled, the transfer date must fall within an Open or Future Entry General Ledger period.
- Contract Commitment periods and General Ledger periods that are included in the shift must be open.

Prerequisites

- All General Ledger calendar periods for the fiscal year must be permanently closed. See: Opening and Closing Accounting Periods, *Oracle General Ledger User Guide*.
- Ensure that previously archived data is exported to an operating system file and that the file is saved to a tape.

Generating the Contract Commitment Complete Cover Commitment Program Procedure

To submit the Contract Commitment Complete Cover Commitment Program:

1. In the Contract Commitment responsibility, navigate to the Submit Request

window as follows:

Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Complete Cover Commitment Program.

4. In the Operating Unit field, select the operating unit.

5. In the Cover Commitment Number field, select a cover contract commitment from the list of values.

6. In the Complete Unmatched Releases select Yes or No from the list of values.

7. In the Complete Cover field, select Yes or No from the list of values.

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

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

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

View - Requests

Generating the Contract Commitment Complete Cover Commitment Exception Report Procedure

To complete the Contract Commitment Complete Cover Commitment Exception Report:

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Complete Cover Commitment Exception Report.

4. In the Operating Unit field, select the operating unit.

5. In the Parameters field, enter a Process Phase parameter value.

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

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

   View - Requests

Running the Contract Commitment Revalue Process Procedure

To run the Contract Commitment Revalue process:

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Revalue process from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Process Phase field, select a process type from the list of values.

   Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In Final mode, contract commitments are revalued and the necessary encumbrances created and posted as a result of revaluation.

6. In the Currency field, select a currency code from the list of values.

7. In the Rate Type field, select a rate type from the list of values.

   Note: In the case of rate types other than User, the exchange rate is stored in the exchange rate table.

8. If the rate type is User, in the RATE field, enter an exchange rate.

9. Optionally, in the CC Num field, enter a contract commitment number from the list of values.

   Note: If a contract commitment is entered in this field, the process revalues the selected contract commitment only. If the field is left blank, the process revalues all contract commitments that match the selected criteria.

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

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

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

    View - Requests

Running the Correct Revaluation Variances Process Procedure

To run the Correct Revaluation Variances process:

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select Single Request.

3. In the Name field, select Correct Revaluation Variances from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the CC NUM field, enter a contract commitment number from the list of values.

6. In the Revaluation Fix Date field, enter the date of the revaluation fix.

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

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

9. To view the request, select the appropriate Request ID and click **View Output**.

Generating the Contract Commitment Revaluation Fix Exception Report Procedure

To generate the Contract Commitment Revaluation Fix Exception Report:

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Revaluation Fix Exception Report from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Process Phase field, enter the process phase from the list of values.

6. In the Process Type field, enter the process type.

7. In the Request Id field, enter the request identification number for the Correct Revaluation Variances request.

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

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

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

    View - Requests

Running the Year-End Process Procedure

To run the Contract Commitment Year-End Process:

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Year-End Process from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Process Phase field, select a process type from the list of values.

   Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In final mode, encumbrances are created for contract commitments passing validations.

6. In the Year field, select the fiscal year from the list of values.

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

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

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

   View - Requests

Generating the Contract Commitment Mass Payment Forecast Shift Process Procedure

To run the Contract Commitment Mass Payment Forecast Shift Process:

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Mass Payment Forecast Shift Process from the list of values.

4. In the Operating Unit field, select the operating unit.

5. In the Process Phase field, select a process type from the list of values.

6. Optionally, in the Owner field, select an owner from the list of values.

7. In the Range Start Date field, enter a begin date for the range of lines to be included in the mass payment forecast shift.

8. In the Range End Date field, enter an end date for the range of lines to be included in the mass payment forecast shift.

9. In the Transfer Date field, enter a new payment forecast date for the processed lines if this date is greater than the old payment forecast date.

10. In the Target Date field, enter the target payment forecast date.

11. In the Threshold Value field, enter the maximum payment forecast sum to be processed.

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

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

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

    View - Requests

22

Dossier Process

Definition

In the public sector, the budgeting process involves various levels of government that determine the amount to be spent on goods and services and when the money is available to spend. Dossier provides the accounting processes required to support this budgeting process.

Overview

The public sector uses dossiers to allocate accrual and payment budget funds to a lower level of detail. For example, a dossier could be raised to register parliament's decision to allocate funds to be committed to the Ministry of Education for constructing new schools. The Ministry of Education meets to determine a more specific use of the commitment funds and additional dossiers are used to allocate the funds for more specific purposes. Therefore, a dossier is either a balanced or unbalanced budget journal transfer.

The dossiers follow strict numbering regulations and a hierarchical approval process before the transfer of funds can be processed.

To meet the needs of the public sector requirements for dossier, a structure of dossier types is required to enable a strict control system to be set up as shown in the table below.

Dossier Types

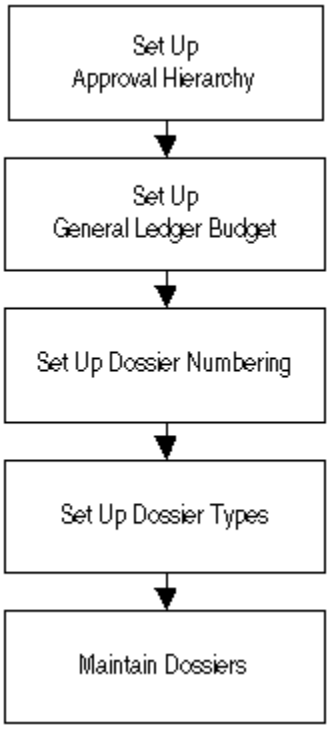
Dossier Types	Description
Parent	Parent dossiers relate to the parliamentary vote, that is the initial assignment of budget.

Dossier Types	Description
Child	Child dossiers enable various required levels of budget allocation to be created.
Complementary	Complementary dossiers enable additional funds to be allocated to or funds to be subtracted from the related dossier.
Retirement	Retirement dossiers allow end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year.

Dossier acts as a control system on the budgets allocated through the standard budget allocation within General Ledger, using predefined French public sector rules and numbering. Dossier maintenance is the transfer of funds within the defined budget structure.

Dossier Process Flow Diagram

The diagram below shows the dossier process flow, as described in the accompanying text.



Dossier Processes

Set Up Approval Hierarchy

Users can set up a hierarchical structure for the approval of dossier maintenance transactions. Users can define a different hierarchy for each dossier type.

Within each hierarchical structure there must be at least one position defined as shown in the following table.

Workflow Approval

Hierarchy 1
Director
Manager
Clerk

Each person in the hierarchy receives a notification requesting action to be taken regarding the dossier transaction; for example, approve or reject the transaction. In the

example, if the Clerk inputs the dossier transaction, the Manager receives the first notification. If the dossier transaction is approved by the Manager, the Director receives a notification to approve. If rejected, the transaction originator receives a workflow notification.

Set Up General Ledger Budget

Users must set up a standard general ledger budget, a budget organization, and post the initial budget journal in order to operate a set of dossiers.

The dossier system operates as a controlling mechanism for the transfer of general ledger budget amounts within a specified range of accounts.

Defining a Budget

Defining and entering budgets are standard general ledger functions. An example of the budget process is as follows:

- Define a budget.
- Enter the name; for example, Dossier - Ed.
- Enter a description; for example, Dossier for the ministry of education.
- Set the budget status to Open.
- Set the required journals to Yes.
- Enter the first and last budget periods.

Defining a Budget Organization

Budget organizations are defined as follows:

- Enter the name of the organization.
- Enter a description; for example, Dossier organization.
- Enter the account range; for example, 1-0-6001-000 to 1-0-6010-010.
- Enter the funding budget; for example, Dossier - Ed.

Entering a Budget Journal

- Enter the budget organization; for example, Dossier Org.
- Enter a budget; for example, Dossier - Ed.
- Enter the accounting period; for example, Jan - 08.

- Enter the budget worksheet account; for example, 1- 0-6001-000.
- Enter a worksheet amount; for example, $40M.

For information on setting up and entering budgets, see Enter Budget Amounts Window, *Oracle General Ledger User Guide*.

Set Up Dossier Numbering

Users must set up a numbering sequence for each dossier to be created. This number prefixes a sequential count of all transactions entered against the individual dossier.

An example of dossier numbering is shown in the following table.

Dossier Numbering Example

Sequence	Description
Prefix	prefix to the number, for example, ME
Number	automatically generated sequential number, for example, 1
Delimiter	delimits the number, for example, '-'
Fiscal year	4 digit number, for example, 2008

The example shown in Dossier Numbering table, page 22-5 creates the dossier number ME1-2008. All transactions relating to that dossier are then sequentially numbered, for example, ME1-2008-1, ME1-2008-2, and so on.

Set Up Dossier Types

The next stage is to define the dossier type. This process follows the standard hierarchical structure where children can have children and so on. For each dossier type in the structure, users must create a unique dossier numbering entry. The information required to create a dossier is as follows:

- dossier name
- relationship

  The type of dossier must be selected, for example, parent.
- related dossier type

  The related dossier must be defined for all except the parent dossier, for example,

the name of the parent dossier.

- numbering scheme

  The defined numbering for the dossier must be selected.

- approval hierarchy

  The HR position hierarchy must be selected.

- source information

  Users can specify the budget organization, budget, and account code ranges used to supply the source funding for the dossier.

- destination information

  Users can specify the budget organization, budget, and account code ranges used to define the destination accounts for the dossier transfer of funds.

Maintain Dossiers

Maintaining dossiers is the process of creating budget transfers to allocate budget funds to the appropriate accounts and years. The information required to create a dossier transaction is as follows:

- A dossier type must be selected.

- A dossier name and description must be defined.

  Users must define a unique reference and description for the maintenance transaction, for example, School R-17 Reading.

- A parent transaction number must be selected for child, complementary, and retirement dossiers.

- A transaction number must be allocated, for example, ME1-2008-6.

  Note: The transaction number is automatically allocated.

  Available source funds are displayed.

- Amount to be allocated to the destination accounts is selected.

- Funds must be checked and reserved.

- Transaction must be sent for approval.

When approved, the budget funds are transferred to the selected budget accounts.

Dossier Relationships

Parent Dossier

Parent dossiers consist of sources and destinations set up by users. A parent dossier is the top level of the dossier. The Dossier Types diagram, page 22-9 and the Dossier Maintenance diagram, page 22-10, show examples of creating and maintaining a parent dossier as follows:

- set up the dossier type
- first dossier transaction P/2008/001 moves 20 to cost center 100

The dossier type is set up as follows:

- budget of 100 set up in January 2008 in account number 1-000-5000
- destination cost center is 100

Child Dossier

A child dossier is related to a parent dossier. The source of the child dossier type must be the destination of the parent dossier type. The destination is selected from the range assigned to the child dossier type. The Dossier Types diagram, page 22-9 and the Dossier Maintenance diagram, page 22-10 show examples of creating and maintaining a child dossier as follows:

- set up the dossier type
- transaction moves 8 to cost center 110 by first selecting the associated parent transaction and then moving the funds to cost center 110

The dossier type is set up as follows:

- source range must be the same as parent's destination
- destination cost center range is 100 to 199

Complementary Dossier

Complementary dossiers are created if additional funds need to be added to a dossier. Complementary dossiers can be related to a parent or child dossier. Both sources and destinations are automatically populated from the related dossier. The Dossier Types diagram, page 22-9 and the Dossier Maintenance diagram, page 22-10 show examples of creating and maintaining a complementary dossier as follows:

- dossier setup

- dossier maintenance transaction, moving 10 to cost center 100 by first selecting the associated parent transaction and then moving 10 from the funds

The dossier type is set up as follows:

- this dossier is the transfer of additional budget funds added to the budget
- destination range must be the same as the parent's destination
- additional budget of 10 in January 2008 in account number 1-000-5000

Retirement Dossier

At the end of the year all unused destination funds are usually transferred back to the sources using retirement dossiers. Retirement dossiers can be related to parent or child dossiers. Related dossiers' destinations are populated as the source of the retirement dossier and the source of the related dossier becomes the destination of the retirement dossier. The Dossier Types diagram, page 22-9, and the Dossier Maintenance diagram, page 22-10, show examples of creating and maintaining a retirement dossier as follows:

- dossier maintenance transaction, retiring 2 by first selecting the associated parent transaction and then moving 2 from the funds

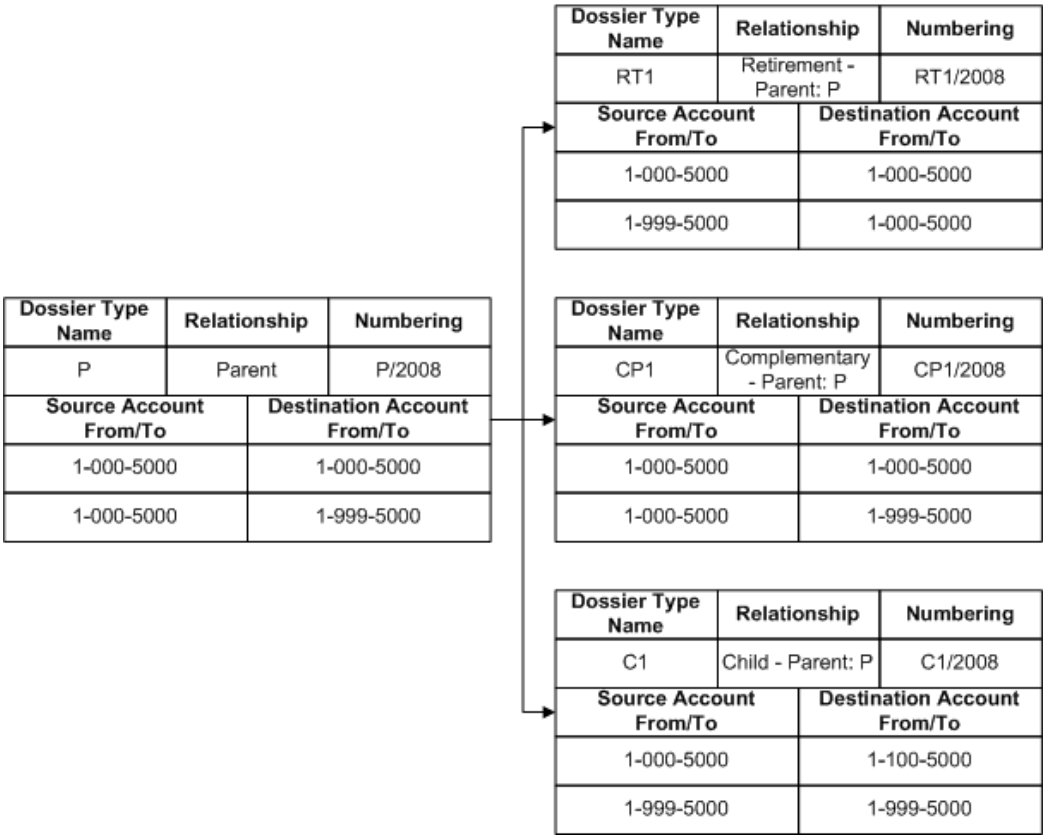
The dossier type is set up as follows:

- this dossier is the transfer of unallocated budget funds back to a central budget
- source range must be the same as the parent's destination
- destination range must be same as parent's source
- final fund of 2 remains in January 2008 in account number 1-100-5000 and is returned to the original account number 1-000-5000
- when retiring a dossier, the entire source amount is transferred by default but users can manually adjust the amount to be transferred. Funds can only be checked at individual account level.

Dossier Type Setup and Maintenance Diagrams

The diagram below shows the dossier type setup for the parent, child, retirement, and complementary dossiers.

Dossier Types Diagram



Dossier Type Name	Relationship	Numbering
P	Parent	P/2008
Source Account From/To	**Destination Account From/To**	
1-000-5000	1-000-5000	
1-000-5000	1-999-5000	

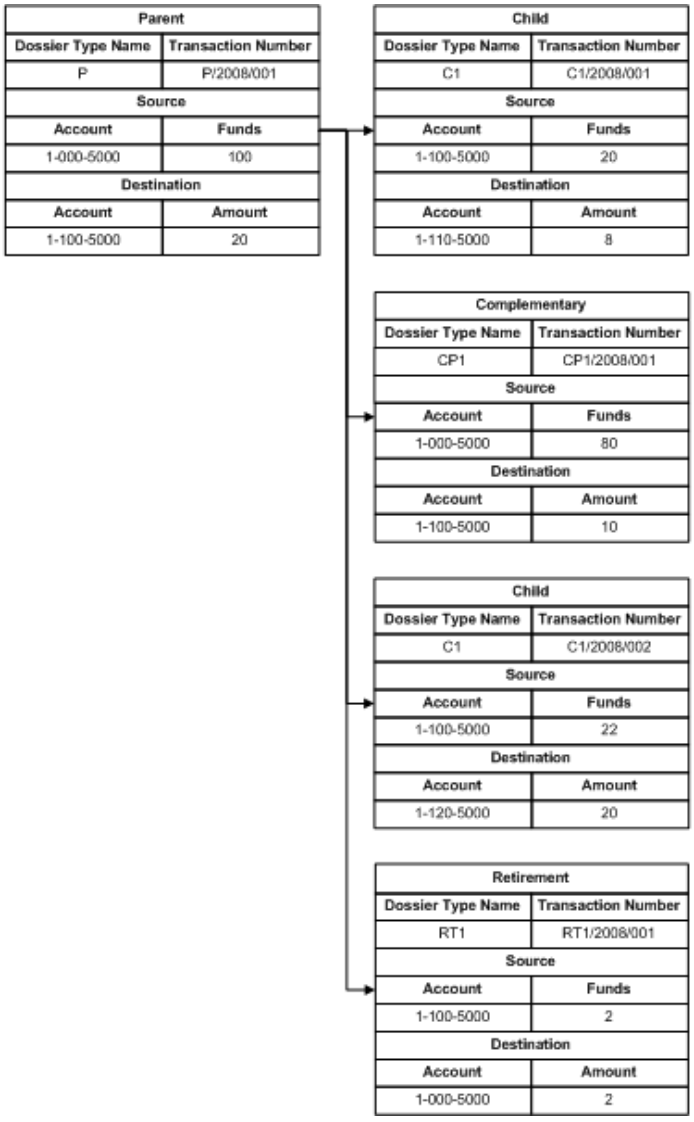
Dossier Type Name	Relationship	Numbering
RT1	Retirement - Parent: P	RT1/2008
Source Account From/To	**Destination Account From/To**	
1-000-5000	1-000-5000	
1-999-5000	1-000-5000	

Dossier Type Name	Relationship	Numbering
CP1	Complementary - Parent: P	CP1/2008
Source Account From/To	**Destination Account From/To**	
1-000-5000	1-000-5000	
1-000-5000	1-999-5000	

Dossier Type Name	Relationship	Numbering
C1	Child - Parent: P	C1/2008
Source Account From/To	**Destination Account From/To**	
1-000-5000	1-100-5000	
1-999-5000	1-999-5000	

The diagram below shows an example of how dossiers are maintained.

Dossier Maintenance Diagram



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Dossier Procedures

Definition

Dossier controls the amount and timing of spending within an organization, which is particularly important when budgets for large projects are maintained and used separately. In addition, dossiers enable users to perform the following tasks:

- create budgetary transfers
- approve budgetary transfers
- manage funds

For a given project, budget dossiers can either be payment category for managing funds in a single fiscal year, or accrual category for projects covering several years. In both categories, certain types of dossier fulfil specific budgetary needs. A project uses a number of these dossier types in a set of relationships that define a hierarchy. The dossier types are described in the table below.

Dossier Types

Dossier Type	Description
Parent	A single parent dossier is the source of all other dossiers in the project.
Child	Any dossier that is below another in the hierarchy is a child dossier. A child dossier can only have one parent.

Dossier Type	Description
Complementary	A complementary dossier adds funds to or subtracts funds from an existing dossier, for example, if a ministry assigns additional funds after a parent dossier is created.
Retirement	A retirement dossier is created when a dossier is canceled, for example, at the end of the project. Also allows end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year.

Overview

The procedures for using dossiers after they are set up as follows:

- checking and reserving allotted funds in a dossier using the Dossier window
- tracking the funds in a dossier and viewing the relationship between dossiers using the Dossier Hierarchy Inquiry window
- submitting a dossier for approval by an authorizer using the Dossier window
- viewing all dossiers contained within a transaction using the Dossier History window
- approving changes to a dossier using the Worklist window

Transferring Funds in Dossiers

After setup, the budgets contained in a dossier can be modified using the Dossier window.

Transferring funds between budgets is performed by selecting source and destination budgets. For a given dossier, each funds transfer from source to destination budgets is defined by a dossier transaction number.

After source and destination budgets are identified, the availability of funds can be checked and, if they are available for use, funds can be reserved, depending on funds check level.

For information on checking and reserving funds, see Checking and Reserving Funds Procedure, page 23-4.

Dossier Approval Process

Before any financial changes to a dossier come into effect, the user seeks approval for the change. The change request approval is automatically managed by Oracle Workflow, which notifies an authorizer of dossiers that require approval. The authorizer makes a decision on the change request and accepts or rejects the dossier.

A dossier or a dossier transaction has one of the following statuses depending on its progress through the approval process; the statuses are as follows:

- creating
- in process
- completed
- rejected

Workflow sends users notifications if action is required or the dossier status changes. The information in the Subject field and the notification message specifies the action or status change.

For information on checking and reserving funds, see Checking and Reserving Funds Procedure, page 23-4.

For information on accepting or rejecting dossiers, see Accepting or Rejecting Dossiers Procedure, page 23-7.

Recommendations

It is recommended that an organization develops consistent naming conventions for dossiers to aid financial management.

Prerequisites

- Dossier setup must be completed.

  During the dossier setup process, the source and destination budgets are defined for dossiers, and each dossier is assigned a unique numbering scheme. Approved authorizers are defined, that is, users are defined who are permitted to authorize dossier changes.

  The following must be set up in General Ledger:

  - ledger
  - budgets
  - budget organizations

- budget organization assignments

Related Topics

Setting Up Dossier Numbering Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

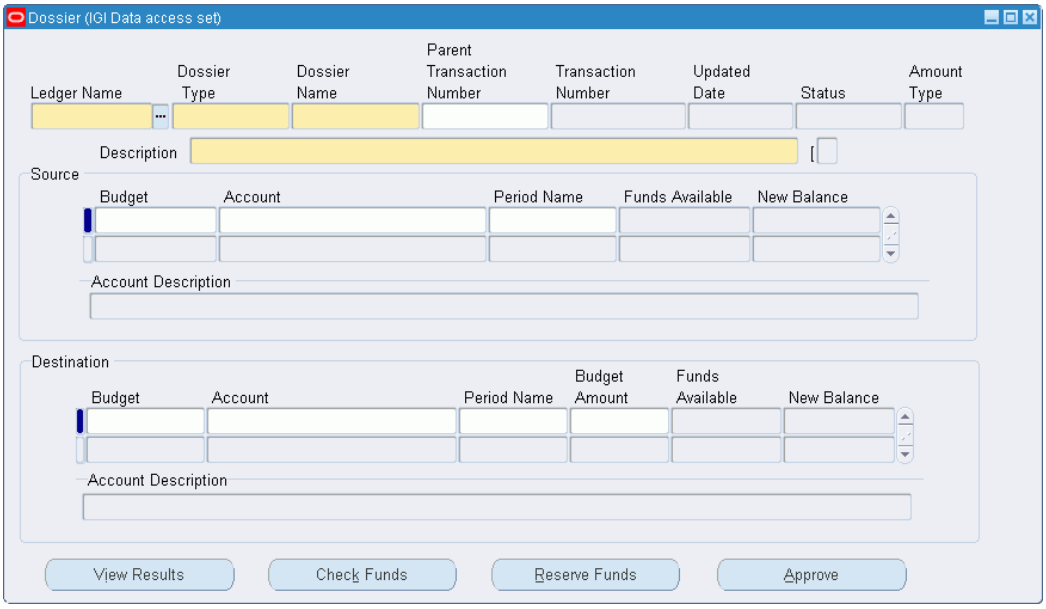
Setting Up Dossier Types Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Overview of Budgeting, *Oracle General Ledger User Guide*

Defining Ledgers, *Oracle General Ledger User Guide*

Specify Site-Level and Application-Level Profile Options Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

Checking and Reserving Funds Procedure



This procedure enables Dossier transactions to be entered against dossier types. When the transaction is entered, funds can be checked.

To check and reserve funds in a dossier:

1. Navigate to the Dossier window as follows:

   OPSF(I) Dossier - Dossier Maintenance

2. Enter data in the Dossier window as described in the Dossier Window Description table, page 23-5.

3. To check if there are funds available for transfer between the selected budgets, click **Check Funds**.

   A message appears if sufficient funds exist.

4. To provisionally transfer the funds, click **Reserve Funds**.

   Note: Funds must be reserved by clicking **Reserve Funds** before seeking approval through workflow.

5. To confirm the funds reservation, click **Yes**.

6. To confirm that the dossier is saved automatically, click **Yes**.

   A message indicates if the provisional transfer is successful.

7. To place the dossier in the workflow approval process, click **Approve**.

   The dossier status changes to In Process.

   A workflow notification is generated and sent to the user.

   Note: The dossier type, transaction name, and transaction number are included in the workflow notification to enable the approver to easily identify the dossier.

Dossier Window

Dossier Window

Field Name	Description
Ledger Name	ledger name
Dossier Type	dossier type previously set up in Setup Dossier Types window
Dossier Name	user defined unique dossier name
Parent Transaction Number	lists all transaction numbers entered for the associated parent dossier type
Transaction Number	automatically assigned transaction number

Field Name	Description
Updated Date	date when transaction was last updated
Status	status defaults to Creating; changes to In Process when **Approve** clicked; during approval process, indicates Complete if changes accepted and Rejected if changes not accepted
Amount Type	defaults to amount type previously set up in Setup Dossier Types window
Description	user-defined dossier description
Descriptive Flexfield	field for user customization
Budget	budget name; only budget names assigned to dossier type source in Setup Dossier Types window displayed
Account	source account number as set up in Setup Dossier Types window, Source region
Period Name	period name; displays month and year
Funds Available	amount displayed when value entered in Key field; displays funds currently available in selected account
New Balance	calculated as sum of funds available minus sum of related Budget Amounts in Destination region
Account Description	account description
Budget	budget name; only budget names assigned to dossier type destination in Setup Dossier Types window displayed
Account	destination account number; restricted to those allocated in Setup Dossier Types window, Destination region

Field Name	Description
Period Name	period name; displays month and year
Budget Amount	budget amount; amount of source funds to be allocated to destination budget; sum of budget amounts cannot exceed source funds available
Funds Available	calculated when account number entered in Key field; displays funds currently allocated to Destination
New Balance	calculated when account number entered in Key field; new balance calculated by adding Budget Amount to available funds
Account Description	account description
View Results	displays funds check or reserve result; user must check funds or reserve funds before viewing results
Check Funds	checks whether funds are available for transfer between the selected budgets
Reserve Funds	provisionally transfers funds
Approve	places dossier in workflow approval process

Accepting or Rejecting Dossiers Procedure

To validate dossiers:

1. Navigate to the Worklist window as follows:

   OPSF(I) Dossier - Workflow Monitor - Worklist

   A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.

3. To accept the dossier, click **Approved**.

4. To reject the dossier, click **Rejected**.

5. To reassign the dossier to another user, click **Reassign**.

If approved, the notification is sent to the next approver in the hierarchy. If rejected, the dossier is canceled.

Reassigning Dossiers Procedure

This procedure enables authorizers to reassign dossiers.

To reassign dossiers:

1. Navigate to the Worklist window as follows:

   OPSF(I) Dossier - Workflow Monitor - Worklist

2. Click on a Subject to display the Notification Details window.

3. Click **Reassign**.

4. In the Reassign To field, select the list icon.

5. Enter search criteria in the Find field.

6. Click **Find**.

7. Click the relevant user's name.

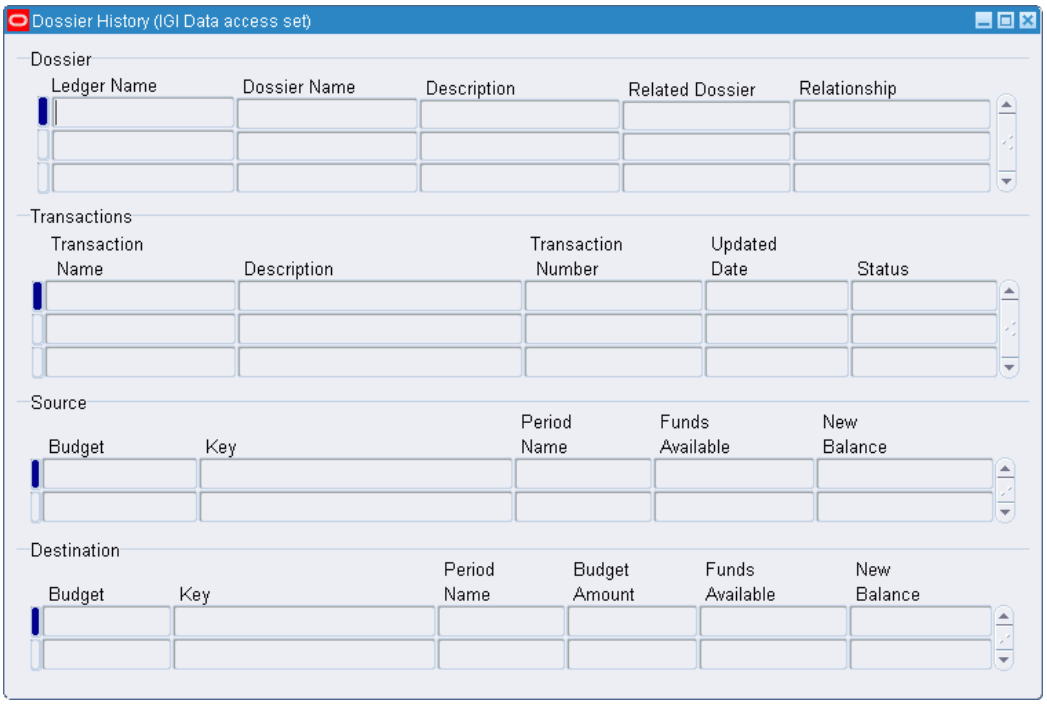
8. Select the Delegate Authority radio button to respond to this notification or the Transfer Ownership radio button to transfer ownership.

9. Enter comments if required.

10. Click **OK**.

    The dossier is reassigned and the Worklist window appears.

Viewing Dossier History Procedure



To view the dossier transaction history, the relationship between dossiers, or the dossier's source and destination budgets:

1. Navigate to the Dossier History window as follows:

   OPSF(I) Dossier - Dossier History

2. Enter query mode as follows:

   View - Query by Example - Enter

3. Enter the ledger name, dossier name or description to be queried.

4. Run the query as follows:

   View - Query by Example - Run

   The ledgers are displayed in the Ledger Name field.

   Dossiers are displayed in the Dossier Name field and all related dossiers are displayed in the Related Dossier fields.

   Dossier transactions are displayed in the Transactions region. Source budgets are displayed in the Source region. Destination budgets are displayed in the Destination region.

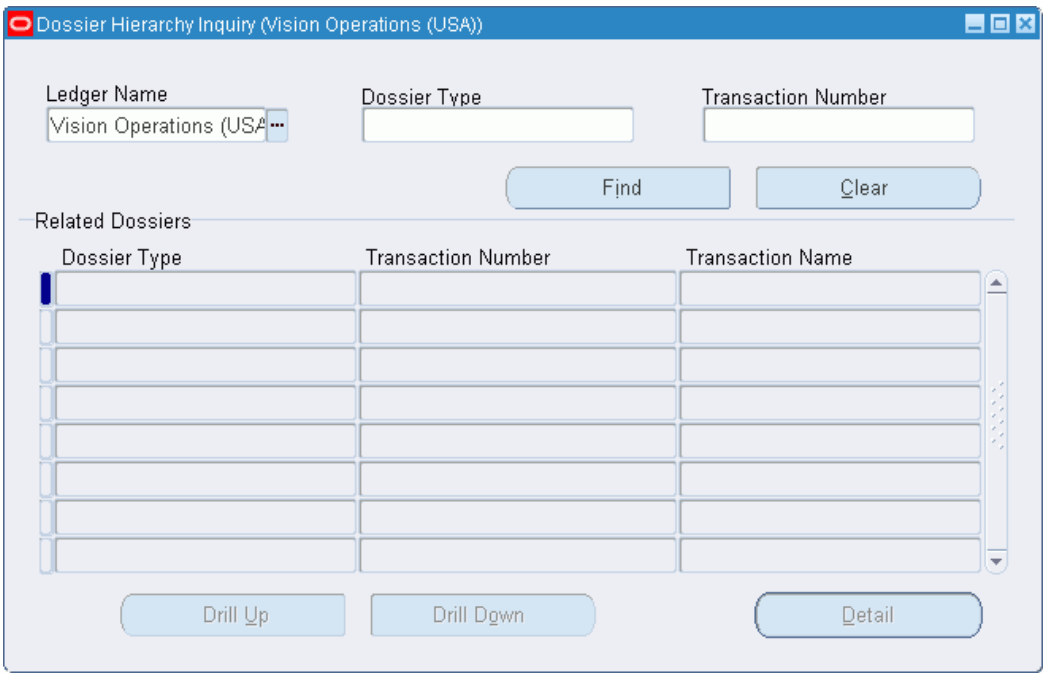
Dossier History Window

Dossier History Window

Field Name	Description
Ledger Name	ledger name
Dossier Name	dossier name
Description	dossier description
Related Dossier	related dossier name
Relationship	indicates relationship between dossier and related dossier
Transaction Name	dossier transaction name
Description	dossier transaction description
Transaction Number	dossier transaction number; transactions performed in dossier
Updated Date	date when dossier transaction last updated
Status	dossier transaction status; valid values: Creating, In Process, Completed, or Rejected
Budget	source budget name
Key	source account number
Period Name	month and year
Funds Available	amount of funds currently available in source account
New Balance	balance of source account, including new debit
Budget	destination budget name

Field Name	Description
Key	destination account number
Period Name	month and year
Budget Amount	budget amount; amount allocated in budget for transaction
Funds Available	amount currently available for transaction
New Balance	balance of destination account including new credit

Viewing Dossier Transaction Hierarchies Procedure



This procedure enables users to view dossier transaction hierarchies and all related dossiers for a dossier transaction. The user can drill up or down to view details of any related dossier.

To view dossier transaction hierarchies:

1. Navigate to the Dossier Hierarchy Inquiry window as follows:

OPSF(I) Dossier - Dossier Hierarchy Inquiry

2. Select a ledger name and dossier type from the list of values.
3. Optionally, select a transaction number from the list of values.
4. Click **Find**.

   The Related Dossiers region is automatically populated.
5. To view child dossier details relating to the parent dossier currently selected, click **Drill Down**.
6. To view the parent dossier relating to the child dossier currently selected, click **Drill Up**.
7. To view the selected dossier in more detail, click **Detail**.

   Note: The Dossier window appears in read-only mode.

Dossier Hierarchy Inquiry Window

Dossier Hierarchy Inquiry Window

Field Name	Description
Ledger Name	ledger name
Dossier Type	dossier type previously set up in Setup Dossier Types window
Transaction Number	dossier transaction number; transactions performed in dossier
Find	finds dossier information relating to Dossier Type and Transaction Number selected; automatically populates Related Dossiers region
Clear	erases data from fields
Dossier Type	dossier type previously set up in Setup Dossier Types window

Field Name	Description
Transaction Number	dossier transaction number; transactions performed in dossier
Transaction Name	dossier transaction name
Drill Up	displays parent dossier of selected child dossier; enabled only when parent dossier exists for current child dossier
Drill Down	displays next level of related dossiers; enabled only when child dossier exists for current parent dossier
Detail	displays Dossier window

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Exchange Protocol Process

Definition

Exchange Protocol is the process of approving Oracle Receivables and Payables subledger transactions. Transactions are first grouped by a client, Payables supplier, or Receivables customer in documents called dialog units. The dialog units are then batched into a transmission unit, which is passed through a hierarchy of authorizers until the batch is approved.

Overview

The Exchange Protocol system is designed as a generic solution to be used by public sector clients using Oracle Financials where a sophisticated batch approval system is required. Exchange Protocol ensures that all subledger transactions within Payables and Receivables are carefully approved before being accounted for within Financials.

Exchange Protocol requires that all subledger transactions are batched for approval. The transactions are first grouped into predefined dialog units and then the dialog units are batched into transmission units. The process is as follows:

- Dialog unit types are created for an operating unit, which define the transactions to be included for the specific type. For example, the type DU-A may contain only Payables standard invoices, and type DU-B Payables credit notes.
- Transmission unit types are defined for an operating unit specifying which dialog unit types to include and the approval hierarchy to be used.
- A numbering system per operating unit is defined for each type of dialog unit and transmission unit. Public sector users require these documents to be sequentially numbered.
- Dialog units are created containing subledger transactions for an operating unit.

- The dialog units of each operating unit are included in transmission units and the batch is sent for approval using Oracle Workflow.

The Exchange Protocol workflow defines the approval process as follows:

- Create one or more position hierarchies for use in the approval cycle.
- Additional information is required to enhance the basic hierarchy definition. The user can create a profile for the hierarchy defining the following:
  - If the final approver in the hierarchy is only allowed acceptance status, for example, the approver is not able to reject the documents.
  - If legal numbering of documents is required. Many public sector users require a new legal number to be assigned to the batch when the documents are approved.
- At any stage in the approval cycle, the following actions can be taken by the approver:
  - Approve the transmission unit

    All dialog units are Approved and the whole transmission unit is sent to the next authorizer in the hierarchy.
  - Finally approve dialog units

    All dialog units are Finally Approved and the transmission unit status is Complete.
  - Reject the transmission unit

    All the dialog units are Rejected. The rejected dialog units are released from the transmission unit and the transactions within the dialog units are released. The transactions can be altered and are available for inclusion in another dialog unit. The status of the dialog units is set to Rejected and the transmission unit is set to Complete.
  - Partially reject

    Some dialog units are Rejected and some dialog units are Approved. The rejected dialog units are released from the transmission unit and the transactions within these dialog units are released. The transactions can then be altered and are available to be included in another dialog unit. The transmission unit, now containing only the approved dialog units, is sent to the next authorizer in the hierarchy.

    Note: If a legal number is generated, then the dialog units remain with transmission unit even if the dialog units are

rejected, else the dialog unit is released from the transmission unit.

- Partially place on hold

  Some dialog units are placed On Hold and some dialog units are Approved. The dialog units on hold are released from the transmission unit but the transactions stay within the dialog units. The transactions can then be altered and included in other dialog units. The transmission unit, now containing only the approved dialog units, is sent to the next authorizer in the hierarchy.

- Return the transmission unit

  The whole transmission unit can be returned to the previous approver.

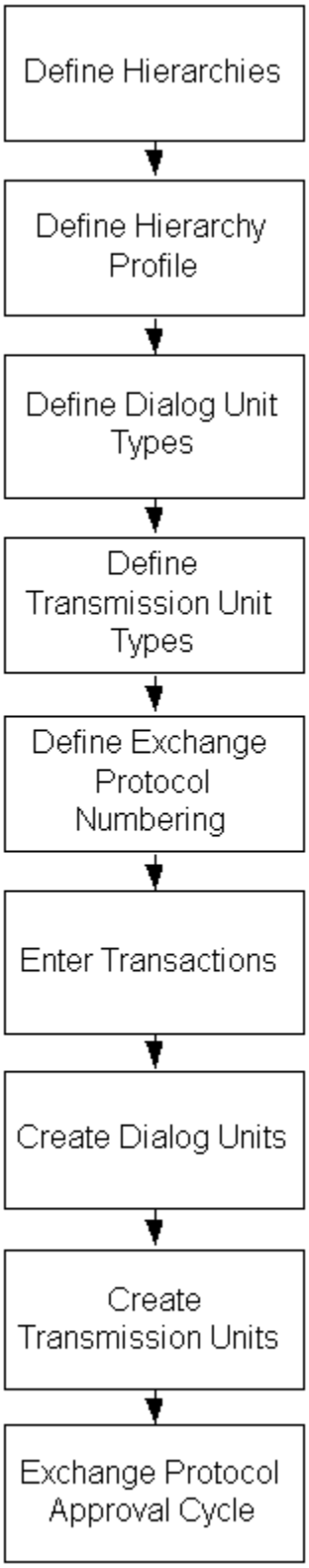
- When the final person in the approval cycle approves or accepts a transmission unit, the following happens:
  - The status of the transmission unit is set to Complete and the status of the dialog units within it are set to Complete.
  - The transactions within approved dialog units are set to Approved or Completed.

Note: Subledger transactions can be posted without approval in the Exchange Protocol workflow. To do this, navigate to the Invoice Hold and Release Names window and deselect the Allow Accounting option for the Core Holds. This ensures that unless the Exchange Protocol hold is released through the approval process the invoice cannot be accounted and posted.

Exchange Protocol Process Flow Diagram

The diagram below shows the Exchange Protocol process flow, described in the accompanying text.

Exchange Protocol Process Flow Diagram



Exchange Protocol Processes

Define Hierarchies

The approval process using Oracle Workflow requires that a positional hierarchy is created to define the document flow within the client's approvers. This work structure defines jobs, positions within the jobs, and a hierarchy of positions. The employees are assigned to positions and a user identity is assigned to an employee.

The user must set up at least one positional hierarchy to be used as an approval cycle. However, if documents require different approval cycles, then many hierarchies can be created. For example, a batch of Payables invoices may need to be approved by several levels of accounts managers, but a Receivables invoice may only need approval from a single manager.

If the Oracle Human Resources system is installed, then the work structure that forms the basis for creating positional hierarchies can be activated using this system, if not, the Oracle Purchasing setup workflow structures system can be used.

The work structure is set up as follows:

- Job window

  Users must set up jobs to be used, for example, authorizer, and manager.

- Positions window

  Positions are defined as positions within the jobs, for example, Authorizer - Clerk and Authorizer - Supervisor are within the job Authorizer, Manager within the job Manager.

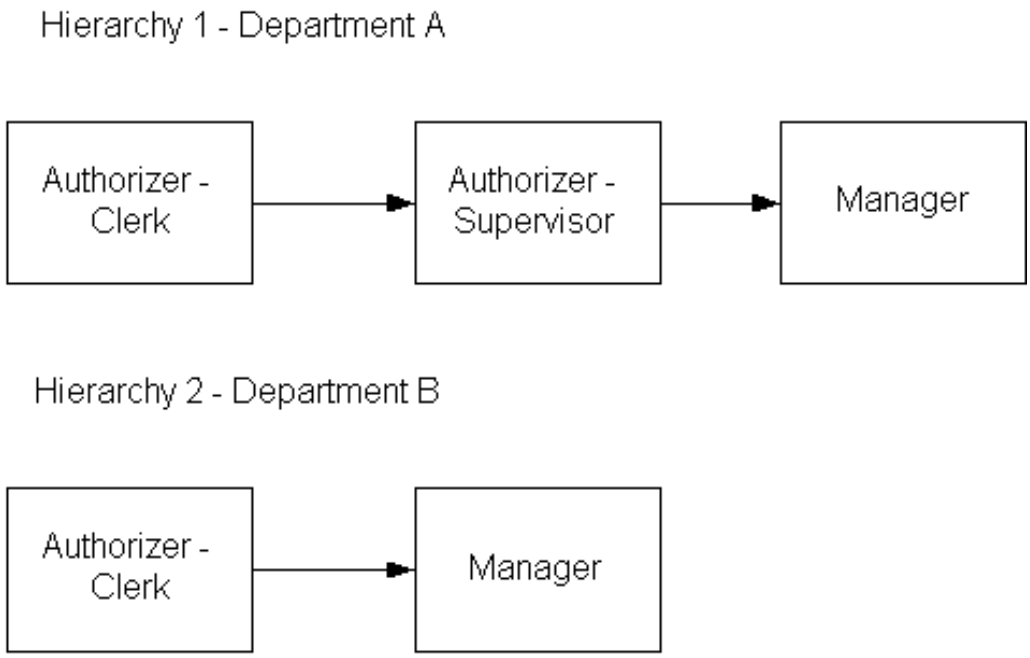
- Employees window

  Employees are defined within the positions, for example, employees A and B are Authorizer - Clerks, employees C and D are Authorizer - Supervisors, and employees E and F are Managers.

- Position Hierarchies

  The diagram below defines an example of a position hierarchy used by the approval process.

Position Hierarchies



The following step is required to create the work structure:

- Associate the employees with user identities, for example, create a logon user identity of USERB and assign employee B to USERB.

For information on creating job descriptions within work structures, see Enterprise Modeling, *Oracle Human Resources Management Systems User's Guide*.

For information on creating position descriptions within work structures, see Enterprise Modeling, *Oracle Human Resources Management Systems User's Guide*.

For information on creating position hierarchies within work structures, see Enterprise Modeling, *Oracle Human Resources Management Systems User's Guide*.

Define Profiles for Exchange Protocol

Workflow profiles must be defined for each positional hierarchy.

This process adds the following additional features to the approval cycle:

- The French public sector users require that an additional legal number is associated with each dialog unit number and transmission unit number when the final or principal authorizer has approved the batch.

- In France and other European countries, if payment of invoices is actioned by a central treasury department, then the final approver, called an account officer in France, can only accept the transmission unit for payment, and can not approve or

reject the batch.

The information required to create a workflow profile is as follows:

- profile name; for example, EXP-1
- position hierarchy; selected from a list of the position hierarchies created
- optional final approver position. To be defined if the last approver can only accept the transmission unit previously approved by a principal authorizer.
- optional legal document position. In some countries it is necessary to assign an additional reference number to the exchange protocol documents. This legal number is assigned at a pre-specified stage in the approval cycle. For example, in France, the legal number is assigned after the principal authorizer has approved the batch and before the batch is passed to the account officer.
- view hierarchy; allowing drill-down to view the selected hierarchy

For example, using the hierarchy department A, the entries would be:

- profile name, EXP-1
- hierarchy, department A
- final approver, Manager
- legal document, Authorizer - Supervisor

For information on the workflow hierarchy, see the Workflow Hierarchy diagram, page 24-11.

For information on defining position hierarchies, see Define Hierarchies, page 24-5.

Define Dialog Unit Types

The user must define which subledger transactions are to be grouped together belonging to an operating unit for a client. This process is the creation of dialog unit types. When the Exchange Protocol functionality is used all subledger transactions require approval using this requirement, therefore all transactions must be included in at least one dialog unit type.

Dialog unit types are defined as follows:

- dialog unit type; a descriptive name
- transaction type; one or many selected from a list of all available transactions

The table below shows an example of how the dialog units are created.

Dialog Units

Dialog Unit Name	Transactions
DU-A	Payables invoices
DU-B	Payables invoices, credit notes, and debit notes
DU-C	Receivables invoices, credit notes, and debit notes

Define Transmission Unit Types

The user must define each type of transmission unit to be used in the system for an operating unit. This process defines which dialog units are batched together for approval.

Transmission unit types are defined as follows:

- transmission unit type; a descriptive name, for example, Mandate-Batch
- dialog unit type; one or many selected from a list of all available dialog unit types
- profile hierarchy; the approval hierarchy to be used with this type of transmission unit, selected from a list of available positional hierarchies

The table below shows an example of how transmission units are created.

Transmission Units

Transmission Unit Name	Dialog Units	Hierarchy
TU-A	DU-A, DU-B	Department A
TU-B	DU-C	Department B

Define Exchange Protocol Numbering

Users can set up a numbering sequence for each type of document of an operating unit. This number prefixes and suffixes a sequential count of all dialog units and transmission units created during the Exchange Protocol process for the financial year.

Document numbers within Exchange Protocol are defined as follows:

- exchange protocol type

  There are two types of exchange protocol type: dialog unit or transmission unit.

- class

  Actual; at creation and during approval by authorizers.

  Legal; optional, to be allocated after approval by the specified approver.

- document type

  The document type is linked to the predefined transmission unit and dialog unit types.

The information required for exchange protocol numbering is as follows:

- prefix

  The prefix precedes the sequential number; for example, Def.

- suffix

  The suffix describes the documents; for example, Mandate.

All of the available document types within the dialog unit and transmission unit structures must have a unique numbering system applied for each financial year.

The table below shows an example of Exchange Protocol numbering.

Exchange Protocol Numbering Example

Exchange Protocol Type	Class	Document Type	Prefix	Suffix	Year	Numbering Created
Dialog Unit	Actual	DU-A	ActDef	MandateMandate	2001	Act1Mandate2001
	Legal	DU-A			2001	Def1Mandate2001
Dialog Unit	Actual	DU-C	ActDef	Payback	2001	Act1Payback2001
	Legal	DU-C		Payback	2001	Def1Payback2001

Exchange Protocol Type	Class	Document Type	Prefix	Suffix	Year	Numbering Created
Transmission Unit	Actual	TU-A	ActDef	Mandate	2001	Act1Mandate 2001
	Legal	TU-A		Mandate	2001	Def1Mandate 2001

Exchange Protocol Approval Process

Transaction Entry

All transactions are usually entered in the subledger. When the user approves the subledger transaction, a document hold is automatically applied to the transaction. This hold can only be released by the Exchange Protocol approval process. The transaction is then paid in Payables or completed in Receivables.

The transaction entry process applies to both Payables and Receivables; for example, invoices and credit notes. The following in an example of the transaction entry process:

1. Enter a Payables standard invoice for a supplier.
2. Approve the invoice.
3. Apply an exchange protocol hold to the invoice.

   The hold cannot be manually cleared, it must be cleared by Exchange Protocol approval.

For information on transactions, see Enter Transactions, *Oracle Receivables User's Guide*.

For information on invoices, see Entering Invoice Batches in the Invoice Workbench, *Oracle Payables User's Guide*.

Dialog Unit Creation

The first stage in the Exchange Protocol process is to create a dialog unit. A dialog unit is a collection of transactions requiring exchange protocol approval, for example, all standard Payables invoices for a supplier. The process is as follows:

1. Select the document type to be created. This predefines which transactions are to be included in the dialog unit.
2. Select a supplier or customer. All available transactions are then included in the dialog unit.

3. Exclude individual transactions before creating the dialog unit if desirable.

4. Assign an actual number to the dialog unit.

Transmission Unit Creation

The second stage in the Exchange Protocol process is to create a transmission unit. A transmission unit is a collection of dialog units requiring exchange protocol approval. For example, all dialog units containing the document type, Mandate. The process is as follows:

- Select the document to be created. This predefines which dialog units are to be included in the transmission unit.
- Exclude individual dialog units before creating the transmission unit if desirable.
- Optionally, amend the positional hierarchy to be used in the approval cycle.
- Assign the transmission unit an actual number and transmit for approval.

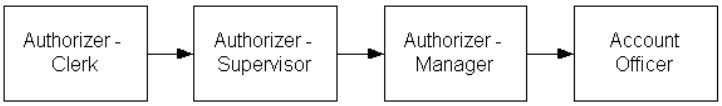
Exchange Protocol Approval

Transmission units are approved through a workflow process. The transmission unit enters the workflow at the point where the transmission unit user exists in the hierarchy. The next user in the hierarchy is sent a notification to approve or reject the transmission unit.

If rejected, a notification is sent to the user who raised the transmission unit. If approved, a notification is sent to the next position in the hierarchy, if there is more than one user defined for the position then a user must be selected, until all users in the hierarchy have approved the transmission unit.

The approval process using the workflow hierarchy, including the special features for the French public sector, is shown in the diagram below.

Workflow Hierarchy



The Workflow Hierarchy diagram, page 24-11, assumes that the profile defines the Manager as the legal document numbering position and that Account Officer is a final approver. The following actions describe the process:

1. The Authorizer - Clerk creates a transmission unit numbered Act16Mandate2001 and submits it for approval.

2. A notification to approve is sent to the Authorizer - Supervisor, who drills down to the transmission unit to view the details and approve the dialog units.

   From the Notification Details window, the approver can drill-down to the individual documents within the list of dialog units in the transmission unit.

   If an individual dialog unit is rejected, all transactions within that dialog unit are released and made available for inclusion in a future dialog unit.

3. The Authorizer - Manager receives a notification and also approves the transmission unit, the additional legal number is now assigned to the transmission unit and all the approved dialog units; for example, Def16Mandate2001.

4. A notification is sent to the Account Officer. This stage is called the point of acceptance. The Account Officer can only accept the transmission unit, complete the process and return a completed notification to the Authorizer - Clerk.

   This notification can contain instructions to the originator if the Account Officer requires changes to be made. For example, if an incorrect account has been used on a Payables invoice, the Account Officer can request issuance of a credit note and a new debit note created to correct the account.

5. When the exchange protocol process for the transmission unit is complete and all dialog units within the transmission unit have been approved, the status of all the transactions within the approved dialog units is set to Approved or Completed.

Year End Process

Exchange Protocol Numbering

New numbering schemes should be created for all dialog unit and transmission unit types for the new financial year.

Dialog Unit Creation

The financial year is specified when a dialog unit is created. The dialog unit can only include transactions for the specified year. This ensures that transactions in different years are kept separate at the change of financial year.

Transmission Unit Creation

A transmission unit can only contain dialog units for the same financial year.

Approved Documents

When documents have successfully completed the approval process, the General Ledger effective date is updated.

For documents in the current year, the General Ledger date is set to the current date.

For documents in a previous year, the date is set to 31 December in the current year minus 1. For example, in a transmission unit dated 2002 which completes the approval process on 20 January 2003, the transaction dates are set to 31 December 2002, assuming that the accounting period is still open.

25

Exchange Protocol Procedures

Definition

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

In Exchange Protocol, the process of managing expenses involves creating, viewing, and modifying dialog and transmission units, which are collections of financial transactions.

Overview

Dialog Units

In Exchange Protocol, Payables or Receivables transactions are grouped into dialog units. A dialog unit is a set of financial transactions that can be approved or rejected in one step without handling each transaction individually. Each dialog unit within a transmission unit can be processed individually.

Each dialog unit belongs to a dialog unit type. The dialog unit type defines transaction types, which govern the type of financial transactions a dialog unit contains.

For information on dialog unit and transaction types, see Defining Dialog Unit Types, *Oracle Public Sector Financials (International) Implementation Guide*.

Transmission Units

Several dialog units can be grouped into a transmission unit, which is used to transfer dialog units through the approval process using Oracle Workflow.

Each transmission unit belongs to a transmission unit type. The transmission unit type

define the dialog unit types, which govern the type of dialog units contained in a transmission unit.

Approval Profiles and Workflow

Approval profiles identify legal and final approver positions in Human Resources position hierarchies to be used for exchange protocol approval. These profiles are set up using the exchange protocol setup procedures.

When setup is complete and exchange protocol transactions are created, the user places transmission units into the approval workflow, which routes them through the appropriate approval process and notifies authorizers of dialog units that require their approval.

For information on setting up Exchange Protocol, see Exchange Protocol Setup Checklist, *Oracle Public Sector Financials (International) Implementation Guide*.

Working with Dialog and Transmission Units

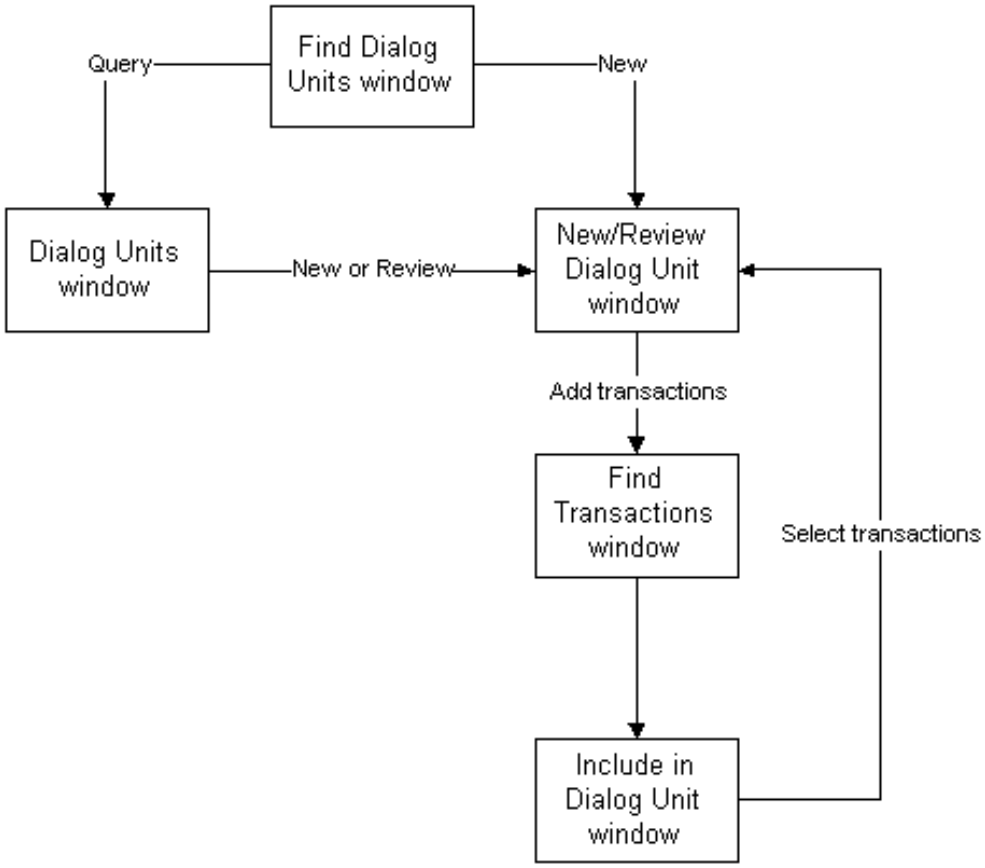
Dialog units can be created, viewed, and modified with the following windows:

- Find Dialog Units
- Dialog Units
- New Dialog Unit
- Review Dialog Unit
- Find Transactions
- Include in Dialog Unit

Note: The New Dialog Unit and Review Dialog Unit windows are identical except for the title.

The diagram below illustrates the process flow for creating and modifying dialog units.

Process Flow for Creating and Modifying Dialog Units



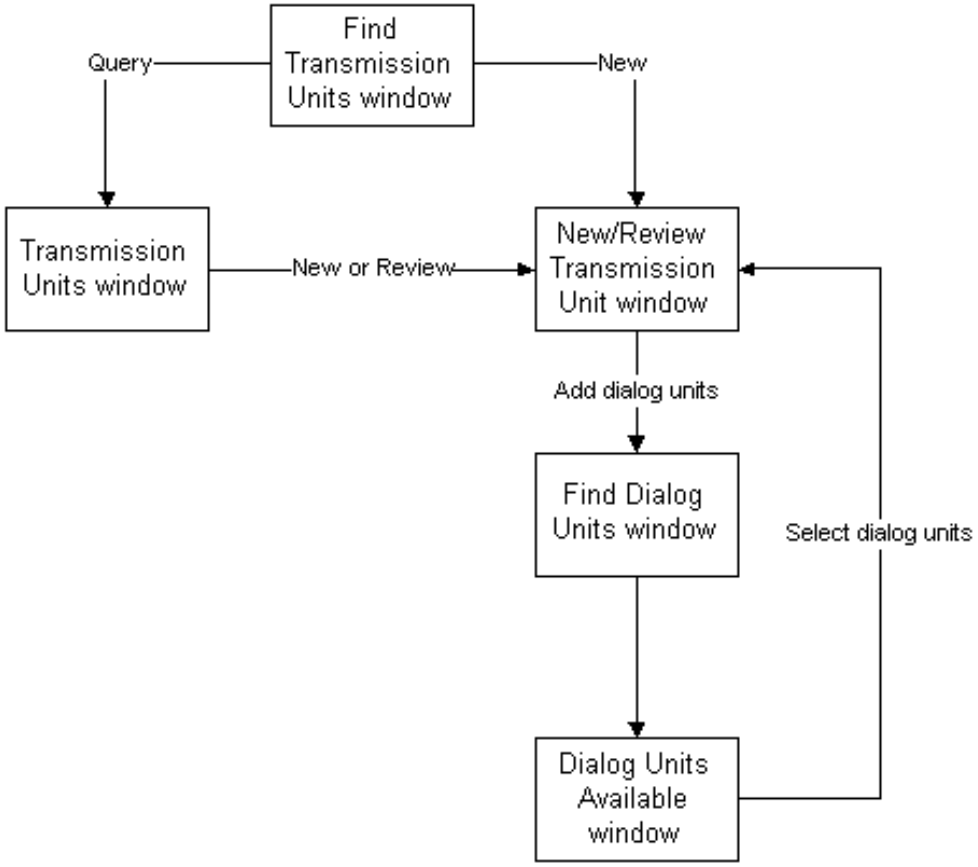
Transmission units can be created, viewed, modified, and submitted to approval workflow with the following windows:

- Find Transmission Units
- Transmission Units
- New Transmission Unit
- Review Transmission Unit
- Find Dialog Units
- Dialog Units Available

Note: The New Transmission Unit and Review Transmission Unit windows are identical except for the title.

The diagram below illustrates the process flow for creating and modifying dialog units.

Process Flow for Creating and Modifying Transmission Units



A transmission unit can also be generated for a single dialog unit from the New Dialog Unit window.

Numbering Dialog and Transmission Units

Unique order numbers are automatically assigned to dialog units and transmission units when they are created. Order numbers can have prefixes and suffixes to aid identification. These are identified during the Exchange Protocol setup process.

In addition, legal numbers are automatically assigned to dialog units and transmission units on approval by a user at the legal numbering position identified by the approval profile. Legal numbers are only assigned when the Exchange Protocol: Legal Numbering Required profile option is set to Yes.

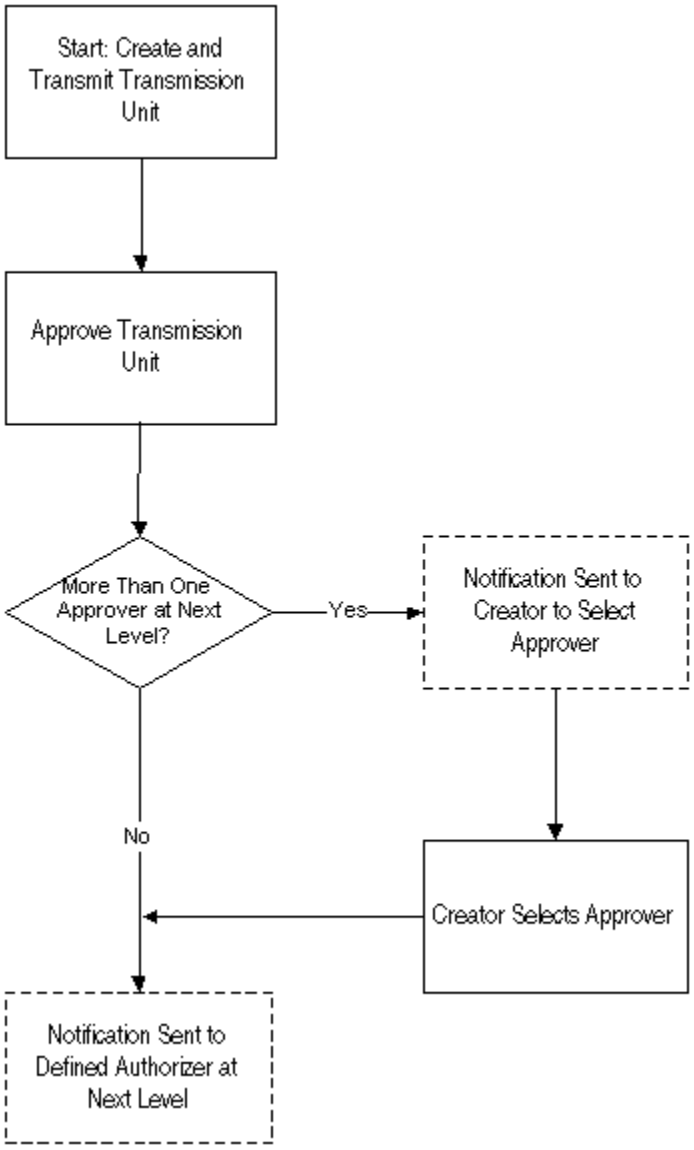
At the start of a new financial year, the order and legal numbering sequences are reset.

For information on setting up exchange protocol numbering, see Exchange Protocol Numbering, *Oracle Public Sector Financials (International) Implementation Guide*.

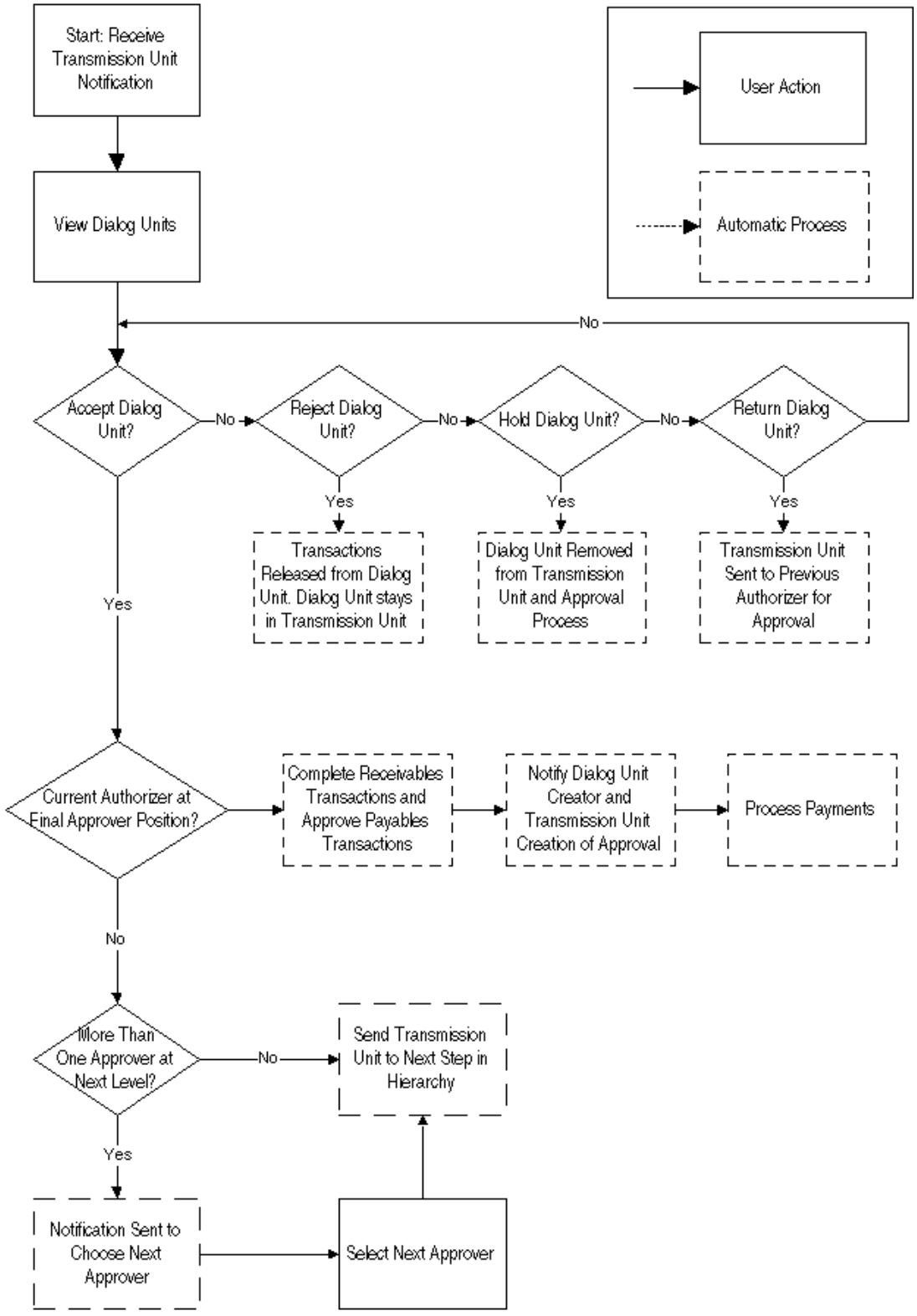
Exchange Protocol Processes

Using notifications, Workflow informs users of transmission units or dialog units that have pending actions. The Exchange Protocol Process for Transmission Unit Creator diagram, page 25-5 and the Exchange Protocol Process for Authorizing User Dagram, page 25-7 illustrate the Exchange Protocol process for the transmission unit creator and the hierarchy of authorizing users.

Exchange Protocol Process for Transmission Unit Creator Diagram



Exchange Protocol Process for Authorizing User Diagram



Recommendations

Oracle recommends the following:

- System administrator privileges must be set up to enable the system administrator to inspect Workflow processes and messages. This is useful if messages are not being processed because an approver is absent, or if the approval workflow reports missing setup criteria that need to be completed before a process can be expedited.

Prerequisites

- Exchange Protocol must be set up.

  To set up Exchange Protocol, see Exchange Protocol Setup Checklist, *Oracle Public Sector Financials (International) Implementation Guide*.

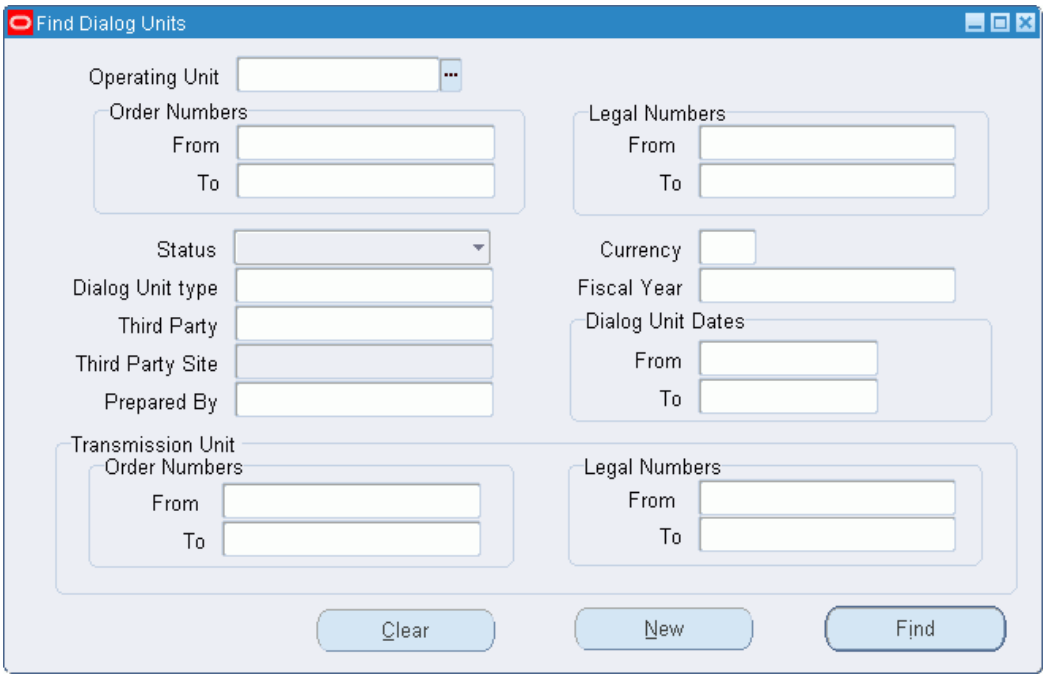
- Set up Oracle Subledger Accounting if used, to post all transactions in General Ledger.

  To set up Oracle Subledger Accounting, see Subledger Accounting Options Setup, *Oracle Subledger Accounting Implementation Guide*.

- Check if setup is completed for each operating unit in case of multiple organizations.

Creating Dialog Units Procedure

Find Dialog Units Window



To create dialog units using the New Dialog Unit window:

1. Navigate to the New Dialog Unit window as follows:

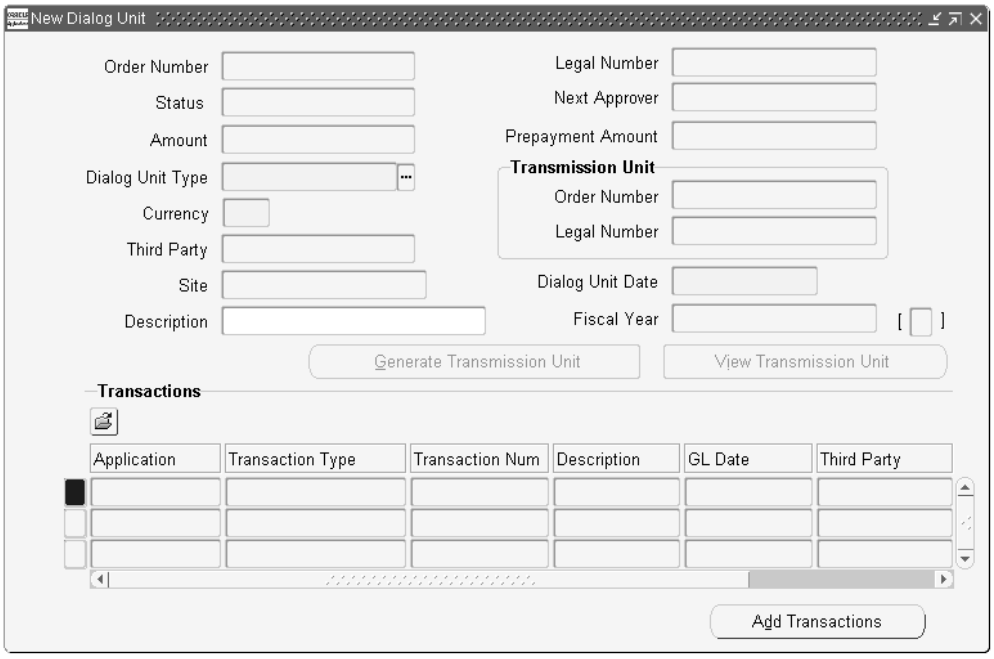
   OPSF(I) Exchange Protocol - Dialog Units

   The Find Dialog Units window appears.

2. Click **New**.

   The New Dialog Unit window appears.

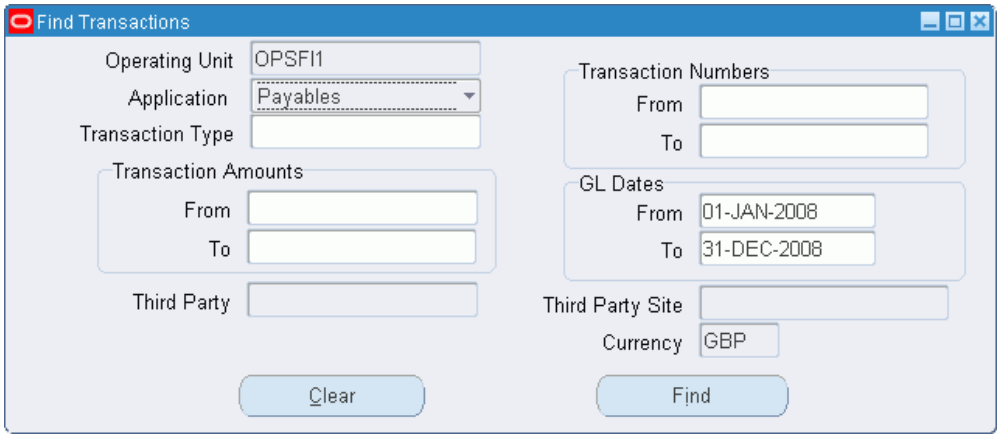
New Dialog Unit Window



3. In the Operating Unit field, select an operating unit from the list of values.
4. In the Dialog Unit Type field, select a dialog unit type from the list of values.
5. In the Currency field, select a currency code from the list of values.
6. In the Third Party field, if enabled, select a third party name from the list of values.
7. In the Site field, if enabled, select a third party site from the list of values.
8. In the Dialog Unit Date field, enter a date for the dialog unit.
9. To add transactions to the dialog unit, click **Add Transactions**.

   The Find Transactions window appears.

Find Transactions Window



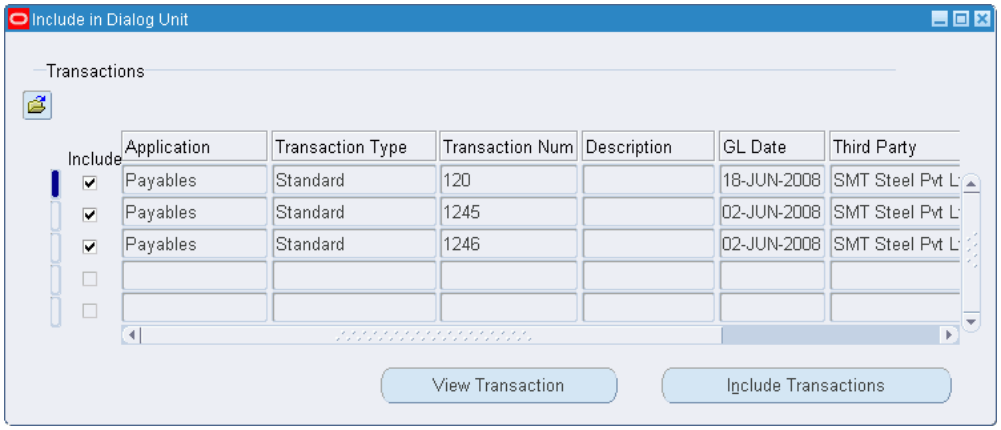
For information on the Find Transactions window, see the Find Transactions Window Description, page 25-15.

10. Enter appropriate search criteria as described in the Find Transactions Window Description table, page 25-15.

11. Click **Find**.

    The Include in Dialog Unit window appears.

Include In Dialog Unit Window



12. Select any transactions that are required in the dialog unit using the check boxes.

    Note: All transactions are deselected by default.

13. Click **Include Transactions**.

    The Include in Dialog Unit window closes.

14. Save your work.

Find Dialog Units Window Description

The following table describes the fields in the Find Dialog Units Window.

Find Dialog Units Window Description

Field Name	Description
Operating Unit	operating unit of the dialog unit
From	start of dialog unit order number range to search
To	end of dialog unit order number range to search
From	start of dialog unit legal number range to search
To	end of dialog unit legal number range to search
Status	dialog unit status
Currency	dialog unit transaction currency
Dialog Unit type	dialog unit type
Fiscal Year	dialog unit fiscal year
Third Party Site	third party site; only active when third party name selected
From	start of dialog unit creation date range
To	end of dialog unit creation date range
From	start of transmission unit order number range
To	end of transmission unit order number range

Field Name	Description
From	start of transmission unit legal number range
To	end of transmission unit legal number range
Clear	clears all fields
New	opens New Dialog Unit window to create a new dialog unit
Find	starts search

New Dialog Unit Window Description

The following table describes the fields in the New Dialog Unit window.

> **Note:** This window description also applies to the Review Dialog Unit window.

New Dialog Unit Window Description

Field Name	Description
Operating Unit	operating unit of the dialog unit
Order Number	automatically generated unique number for dialog unit when saved
Legal Number	automatically generated unique number for dialog number when approved by user at legal numbering position in approval hierarchy
Status	dialog unit status in exchange protocol process or Workflow; valid values: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Next Approver	user name of next approver in Workflow

Field Name	Description
Amount	sum of amounts appearing in Transactions region
Prepayment Amount	sum of prepayments attached to transactions in Transactions region
Dialog Unit Type	dialog unit type; defined by user in exchange protocol setup.
Currency	dialog unit transaction currency
Third Party	third party name; required when selected dialog unit type is defined for a single third party
Site	third party site; required when selected dialog unit type is defined for a single third party site
Dialog Unit Date	date dialog unit created
Fiscal Year	fiscal year for dialog unit
Description	dialog unit description; maximum30 alphanumeric characters
Generate Transmission Unit	generates a transmission unit for this dialog unit; available if there is at least one transaction in Transactions Region of dialog unit
View Transmission Unit	opens Review Transmission Unit window; only available when dialog unit included in transmission unit
Order Number	order number for transmission unit containing this dialog unit
Legal Number	legal number for transmission unit containing this dialog unit
Application	indicates which application transaction is part of; valid values are Payables or Receivables

Field Name	Description
Transaction Type	transaction type
Transaction Num	transaction number
Description	transaction description
GL Date	Transaction accounting date
Third Party	third party name
Site	third party site
Amount	transaction amount
Add Transactions	add new transaction to dialog unit

Find Transactions Window Description

The following table describes the fields in the Find Transactions window.

Find Transactions Window Description

Field Name	Description
Operating Unit	displays the transactions for the selected operating unit.
Application	indicates which application transaction is part of; valid values are: Payables or Receivables; filtered based on dialog unit type definition
Transaction Type	transaction type; filtered based on dialog unit type definition
Third Party	third party name
Third Party Site	third party site
Clear	clears all fields

Field Name	Description
Find	starts search
From	start of transaction number range to search
To	end of transaction number range to search
From	start of transaction amount range to search
To	end of transaction amount range to search
From	start of General Ledger date range
To	end of General Ledger date range

Include In Dialog Unit Window Description

The following table describes the fields in the Include In Dialog Unit window.

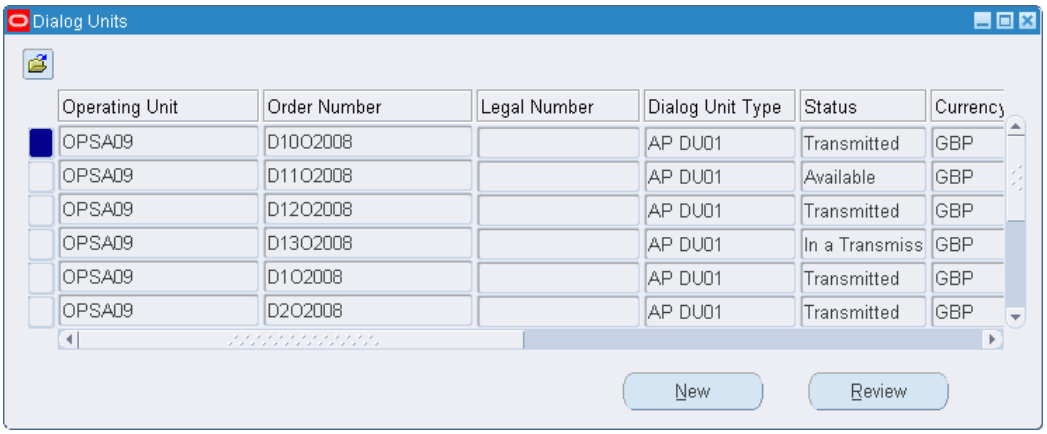
Include In Dialog Unit Window Description

Field Name	Description
Include	includes the transaction in the dialog unit, if selected.
Application	indicates which application transaction is part of; valid values are: Payables or Receivables
Transaction Type	transaction type
Transaction Num	Transaction Num
Description	transaction description
GL Date	transaction accounting date
Third Party	third party name

Field Name	Description
Site	third party site
Amount	transaction amount
View Transaction	drills down to selected transaction details
Include Transaction	adds selected transactions to dialog unit

Reviewing Dialog Units Procedure

Dialog Units Window



To review dialog units using the Review Dialog Unit window:

1. Navigate to the Review Dialog Unit window as follows:

   OPSF(I) Exchange Protocol - Dialog Units

   The Find Dialog Units window appears.

2. Enter appropriate search criteria as described in the Find Dialog Units Window Description table, page 25-12.

3. Click **Find**.

   The Dialog Units window appears.

4. To view details of a dialog unit, select the dialog unit and click **Review**.

5. Close the window.

Dialog Units Window Description

The following table describes the fields in the Dialog Units window.

Dialog Units Window Description

Field Name	Description
Operating Unit	operating unit of the dialog unit
Order Number	dialog unit order number
Legal Number	dialog unit legal number
Dialog Unit Type	dialog unit type
Status	shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Currency	currency used in dialog unit transactions
Amount	total amount of dialog unit in selected currency
Prepayment	total prepayments attached to transactions in dialog units
Third Party	third party name
Site	third party site
Transmission Unit Order Number	transmission unit order number
Transmission Unit Legal Number	transmission unit legal number
Fiscal Year	dialog unit fiscal year
Dialog Unit Date	dialog unit creation date
Prepared By	username of dialog unit originator

Field Name	Description
New	opens New Dialog Unit window to create a new dialog unit
Review	opens Review Dialog Unit window to review selected dialog unit

Generating Transmission Units From Dialog Units Procedure

To generate a transmission unit from a dialog unit using the New Dialog Unit or Review Dialog Unit window:

1. Navigate to the Find Dialog Units window as follows:

   OPSF(I) Exchange Protocol - Dialog Units

   The Find Dialog Units window appears.

2. Perform one of the following:

   Create a new dialog unit as described in the Creating Dialog Units Procedure, page 25-9.

   Review a dialog unit as described in the Reviewing Dialog Units Procedure, page 25-17.

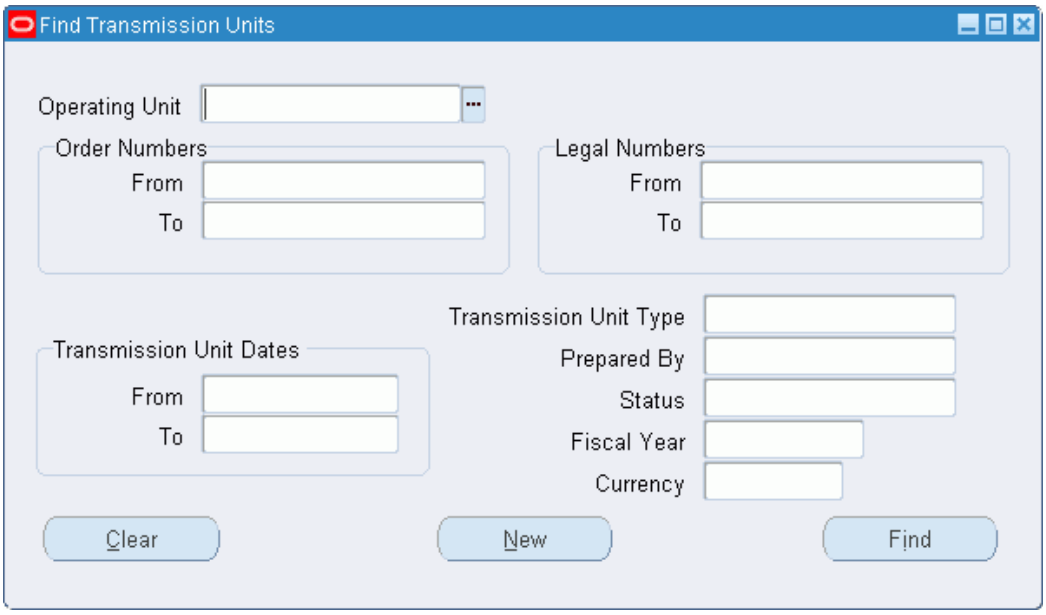
3. Click **Generate Transmission Unit**.

4. To see the generated transmission unit, click **View Transmission Unit**.

5. Close the window.

Creating Transmission Units Procedure

Find Transmission Units Window



To create transmission units using the New Transmission Unit window:

1. Navigate to the New Transmission Unit window as follows:

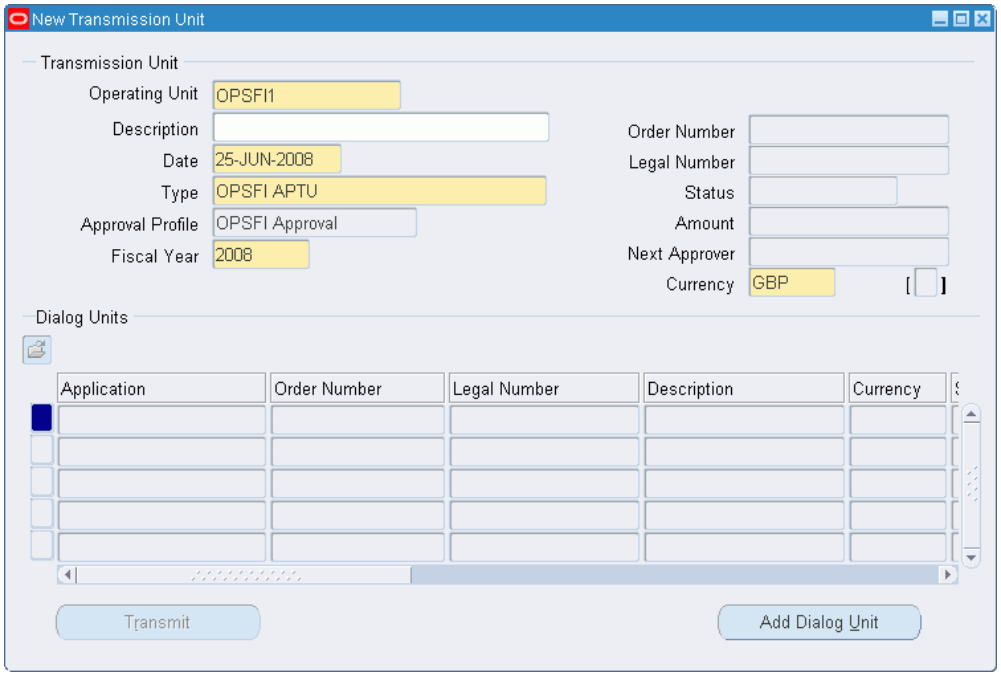
   OPSF(I) Exchange Protocol - Transmission Units

   The Find Transmission Units window appears.

2. Click **New**.

   The New Transmission Unit window appears.

New Transmission Unit Window



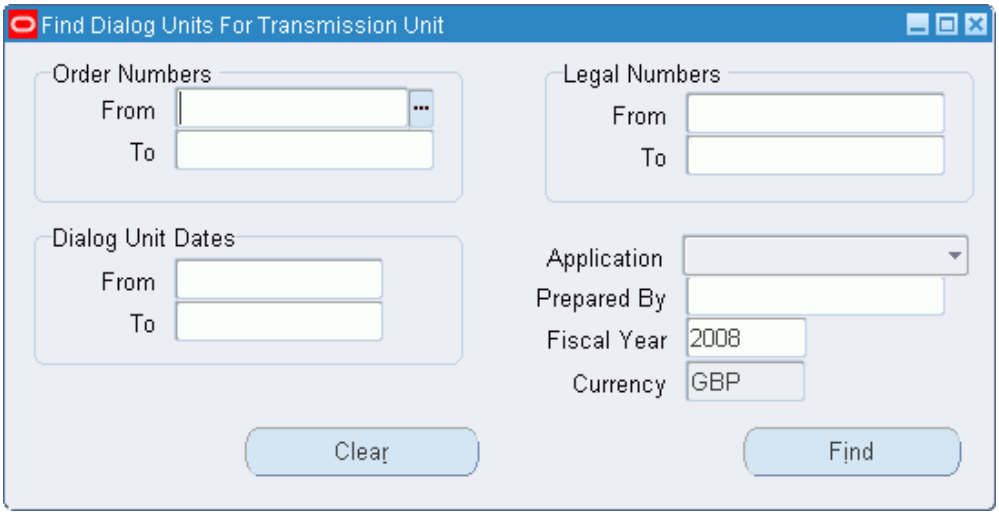
3. In the Operating Unit field, select an operating unit from the list of values.
4. Optionally, in the Description field, enter a transmission unit description.
5. In the Date field, enter a date for the transmission unit.
6. In the Type field, select a transmission unit type from the list of values.
7. In the Approval Profile field, select an approval profile from the list of values.

   Note: The Approval Profile field contains a default value based on the selected transmission unit type, and is only enabled if the transmission unit type allows override of the default.

8. In the Fiscal Year field, select a year from the list of values.
9. Click **Add Dialog Unit**.

   The Find Dialog Units for Transmission Unit window appears.

Find Dialog Units for Transmission Unit Window

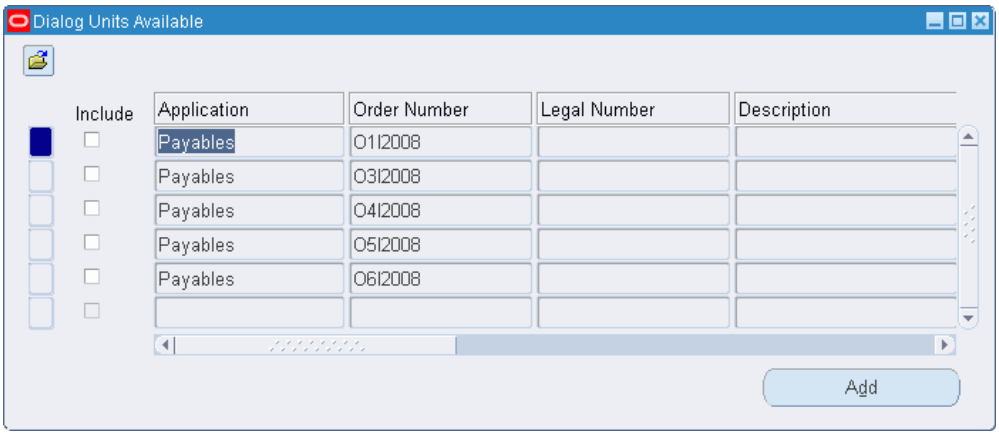


10. Enter appropriate search criteria as described in the Find Dialog Units Window Description table, page 25-12.

11. Click **Find**.

    The Dialog Units Available window appears.

Dialog Units Available Window



12. Select the dialog units that are required in the transmission unit using the check boxes.

    All dialog units are deselected by default.

13. Click **Add**.

The Dialog Units Available window closes.

14. Save your work.

Find Transmission Units Window Description

The following table describes fields in the Find Transmission Units window.

Find Transmission Units Window Description

Field Name	Description
Operating Unit	Operating unit of the transmission type
Transmission Unit type	transmission unit type
Prepared By	name of transmission unit creator
Status	transmission unit status
Fiscal Year	transmission unit fiscal year
Currency	transmission unit currency
Clear	clears all fields
New	opens New Transmission Unit window to create a new transmission unit
Find	starts search
From	start of transmission unit order number range to search
To	end of transmission unit order number eange to search
From	start of transmission unit legal number range to search
To	end of transmission unit legal number range to search

Field Name	Description
From	start of transmission unit creation date range
To	end of transmission unit creation date range

New Transmission Unit Window Description

The following table describes fields in the New Transmission Unit window.

> **Note:** This window description also applies to the Review Transmission Unit window.

New Transmission Unit Window Description

Field Name	Description
Operating Unit	operating unit for the transmission unit
Description	transmission unit description
Date	transmission unit date
Type	transmission unit type
Approval Profile	approval profile for transmission unit type; only available when transmission unit type selected; defaults to approval profile associated with transmission unit type
Fiscal Year	transmission unit fiscal year
Order Number	automatically generated unique number for transmission unit when saved
Legal Number	automatically generated unique number for transmission unit when approved

Field Name	Description
Status	current status; valid values: Approved and Transmitted, Available, Complete, Deleted, Transmitted
Amount	dialog unit transaction total in selected currency for selected dialog units only
Next Approver	user name of next transmission unit approver
Currency	transmission unit currency
Application	application dialog unit is part of; valid values are Payables or Receivables
Order Number	dialog unit order number
Legal Number	dialog unit legal number
Description	text description
Currency	currency used in dialog unit transactions
Status	shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Dialog Unit Type	dialog unit type
Third Party	third party name
Third Party Site	third party site
Dialog Unit Date	dialog unit creation date
Amount	total amount of dialog unit in selected currency
Prepayment	total prepayments attached to transactions in dialog units

Field Name	Description
Fiscal Year	dialog unit fiscal year
Prepared By	name of dialog unit originator
Transmit	submits transmission unit for approval
Add Dialog Unit	adds dialog units to transmission unit

Find Dialog Units for Transmission Unit Window Description

The following table describes fields in the Find Dialog Units for Transmission Unit window.

Find Dialog Units for Transmission Unit Window Description

Field Name	Description
Operating Unit	operating unit for the dialog unit
From	start of dialog unit order number range to search
To	end of dialog unit order number eange to search
From	start of dialog unit legal number range to search
To	end of dialog unit legal number range to search
Status	dialog unit status
Third Party	third party name
Third Party Site	third party site; only active when third party name selected
Prepared By	name of dialog unit creator

Field Name	Description
From	start of dialog unit creation date range
To	end of dialog unit creation date range
Application	indicates which application dialog unit is part of; valid values are: Payables or Receivables; filtered based on dialog unit type definition
Prepared By	user name of dialog unit creator
Fiscal Year	dialog unit fiscal year
Currency	dialog unit transaction currency
Clear	clears all fields
Find	starts search

Dialog Units Available Window Description

The following table describes fields in the Dialog Units Available window.

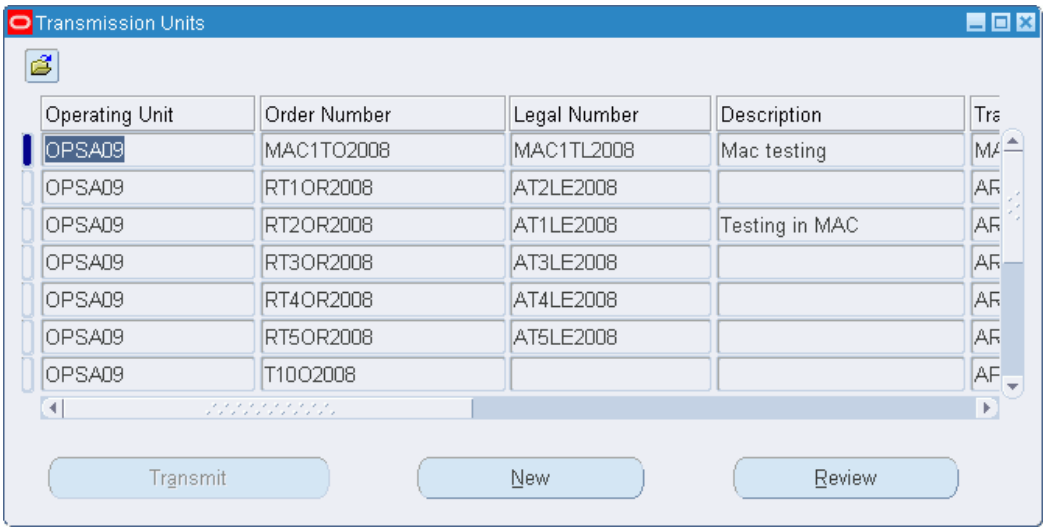
Dialog Units Available Window Description

Field Name	Description
Include	when selected, marks dialog unit to be included in transmission unit; deselected by default
Application	application dialog unit is part of; valid values are: Payables or Receivables
Order Number	dialog unit order number
Legal Number	dialog unit legal number
Description	text description

Field Name	Description
Currency	currency used in dialog unit transactions
Status	shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Dialog Unit Type	dialog unit type
Third Party	third party name
Third Party Site	third party site
Dialog Unit Date	dialog unit date
Amount	total amount of dialog unit in selected currency
Prepayment	total prepayment amounts attached to transactions in dialog unit
Fiscal Year	dialog unit fiscal year
Prepared By	name of dialog unit originator
Add	adds selected dialog units to transmission unit

Reviewing Transmission Units Procedure

Find Transmission Units Window



To review transmission units using the Review Transmission Unit window:

1. Navigate to the Review Transmission Unit window as follows:

   OPSF(I) Exchange Protocol - Transmission Units

   The Find Transmission Units window appears.

2. Enter appropriate search criteria as described in the Find Transmission Units Window Description table, page 25-23.

3. Click **Find**.

   The Transmission Units window appears.

4. To view details of a transmission unit, select the transmission unit and click **Review** .

   The Review Transmission Unit window appears.

Transmission Units Window Description

The following table describes fields in the Transmission Units window.

Transmission Units Window Description

Field Name	Description
Operating Unit	operating unit of the transmission unit
Order Number	transmission unit order number
Legal Number	transmission unit legal number
Description	description for transmission unit
Transmission Unit Type	transmission unit type
Amount	dialog unit transaction total in selected currency for dialog units within transmission unit
Currency	transmission unit currency
Fiscal Year	transmission unit fiscal year
Status	shows current status; valid values are: Approved and Transmitted, Available, Complete, Deleted, Transmitted
Transmission Unit Date	transmission unit date
Prepared By	user name of transmission unit originator
Transmit	submits selected transmission unit for approval
New	opens New Transmission Unit window to create a new transmission unit
Review	opens Review Transmission Unit window to review the selected transmission unit

Transmitting Transmission Units Procedure

To place a transmission unit into approval workflow using the New Transmission Unit or Review Transmission Unit window:

1. Navigate to the Find Transmission Units window as follows:

   OPSF(I) Exchange Protocol - Transmission Units

   The Find Transmission Units window appears.

2. Either:

   Create a new transmission unit as described in the Creating Transmission Units Procedure, page 25-20.

   Review a transmission unit as described in the Reviewing Transmission Units Procedure, page 25-29.

3. Click **Transmit**.

Dialog Unit Validation Procedure for Authorizing Users

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

   OPSF(I) Exchange Protocol - Workflow Monitor - Worklist

   A new browser is launched, displaying the worklist.

2. Click on a Subject to display the Notification Details window.

3. In the References region, click **Enter Transmission Unit**.

   For information on the New Transmission Unit window, see New Transmission Unit Window Description, page 25-24.

4. To accept all dialog units, click **Approve All**.

5. To reject all dialog units, click **Reject All**.

6. To place all dialog units on hold, click **Hold All**.

7. To work by exception and change the status of a dialog unit to approved, rejected, or on hold, place the cursor in the Status field and select the appropriate value from the list of values.

8. Save your work.

9. Return to the Notification Details window.

10. Click **Finish**.

If approved, the notification is sent to the next approver in the hierarchy.

If rejected, the transactions in the dialog unit may be reused at a later date.

26

Generic Interface Process

Definition

Generic Interface is an extension to the standard journal import interface and enables feeder system files to be loaded without the need for additional programming or system administrator support.

Feeder system data files are files in an ASCII text format containing comma-delimited record types which are loaded into General Ledger.

Feeder system data files must have a certain format.

Overview

Generic Interface meets the following business requirements:

- Simple loading of feeder system data files
- Prevents invalid files from being loaded
- Prevents duplicate files from being loaded
- Creates summary general ledger transactions
- Enables access to feeder system transaction details
- Enables data archive, purge and restore

All files feeding into the General Ledger through Generic Interface must use the same layout. The format for all feeder system data files is described in this chapter.

Accounting information can be created by many different software programs. Use the format described in this chapter to access the accounting information in General Ledger.

The following record types are required in the file format:

- File Headers, page 26-2
- Journal Headers, page 26-2
- Transaction Lines, page 26-2
- File Footers, page 26-2

File Headers

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

A file must have one spreadsheet header.

The following is an example of a spreadsheet file header record:

```
FH,"Payroll",0598,00123,001
```

Journal Headers

Journal Headers (JH), identify each group of transactions to be posted to the journal.

A file must have one or more journal headers.

The following is an example of a spreadsheet journal header:

```
JH,"Monthly",N,A,,GBP
```

Transaction Lines

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

A file must have one or more transaction line records and each transaction line must be contained within a journal header.

The following is an example of a spreadsheet transaction line:

```
"TL",120.15,"Primary Desc",180594,"Desc 1","Dec
2",,,,,,01,100,5960,1000,45
```

File Footers

File Footers (FF), summarize the information of the file.

A file must have one file footer.

The following is an example of a spreadsheet file footer:

```
"FF",120.15,45
```

Feeder System Data File Layout

The following is an example of a feeder system data file layout:

```
File Header       (FH)
  Journal Header    (JH)
    Transaction Line  (TL)
    Transaction Line  (TL)
    Transaction Line  (TL)
  Journal Header    (JH)
    Transaction Line  (TL)
    Transaction Line  (TL)
    Transaction Line  (TL)
File Footer       (FF)
```

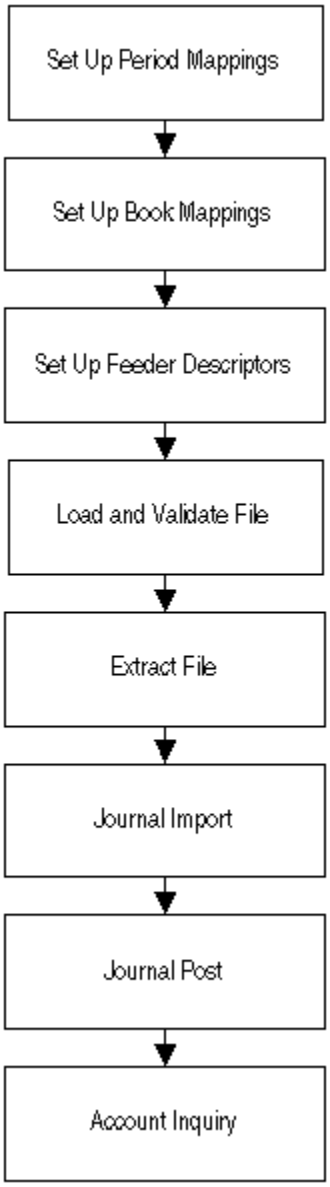
If the feeder system is a spreadsheet program, each line record corresponds to one row and each field in a record corresponds to one column in the spreadsheet.

Prerequisites

The feeder system software must convert or export data to a comma-delimited ASCII file with variable length records. To eliminate the risk of incorrectly reading text containing commas, all text values must be enclosed in double quotes (" ").

The following figure shows the Generic Interface process flow, as described in the accompanying text.

Generic Interface Process Flow Diagram



Setting Up Generic Interface

The Generic Interface functionality is based on the standard General Ledger journal interface. Generic Interface enhances the file loading, data manipulation, and inquiry steps in the import process.

Setting up Generic Interface consists of the following procedures:

- Define New Journal Source, page 26-5

- Define Period Mappings, page 26-5
- Define Ledger Mappings, page 26-5
- Define Feeder System Descriptors, page 26-5
- Define Generic Interface Profile Options, page 26-6

Define New Journal Source

In the standard General Ledger Journal Source Maintenance window, define a new source for the feeder system. Ensure that the Import References option is selected for the new journal source.

Define Period Mappings

It is possible that the feeder system uses different period names to those defined in General Ledger. To handle this situation a new window is provided enabling mappings to be defined between Feeder System Period Names and General Ledger Period Names.

Define Ledger Mappings

If multiple ledgers are used, the feeder systems may use different book identifiers than General Ledger. To handle this situation, a new window is provided to enable mappings to be defined between feeder system book identifiers and ledger.

Define Feeder System Descriptors

There are three additional sections of information required for each journal source that enable the Generic Interface to function. The information is defined in the Feeder System Descriptors window as follows:

- Secure source

  If a feeder system is defined as a secure source, only users with the profile option View Secure Sources set to Yes are able to view the feeder system transaction details. This setting has no impact on standard General Ledger account or journal inquiry which is controlled using the standard flexfield security functionality.

- Date picture

  It is possible that the date format used by the feeder system does not match the standard Oracle date format. The date picture is used to describe the format used by the feeder system.

- Descriptors

  Generic Interface enables the transfer of 10 items of data for each transaction line.

The first three data items are system defined as the transaction date, the primary description, and the amount. The remaining seven data items can be used to transfer any information as required. The descriptors are used to provide a user description for each piece of data passed from the feeder system.

Define Generic Interface Profile Options

Generic Interface provides one profile option that controls access to secure source feeder system detail transactions.

- View Secure Source

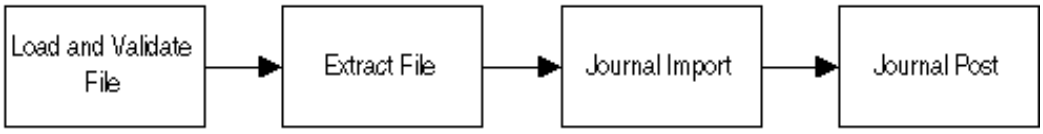
  This profile option is set at Responsibility or User level and accepts either a Yes or No value.

  When the View Secure Source profile option is set to No, users are unable to view feeder system transaction details for secure sources.

Loading Interface Files

When the feeder system file is available for loading, the file is processed using a number of concurrent programs as shown in the following figure.

Loading Interface Files



All of the concurrent programs are submitted through the standard reports window.

- Load and Validate Feeder File

  Run the Generic Interface: Extract Feeder File report to load a file into Oracle Public Sector Financials (International) Generic Interface tables and the Generic Interface: Load and Validate Feeder File Report to ensure the following:

  - The file is valid
  - The file is of the correct format
  - The file control totals are correct
  - The file has not been loaded previously
  - The file refers to a correct journal source, ledger, and period name.

- Extract Feeder File

  Once the file passes validation it is available for extraction by executing the Generic Interface: Extract Feeder File report. This process takes the loaded information and passes it through period and ledger mapping, date conversion, accounting flexfield technical structure conversion, and prepares it for importing into the General Ledger by loading the data into the GL_INTERFACE table.

- Journal Import and Post

  Following extraction, the standard Journal Import and Journal Post routines are executed to create and post the journals to the general ledger.

Reloading Interface Files

A feeder system file cannot be reloaded if the file is already loaded. However, it may be necessary to reload a file for various reasons.

Before reloading a feeder file, you must mark the file as Reloadable by running a concurrent program and then, reload the file using the Generic Interface: Extract Feeder File and the Generic Interface: Load and Validate Feeder File Report.

Feeder Transaction Inquiry

Feeder transactions can be viewed depending on the setting of the Secure Source flag and the View Secure Sources profile option, through the standard Account Inquiry window. When viewing a journal line from a feeder system, the feeder system transaction details can be viewed by selecting the option from the Tools menu. This option displays the feeder system transactions used to create the summary General Ledger journal line.

File Header Record Specification

The file header record passes journal source information to the General Ledger.

File Header Record Specification

Field Name	Max Width	Description	Type
Record Type	2	FH	required
Source Name	25	name of the feeder system, for example, "Payroll"	required

Field Name	Max Width	Description	Type
Source Period Name	15	accounting period name from feeder system	required
Transmission Number	50	unique file identification number	required
Feeder Book ID	25	maps to ledger ID	required

Journal Header Record Specification

The journal header record passes journal header information to the General Ledger.

Journal Header Record Specification

Field Name	Max Width	Description	Type
Record Type	2	JH	required
Category Name	25	journal category	required
Reverse Flag	1	Is this a reversing batch? Y if yes, N if no	required
Reverse Period Offset	#	if Reverse Flag is Y, offset period in which the journal is reversed; for example, 1 for next period, 3 for next quarter	conditionally required
Actual Flag	1	type of transaction; A for actual or E for encumbrance	required
Encumbrance Type ID	#	if Actual Flag is E, journal encumbrance type, such as 1001	conditionally required

Field Name	Max Width	Description	Type
Currency Code	10	journal currency code	required
Currency Conversion Date	11	foreign currency journal conversion date; set up through the feeder system descriptors	optional
Currency Conversion Type	15	foreign currency journal conversion type	optional
Currency Conversion Rate	#	foreign currency journal conversion type	optional

Note: # symbol indicates numeric field, which can be any width.

Journal Lines Record Specification

Journal line records contain details of individual transactions and passes journal line information to the General Ledger.

Transaction Lines Record Specification

Field Name	Max Width	Description	Type
Record Type	2	"JL"	required
Amount	#	transaction amount; enter leading sign and decimal point	required
Primary Description	240	primary transaction description	optional
Transaction Date	240	transaction date	required

Field Name	Max Width	Description	Type
Descriptor1	240	first transaction descriptor	optional
Descriptor2	240	second transaction descriptor	optional
Descriptor3	240	third transaction descriptor	optional
Descriptor4	240	fourth transaction descriptor	optional
Descriptor5	240	fifth transaction descriptor	optional
Descriptor6	240	sixth transaction descriptor	optional
Descriptor7	240	seventh transaction descriptor	optional
Account Segment1	240	accounting flexfield segment	optional
Account Segment2	240	accounting flexfield segment	optional
Account Segment3	240	accounting flexfield segment	optional
Account Segment4	240	accounting flexfield segment	optional
Account Segment5	240	accounting flexfield segment	optional
Account Segment6	240	accounting flexfield segment	optional
Account Segment7	240	accounting flexfield segment	optional

Field Name	Max Width	Description	Type
Account Segment8	240	accounting flexfield segment	optional
Account Segment9	240	accounting flexfield segment	optional
Account Segment10	240	accounting flexfield segment	optional
Account Segment11	240	accounting flexfield segment	optional
Account Segment12	240	accounting flexfield segment	optional
Account Segment13	240	accounting flexfield segment	optional
Account Segment14	240	accounting flexfield segment	optional
Account Segment15	240	accounting flexfield segment	optional
Account Segment16	240	accounting flexfield segment	optional
Account Segment17	240	accounting flexfield segment	optional
Account Segment18	240	accounting flexfield segment	optional
Account Segment19	240	accounting flexfield segment	optional
Account Segment20	240	accounting flexfield segment	optional
Account Segment21	240	accounting flexfield segment	optional

Field Name	Max Width	Description	Type
Account Segment22	240	accounting flexfield segment	optional
Account Segment23	240	accounting flexfield segment	optional
Account Segment24	240	accounting flexfield segment	optional
Account Segment25	240	accounting flexfield segment	optional
Account Segment26	240	accounting flexfield segment	optional
Account Segment27	240	accounting flexfield segment	optional
Account Segment28	240	accounting flexfield segment	optional
Account Segment29	240	accounting flexfield segment	optional
Account Segment30	240	accounting flexfield segment	optional

Note: # symbol indicates numeric field, which may be any width.

File Footer Record Specification

The file footer record passes summary information to the General Ledger and validates the feeder file content.

File Footer Record Specification

Field Name	Max Width	Description	Type
Record Type	2	FF	required
Total Amount	#	total of all transaction amounts, regardless of currency	required
Record Count	240	total number of transaction line, TL, records	required

Note: # symbol indicates a numeric field, which may be any width.

27

Generic Interface Procedures

Definition

The Generic Interface feeder management procedures map data files into specified General Ledger periods and sets of books from feeder systems, such as third-party spreadsheet software that generates transactions as ASCII files in the specified format.

Overview

The Generic Interface feeder management procedures are used to perform the following tasks:

- Loading and validating feeder system data files
- Extracting feeder file transactions
- Importing and posting feeder file transactions
- Inquiring on feeder system transactions
- Reloading feeder files
- Archiving, purging, and restoring feeder file transactions

Prerequisites

Basic knowledge of operating system commands is required.

The feeder file must exist and be accessible to the user.

The filename must not include an extension when running the concurrent program. For example, the feeder filename **$IGI_TOP/payweek20.dat** is entered as follows:

```
$IGI_TOP/payweek20
```

The **.dat** extension is automatically appended to the filename when the file is processed.

For information on filenames and directory structure, contact the system administrator or database administrator.

The following feeder system details must be set up:

The feeder book identifier must be mapped to a ledger name.

One or more feeder periods must be mapped to General Ledger accounting periods.

The feeder system descriptors must be registered.

To map feeder system details to corresponding General Ledger details, see Generic Interface Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

Loading, Validating, and Extracting Feeder File Transactions Procedure

The load, validate, and extract feeder file transactions procedure includes the following tasks:

- Load and Validate Feeder File, page 27-2
- Extract Feeder File Transactions, page 27-3
- Import and Post Feeder File Transactions, page 27-4

Load and Validate Feeder File

To load and validate the feeder file:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Generic Interface - Reports

   The Submit a New Request window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Submit Request Set window appears.

4. In the Request Set field, select INT: Load and Validate Feeder File.

5. Click Parameters for the Generic Interface: Load External Feeder File program.

   The Parameters window appears.

6. In the Feeder File Name field, enter the full path and name of the feeder data file without the extension, for example **$IGI_TOP/payweek34**.

   Note: If the feeder file is not stored in the default directory **$IGI_TOP**, the full

directory path must be entered, overwriting the default directory path.

7. Click **OK**

8. Click Parameters for the Generic Interface: Validate Feeder File program.

   The Parameters window appears.

9. Select the ledger name.

10. Click **OK**

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

    The Decision window appears.

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

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

    View - Requests

14. Review the Generic Interface: Interface File Validation Report and resolve any errors.

Extract Feeder File Transactions

To extract transactions from the feeder file:

1. When the Generic Interface: Interface File Validation Report has no errors, navigate to the Submit Request window as follows:

   OPSF(I) Generic Interface - Reports

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Generic Interface: Extract Feeder File Report.

   The Parameters window appears.

5. In the Feeder Source Name field, accept the default All to extract transactions from all journal sources, or enter the name of a specific journal source from which to extract transactions, such as Payroll.

6. In the Transmission Number field, accept the default All to extract transactions

from all validated feeder files, or enter the transmission number for a specific file, such as EA1007.

7. In the Ledger Name field, select the ledger name.

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

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

   The Decision window appears.

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

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

    View - Requests

12. Review the Generic Interface: Extract Feeder File Report.

    Note: The number at the top of the report is the group identifier, which is used during the next step to identify this group of transactions.

Import and Post Feeder File Transactions

To import and post feeder file transactions:

1. After extracting transactions from the feeder file, import and post transactions using the standard features of General Ledger.

   For information on importing journal transactions and posting, see Importing Journals, *Oracle General Ledger User's Guide* and Posting Journal Batches, *Oracle General Ledger User's Guide*.

2. In General Ledger, navigate to the Import Journals window as follows:

   Journals - Import - Run

3. In the Source field, select the journal source name.

4. In the Group ID field, enter the group identifier from the Generic Interface: Extract Feeder File Report.

   Data can be imported for the same or different sources in parallel by specifying a unique group identifier for each request. General Ledger imports data with the journal entry source and group identifier combination specified. If a group identifier is not specified, General Ledger imports data from the specified journal entry source with no corresponding group identifier.

5. Select the Create Summary Journals check box.

6. In the Date Range fields, enter a start date and an end date.

   Note: This field is optional and usually left blank.

7. To submit a concurrent process to import journals, click **Import**.

   The Decision window appears.

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

9. Close the window.

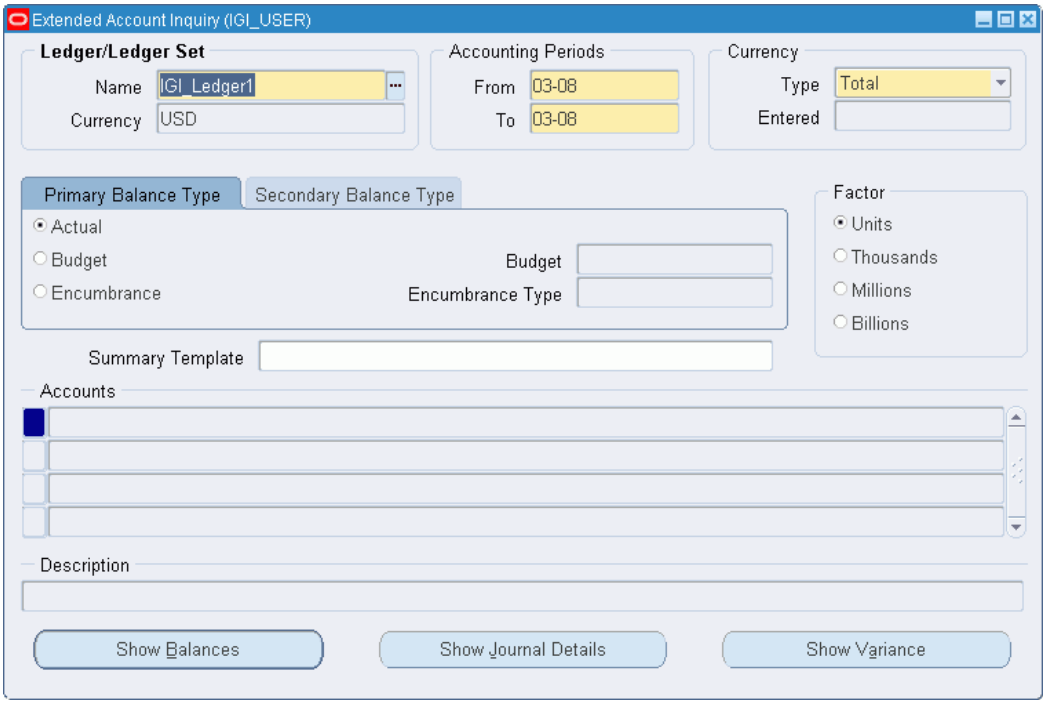
10. Review the Journal Import Execution Report to determine and correct any journal import errors.

Viewing Feeder System Detail Inquiry Procedure

To view details of transactions imported from a feeder file, perform this procedure, before or after posting, using one of the following methods:

- From the Account Inquiry Window, page 27-6
- From the Feeder System Detail Inquiry Window, page 27-8

From the Account Inquiry Window



To view details of transactions imported from a feeder file from the Account Inquiry Window:

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

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

2. In the Ledger/Ledger Set region, select the ledger name and currency.

3. In the Accounting Periods region, enter start and end dates for an account with transactions imported from a feeder file.

4. Select the Single Currency or All Currencies radio button.

5. In the Currency Type region, select another currency if the default currency is not required.

6. In the Currency Type region, select the Extended or Translated radio button.

   Note: Translated Currency type is only available if All Currencies has been selected in the Currency region.

7. Select the Primary Balance Type tab or the Secondary Balance Type tab.

8. Select a balance type from the following:

- Actual
- Budget
- Encumbrance

9. If Budget is selected as a balance type, in the Budget field, enter or select a budget name.

10. If Encumbrance is selected as a balance type, in the Encumbrance Type field, enter or select an encumbrance type.

11. In the Factor area, select a display and precision factor for rounding balances.

12. In the Summary Template field, select a summary template.

13. To select an account, click on an accounts line in the Accounts region.

    The Find Accounts window appears.

14. Enter the low and high parameters.

15. Click **Show Journal Details**.

    The Journals window appears.

16. From the Tools menu, select Feeder Transactions.

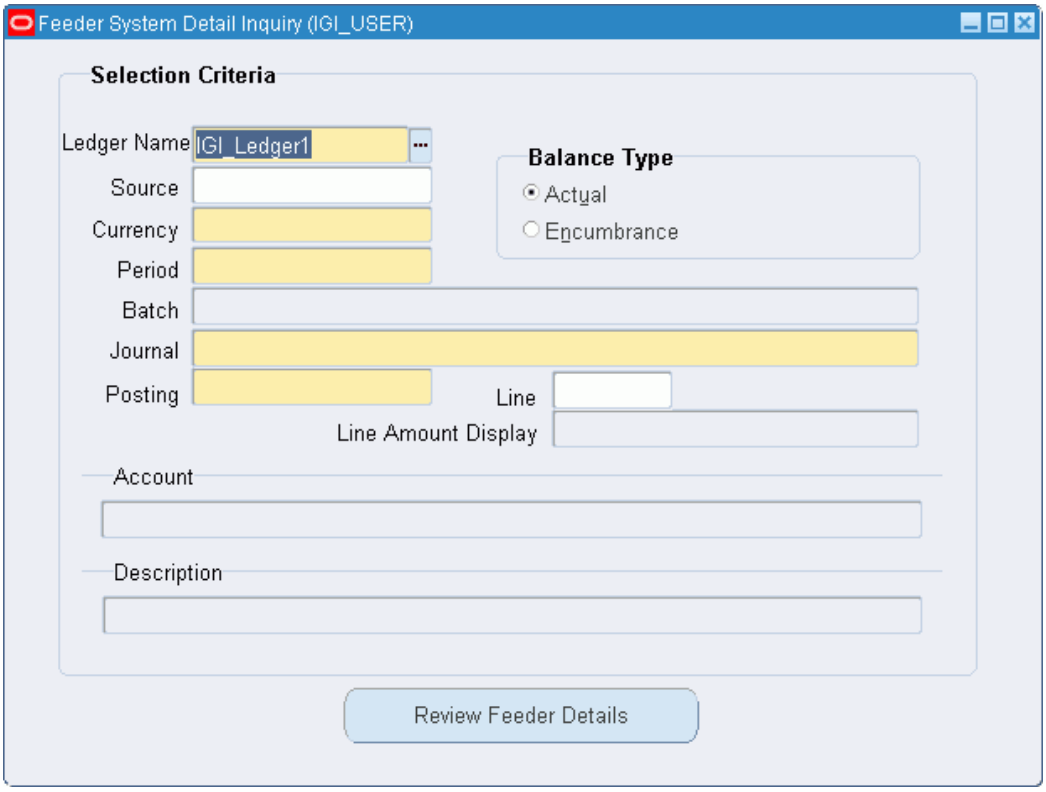
    The Feeder System Detail Inquiry window appears. The Feeder System Detail Inquiry window is automatically populated with data.

17. To review feeder details, click **Review Feeder Details**.

    The Feeder Details window appears. The Feeder Details window is automatically populated with data.

From the Feeder System Detail Inquiry Window

Feeder System Detail Inquiry Window



To view details of transactions imported from a feeder file from the Feeder System Detail Inquiry Window:

1. Navigate to the Feeder System Detail Inquiry window as follows:

   OPSF(I) Generic Interface - Enquire Feeder

2. Select the ledger and enter the details required to query for an account with transactions imported from a feeder file.

3. Click **Review Feeder Details**.

   The Feeder Details window appears. Use this window to view feeder file details for the selected ledger account, journal, and line.

Feeder System Detail Inquiry Window Description

Field	Description
Ledger Name	Ledger name
Source	Source
Currency	Currency code
Period	Period to query
Batch	Batch to query
Journal	Journal to query
Posting	Posting status
Line	Line number
Line Amount Display	Line amount
Actual	Actual balance type
Encumbrance	Encumbrance balance type
Account	Account name
Description	Account description
Review Feeder Details	Opens the Feeder Details window

Reloading Feeder File Procedure

The following steps describes the procedure for reloading a feeder system file.

Note: It may be necessary to reload an invalid feeder system data file.

To reload a feeder system file:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Generic Interface - Reports

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Generic Interface: Allow File Reload.

   The Parameters window appears.

5. In the Feeder Source Name field, select the journal source name to be reloaded.

6. In the Feeder Period Name field, select the period name to be reloaded.

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

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

   The Decision window appears.

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

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

    View - Requests

Archiving, Purging, or Restoring Feeder System Transactions Procedure

Feeder system data transactions remain in the system until they are manually removed.

Note: Archive transactions before purging them because transactions cannot be restored later.

To use the Archive/Purge/Restore program:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Generic Interface - Reports

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, choose Generic Interface: Archive/Purge/Restore.

   The Parameters window appears.

5. In the Ledger Name field, select the ledger name to process.

6. In the Journal Source Name field, select the journal source to process.

7. In the Action field, select either Archive, Purge, or Restore.

8. In the Period Name field, select the period to process.

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

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

    The Decision window appears.

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

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

    View - Requests

The following table lists the results from the concurrent manager, depending on the action selected.

Concurrent Manager Actions

Action	Result
Archive	Copy the Feeder System Details from GL_IMPORT_REFERENCES to IGI_INT_ARCH_REFS. **Note:** After the archive program is run, the IGI_INT_ARCH_REFS table must be exported to tape or disk to allow later restore. See the database administrator.
Purge	Delete the Feeder System Details from GL_IMPORT_REFERENCES and INI_INT_ARCH_REFS.

Action	Result
Restore	Copy the Feeder System Details from IGI_INT_ARCH_REFS to GL_IMPORT_REFERENCES. **Note:** Before the Restore program is run, the IGI_INT_ARCH_REFS table must be imported from the archive medium. See the database administrator.

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Hierarchical Drill-Down Inquiry Process

Overview

Hierarchical Drill-Down Inquiry is an extension to Oracle Financials that enables the user to query budgets, actuals, commitments, and projections in a top-down approach aggregated at a high organizational level and gradually drilling down to view figures for specific areas and actual journal lines.

Hierarchical Drill-Down Inquiry requires a drill-down mapping structure for the selected ledger. This structure determines the accounting segments and grouping order for summarizing ledger balances.

Hierarchical Drill-Down Inquiry consists of a set of pre-determined mathematical formulae that operate in a top-down, drill-down method on posted General Ledger budget, encumbrance, and actual journals.

These drill-down mapping formulae are organized into the following sections:

- Period-to-date
- Year-to-date
- Variances
- Projections

The formula are shown in the following table:

Drill-Down Mapping Formulae

Calculation	Derivation
Period-to-Date Actuals	(Period-to-Date Actual Debits - Period-to-Date Actual Credits)
Year-to-Date Actuals	(Year-to-Date Actual Debits - Year-to-Date Actual Credits)
Period-to-Date Budget	(Period-to-Date Budget Debits - Period-to-Date Budget Credits)
Year-to-Date Budget	(Year-to-Date Budget Debits - Year-to-Date Budget Credits)
Full Year Budget	(Full Year Budget Debits - Full Year Budget Credits)
Full Year Estimate	(Year-to-Date Actuals / Year-to-Date Budget) * Full Year Budget
Period-to-Date Budget Variance	(Period-to-Date Budget - Period-to-Date Actuals)
Year-to-Date Budget Variance	(Year-to-Date Budget - Year-to-Date Actuals)
Projection	(Full Year Budget - Year-to-Date Budget + Year-to-Date Actuals)
Projected Variance	(Projection - Full Year Budget)
Percentage Variance	(Projection Variance / Full Year Budget) * 100
Overspend Indicator	(Set to'*' where Projection Variance > 0)

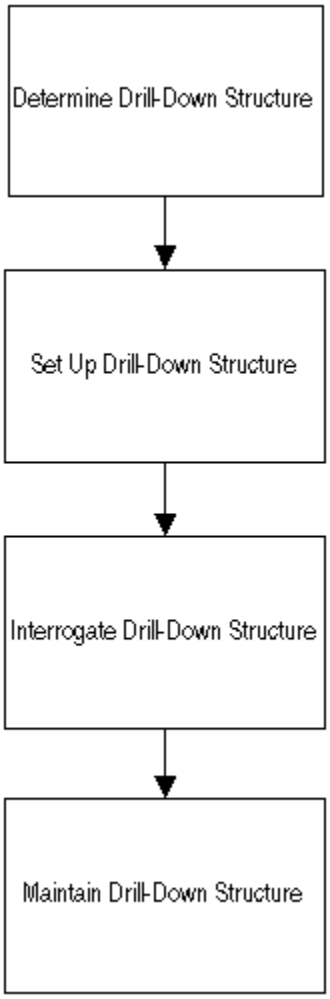
Prerequisites

Hierarchical Drill-Down Inquiry functionality does not impact any core Oracle Financials modules. Hierarchical Drill-Down Inquiry is a standalone requirement and an addition to the General Ledger module.

Hierarchical Drill-Down Inquiry Process Flow Diagram

The diagram below shows the process flow for implementing Hierarchical Drill-Down Inquiry, as described in the accompanying text.

Hierarchical Drill-Down Inquiry Process Flow Diagram



Hierarchical Drill-Down Inquiry Process

Hierarchical Drill-Down Inquiry enhances standard General Ledger functionality.

Hierarchical Drill-Down Inquiry does not require altering any default or standard Oracle Financials processing.

Hierarchical Drill-Down Inquiry interrogates existing posted General Ledger journals that must be entered as standard using General Ledger functionality.

Determine Drill-Down Structure

The overall number of segments must be defined within the organization's chart of accounts for the ledger in question, before interrogating General Ledger. This requires an analysis of the organization's requirements and is not within the scope of this document.

Set Up Drill-Down Structure

The physical implementation and setup of the predetermined drill-down policy must be defined.

The required drill-down level structure must be mapped to the chart of accounts segment.

For information on setting up the drill-down structure, see Setting Up Drill-Down Levels, *Oracle Public Sector Financials (International) Implementation Guide*.

Interrogate Drill-Down Structure

This concerns the interrogation of General Ledger and use of the fixed formulae within the drill-down structure.

The Drill-Down Inquiry window queries General Ledger according to the search criteria entered and displays the calculated figures based on the fixed formula for each drill-down line.

For information on interrogating the drill-down structure, see Hierarchical Drill-Down Inquiry Procedure, page 29-3.

Maintain Drill-Down Structure

The drill-down structure can be changed at any time, but only one structure can exist at a given time.

For information on maintaining the drill-down structure, see Setting Up Drill-Down Levels, *Oracle Public Sector Financials (International) Implementation Guide*.

Hierarchical Drill-Down Inquiry Business Rules

Drill-Down Mapping Business Rules

The business rules for drill-down mapping are as follows:

- Only one drill-down structure can exist at a given time.
- The mapping view must be complete before running a query.

Drill-Down Inquiry Business Rules

The business rules for drill-down inquiry are as follows:

- The user must be able to choose options as shown in the table below, at the outset of an inquiry.

Inquiry Options

Inquiry Options	Description
Ledger	User must select the ledger to enquire about the budgets related to the ledger.
Period	User must select any period: Future, Open, or Closed
Budget	User must choose the budget to query.
Commitment	User must choose the commitments that are included in the queried figures. Including commitments means that the queried actuals include outstanding commitments to account for unpaid purchases.

- All journals must be posted to be visible in the Hierarchical Drill-Down Inquiry system.
- Drill-down is provided for up to five levels only.
- On drilling down to the lowest segment defined for the drill-down, the relevant journal lines are displayed for actual balance types only.

Hierarchical Drill-Down Inquiry Example

Local government authorities require a method of tracking income and expenditure against budgets for business reasons. Government moves towards a decentralized approach and also the open book accounting concept made this an essential requirement within the local government sector.

A top-down approach is required to ascertain the impact and expenditure on the financial state of the company.

Although the Hierarchical Drill-Down Inquiry feature is primarily intended for the public sector, it is a requirement that may be applicable to many organizations that use

budgetary control.

Set Up Drill-Down

The first stage of setting up drill-down is defining the segments of the customer's chart of accounts that relate to each level of the drill-down structure using the Setup Drill-Down Levels window.

The table below shows an example of mapping each drill-down level to a chart of accounts segment.

Mapping Drill-Down Levels to Chart of Accounts Segments

Drill-Down Level	Chart of Accounts Segment
Level 1	Segment A
Level 2	Segment B
Level 3	Segment C
Level 4	Segment D
Level 5	Segment E

The drill-down structure shown in the Mapping Drill-Down Levels to Chart of Accounts Segments table, page 28-6 is interrogated in the drill-down inquiry window as shown in the table below.

Hierarchy Viewing Structure Example

Level	Segment	View Balances for Combination
1	A	Not applicable
2	B	Not applicable
3	C	A, B, and C values
4	D	A, B, C, and D values

Level	Segment	View Balances for Combination
5	E	A, B, C, D, and E values
Below level 5		display journal lines making up level 5 balances

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Hierarchical Drill-Down Inquiry Procedure

Definition

Hierarchical Drill-Down Inquiry provides online top-down inquiries, enabling users to do the following:

- Perform drill-down inquiries for period-to-date and year-to-date actual and budget balances for a ledger, with the option to include commitments. Account access is governed by restrictions, if any, defined in the GL: Data Access Set profile option and any existing flexfield security rules.
- Project future years' actual and budget balances.

Overview

A hierarchy is definable with segments of the chart of accounts assigned to each level and balances summarized by segment at each level. Balances can be viewed from first to last segments of the hierarchy down to specific journal lines.

For an example of a hierarchical balance structure, see Hierarchical Drill-Down Example, *Oracle Public Sector Financials (International) Implementation Guide*.

To Date Drill-Down

To date drill-down displays the following:

- Period-to-date actuals
- Year-to-date actuals
- Period-to-date budget
- Year-to-date budget

- Period-to-date budget variance
- Year-to-date budget variance

Full Year Drill-Down

Full year drill-down displays the following:

- Period-to-date actuals
- Year-to-date actuals
- period-to-date budget
- Year-to-date budget
- Full year budget
- Full year estimate

Projections Drill-Down

Projections drill-down displays the following:

- Full year budget
- Year-to-date actuals
- Projection
- Projected variance
- Percentage variance
- Overspend indicator, if projection variance is more than zero

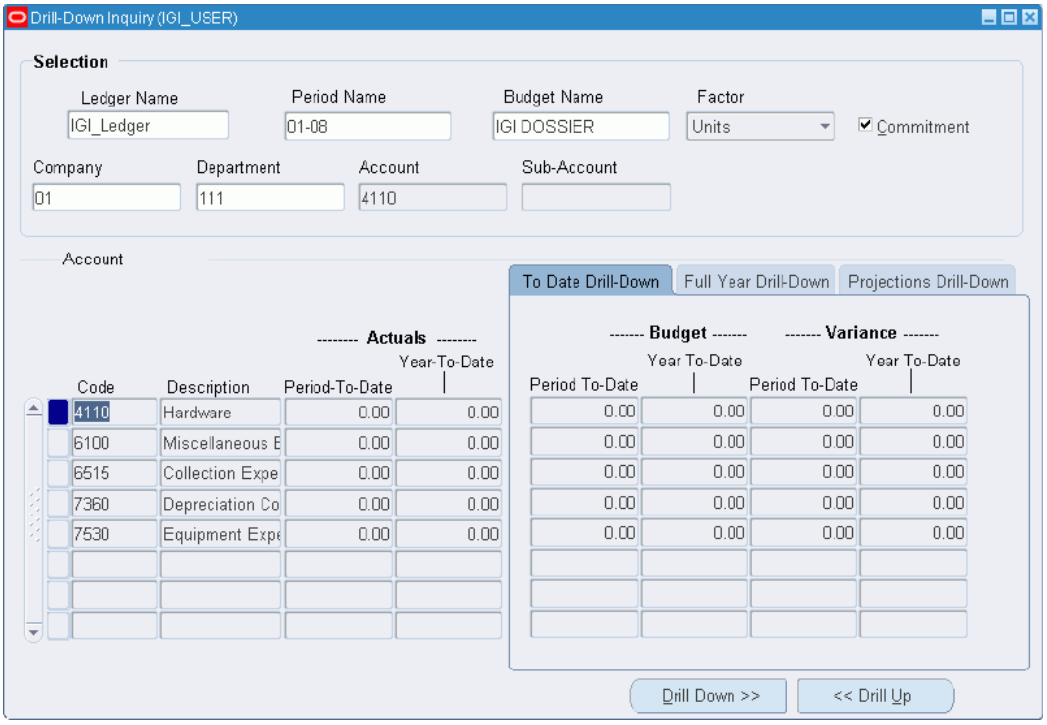
Prerequisites

- Provide ledger access using the GL: Data Access Set profile option at the site or responsibility level.
- Drill-down mapping must be defined and generated for the ledger.

  To use the Setup Drill-Down Levels window, see Setting Up Drill-Down Levels, *Oracle Public Sector Financials (International) Implementation Guide*.
- Hierarchical Drill-Down must be enabled in the Enable OPSF(I) Features window.

To enable features, see 6. Enabling Oracle Public Sector Financials (International) Features Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

Hierarchical Drill-Down Inquiry Procedure



To view balances for selected accounts:

1. Navigate to the Drill-Down Inquiry window as follows:

   OPSF(I) Hierarchical Drill-Down - Drill-Down Inquiry

2. In the Selection region, select a ledger name, period name, and budget name from the list of values.

   Note: The Ledger Name defaults to the ledger for which the Hierarchical Drill-Down Setup is recently saved provided you are provided access to this ledger using the GL: Data Access Set profile option. To query on a different ledger, you must define and save a new drill-down setup to create a mapping to the desired ledger. The new setup overwrites the existing mapping.

3. In the Factor field, select a display and precision factor from the drop-down list for rounding balances.

4. To include commitments in actuals balances, select the Commitment check box.

5. In the Company and Department fields, select level descriptions from the list of values.

   To populate the remaining fields, click **Drill Down**.

6. Select one of the following tabs:

   - To Date Drill-Down
   - Full Year Drill-Down
   - Projections Drill-Down

7. Select a line item.

8. Click one of the following:

   - **Drill Down** to display the following window in the hierarchy.

     Note: The Journals window appears when drill-down is complete.

   - **Drill Up** to display the preceding window in the hierarchy.

Drill-Down Inquiry Window Description

The following table describes the Drill-Down Inquiry window.

Drill-Down Inquiry Window Description

Field Name	Description
Operating Unit	operating unit
Period Name	period name
Budget Name	budget name
Factor	display and precision factor
Commitment	indicates commitments included within actuals balances
Company	level 1 description, as defined in set of books

Field Name	Description
Department	level 2 description, as defined in set of books
Account	level 3 description, as defined in set of books
Sub-Account	level 4 description, as defined in set of books
Code	actuals code; user definable; one of key accounting flexfields
Description	actuals description; user definable
Period-To-Date	actual period-to-date balance
Year-To-Date	actual year-to-date balance
Drill Down	displays the following window in the hierarchy
Drill Up	displays the preceding window in the hierarchy

The following table describes the To Date Drill-Down tab in the Drill-Down Inquiry window.

Drill-Down Inquiry Window Description, To Date Drill-Down Tab

Field Name	Description
Budget Period To-Date	budget period-to-date balance
Budget Year To-Date	budget year-to-date balance
Variance Period To-Date	period-to-date budget variance; budget minus period-to-date actuals
Variance Year To-Date	year-to-date budget variance; budget minus year-to-date actuals

The following table describes the Full Year Drill-Down tab in the Drill-Down Inquiry window.

Drill-Down Inquiry Window Description, Full Year Drill-Down Tab

Field Name	Description
Budget Period To-Date	budget period-to-date balance
Budget Year To-Date	budget year-to-date balance
Full Year Full Year	budget full year amount
Full Year Full Year Est	budget full year estimate; year-to-date actuals divided by year-to-date budget, multiplied by full year budget

The following table describes the Projections Drill-Down tab in the Drill-Down Inquiry window.

Drill-Down Inquiry Window Description, Projections Drill-Down Tab

Field Name	Description
Budget	full year budget balance
Projection	full year budget minus year-to-date budget plus year-to-date actuals
Projection Variance	projected variance; projection minus full year budget
Projection%	projected percentage variance; projection variance divided by full year budget multiplied by 100
Overspend	indicates if overspend projected

Journals Window Description

Journals Window Description

Field Name	Description
Batch	batch name
Journal Entry	journal name
Source	journal source; for example, manual
Description	journal line description
Debit	journal line debit
Credit	journal line credit

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Inflation Accounting for Assets Process

Definition

The Inflation Accounting for Assets process restates assets to their current value in respect of cost and associated depreciation. Revaluation reserves generated by this process are amortized over the useful life of the asset by transfers to the general fund.

Overview

From April 2000 UK central government departments, government agencies, and non-departmental public bodies are required by law to produce accruals based accounts in line with the UK Treasury's Resource Accounting and Budgeting (RAB) initiative. As part of this initiative fixed assets must be revalued annually according to the rules of Modified Historic Cost Accounting.

RAB aims to correctly attribute the resources consumed in achieving the aims of government to calculate the true cost of government. This true cost needs to be stated in current monetary terms particularly in relation to fixed assets, which may have been in use for many years. The measure of the amount of resource consumed in respect of an asset employed, is the charge for depreciation during the asset's use.

Assets are revalued in line with government issued price indexes and are required to be professionally valued every few years.

Inflation Accounting for Assets works with Oracle Assets to help governmental bodies with their regulatory requirements. All revaluation accounting entries are created in Inflation Accounting for Assets while historic accounting entries are created in Oracle Assets; both sets of entries are passed to the same set of books within the general ledger.

The Inflation Accounting for Assets process provides the capability to:

- Revalue assets and their associated depreciation to reflect changing market values as represented by government issued price indexes or manual professional valuations.

- Record professional valuations one by one or via a mass upload function to bring in valuations held in spreadsheets.
- Load beginning revaluation balances via the Inflation Accounting for Assets Implementation Toolkit.
- Access the accounting effect of revaluation on each asset with a drill down to the history of cost revaluations.
- Create journal entries to reflect changes in asset values within the general ledger.
- Support the revaluation process with a suite of operational and reconciliation reports.

Prerequisites

- Oracle Assets must be installed.

  For information on installing Oracle Assets, see Setup Steps , *Oracle Assets User's Guide*.

- Oracle General Ledger must be installed.

  For information on installing Oracle General Ledger, see General Ledger Setup Steps, *Oracle General Ledger User's Guide*.

Inflation Accounting for Assets Processing

In normal operation Inflation Accounting for Assets processing starts where Oracle Assets functionality stops, with the closure of the current period as part of the depreciation procedure. When the historic accounting for assets is completed, the book is ready to be revalued.

Occasional Revaluation Process

Assets need to be maintained at market values; this is determined by reference to Government published price indexes or by professionally qualified valuers. The Government indexes are held in the system and are linked to the asset category. All assets within that category can be revalued by executing a simple process.

If necessary, users can revalue only certain assets and overwrite the proposed revaluation with their own valuation. This process includes a mandatory preview stage that gives the opportunity to verify the proposed revaluations before they are formally updated within the system. During the preview stage assets are validated to confirm they are appropriate for revaluation. For example, a negative asset may not be revalued or the index for the period to be revalued may not have been entered; in these cases an

exception is raised to explain the reason. These exceptions can be viewed from the revaluation form.

Professional valuations are performed cyclically and are often supplied in large numbers and in computerized form, for example in a spreadsheet file. Accordingly Inflation Accounting for Assets provides a mass upload process to support this requirement.

Note: For information on this process, see Mass Upload of Asset Valuations, page 30-24 .

Before users can perform an asset cost revaluation for a particular period, it is necessary to run depreciation with the Close Period check box selected. This process also performs the periodic depreciation revaluation automatically. This revaluation is performed using price indexes or manual professional valuations. In normal operation, this form of revaluation is performed annually but users can perform this function as frequently as is required. Within the same period, users can, if necessary, run an indexed revaluation followed by a professional revaluation for the same asset. It is not possible to run an indexed revaluation for an asset in a period that has already been revalued by indexed or professional valuation.

Asset Cost Revaluation

Asset cost revaluation adjusts the cost by the change in the index from the time that it was previously revalued to that of the last closed period. The change in value is adjusted against the asset cost account and offset against the revaluation reserve. If the asset revaluation takes the value below the depreciated historic cost, the offset accounting entry is made to the operating expense account. Whenever a revaluation switches from above to below the depreciated historic cost, or vice versa, the movement is apportioned between the revaluation reserve account and the operating expense account on a pro-rata basis.

Prior Year Accumulated Depreciation

Revaluation of the prior year accumulated depreciation uses the same revaluation level, whether indexed or professional, as that used for the cost revaluation. The amount of the revaluation is charged to the revaluation reserve and offset to the accumulated backlog depreciation account. If the revaluation is below the depreciated historic cost, the movement is charged to the operating expense account instead of the revaluation reserve. If a particular revaluation moves the cost from above to below the depreciated historic cost or vice versa, the cost movement is apportioned between the revaluation reserve and the operating expense account.

Note: In arriving at the split of the total accumulated depreciation between prior years and the current year, the system apportions depreciation on a linear basis according to the elapsed life of the asset.

Current Year Depreciation Expense

Periodic depreciation revaluation revalues the historic cost up to the price level of the last asset cost revaluation. The current year depreciation expense must now be brought up to the price level of the current revaluation. The accounting entries are a charge to the depreciation expense account and offset to the accumulated depreciation account.

Note: In arriving at the split of the total accumulated depreciation between prior years and the current year, the system apportions depreciation on a linear basis according to the elapsed life of the asset.

Amortization of Revaluation Reserve

The revaluation reserve is amortized to the general fund over the life of the asset, so that the revaluation reserve represents the difference between the revalued net book value and the historic net book value. The amount of the amortization is the same as the revaluation element of the current year's depreciation, and as it is the same value the accounting entries are generated at the same time.

The accounting entries are a debit to the revaluation reserve and a credit to the general fund. If the cost revaluation takes the value below the depreciated historic cost, no transfer to the general fund is appropriate for the year and any entries generated from the periodic depreciation revaluation are reversed.

Formulae Used in Occasional Revaluation Process

Change in Cost on Revaluation

- Change in Cost on Revaluation = Historic Cost * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)
- Cumulative Revaluation Factor (Professional) = User-supplied Gross Cost / Previous Revalued Gross Cost * Previous Cumulative Revaluation Factor
- Cumulative Revaluation Factor (Indexed) = Current Revaluation Period Price Index / Previous Revaluation Period Price Index * Previous Cumulative Revaluation Factor

Change in Depreciation on Revaluation

- Current Year Revalued Depreciation Expense = Current Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)
- Backlog Accumulated Depreciation = Prior Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

- Amortization of Revaluation Reserve = Current Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

Linear Split of Historic Accumulated Depreciation in Occasional Revaluation

- Period Historic Depreciation = Historic Accumulated Depreciation / Total Elapsed Periods
- Current Year Historic Depreciation = Historic Accumulated Depreciation * Elapsed Periods in Current Year / Total Elapsed Periods
- Prior Year Historic Depreciation = Historic Accumulated Depreciation * ((Total Elapsed Periods - Elapsed Periods in Current Year) / Total Elapsed Periods)

Note: Elapsed periods include the last closed period.

Additional Formulae for Assets With a Salvage Value

- Salvage Value Correction = (Historic Depreciation Amount / (Cost - Salvage Value)) * Salvage Value
- Salvage Value-Corrected Depreciation Amount = Historic Depreciation Amount + Salvage Value Correction

Periodic Depreciation Revaluation Process

Periodic depreciation is an Oracle Assets process which calculates depreciation at the end of each period. Revaluation of depreciation under Inflation Accounting for Assets rules is an extension of this process which is launched automatically when periodic depreciation is run.

Depreciation is run after all transactions are entered into the corporate book for the period. Oracle Assets' Periodic Depreciation process calculates historic depreciation and performs the catch-up processes. Periodic revaluation of depreciation is performed as part of the depreciation process only if the close period option is selected.

Revaluation of Periodic Depreciation Expense

This revaluation restates the current period historic depreciation to current terms by reference to the index movement from the date the asset was placed in service (DPIS) to the date of the last cost revaluation. It is not revalued to the current period index as depreciation and asset cost must stay at the same revaluation level at all times.

The revaluation is debited to depreciation expense and credited to accumulated depreciation. If the indexes are falling below cost, these entries are reversed.

Amortization of Revaluation Reserve

The revaluation reserve is amortized to the general fund over the life of the asset, so that the revaluation reserve represents the difference between the revalued net book value and the historic net book value. The amount of the amortization is the same as the revaluation element of the current year's depreciation and as it is the same value the accounting entries are generated at the same time.

The amortization is debited to revaluation reserve and credited to backlog accumulated depreciation. If the indexes are falling below cost no entries are generated.

Revaluation of Prior Year Depreciation

Under normal circumstances this is only required when an occasional revaluation is performed. However, it will also occur when periodic depreciation is run in a period in which an expensed cost, life or salvage value adjustment has been performed. In these events the new accumulated depreciation is split linearly between current year and prior years. The prior years' accumulated backlog depreciation portion is revalued to the same level as the asset cost.

The difference between the new revalued accumulated backlog depreciation and the value before the adjustment is created as an entry to the accumulated backlog depreciation account and offset to the revaluation reserve or operating expense account.

Formulae Used in Periodic Depreciation Revaluation Process

Change in Periodic Depreciation on Revaluation

- Current Period Depreciation Expense = Current Period Historic Depreciation * (Current Cumulative Revaluation Factor - 1)
- Amortization of Revaluation Reserve = Current Period Historic Depreciation * (Current Cumulative Revaluation Factor - 1)
- Backlog Accumulated Depreciation = Prior Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

Note: Backlog accumulated depreciation is only calculated in the periodic depreciation revaluation process when an expensed adjustment has been performed in that period.

Additional Formulae for Assets With a Salvage Value

- Salvage Value Correction = (Historic Depreciation Amount / (Cost - Salvage Value)) * Salvage Value
- Salvage Value-Corrected Depreciation Amount = Historic Depreciation Amount + Salvage Value Correction

Revaluation Catch-up Process

The catch-up process is required to:

- bring assets up to date after being entered with a date placed in service belonging to a prior period
- recalculate the asset revaluation following an event such as reclassification to another asset category where a different index is involved

The process is very closely linked to the periodic depreciation process, as this is normally the launching pad for revaluation catch-up. Catch-up can be considered as a collection of programs designed to respond to different lifetime events which an asset may encounter. All of these programs are called automatically, without user intervention. Some of them are triggered by the entry of the event into Oracle Assets, for example, a reclassification is actioned at the point it is entered into Oracle Assets whereas a prior period transfer is actioned when depreciation is run following entry of the transfer transaction into Oracle Assets.

Note: Transactions other than adjustments cannot be entered against an asset which has already had a cost, life, or salvage value adjustment performed against it within that period. For example, a transfer must be entered before the adjustment or be held over to the next period and backdated if necessary.

Prior Period Additions

When an asset is entered into the system with a Date Placed In Service (DPIS) in a prior period or year, its cost and depreciation must be brought fully up to date before it can be revalued in routine processing.

Catch-up is performed when depreciation is run. The catch-up process, which is launched when depreciation is next run, brings assets up to date as at the end of the period prior to the current period. The current period is then the first period that is processed normally. For example, an asset is entered in May with a DPIS of the previous February. When depreciation is run in May it launches a catch-up for the periods of February through to April, and the same depreciation run also launches a periodic depreciation revaluation that revalues the month of May as the first routine period of processing.

- Asset cost

  Asset cost is revalued once in each year of catch-up using the default revaluation period entered in the Inflation Accounting Options window. The revaluation accounting entries generated are an adjustment to the asset cost account and an offset to the revaluation reserve. If the revaluation is below the asset cost, the offset is to the operating expense account.

- Depreciation expense

The historic charge calculated by Oracle Assets is a single catch-up charge entered in the current period. In Inflation Accounting for Assets this value is broken down into the value for each fiscal year of catch-up. Each year is then revalued in turn and the sum of these values is entered into the current period. The historic depreciation expense must be broken down into individual years to calculate the correct revaluation reserve balance. The accounting entries generated are a debit to depreciation expense and a credit to accumulated depreciation. If indexes are falling, these entries are reversed.

- Accumulated depreciation

  This account receives the offset revaluation entries from each year's catch-up depreciation expense. It does not include the revaluation of the prior years' accumulated depreciation.

- Accumulated backlog depreciation

  When the addition of an asset is backdated into previous years it is necessary, at each annual revaluation, to revalue the current year expense and the prior years' accumulated depreciation independently and to derive different accounting entries. The entries for the revaluation of accumulated backlog depreciation are a debit to the revaluation reserve and a credit to the accumulated backlog depreciation account. If the indexes are falling, these entries are reversed up to the point that the revalued asset cost falls below the historic cost. In these circumstances the entries are a debit to the accumulated backlog depreciation account and a credit to the operating expense account.

  Note: Special rules apply if users supply a legacy system-calculated year-to-date and accumulated depreciation value when the asset is first entered. In this case it is necessary to assume that the timing pattern of past years' depreciation charges is linear, and to attribute an equal portion of depreciation to each prior year accounting period.

- Amortization of the revaluation reserve

  The revaluation reserve needs to be reduced over the life of the asset by a transfer to the general fund. The purpose of this amortization is to ensure that the revaluation reserve is equal to the difference between the asset's revalued net book value and its historic net book value.

  The transfer is calculated as the difference between the revalued depreciation expense and the historic depreciation expense for each year within the catch-up time span. The accounting entries generated are a debit to the revaluation reserve and a credit to the general fund.

- Revaluation reserve

  The revaluation reserve represents the extra worth to the organization from the increase in an asset's value. During catch-up, the revaluation reserve receives the offset entry from the revaluation of the asset cost, the prior year's accumulated

backlog depreciation, and the transfer to the general fund. When the asset is revalued above its historic cost, at any time the revaluation reserve balance should be equal to the difference between the asset's revalued net book value and its historic net book value.

- Operating account

  If the index causes the asset to fall below the depreciated historic cost, the revaluation reduction in cost and prior year accumulated depreciation are offset against the operating account instead of the revaluation reserve.

Prior Period Transfers

When an asset is transferred from one cost center to another, the balances on the asset cost, revaluation reserve, accumulated depreciation, accumulated backlog depreciation, and general fund need to be transferred to the new owning cost center. The year-to-date expense balances on depreciation and, if present, the operating account remain with the old cost center representing the old cost center's expense of using that asset in the current year. New year-to-date expense balances are accumulated for the new cost center. With prior period transfers, all depreciation and revaluation expense movements are rolled back to the effective transfer date.

Transfers of balance sheet balances are performed the next time depreciation is run.

Current Period Transfers

Current period transfers are the same as for prior period transfers without the rollback to a prior period transfer date. Recalculation and transfer of balance sheet balances are performed as the transaction is entered.

Reclassification to Another Category

Assets are reclassified to move an asset from one category to another. Reclassification might be due to a restructuring of category codes or to correct a coding or input error. The effect is that an asset might move to a category code with a different revaluation index. If this happens, all balances must be recalculated from the date placed in service. When the balances are recalculated, accounting entries are generated to do the following:

- negate the balance sheet balances of the old category
- create the balance sheet balances of the new category
- create the additional current year depreciation revaluation expense, if any, due to the possible use of a different index

If the new category has the same index as the old category, it is only necessary to transfer the balance sheet balances to the account codes of the new category.

As with transfers, the year-to-date expense balances of depreciation and operating expense account, if present, remain with the old category.

Transfers of balance sheet balances are performed as the transaction is entered.

Retirement

When an asset is sold or retired from use, historic balances are moved by Oracle Assets to the gain or loss on sale of asset account. Inflation Accounting for Assets moves the cost revaluation and depreciation revaluation to the gain or loss on sale of asset account. The accounts will reflect the correct gain or loss on sale of the revalued net book value. The balance on the revaluation reserve is transferred to the revaluation reserve retired account and the balance on the general fund in respect of revaluation reserve amortization is not transferred. If a retirement is effective from a period within the current year but prior to the current period, any revaluation effect is rolled back to the effective retirement date.

Calculation of retirement balance transfers are performed in the Calculate Gains and Losses program. This program can be run independently or as part of the depreciation procedure.

Reinstatement

Reinstatement of a previously retired asset brings an asset back into an active state as if the retirement had never taken place. Inflation accounting reinstates all revaluation balances in the same way. Periodic revaluation of current period depreciation and the amortization of the revaluation reserve is calculated for the gap between retirement and reinstatement. If a cost revaluation would normally have taken place in this gap, it must be performed manually after the reinstatement takes place.

Reinstatement is calculated in the Calculate Gains and Losses program. This program can be run independently or as part of the depreciation procedure.

Cost Adjustments

Cost adjustments reflect additional monies being spent on a particular asset. The additional asset cost is revalued to the same revaluation level as the underlying asset. This additional revaluation amount is debited to the asset cost account and offset to the revaluation reserve. If the asset has been negatively revalued, the revaluation entries are a credit to the asset account and an offset to the operating expense account.

Revaluation entries for cost adjustments are created when depreciation is next run. Any additional depreciation due to the cost adjustment is calculated as part of the normal depreciation process. No specific additional entries are required.

Cost adjustments can be amortized or expensed. An amortized adjustment means that the asset's newly adjusted net book value is depreciated over its remaining life. An expensed adjustment means that the newly adjusted cost is depreciated evenly over its original life. In this case there is an over- or under-depreciation of the asset to date and this is corrected by an amended depreciation charge in the current period.

Note: Cost adjustments can be backdated to a prior period but Inflation Accounting for Assets limits the degree of backdating to a period within the current fiscal year.

Life Adjustments

Life adjustments reflect a reassessment of the expected useful life of a particular asset. Any additional depreciation due to the life adjustment is calculated as part of the normal depreciation process. No specific additional entries are required.

Life adjustments can be amortized or expensed. An amortized adjustment means that the asset's net book value is depreciated over its new remaining life. An expensed adjustment means that the cost is depreciated evenly over its new life. This means that there is an over- or under-depreciation of the asset to date and this is corrected by an amended depreciation charge in the current period.

Note: Life adjustments can be backdated to a prior period but Inflation Accounting for Assets limits the degree of backdating to a period within the current fiscal year.

Salvage Value Adjustments

Salvage value adjustments reflect a reassessment of the expected residual value of a particular asset at the end of its life. Any additional depreciation due to the salvage value adjustment is calculated as part of the normal depreciation process. No specific additional entries are required.

Salvage value adjustments can be amortized or expensed.

Note: Salvage value adjustments can be backdated to a prior period but Inflation Accounting for Assets limits the degree of backdating to a period within the current fiscal year.

The formula used for the adjustment of an asset with salvage value is as follows:

- Salvage Value Adjustment Amount = ((Historic Depreciation Reserve Before Adjustment / (New Cost - New Salvage Value)) * New Salvage Value) - ((Historic Depreciation Reserve Before Adjustment / (Old Cost - Old Salvage Value)) * Old Salvage Value)

Access to Inflation Accounting for Assets Information

Extension to Oracle Assets Financial Information Inquiry

This "zoom" is called from the View menu when enquiring on an inflation accounting asset in the financial information enquiry. It enables users to move from the historic position to the revalued position, with the option of viewing the revaluation cost history. The zoom provides a view of the main inflation accounting balances of the revaluation reserve, operating account and depreciation reserve. Each account is broken down into its constituent elements, for example the revaluation reserve shows its movement caused by cost revaluation, backlog revaluation and amortization to the

general fund. Different tabs are provided for the accumulated, year-to-date, and period positions.

Once the historic depreciation period is closed, it is advisable to only view this enquiry once all inflation accounting processing is completed for that period. For example, a previewed revaluation does not update this enquiry. The update is made only when the revaluation is successfully completed in Run mode.

Inflation Accounting: Reconciliation Reports

These reports provide assistance with reconciling revalued asset figures to the General Ledger. The reports show how an asset has changed within a range of periods. Movements due to events such as transfer to another cost center and reclassification to another asset category are shown in separate columns explaining the change between the opening and closing balance. The summary reports display totals at cost center, balancing segment, and report levels, and the detail reports display individual asset details and totals at cost center, account, balancing segment, and report levels.

The following reports are generated:

- Backlog detail

  Displays values calculated for backlog depreciation; shows beginning balance, additions, depreciation, adjustments, retirements, reclassifications, transfers, and ending balance for each asset.

- Backlog summary

  Supports the reconciliation of backlog accumulated depreciation accounts with the General Ledger; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each backlog account. Totals are displayed for each balancing segment and cost center.

- Cost detail

  Displays historic cost accounting values and Inflation Accounting for Assets values for each asset; shows beginning balance, additions, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance.

- Cost summary

  Reconciles asset cost accounts with the General Ledger; shows beginning balance, additions, adjustments, retirements, reclassifications, transfers, and ending balance for each asset account. Totals are displayed for each balancing segment and cost center.

- Operating expense detail

  Displays transactions for assets revalued below the historic cost; shows additions, depreciation, adjustments, revaluation, reclassifications, transfers, and total movements column for each asset.

- Operating expense summary

  Reconciles asset operating expense accounts with the General Ledger; shows additions, adjustments, revaluation, reclassifications, transfers, and a total movements column for each asset account. Totals are displayed for each balancing segment and cost center.

- Reserve detail

  Displays historic figures and Inflation Accounting for Assets figures for depreciation reserve accounts; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset.

- Reserve summary

  Reconciles asset depreciation reserve accounts with the General Ledger; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset account. Totals are displayed for each balancing segment and cost center.

- Revaluation reserve detail

  Displays historic figures and Inflation Accounting for Assets figures for revaluation reserve accounts; shows beginning balance, additions, depreciation, adjustments, retirements, reclassifications, transfers, and ending balance for each asset.

- Revaluation reserve summary

  Reconciles asset revaluation reserve accounts with the General Ledger; shows beginning balance, additions, adjustments, retirements, reclassifications, transfers, and ending balance for each asset account. Totals are displayed for each balancing segment and cost center.

For information on the Inflation Accounting: Reconciliation Reports, see Inflation Accounting for Assets Reconciliation Reports, page 33-1.

Inflation Accounting: Asset Balance Reports

These reports provide an analysis of all assets broken down by asset category, balancing segment, and cost center. As an asset may be assigned to more than one cost center, the assets appear in each relevant cost center according to the asset distributions. The reports have been developed using Oracle's RXi technology which allows users to customize the report content and publish reports in different forms such as printing, posting to web pages, or downloading to a spreadsheet.

Although each of the reports is aimed at a particular revaluation topic it is also able to provide a variety of other operational audit trail data. This is provided to allow users to take advantage of the customization and downloading capability of RXi reports. Each report is provided with a default layout, which shows the main information; this can be

copied and amended to show the precise information required by the user from all the information that is available from the report's data retrieval stage. These customized reports can be named and stored for future use.

With the exception of the Depreciation Summary and Detail reports, all balances represent the accounting entries generated by Oracle Assets and Inflation Accounting for Assets processes.

The following reports are generated:

- Summary

  Shows a high level summary of the balances of groups of assets for a range of cost centers or categories, including the revalued cost, net revaluation reserve, accumulated backlog depreciation, accumulated depreciation, general fund, and the net operating account. When an asset is transferred, the entire operating account is reported on the destination cost center or company, although the actual accounting entries are not transferred.

- Detail

  Shows an asset distribution line breakdown of the summary report as of a specified period end.

- Revaluation reserve summary

  Shows a high level summary of the make-up of the revaluation reserve for a group of assets in a range of cost centers or categories, including the revalued cost; revaluation reserve movements caused by the following: cost revaluation, accumulated backlog depreciation, and general fund. The net revaluation reserve balance is the combined effect of revaluation reserve movements.

- Revaluation reserve detail

  Shows an asset distribution breakdown of the revaluation reserve summary report as of a specified period end.

- Depreciation summary

  Shows a high level summary of the make-up of the depreciation position for a group of assets in a range of cost centers or categories, including the period depreciation charge, year-to-date depreciation charge, accumulated depreciation, and accumulated backlog depreciation. The year-to-date depreciation figure for an asset is calculated linearly and is prorated across the asset distribution lines based on the number of units and number of periods the unit was assigned for each distribution line.

- Depreciation detail

  Shows an asset distribution line breakdown of the depreciation summary report as of a specified period end.

Note: To attain period and year-to-date depreciation balances which are not distorted by exceptional transactions such as prior period additions and backdated adjustments, these depreciation balances are calculated by reference to the formulae described in Linear Split of Historic Accumulated Depreciation in Occasional Revaluation, page 30-5. These values are then multiplied by the cumulative revaluation factor.

- Operating expense summary

  Shows a high level summary of the make-up of the operating expense for a group of assets in a range of cost centers or categories, including operating expense cost adjustments and operating expense backlog adjustments. The net operating account balance is the combined effect of operating expense movements.

- Operating expense detail

  Shows an asset distribution breakdown of the operating expense summary report as of a specified period end.

For information on the Inflation Accounting: Asset Balance Reports, see Inflation Accounting for Assets Operational Reports, page 33-6.

Inflation Accounting: Adjustments Report

This report provides details of the journal entries generated by Inflation Accounting for Assets. The journal entries are broken down by asset category, company, and cost center.

The report displays the asset category, asset number, accounting period, transaction type, accounting flexfield, and the debit and credit amount. It can be run for a particular transaction type or all transaction types.

The following transaction types are available:

- additions
- cost adjustments
- revaluation, cost and depreciation during the occasional revaluation process
- depreciation, during periodic depreciation revaluation
- full retirements, on sale or end of useful life
- partial retirements, on sale or end of useful life
- reclassifications, to another asset category
- reinstatements, following retirement

- transfers, to another cost center

For information on the Inflation Accounting: Adjustments Report, see Generating Inflation Accounting: Adjustments Report Procedure, page 33-32.

Inflation Accounting: Projections Report

This report provides projections of depreciation charges based on revalued costs. The report can be run for future periods if the appropriate projected price indexes are entered in the system. If no future price index projections are entered, the report is based on the latest revaluation information.

Note: Depreciation projections are based on the depreciation charge for the last closed accounting period.

When a report is run, users can choose in which annual period the asset cost is revalued. For example, users can run a projection report in August to project for the next thirty periods' depreciation, choosing to revalue the assets' costs in each September during these periods.

For information on the Inflation Accounting: Projections Report, see Running Projections Procedure, page 31-14.

Limitations

Limitations have been imposed on the normal use of Oracle Assets to safeguard the proper working of Inflation Accounting for Assets due to potential conflicts.

The table below describes the limitations imposed on Oracle Assets when using Inflation Accounting for Assets.

Limitations

Limitation	Description
Oracle Assets Revaluation Processes	Oracle Assets' revaluation processes cannot be performed for the corporate book after the book has been defined in the Inflation Accounting Options window. Other books can use Oracle Assets' revaluation processes as usual.
Straight-Line Depreciation Method	Only straight-line depreciation methods are recognized by inflation accounting, consistent with public sector practice.

Limitation	Description
Current Period Pro-rate Convention	Only the current period pro-rate convention can be used with inflation accounting, consistent with public sector practice.
Depreciation Flag	To ensure consistent accounting treatment, an asset cannot be changed from depreciating to non-depreciating after revaluation.
Assets with Wrong Date Placed in Service	When an asset is revalued but has a wrong date placed in service, the assets must be retired and re-entered.
Assets with Wrong Number of Units	When an asset has been revalued but has the wrong number of units, the assets must be retired and re-entered.
Revaluation Required after Reinstatement	If an asset is reinstated a few periods after retirement, all periodic depreciation revaluations are caught up. Any occasional revaluations performed against this asset, if it was partially retired, or its category are not caught up. In this case, users may carry out a professional or indexed revaluation to bring the asset up to date once the period of reinstatement is closed.
Additional Asset Cost Entered as Subcomponent	Additional asset costs which are entered as sub-components should only be entered as positive values.
Group Depreciation	Controls to prevent the use of Group Depreciation functionality with Inflation Accounting for Assets are enforced at Asset Book Level and in the Inflation Accounting Options window. The 'Allow Group Depreciation' check box on the Accounting Rules tab of the Book Controls window cannot be updated once a book has been selected for Inflation Accounting. This validation also prevents the Inflation Accounting Implementation and Revaluation Upload processes from processing books that have Group Depreciation enabled.

Limitation	Description
Mass Property Assets	Categories assigned as Mass Property Eligible cannot be revalued. Inflation Accounting for Assets allows the assignment of a Mass Property Eligible category in the Inflation Accounting Options window, but users cannot enable the Allow Indexed Reval and Allow Prof Reval flags when the Mass Property Eligible flag is enabled. Once a category is assigned to an Inflation Accounting book through the Inflation Accounting Options window, a control is triggered that prevents the update of the Mass Property Eligible flag. For example, a category that was not previously eligible for Mass Property cannot be flagged as eligible, and a category that was previously flagged as eligible for Mass Property cannot become ineligible.
Negative Assets	Standalone assets entered with a negative cost are incompatible with Inflation Accounting for Assets, and are reported as exceptions instead of being processed. Any negative assets that are filtered out are displayed in the Exceptions window.
Prior Period Amortized Adjustments	Prior period amortized adjustments (cost, life or salvage value) cannot be backdated earlier than the beginning of the current fiscal year.
Transactions in the Same Period as Adjustments	Asset transactions, such as transfers or reclassifications cannot be performed against an asset that has already been the subject of an adjustment (cost, life or salvage value) within that period. Such transactions must be performed prior to the adjustment. They may also be performed in the following period and, if allowed, backdated to the earlier period.
Amortized Salvage Value Adjustment	When an amortized salvage value adjustment is performed, Inflation Accounting for Assets charges the portion of the adjustment that relates to prior periods immediately in the current period, with the remainder spread evenly over the remaining life so as to leave the historic salvage value as both the revalued and historic net book value.

Limitation	Description
Occasional Revaluation Using a Linear Revaluation Method	When depreciation is revalued as part of the occasional revaluation process, Inflation Accounting for Assets splits the accumulated depreciation between current and prior years in a linear ratio of the number of elapsed periods in the current year-to-date to prior year periods.
Projection Report	The projected value of depreciation in the Inflation Accounting for Assets Projection report is based solely on the depreciation charge for the last closed period. Inactive asset distributions created by partial unit retirements, transfers, or reclassifications are not processed by the Projection report.
Reinstatement of Partial Retirements	Users cannot reinstate an asset that has been partially retired if the occasional revaluation process has been run between the original partial retirement and the reinstatement. the periodic depreciation process will fail if it encounters a reinstatement of a partial retirement.

Inflation Accounting for Assets Setup

Oracle Assets and Oracle General Ledger must be installed and mandatory setup steps completed before setting up Inflation Accounting for Assets.

Inflation Accounting for Assets requires little setup in addition to that for Oracle Assets. Price indexes to be used to revalue assets must be defined, unless all assets are to be revalued by reference to professional revaluations. It is also necessary to define specific accounting flexfield combination values for posting general ledger entries as a result of asset revaluation.

Price Indexes

Price indexes are held to represent the rate of change in the value of assets. Numerous indexes can be held in the system and the index that best reflects the price movements of a particular category of assets can be linked to that category of assets.

When an index is linked to an asset category it must cover the full time span of all assets within that category from the earliest date placed in service onwards.

Price indexes can be updated as necessary. Estimates of anticipated price index values can be entered and used in the Inflation Accounting: Projections Report. This report enables users to view the future depreciation charges for assets based on the estimated

price indexes.

Note: These estimates must be updated with the actual values before revaluations are carried out in normal operation.

For information on price indexes, see Setting Up Calendar Price Indexes for Inflation Accounting, *Oracle Public Sector Financials (International) Implementation Guide*.

For information on the Inflation Accounting: Projections Report, see Running Projections Procedure, page 31-14.

Inflation Accounting Options

The corporate book is linked to Inflation Accounting for Assets processes in the Inflation Accounting Options window. This enables users to do the following:

- Select the journal source code to be associated with all journal entries created by Inflation Accounting for Assets.
- Select the journal categories to be used for accounting entries generated by Inflation Accounting for Assets.
- Specify the default month of asset cost revaluation and associated depreciation to be used when adding an asset with a prior period date placed in service, or reclassifying an asset to another category.
- Select the additional accounts, category by category, that are specific to Inflation Accounting for Assets as follows:
    - backlog accumulated depreciation
    - general fund
    - operating expense
    - revaluation reserve
    - revaluation reserve retired
- Select the price index to be used in the revaluation of assets within that category.
- Allow indexed revaluation of assets within that category.
- Allow professional revaluation of assets within that category.

For information on the Inflation Accounting Options window, see Enabling Corporate Books, *Oracle Public Sector Financials (International) Implementation Guide*.

Security

Inflation Accounting for Assets is compliant with the Oracle Assets Security by Book feature. Security by book enables the implementation of organizations and security hierarchies to determine which corporate books a user can access. For example, users within an organization can access books in their own and subordinate organizations, but cannot view books assigned to their parent organization.

For information on setting up security by book in Oracle Assets, see Setting Up Security by Book, *Oracle Assets User's Guide*.

Inflation Accounting for Assets Implementation

The implementation process enables users to select the most appropriate course of implementation, maximizing use of Modified Historic Cost Accounting (MHCA) data from previous releases of Oracle Public Sector Financials (International)'s MHCA functionality.

There are two types of Inflation Accounting for Assets users. The type of user is determined by which system was in use immediately prior to implementing Inflation Accounting for Assets. Users might need to move to Inflation Accounting for Assets from a previous release of MHCA, to re-implement, or to move from a legacy system.

For example, the first type of user might have used a previous version of Oracle Public Sector Financials (International)'s MHCA continuously to the date of migrating to Inflation Accounting for Assets functionality. The second type of user might have either never used a previous version of Oracle Public Sector Financials (International)'s MHCA or have stopped using a previous version at some point before the implementation date. A gap is therefore created in the MHCA history.

In either case, it is extremely important that the revalued balances being brought into Inflation Accounting for Assets reconcile with the equivalent balances in General Ledger. Inflation Accounting for Assets provides functionality to assist users in this reconciliation process. Part of this process involves the ability, if necessary, to update the proposed revalued costs and other accounting balances immediately prior to their transfer to Inflation Accounting for Assets as the revalued start position.

Care should be taken with this update function, as if an error is made at this stage, that error will be carried forward within Inflation Accounting for Assets and can only be corrected in the following ways.

- If an error is made in the revalued asset cost, depreciation, and backlog figures, it will be corrected automatically when the asset cost is next revalued as part of the occasional revaluation process. If this asset is not revalued prior to the end of its life, it must be retired to bring any remaining net book value into the Profit and Loss account.

- If an error is made in the Net Operating Account or General Fund balance, it is not

corrected by subsequent occasional revaluation processes and is carried forward until the asset is either reclassified or retired.

Continuous MHCA Use to Date of Implementation

In this situation, users have used Oracle Public Sector Financials (International)'s MHCA in a previous release and have a full MHCA history up to the date of implementation.

Implementation of Inflation Accounting for Assets enables users to select the MHCA tax book from which the data is to be extracted. This data includes the revaluation of asset costs, revaluation reserve, and backlog depreciation. To reconcile, and if necessary update, the extracted data, it is made available to users in the Inflation Accounting: Implementation Reconciliation window or downloaded to a spreadsheet via Web ADI.

Regardless of the chosen method, users can then update Inflation Accounting for Assets' MHCA balances to ensure agreement with their general ledger account balances. Users can also manually input balances for the new Inflation Accounting for Assets accounts of Operating Account and General Fund. Users cannot update any historic or corporate book balances. After corrections are made, the balances can be transferred to Inflation Accounting for Assets as the new system starting position.

Although the history is imported from the MHCA tax book, the non-Inflation Accounting for Assets historic book values must agree with their corporate book equivalents. This is important since all future Inflation Accounting for Assets movements will be based on the corporate book. To ensure this, validation rules have been built into the MHCA tax book extract program to check that the following values agree:

- Asset cost
- Date placed in service
- Asset life
- Salvage value

If any of these values differ between the two books the assets are displayed in the reconciliation window with an exception. They are also displayed in an exception report. Users should correct the errors and restart the data preparation process.

Gap in Use or No Previous Use of MHCA

If no current MHCA history exists, Inflation Accounting for Assets extracts the historic balances from the corporate book and applies the new Inflation Accounting for Assets functionality to build the fully revalued starting position.

These asset balances are held in an implementation set of tables pending reconciliation to their equivalent general ledger account balances. This information is made available

in the Inflation Accounting: Implementation Reconciliation window and can be downloaded via Web ADI for users to work in a spreadsheet environment. The asset balances should be reconciled to the general ledger.

The extracted information can then be corrected in the Inflation Accounting: Implementation Reconciliation window or the spreadsheet. Although users can update the revalued amounts, they cannot update Oracle Assets' corporate book values.

Once downloaded balances have been reconciled and if necessary amended, they can be uploaded via Web ADI to the Inflation Accounting for Assets implementation tables. Alternatively, if users have an existing file that meets the following criteria it may be directly loaded into the implementation tables:

- conforms to the implementation table format
- covers all assets that were initially extracted
- has historic asset balances that match those of the corporate book

After the balances held in the implementation tables are confirmed as correct, they can be transferred to the Inflation Accounting for Assets system as the starting position.

The usual scenario, that of new users implementing Oracle Assets and Inflation Accounting for Assets from a legacy system, means that assets are created in Oracle Assets with supplied accumulated and year-to-date depreciation balances. When the implementation process builds the new Inflation Accounting for Assets revalued balances, it applies rules to determine how the supplied depreciation amounts are spread over the asset's elapsed life, and how much of the depreciation revaluation should be treated as depreciation expense and how much should be backlog accumulated depreciation. These rules are as follows:

- If an asset is added to the corporate book in the current fiscal year, the current year-to-date balance is deducted from the accumulated depreciation and the remaining balance is split linearly over all prior years.
- If the asset is added in a prior year with or without a supplied depreciation balance, the full accumulated depreciation is apportioned linearly over the elapsed life of the asset.

For information on the Inflation Accounting: Implementation Reconciliation window, see Reconciling Data, *Oracle Public Sector Financials (International) Implementation Guide*.

Reporting

As the implementation process generates the starting position for all future revaluations of assets, it is important to ensure that this starting position is correct. To assist in this process two reports are provided:

- Inflation Accounting Asset Exceptions Report, page 30-24

- Inflation Accounting: Implementation Reconciliation Report, page 30-24

Inflation Accounting Asset Exceptions Report

The initial data preparation stage of extracting asset information from the corporate or MHCA book requires that the information be validated. Any issues that are discovered in the validation process are shown in this report as exceptions.

Exceptions cover differences between the MHCA and corporate book values for the following:

- asset cost
- date placed in service
- asset life
- salvage value

These differences must be investigated and corrected. Once this is done, the data preparation process can be restarted.

Specific asset circumstances that do not require correction are also reported as follows:

- asset types that will not be processed by the revaluation process
  - fully retired assets
  - negative assets
- asset types that will only have the cost revalued by the revaluation process
  - non-depreciating assets that have an accumulated depreciation balance

Note: This report is not restricted to the implementation process; it can be run at any other time which might be useful to check for the listed specific asset circumstances.

Inflation Accounting: Implementation Reconciliation Report

This report shows details of all assets imported into Inflation Accounting for Assets. It can be run at any point during the reconciliation process, for example, before formal reconciliation is started, before export to the spreadsheet, or before final figures are transferred to Inflation Accounting for Assets as the new starting position.

Mass Upload of Asset Valuations

Inflation Accounting for Assets includes the facility to upload, validate, and process large quantities of existing assets that have been professionally revalued.

Upload of Professional Valuations

Users cut and paste professional valuation data from an existing spreadsheet into the Oracle Web Applications Desktop Integrator (Web ADI) spreadsheet template.

Users can receive valuations in one of the following forms:

- Gross Book Value

  The revalued cost is listed before deduction of the revalued accumulated depreciation. This is usually provided to users for smaller value items based on a supplier catalogue.

- Net Book Value

  The revalued cost is listed after deduction of the revalued accumulated depreciation. Such valuations are usually provided to users by professional valuers, based on a current saleable value as a part-used asset.

Inflation Accounting for Assets requires the valuation in the form of a Gross Book Value and to this end users are able to set a gross-up flag against each asset to translate any valuations that are provided as a Net Book Value. The Mass Upload process then performs the gross-up by reference to the ratio of the elapsed life to the full life.

The completed spreadsheet template is then uploaded to Inflation Accounting for Assets for validation.

'No Change' Professional Revaluations

Users can include assets in the upload spreadsheet where the new gross cost is the same as the previous gross cost. If the next revaluation is an indexed revaluation, the 'no change' revaluation moves the calendar forward in terms of the base period from which the indexed revaluation starts.

The table below shows an example professional revaluation followed by an indexed revaluation with the impact from a 'no change' revaluation.

'No Change' Revaluation Example

Date	Revaluation Type	Description
September 2000	Cost	30,000 index = 100
September 2001	Professional Revaluation	36,000 index = 110 - not used, depreciation revalued by a factor of 36000/30000, or 1.2.

Date	Revaluation Type	Description
September 2002	Professional Revaluation	36,000 index = 120 - not used, revaluation factor unchanged as ratio is 36000/36000, or 1.0.
September 2003	Indexed Revaluation	index = 130 - previous cost of 36,000 is increased by a factor of 130/120 or 1.083, to 39,000.

In this example, when a 'no change' professional revaluation is followed by an indexed revaluation, the September 2003 indexed revaluation starts from the last revaluation period index of 120 in September 2002, rather than the last changing revaluation index of 110 in September 2001.

Validation of Professional Valuations

Exception validations are performed to check that the asset is active and valid for professional revaluation. Tolerance checks ensure that the revaluation is within selected tolerance limits.

Download of Validation Results

Users must view and correct all exception check failures. Any assets that cannot be corrected, for example if they were included wrongly, must be removed from the spreadsheet. Tolerance check failures can be removed or accepted.

Transfer to Revaluation Process

Once the spreadsheet is fully validated and contains no exception or tolerance failures, it is transferred to the occasional revaluation process for uploading into the Inflation Accounting for Assets tables. Normal revaluation processing involves a Preview and a Run mode of operation, with the Preview mode generating a report to allow users to confirm that results are satisfactory. The transfer to the revaluation process can be requested to automatically launch the Preview mode operation.

After the transfer, users can complete the process in the Revaluation window. The revaluations are only fully updated into the system once the Revaluation process has been successfully completed in Run mode.

For information on the Mass Upload of Revalued Assets process, see Inflation Accounting for Assets Mass Upload of Asset Valuations Procedures, page 32-1.

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

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Inflation Accounting for Assets Procedures

Definition

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

Overview

UK Government departments are required to provide financial statements which measure the resources consumed in achieving their objectives. All costs are included in this requirement, including the cost of using capital assets. These costs must be stated in current price terms to make them comparable across departments and properly reflect the resources consumed. Inflation accounting is used in particular for fixed assets, for example, buildings. The cost of all assets and their accumulated depreciation must be revalued to current day terms by reference to published price indexes and professional valuations.

The following types of occasional revaluation are available:

- Indexed revaluations

  These revaluations depend on a specific index value to calculate the revalued cost.

- Professional revaluations

  This revaluations require a new cost value to be provided.

The following windows are available in Inflation Accounting for Assets:

Indexed-Professional Revaluation Window

The Indexed - Professional Revaluation window enables users to enter the parameters for a revaluation run. The user can also perform indexed, professional, or both types of revaluations in one revaluation run.

Revaluation Window

The Revaluation window enables users to view individual assets for the category selected on the Indexed - Professional Revaluation window.

Indexed-Professional Revaluation Window

The Indexed - Professional Revaluation window enables users to enter the parameters for a revaluation run. The user can also perform indexed, professional, or both types of revaluations in one revaluation run.

Results - Revaluation Window

The Results - Revaluation window enables users to view the proposed effect of a professional revaluation.

Exceptions Window

The Exceptions window lists any assets that will not be included in the revaluation process, and provides explanations for the exclusions.

Inflation Accounting - Projection Window

The Inflation Accounting - Projection window enables users to run projections reports. The Projections report is a variable format report and projects depreciation charges into the future based on current assets and indexes. Revaluations are based on the revalued costs as at the last closed period and are revalued in each of the selected revaluation periods within the report range of periods. All active assets are available for projection, including non-depreciating assets but excluding fully retired assets. This report enables users to review future charges related to budgets and can be used in cash flow projections as a non-cash adjustment from a profit forecast.

Variable Format Reports

The Projections report is available as a variable format report, which means users can view and manipulate the report data in a number of desktop applications. For example, the information can be downloaded into Microsoft Excel to be sorted and analyzed using familiar spreadsheet features. The report can also be formatted as an HTML file and placed on a Web server.

To create a variable format report, an attribute set that contains formatting instructions is applied to the Projections report. In Oracle Applications, attribute sets are defined using the RXi Reports Administration Tool. A default attribute set is available for the Projections report, alternatively a user-defined attribute set can also be applied to the report. The report can be published using one of the following options: CSV, HTML, TEXT, or TAB.

For information on the RXi Reports Administration Tool, see *Oracle Financials RXi Reports Administration Tool User Guide*.

Inflation Accounting Inquiry Window

The Inflation Accounting Inquiry window is accessed from the Oracle Assets View Financial Information window. The View Financial Information window enables users to view historic values for an asset, and the Inflation Accounting Inquiry window displays the impact of inflation accounting on the values.

Revaluation History Window

The Revaluation History window is accessed from the Inflation Accounting Inquiry window and enables users to view the full history of cost revaluations affecting a particular asset. Cost revaluations resulting from occasional revaluation, reclassifications, prior period additions, cost adjustments, and the implementation toolkit are all displayed in the Revaluation History window. All revaluations identify whether the revaluation type is indexed, professional, or as a result of the implementation toolkit.

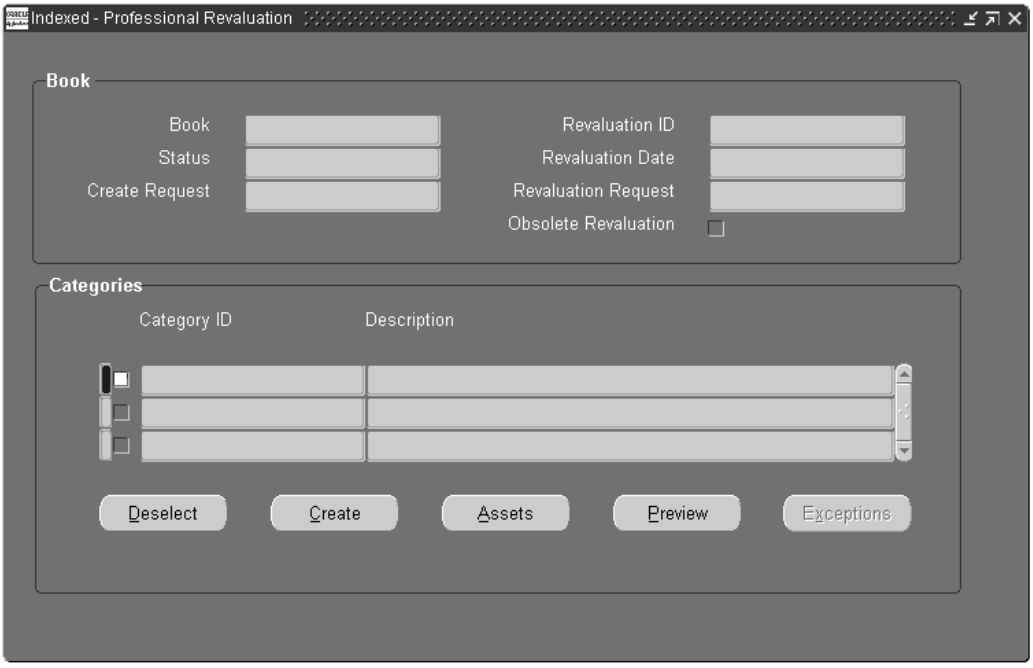
Prerequisites

- Inflation Accounting for Assets setup must be completed.

  For information on setting up Inflation Accounting for Assets, see Inflation Accounting for Assets Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

Performing Indexed-Professional Revaluation Procedure

Entering Parameters and Running Revaluations Procedure



To enter revaluation parameters and run a revaluation, perform the following steps.

1. Navigate to the Indexed - Professional Revaluation window as follows:

   OPSF(I) Inflation Accounting - Revaluation

2. In the Book field, select a book from the list of values.

   The Status, Revaluation ID, and Revaluation Date fields are automatically populated. All available categories for the book are listed in the Categories region.

3. In the Categories region, identify the asset categories to be revalued by selecting the check boxes next to the Category ID field.

4. For an indexed revaluation where there are no changes to the default indices for the selected categories, proceed to the Submitting the Revaluation Request in Preview Mode Procedure, page 31-6 to submit a revaluation preview. For a professional revaluation, proceed to step 5 to create the revaluation candidates.

5. To create asset revaluation records, click Create.

   A concurrent process is run which creates the records.

6. When the process is complete, requery the form as follows:

   View - Query by Example - Enter

7. Enter search criteria as required.

8. Run the query as follows:

   View - Query by Example - Run

Selecting Assets for Revaluation Procedure

1. To view individual assets for the currently selected category, click **Assets**.

   All assets are selected for revaluation by default.

2. To reduce the list of selected assets, proceed to step 3. To use all assets in the revaluation, proceed to step 7.

3. Navigate to the Find Assets window as follows:

   View - Find

4. Enter search criteria as defined in the Find Assets Window Description.

5. Click **Find**.

6. To remove an asset from the revaluation process, deselect the Select check box next to the asset details.

7. To perform an indexed revaluation on an asset, select the Indexed radio button and proceed to step 11.

Note: If both a professional and an indexed revaluation of an asset are performed in the same month, the professional revaluation may override the indexed revaluation. However, a professional revaluation cannot be overridden by an indexed revaluation.

8. To perform a professional revaluation, select the Professional radio button.

   The New Cost field is enabled and the Select for Calculation check box is automatically selected.

9. In the New Cost field, enter the new asset cost.

   Once the new cost is entered, the Reval Rate (%) field displays the cost change as a percentage.

10. To view the accounting effect of a revaluation on the assets, click **Calculate**.

    For information on the results displayed, see Results - Revaluation Window Description, page 31-12.

11. To close the Results - Revaluation window and return to the Revaluation window, click **Done**.

12. Save or save and continue as follows:

    File - Save or **Save and Proceed**

13. When the revaluation parameters for the assets are complete, close the Revaluation window and return to the Indexed - Professional Revaluation window, by clicking **Done**.

Submitting the Revaluation Request in Preview Mode Procedure

1. To submit the revaluation as a preview, click **Preview**.

2. View Inflation Accounting: Asset Revaluation Preview report generated by the request as follows:

   View - Requests

   Note: If asset exceptions exist when a revaluation preview has completed, those exceptions are visible in the Revaluation window. The assets with exceptions are not included in the Revaluation Preview report.

3. To save the revaluation changes, return to the Indexed-Professional Revaluation window and proceed to the Viewing Exceptions Procedure.

Viewing Exceptions Procedure

1. Following Preview mode, any assets which Inflation Accounting for Assets cannot revalue are listed as exceptions. To view these assets, click **Exceptions**.

   The table below lists the exception messages generated by the revaluation program.

Exceptions Generated by Revaluation Program

Number	Exception
1	Period entered is not the last closed period.
2	The Asset has cost adjustments against it.
3	The Asset has pending retirement or reinstatement transactions.
4	New transactions have been processed prior to running revaluation. You can run revaluation in the next period only.

Number	Exception
5	You cannot perform multiple indexed revaluations in one period for this asset or you cannot perform an indexed revaluation on an asset professionally revalued in the same period.

2. To close the window, click **Done**.

Submitting the Revaluation Request in Run Mode Procedure

1. To submit the revaluation, click **Run**.

   The concurrent request is submitted.

2. View the request as follows:

   View - Requests

Find Revaluations Window Description

Find Revaluations Window Description

Field Name	Type	Features	Description
Book	optional	list of values	book name
Revaluation ID	optional	list of values	revaluation identification number
Clear		button	clears field currently selected
New		button	opens Indexed - Professional Revaluation window

Field Name	Type	Features	Description
Find		button	searches for revaluations based on information entered in Book and Revaluation ID fields; opens Indexed - Professional Revaluation window and displays search results

Indexed - Professional Revaluation Window Description

Indexed - Professional Revaluation Window Description

Field Name	Type	Features	Description
Status	display only		revaluation process status as follows: New, when revaluation criteria saved; In Process, while preview process running; Previewed, when preview process complete; Error, if preview process fails; Complete, when revaluation process successfully completed; field updated when revaluation requeried
Create Request	display only		automatically generated ID; created when user clicks Create or Preview button
Revaluation ID	display only		unique ID generated for revaluation record
Revaluation Date	display only		last date of current depreciation period for book

Field Name	Type	Features	Description
Revaluation Request	display only		automatically generated ID; created when user clicks Preview or Run button
Obsolete Revaluation	optional	check box	if selected, revaluation preview is obsoleted and cannot be viewed; if deselected revaluation preview can be viewed; action is irreversible once selected and confirmed.
[check box]	optional	check box	if selected, category selected for revaluation; if deselected, category not included in revaluation
Category ID	display only		category identification
Description	display only		category description
Deselect		button	deselects all currently selected categories and enables user to select individual categories as required; when categories deselected, button changes to Select All and toggles between Select All and Deselect All to enable user to select or deselect all categories
Assets		button	opens Revaluation window
Preview		button	submits revaluation request in preview mode
Exceptions		button	opens Exceptions window

Revaluation Window Description

Revaluation Window Description

Field Name	Type	Features	Description
Select for Calculation	conditionally required	check box	if selected, indicates that effect of revaluation on asset can be viewed immediately by clicking **Calculate**; check box enabled only if Professional radio button selected
Allow Prof Update		check box	if selected, indicates that professional revaluation update allowed
Cancel		button	closes Revaluation window without saving changes and returns to Indexed - Professional Revaluation window
Deselect		button	deselects all currently selected categories and enables user to select individual categories as required; when categories deselected, button changes to Select All and toggles between Select All and Deselect All to enable user to select or deselect all categories

Find Assets Window Description

Find Assets Window Description

Field Name	Type	Features	Description
Asset Number	required	list of values	asset number range to be included in search
Clear		button	erases data from all fields
Find		button	searches for assets based on search criteria entered

Results - Revaluation Window Description

Results - Revaluation Window Description

Field Name	Type	Features	Description
Asset	display only		asset number
Old Cost	display only		asset cost before revaluation
New Cost	display only		asset cost after revaluation
Old Depreciation Amount	display only		accumulated depreciation before revaluation
New Depreciation Amount	display only		accumulated depreciation after revaluation
Old Depreciation Reserve	display only		depreciation reserve before revaluation
New Depreciation Reserve	display only		depreciation reserve after revaluation

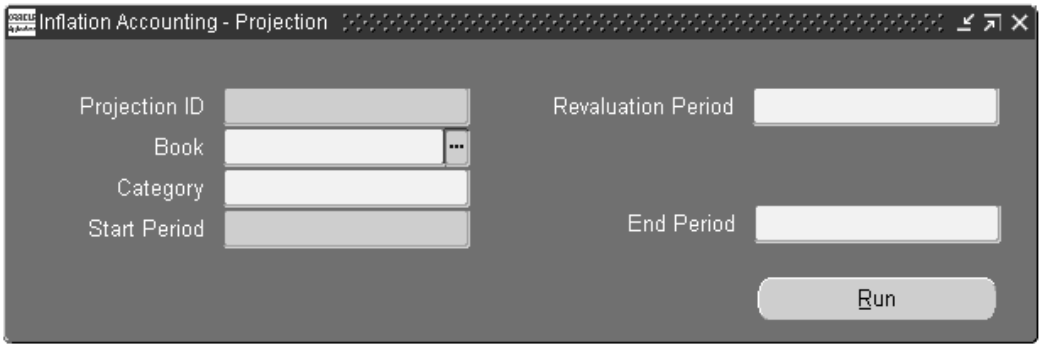
Field Name	Type	Features	Description
Old Backlog	display only		backlog reserve before revaluation
New Backlog	display only		backlog reserve after revaluation
Old General Fund	display only		general fund before revaluation
New General Fund	display only		general fund after revaluation
Old Revaluation Reserve	display only		revaluation reserve amount before revaluation
New Revaluation Reserve	display only		revaluation reserve amount after revaluation
Old Operating Account	display only		operating account before revaluation
New Operating Account	display only		operating account after revaluation

Exceptions Window Description

Exceptions Window Description

Field Name	Type	Features	Description
Category	display only		asset category
Asset	display only		asset number
Exception	display only		exception message, as listed in the Exceptions Generated by Revaluation Program table, page 31-7

Running Projections Procedure



To run a projections report, perform the following steps.

1. Navigate to the Inflation Accounting - Projection window as follows:

   OPSF(I) Inflation Accounting - Projection

2. In the Book field, select a book type code from the list of values.

3. Optionally, in the Category field, select a category from the list of values.

4. In the Major Category field, select a major asset category from the list of values.

5. In the Minor Category field, select a subsidiary asset category from the list of values.

6. To select all categories, click **Cancel**.

7. To close the Category Flexfield window, click **OK**.

8. In the Revaluation Period field, select a revaluation period number from the list of values.

9. In the End Period field, select a projection end period from the list of values.

10. In the RXi Attribute Set field, select the Projections attribute set to be applied to the report.

11. Click **Run**.

    The projections report is submitted as a concurrent request.

12. To re-run the completed projections report, click **View**.

13. View the request as follows:

    View - Requests

Inflation Accounting - Projection Window Description

Inflation Accounting - Projection Window Description

Field Name	Type	Features	Description
Projection ID	display only		projection ID code; generated automatically when the Run button is clicked
Start Period	display only		current open depreciation period; automatically inserted when book name selected
Output Format	optional	list of values	default value is TEXT which prints the report in A4 landscape format; alternatively, select the required output format as follows: CSV for comma-separated values, HTML, or TAB for tab-delimited format

Projection Report Column Descriptions for Projections Attribute Set

Projection Report Column Descriptions for Projections Attribute Set

Column Heading	Description
Company	Balancing segment value from Chart of Accounts definitions.
Cost Center	Cost center qualifier segment from Chart of Accounts definitions.
Major Category	Asset Major Category qualifier segment from the Asset Category Flexfield definition.

Column Heading	Description
Minor Category	Asset Minor Category qualifier segment from the Asset Category Flexfield definition.
Asset Number	Asset number as defined in Oracle Assets.
Asset Desc	Asset description as defined in Oracle Assets.
Period	Standard format period, for example, JAN:02-03; runs from start period to end period as selected in the report input parameters.
Period Index	Index for specified period.
Reval Cost Index	Index for period in which asset cost was last revalued.
Cost	Revalued cost of asset. In the projections period prior to the first projection report for cost revaluation, this value will be as per the last user indexed or professional revaluation.
Period Deprn	Based on last closed period revalued depreciation and updated by revaluations in the selected revaluation periods.
YTD Deprn	Accumulated depreciation figure for the year. If the selected periods run over a year-end, the YTD figure in the column will start again from zero.
Comments	Reports if a defined condition is encountered during report processing, for example, if an asset becomes fully reserved or this is a cost revaluation period.

Note: The following columns are available in the default RXi attribute set in addition to those shown in the Projections attribute set in the Projection Report Column Descriptions for Projections Attribute Set table, page 31-15:

- Concatenated Category
- Concatenated Category Description
- Category ID
- Fiscal Year

- Organization Name
- Revaluation Period Name

Viewing Asset Revaluation Cost History Procedure

To use the Inflation Accounting for Assets zoom from Oracle Assets to show the effect of inflation accounting on the record displayed, perform the following steps.

1. In Oracle Assets, navigate to the Assets window as follows:

   Inquiry - Financial Information

2. Enter search information relevant to the assets required.

3. Click **Find**.

4. Select the asset to be viewed.

5. Click **Books**.

   For information on the View Financial Information window, see Viewing Assets, *Oracle Assets User's Guide*.

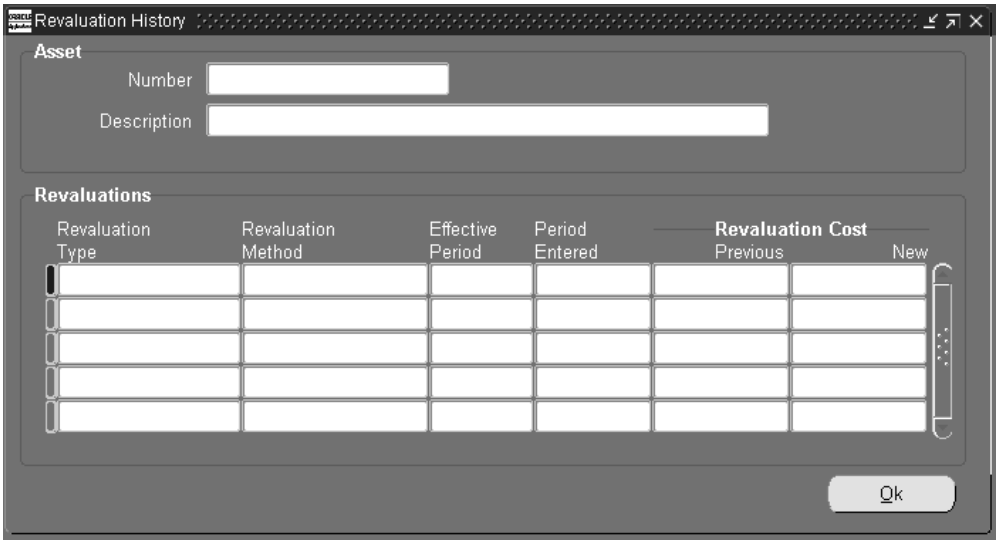
6. Navigate to the Inflation Accounting Inquiry window as follows:

   View - Zoom

Note: The Zoom menu option is only available if the current record belongs to an Inflation Accounting for Assets book in the Oracle Assets View Financial Information window.

7. View data in the Inflation Accounting Inquiry window as described in the Inflation Accounting Inquiry Window Description, page 31-18 table.

8. To view the revaluation history of the asset, click **Revaluation History**.



9. View data in the Revaluation History window as described in the Revaluation History Window Description table, page 31-25.

   Note: The impact of retirements, partial retirements, and transfers is not reflected in the Revaluation History window.

Inflation Accounting Inquiry Window Description

Inflation Accounting Inquiry Window Description, Header Region and Accumulated Balance Tab

Field Name	Type	Features	Description
Asset Number	display only		selected asset number
Date Placed in Service	display only		date asset placed in service

Field Name	Type	Features	Description
Years	display only		number of years in asset life, in addition to number of months displayed in Months field
Months	display only		number of months in asset life, in addition to number of years displayed in Years field
Latest Cost Revaluation	display only		latest cost revaluation for total accumulated balance of asset
Historic Cost	display only		historic cost of asset
Surplus/Deficit	display only		surplus or deficit amount; calculated by subtracting historic cost from latest cost revaluation
Backlog Depreciation	display only		backlog depreciation amount
Transfer to General Fund	display only		amount transferred to General Fund
Net	display only		net revaluation reserve balance; calculated by subtracting backlog depreciation and amount transferred to General Fund from surplus/deficit amount

Field Name	Type	Features	Description
Latest Cost Revaluation	display only		latest cost revaluation for total accumulated balance of asset; values appear in the Operating Account fields if the asset has a revaluation below the depreciated historic cost; in a period where a revaluation crosses the depreciated historic cost, values appear in both the Revaluation Reserve and Operating Account fields
Historic Cost	display only		historic cost of asset
Surplus/Deficit	display only		surplus or deficit amount; calculated by subtracting historic cost from latest cost revaluation
Backlog Depreciation	display only		backlog depreciation amount
Net	display only		net revaluation reserve balance; calculated by subtracting backlog depreciation amount from surplus/deficit amount
Historic	display only		historic depreciation for accumulated balance of asset
Expensed Revaluation	display only		expensed revaluation amount
Backlog	display only		backlog depreciation provision

Field Name	Type	Features	Description
Total Depreciation	display only		total depreciation for total accumulated balance, calculated by adding historic depreciation, expensed revaluation, and backlog depreciation
Net Book Value	display only		net book value, calculated by subtracting total depreciation from latest cost revaluation
Current Open Period	display only		open period for the asset
OK		button	closes Inflation Accounting Inquiry window and displays View Financial Information window

Inflation Accounting Inquiry Window Description, Year-to-date Balances Tab

Field Name	Type	Features	Description
Latest Cost Revaluation	display only		latest cost revaluation for year-to-date balance of asset
Previous Cost Revaluation	display only		previous cost revaluation for asset
Surplus/Deficit	display only		surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation
Backlog Depreciation	display only		backlog depreciation amount
Transfer to General Fund	display only		amount transferred to General Fund

Field Name	Type	Features	Description
Net	display only		net revaluation reserve balance; calculated by subtracting backlog depreciation and amount transferred to General Fund from surplus/deficit amount
Latest Cost Revaluation	display only		latest cost revaluation for year-to-date balance of asset; values appear in the Operating Account fields if the asset has a revaluation below the depreciated historic cost; in a period where a revaluation crosses the depreciated historic cost, values appear in both the Revaluation Reserve and Operating Account fields
Previous Cost Revaluation	display only		previous cost revaluation for asset
Surplus/Deficit	display only		surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation
Backlog Depreciation	display only		backlog depreciation amount
Net	display only		net revaluation reserve balance; calculated by subtracting backlog depreciation amount from surplus/deficit amount
Historic	display only		historic depreciation for year-to-date balance of asset

Field Name	Type	Features	Description
Expensed Revaluation	display only		expensed revaluation amount
Backlog	display only		backlog depreciation provision
Total Depreciation	display only		total depreciation for year-to-date balance, calculated by adding historic depreciation, expensed revaluation, and backlog depreciation
Current Open Period	display only		current open period for the asset

Inflation Accounting Inquiry Window Description, Period Balances Tab

Field Name	Type	Features	Description
Latest Cost Revaluation	display only		latest cost revaluation for current period balance of asset
Previous Cost Revaluation	display only		previous cost revaluation for asset
Surplus/Deficit	display only		surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation
Backlog Depreciation	display only		backlog depreciation amount
Transfer to General Fund	display only		amount transferred to General Fund

Field Name	Type	Features	Description
Net	display only		net revaluation reserve balance; calculated by subtracting backlog depreciation and amount transferred to General Fund from surplus/deficit amount
Latest Cost Revaluation	display only		latest cost revaluation for current period balance of asset; values appear in the Operating Account fields if the asset has a revaluation below the depreciated historic cost; in a period where a revaluation crosses the depreciated historic cost, values appear in both the Revaluation Reserve and Operating Account fields
Previous Cost Revaluation	display only		previous cost revaluation for asset
Surplus/Deficit	display only		surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation
Backlog Depreciation	display only		backlog depreciation amount
Net	display only		net revaluation reserve balance; calculated by subtracting backlog depreciation amount from surplus/deficit amount
Historic	display only		historic depreciation for the period balance of the asset

Field Name	Type	Features	Description
Expensed Revaluation	display only		expensed revaluation amount
Backlog	display only		backlog depreciation provision
Total Depreciation	display only		total depreciation for period balance, calculated by adding historic depreciation, expensed revaluation, and backlog depreciation
Latest Closed Period	display only		most recently closed period for the asset

Revaluation History Window Description

Revaluation History Window Description

Field Name	Type	Features	Description
Number	display only		asset number
Description	display only		asset description
Revaluation Type	display only		type of revaluation performed on asset: occasional, reclassification, cost adjustment, prior period addition, or implementation
Revaluation Method	display only		type of revaluation method used: indexed, professional, or implementation

Field Name	Type	Features	Description
Effective Period	display only		period during which catch-up routine took place on a reclassification or prior period addition
Period Entered	display only		period during which transaction was performed
Previous	display only		revalued cost before transaction took place
New	display only		current revalued cost
OK		button	closes Revaluation History window and displays Inflation Account Inquiry window

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Inflation Accounting for Assets Mass Upload of Asset Valuations Procedures

Overview

Uploading Assets

The Revaluation Upload process enables users to transfer large quantities of professional revaluation data relating to existing assets. The data is uploaded and validated using a spreadsheet, and errors that occur during validation can be downloaded and corrected. Once exception errors and tolerance errors have been corrected, the final version of the data is transferred to the Inflation Accounting for Assets revaluation tables. Optionally, revaluations can be transferred in Preview mode.

Web ADI

The Revaluation Upload process is accomplished using Oracle Web Applications Desktop Integrator (Web ADI) functionality. Web ADI delivers Oracle Applications functionality to desktop applications such as Microsoft Excel. Users can access Oracle Applications through the Web from a familiar, more productive desktop environment.

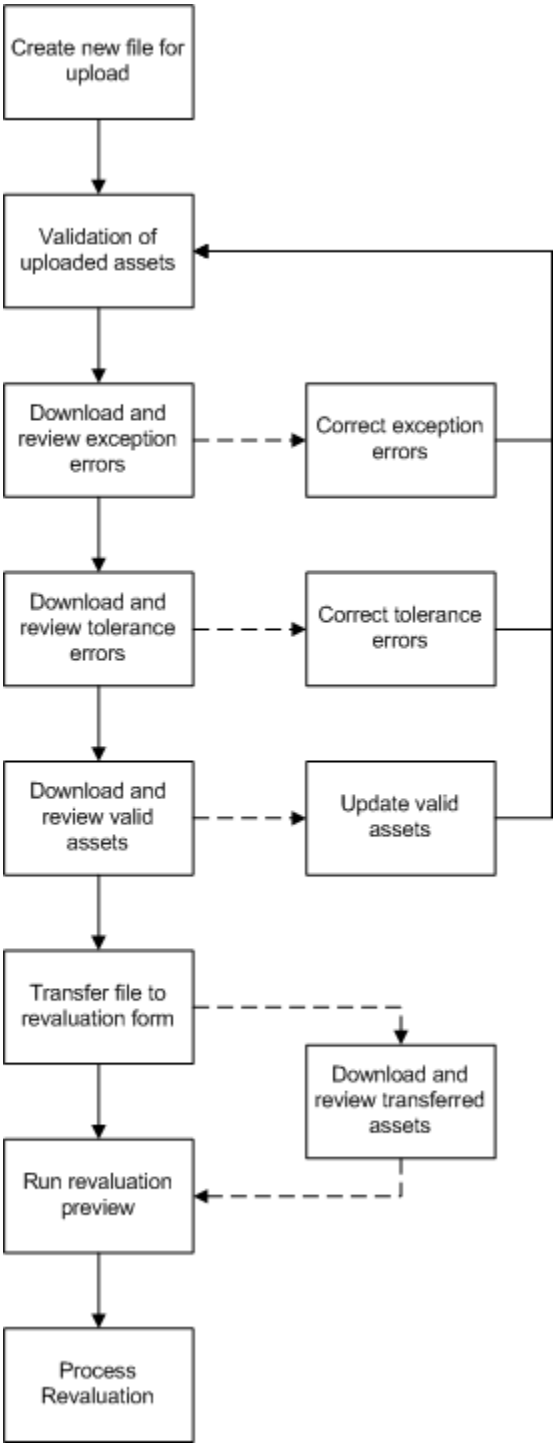
For information on the Web ADI solution, see *Oracle Web Applications Desktop Integrator User Guide*.

Note: The Web ADI integrators for Inflation Accounting do not support Oracle Assets security profiles.

Revaluation Upload Process Diagram

The diagram below shows the revaluation upload process with Web ADI. This diagram is described in Revaluation Upload Process Description, page 32-3.

Revaluation Upload Process



Revaluation Upload Process Description

Revaluation Upload includes the following steps.

1. Create a new file for upload by downloading the Inflation Accounting: New File Integrator. This file contains three columns: the asset number, the revalued cost, and the grossing up flag.

2. Cut and paste assets into the New File Integrator spreadsheet. Each spreadsheet refers to a unique upload file name and contains the following information:

   - a unique, user-defined file name
   - the asset book to which the assets belong
   - tolerance limits, displayed as a percentage and an amount in the specified currency

3. Upload this file to the application. Assets are validated and any exception and tolerance errors are logged.

4. Download the Inflation Accounting: Exception Errors Integrator for review.

5. Correct errors in the Exception Errors spreadsheet. Exceptions can be either deleted or accepted.

6. Upload the modifications for validation.

7. Download the Inflation Accounting: Tolerance Errors Integrator for review.

8. Correct errors in the Tolerance Errors spreadsheet. Tolerances can be deleted, modified, or accepted.

9. Upload the modified file for validation.

10. Download the Inflation Accounting: Valid Assets Integrator for review.

11. Modify asset values if necessary.

12. Upload the modified file for validation. If further tolerance or exception errors are found, the appropriate integrators can be downloaded and modified again until the file is free of errors.

13. Run the Inflation Accounting: Transfer Revaluation Upload Data process to transfer the uploaded data to the Indexed-Professional Revaluation window. Optionally, users can run the Revaluation Preview automatically after the transfer process is complete.

Note: If security by book is enabled, the process only allows users to upload batch files that are associated with books to which access is granted.

Once the data is transferred, use the Indexed-Professional Revaluation window to continue processing the revaluation.

14. Optionally, download the Inflation Accounting: Transferred Assets Integrator to view and confirm the transferred data.

Prerequisites

- Inflation Accounting for Assets must be set up.

  For information on setting up Inflation Accounting for Assets, see Inflation Accounting for Assets Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

- The Desktop Integration Menu must be attached to the Oracle Assets responsibility.

  For information on implementing Web ADI, see *Oracle Web Applications Desktop Integrator Implementation Guide.*

Defining Layouts and Mapping

The revaluation upload process is supplied with default mapping for importing text files, and a defined layout for fields in the created spreadsheets.

For information on mapping and layouts in Web ADI, see the *Oracle Web Applications Desktop Integrator User Guide*.

Uploading and Downloading Files

With the exception of the New File Integrator, all of the integrators display the status of the upload. The table below shows the status options.

Status Options for Valid Asset Files

Status	Description
Validated, available for transfer to IAC	The file contains no assets with exceptions or tolerance issues, and is available to be transferred to the Inflation Accounting for Assets revaluation tables.
Exception errors encountered	The file has been validated and exceptions exist.

Status	Description
Tolerance errors encountered	The file has been validated and tolerance issues exist.
Transferred to IAC	The uploaded file has been transferred to the Inflation Accounting for Assets revaluation tables.

For information on the general procedures and available parameters for creating, uploading, and downloading documents in Web ADI, see Creating a Document, *Oracle Web Applications Desktop Integrator User Guide*.

Inflation Accounting: New File Integrator

To create a new empty spreadsheet template for assets to be uploaded, specify settings in the Inflation Accounting: New File Integrator as follows:

1. Define a unique file name for the upload.

   Note: The file name must be 15 characters or less.

2. Specify the asset book for the file. Users can only select books set up for inflation accounting.

3. Specify the tolerance settings.

   Note: Tolerance checking is optional. If tolerance checking is enabled, at least one of the percentage and amount fields is mandatory. If both fields are defined, both are used during validation: for example, if tolerances of 4% and GBP400 are set, the difference between the previous and current revaluation must be less than 4% and less than GBP400 for the asset to pass tolerance validation.

4. Cut and paste assets and their new costs into the empty spreadsheet. For each asset, choose whether or not to gross-up the cost.

   If the Gross Up flag is set to Yes, the revaluation process automatically calculates the revalued cost from the net book value entered in the New Cost column. The revalued cost is calculated as follows:

   (Net Book Value/Remaining Life in Months)*Total Life in Months

   For example, a building was placed in service on 01-APR-1990 and has a useful life of 60 years. In September 2005 the professional valuer reports a net book value of GBP270,000. The revalued cost is therefore calculated as follows:

   (270000 / 540 months)* 720 months = GBP360,000

   This is the new revaluation figure that will be uploaded to the Indexed-Professional Revaluation window when the upload is transferred to the inflation accounting

tables.

5. Select Upload from the Oracle menu to upload the spreadsheet.

Inflation Accounting: Exception Errors Integrator

To download and review any exception errors encountered during file validation, use the Inflation Accounting: Exception Errors Integrator. This integrator lists the following types of errors:

- Non-IAC category
- Professional revaluation not allowed
- Revaluation upload period is not the same as the latest closed period
- Period not closed
- Transactions pending
- Fully retired asset
- Duplicate asset

Users can modify the Exception Errors spreadsheet as follows:

1. To remove assets from the upload, select Delete in the Action column.
2. To retain assets in the upload, select Accept in the Action column. In all cases, this action is only valid after the conditions causing the error are corrected.
3. Select Upload from the Oracle menu to upload the spreadsheet.

Note: The Exception Errors integrator is only available if one or more of the listed exception errors were found when validating the file on upload.

Inflation Accounting: Tolerance Errors Integrator

To download and review any assets that do not satisfy the tolerance limits set for the upload, use the Inflation Accounting: Tolerance Errors Integrator. Users can modify the Tolerance Errors spreadsheet as follows:

1. To override the tolerance validation for individual assets, select Accept in the Action column.
2. To remove individual assets from the upload, select Delete in the Action column.
3. To adjust the revaluation amounts for individual assets, update the New Cost

column and Gross Up flag.

Note: The New Cost that is automatically displayed on this downloaded spreadsheet is the total revalued cost after any grossing-up is applied. To enter the net book value, set the Gross Up flag to Yes.

4. Select Upload from the Oracle menu to upload the spreadsheet.

Inflation Accounting: Valid Assets Integrator

To view assets without errors, select the Inflation Accounting: Valid Assets Integrator.

This option allows users to modify the new cost, delete individual assets from the upload, or delete the entire set of uploaded assets.

Inflation Accounting: Transferred File Integrator

To view transferred assets, select the Inflation Accounting: Transferred File Integrator.

Because users cannot modify or upload data from this spreadsheet, it is only available from Web ADI in Reporting mode.

Running the Inflation Accounting: Transfer Revaluation Upload Data Process

To run the Inflation Accounting: Transfer Revaluation Upload Data process, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Inflation Accounting: Transfer Revaluation Upload Data from the list of values.

4. In the File Name field, select the required file for upload from the list of values.

5. In the Run Preview field, select one of the following options from the list of values:

   - Yes, to initiate the Revaluation Preview process

   - No, to upload data without running the Revaluation Preview process

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

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

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

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

   View - Requests

Related Topics

Inflation Accounting: Transfer Revaluation Upload Data in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

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Inflation Accounting for Assets Report Procedures

Definition

Inflation Accounting for Assets reports provide users with two types of reports, reconciliation and operational, to allow for reconciliation of Inflation Accounting for Assets balances with the General Ledger and control over the revaluation of the asset base.

Overview

Inflation Accounting for Assets Reconciliation Reports

Reconciliation reports enable users to reconcile revalued asset figures to the General Ledger.

Note: Reconciliation reports do not display revaluations that have been previewed and subsequently obsoleted in the Indexed-Professional Revaluation window.

Inflation Accounting: Backlog Detail Report

The Inflation Accounting: Backlog Detail Report is used to reconcile the backlog accumulated depreciation accounts within the General Ledger. The detail report provides the reconciliation information at asset level. Backlog is the revaluation amount calculated when prior year accumulated depreciation is revalued. The report is sorted by balancing segment, asset account, cost center, and asset number and print totals for each asset, account, cost center, and balancing segment.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Backlog Detail Report is consistent with the standard Asset Reserve Summary Report in format and in displaying debits as negative amounts and credits as positive amounts. Totals are displayed at cost center, account, company, and report

levels.

Inflation Accounting: Backlog Summary Report

The Inflation Accounting: Backlog Summary Report is used to reconcile the backlog accumulated depreciation accounts within the General Ledger. The summary report provides the reconciliation information at account level. Backlog is the revaluation amount calculated when prior year accumulated depreciation is revalued.

The report is sorted by, and prints totals for each balancing segment and backlog accumulated depreciation account and cost center.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each backlog account and cost center. The Inflation Accounting: Backlog Summary Report is consistent with the standard Asset Reserve Summary Report in format and in displaying debits as negative amounts and credits as positive amounts.

Totals are displayed at account, company, and report levels.

Inflation Accounting: Cost Detail Report

The Inflation Accounting: Cost Detail Report is used to reconcile the asset cost accounts within the General Ledger. The detail report provides the reconciliation information at asset level.

The report is sorted by balancing segment, asset account, cost center, and asset number and print totals for each cost center, asset account, and balancing segment. Oracle Assets historic values are shown separately from Inflation Accounting for Assets cost revaluation for each account; a subtotal is shown afterwards. The report shows the beginning balance, additions, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Cost Detail Report is consistent with the standard Asset Cost Summary Report in displaying debits as positive amounts and credits as negative amounts. Totals are displayed at cost center, account, company, and report levels. The report displays two rows for each asset, one for the historic values and one for the Inflation Accounting for Assets values. A subtotal, which is the sum of the historic and Inflation Accounting for Assets values, is shown as well.

Inflation Accounting: Cost Summary Report

The Inflation Accounting: Cost Summary Report is used to reconcile the asset cost accounts within the General Ledger. The summary report provides the reconciliation information at account level.

The report is sorted by balancing segment, asset cost account, and cost center, and prints totals for each cost center, account, and balancing segment. The report shows the beginning balance, additions, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset account and cost center. Two rows are displayed for each cost center, one displays the historic values and the other displays the inflation accounting for assets values. A subtotal, which is the sum of the historic

and inflation accounting for assets values, is also shown.

Totals are displayed at account, company, and report levels.

Inflation Accounting: Operating Expense Detail Report

The Inflation Accounting: Operating Expense Detail Report is used to reconcile the asset operating expense accounts within the General Ledger. The detail report provides the reconciliation information at asset level.

Unlike the other reconciliation reports which report on balance sheet accounts, this report details information for Profit and Loss accounts. This means it can only be run for the current fiscal year.

The report is sorted by balancing segment, asset account, cost center, and asset number and prints totals for each asset number, asset account, cost center, and balancing segment. In the same way as the Revaluation Reserve Summary and Detail reports show account movements, the Cost and Backlog lines show the Inflation Accounting for Assets amounts generated for each line type within that account, with a subtotal shown afterwards.

The report shows the additions, adjustments, revaluation, reclassifications, transfers, and total movements column for each asset. When an asset is retired, partially retired, or reinstated the cost, depreciation, and revaluation reserves are reversed and posted to a disposals gain or loss account. These transactions do not therefore appear in the Inflation Accounting: Operating Expense Detail Report and to avoid any confusion the Retirement column has been excluded from this report.

The Inflation Accounting: Operating Expense Detail Report displays credits and debits as follows.

- On the Operating Expense Cost line, debits are displayed as positive amounts and credits as negative amounts
- On the Operating Expense Backlog line, credits are displayed as positive amounts and debits as negative amounts
- On the Operating Expense Net line, debits are displayed as positive amounts and credits as negative amounts

Totals are displayed at cost center, account, company, and report levels.

Inflation Accounting: Operating Expense Summary Report

The Inflation Accounting: Operating Expense Summary Report is used to reconcile the asset operating accounts within the General Ledger. The summary report provides the reconciliation information at account level.

Unlike the other reconciliation reports which report on balance sheet accounts, this report details information for Profit and Loss accounts. This means it can only be run for the current fiscal year.

The report prints totals for operating account and balancing segment. The report is sorted by balancing segment, operating account, and cost center. Similar to the way in which the Revaluation Reserve Summary and Detail reports show account movements, the Cost and Backlog lines show the Inflation Accounting for Assets amounts generated for each line type within that account, with a subtotal shown afterwards.

The report shows additions, adjustments, revaluation, reclassifications, transfers, and a total movements column for each asset account and cost center. When an asset is retired, partially retired, or reinstated the cost, depreciation, and revaluation reserves are reversed and posted to a disposals gain/loss account. These transactions do not therefore appear in the Inflation Accounting: Operating Expense Summary Report and to avoid any confusion the Retirement column has been excluded.

The Inflation Accounting: Operating Expense Summary Report displays credits and debits as follows.

- On the Operating Expense Cost line, debits are displayed as positive amounts and credits as negative amounts
- On the Operating Expense Backlog line, credits are displayed as positive amounts and debits as negative amounts
- On the Operating Expense Net line, debits are displayed as positive amounts and credits as negative amounts

Totals are displayed at account, company, and report levels.

Inflation Accounting: Reserve Detail Report

The Inflation Accounting: Reserve Detail Report is used to reconcile the asset reserve accounts within the General Ledger. The detail report provides the reconciliation information at asset level. The report replicates and extends the Fixed Assets: Reserve Detail Report in that the inflation accounting values are shown in addition to the historic values. The report is sorted by balancing segment, asset account, cost center, and asset number, and prints totals for each asset, account, cost center, and balancing segment. Oracle Assets historic values are shown separately from Inflation Accounting for Assets Expense amounts for each account, a subtotal is shown afterwards for each Inflation Accounting for Assets balance type. The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Reserve Detail Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts. Totals are displayed at cost center, account, company, and report levels.

Inflation Accounting: Reserve Summary Report

The Inflation Accounting: Reserve Summary Report is used to reconcile the asset reserve accounts within the General Ledger. The summary report provides the reconciliation information at account level. The report replicates and extends the Fixed Assets: Reserve Summary Report in that the inflation accounting values are shown in

addition to the historic values.

The report is sorted by, and prints totals for each balancing segment and depreciation reserve account, and cost center. Oracle Assets historic values are shown separately from Inflation Accounting for Assets amounts for each account, a subtotal is shown afterwards for each Inflation Accounting for Assets balance type.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset account and cost center. The Inflation Accounting: Reserve Summary Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts.

Totals are displayed at account, company, and report levels.

Inflation Accounting: Revaluation Reserve Detail Report

The Inflation Accounting: Revaluation Reserve Detail Report is used to reconcile the asset revaluation reserve accounts within the General Ledger. The detail report provides the reconciliation information at asset level. The report replicates and extends the Fixed Assets: Revaluation Reserve Detail Report for users of Inflation Accounting for Assets.

The report is sorted by balancing segment, asset account, cost center, and asset number and prints totals for each asset, account, cost center, and balancing segment. Cost is the sum of the revaluation reserve movements generated by the revaluation of the asset cost. General Fund and Backlog show the Inflation Accounting for Assets revaluation reserve movements generated by each type for each account; a subtotal is shown afterwards.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Revaluation Reserve Detail Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts. Totals are displayed at cost center, account, company, and report levels.

Inflation Accounting: Revaluation Reserve Summary Report

The Inflation Accounting: Revaluation Reserve Summary Report is used to reconcile the asset revaluation reserve accounts within the General Ledger. The summary report provides the reconciliation information at account level. The report replicates and extends the Fixed Assets: Revaluation Reserve Summary Report for users of Inflation Accounting for Assets.

The report prints totals for the revaluation reserve account and balancing segment. The report is sorted by balancing segment, revaluation reserve account, and cost center. Cost is the sum of the revaluation reserve movements generated by the revaluation of the asset cost. General Fund and Backlog show the Inflation Accounting for Assets revaluation reserve movements generated by each type for each account; a subtotal is shown afterwards.

The report shows the beginning balance, additions, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset account and cost center. The Inflation Accounting: Revaluation Reserve Summary Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts.

Totals are displayed at account, company, and report levels.

Inflation Accounting for Assets Operational Reports

The operational reports enable users to run revaluation previews, assess the state of revalued assets, and obtain an overview of the revalued asset balances. The Inflation Accounting Asset Balance Reports show the current state of the account balances in respect of each asset. The Inflation Accounting Asset Balance Reports can be run at any time in respect for any closed asset period. The report includes all assets within the selected asset categories.

Note: Operational reports do not include revaluations that have been previewed and subsequently obsoleted in the Indexed-Professional Revaluation window.

In the operational reports, if a figure is expected to be a debit balance and it is a debit balance, it is shown positively. The same is true for credit balances, meaning that only exceptions appear as negative figures.

RXi Reports Administration Tool

The RXi reporting tool enables users to change the display format of the reports, thus allowing for a more generic reporting that can be used to cover a variety of business needs. If there is no requirement for a fixed definition of a report's layout, RXi offers a much more flexible approach to reporting needs.

The Oracle Financials RXi Reports Administration Tool gives users flexibility in managing reporting requirements. The Oracle Financials RXi Reports Administration Tool enables users to do the following:

- choose the columns to be included in the report
- format selected columns
- order and group selected data
- edit report and column headings
- manage page size and other printing controls
- generate reports in text, HTML, CSV, and tab-delimited formats

For information on the RXi Reports Administration Tool, see *Oracle Financials RXi Reports Administration Tool User Guide*.

RX-i: Asset Balance Summary Report

The RX-i: Asset Balance Summary Report provides a high level summary of the balances of groups of assets for a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Summary Report is as follows:

- Number for the Request ID
- Company
- Book
- Fiscal Year
- Period
- Cost Center
- Major Category
- Minor Category
- Revalued Cost
- Revaluation Reserve
- General Fund
- Operating Account
- Depreciation Reserve
- Backlog Depreciation Reserve

RX-i: Asset Balance Depreciation Summary Report

The RX-i: Asset Balance Depreciation Summary Report shows a high level summary of the make-up of the depreciation position for a group of assets in a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Depreciation Summary Report is as follows:

- Number for the Request ID
- Company
- Book

- Fiscal Year
- Period
- Cost Center
- Major Category
- Minor Category
- Revalued Cost
- Period Depreciation
- Year to Date Depreciation
- Depreciation Reserve
- Backlog Depreciation Reserve
- Total Depreciation Reserve

RX-i: Asset Balance Revaluation Reserve Summary Report

The RX-i: Asset Balance Revaluation Reserve Summary Report shows a high level summary of the make-up of the revaluation reserve for a group of assets in a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Revaluation Reserve Summary Report is as follows:

- Number for the Request ID
- Company
- Book
- Fiscal Year
- Period
- Cost Center
- Major Category
- Minor Category
- Revalued Cost

- Revaluation Reserve Cost
- Revaluation Reserve Backlog
- Revaluation Reserve General Fund
- Revaluation Reserve Net

RX-i: Asset Balance Operating Expense Summary Report

The RX-i: Asset Balance Operating Expense Summary Report shows a high level summary of the make-up of the operating expense for a group of assets in a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Operating Expense Summary Report is as follows:

- Number
- Company
- Book
- Fiscal Year
- Period
- Cost Center
- Major Category
- Minor Category
- Revalued Cost
- Operating Expense Cost
- Operating Expense Backlog
- Operating Expense Net

RX-i: Asset Balance Detail Report

The RX-i: Asset Balance Detail Report shows an asset distribution line breakdown of asset balances as of a selected period end.

RX-i: Asset Balance Depreciation Detail Report

The RX-i: Asset Balance Depreciation Detail Report shows an asset distribution line

breakdown of the depreciation position as of a selected period end.

RX-i: Asset Balance Revaluation Reserve Detail Report

The RX-i: Asset Balance Revaluation Reserve Detail Report shows an asset distribution breakdown of the revaluation reserve as of a selected period end.

RX-i: Asset Balance Operating Expense Detail Report

The RX-i: Asset Balance Operating Expense Detail Report shows an asset distribution breakdown of the operating expense as of a selected period end.

Default Attribute Set for RXi Asset Balance Reports

The default attribute set for RXi Asset Balance Reports is shown in the table below.

Default Attribute Set for RXi Asset Balance Reports

Column Name	Description
Number	number for the request ID
Company	company name as entered in Oracle Assets
Book Name	asset book name
Fiscal Year Name	Fiscal Year Name
Period	period
Cost Center	cost center
Asset Number	asset number
Asset Description	asset description
Major Category	major category qualifier value
Minor Category	minor category qualifier value
Revaluation Reserve Net	revaluation reserve net amount
Revaluation Reserve General Fund	revaluation reserve general fund amount

Column Name	Description
Revaluation Reserve Backlog	revaluation reserve backlog amount
Backlog	backlog amount
Depreciation Reserve	depreciation reserve amount
Operating Account	operating account amount
General Fund	general fund amount
Revaluation Reserve	revaluation reserve amount
Revaluation Cost	revaluation cost amount
Revaluation Reserve Cost	revaluation reserve cost amount
Depreciation Period	revalued period depreciation amount, which represents a linear proration of the accumulated depreciation amount stored in Oracle Assets and a linear proration of the revaluation to match the period
Year to Date Depreciation	revalued year to date depreciation, which represents a linear proration of the accumulated depreciation amount stored in Oracle Assets and a linear proration of the revaluation to match the appropriate periods of the current fiscal year
Depreciation Backlog	depreciation backlog amount values
Depreciation Total	depreciation total amount values
Operating Expense	operating expense amount
Operating Expense Backlog	operating expense backlog amount
Operating Expense Net	operating expense net amount
Parent Asset No.	asset parent number
Current Revaluation Factor	current revaluation factor

Column Name	Description
Cumulative Revaluation Factor	cumulative revaluation factor
Asset Tag	asset tag number
Balancing Segment	balancing segment account value
Serial Number	asset serial number
Date Placed in Service	date asset placed in service
Life in Months	asset life in months
Straightline Depreciation Rate	straightline depreciation rate
Depreciation Method	depreciation method
Concatenated Asset Key	concatenated asset key
Concatenated Location	concatenated location
Asset Cost Account	cost account value
IAC Revaluation Reserve Account	Inflation Accounting for Assets revaluation reserve account value
Depreciation Reserve Account	depreciation reserve account value
Depreciation Backlog Account	depreciation backlog account value
General Fund Account	general fund account value
Depreciation Expense Account	depreciation expense account value
Operating Expense Account	operating expense account value
Concatenated Category	concatenated category description
Organization Name	organization name
Functional Currency Code	functional currency code

Note: As full selection for display of the default attributes cannot be printed on 180 characters landscape format, the columns which are selected as part of the default attribute set have been restricted.

Inflation Accounting: Adjustments Report

This report displays the impact of transactions in Inflation Accounting for Assets.

The report can be run on a specific transaction type, or all transaction types. Displayed journal entries are broken down by asset category, company, and cost center.

Inflation Accounting: Transfer to GL Program

This program transfers Inflation Accounting for Assets journals to General Ledger in one of three modes: detail, summarized by transactions, or summarized by category.

Journals transferred to General Ledger in detail mode include additional information such as the adjustment, asset, and distribution IDs.

Generating Inflation Accounting for Assets Reconciliation Reports Procedures

To generate the Inflation Accounting for Assets reconciliation reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select one of the following reports from the list of values:
   - Inflation Accounting: Backlog Detail Report
   - Inflation Accounting: Backlog Summary Report
   - Inflation Accounting: Cost Detail Report
   - Inflation Accounting: Cost Summary Report
   - Inflation Accounting: Operating Expense Detail Report
   - Inflation Accounting: Operating Expense Summary Report
   - Inflation Accounting: Reserve Detail Report
   - Inflation Accounting: Reserve Summary Report
   - Inflation Accounting: Revaluation Reserve Detail Report

- Inflation Accounting: Revaluation Reserve Summary Report

The Parameters pop-up window appears.

4. In the Book field, select the required inflation accounting book from the list of values.
5. In the Period From field, select the required starting period from the list of values.
6. In the Period To field, select the required end period from the list of values.
7. Optionally, enter the range of companies to be used in the report and click **OK**.
8. Optionally, enter the range of cost centers to be used in the report and click **OK**.
9. Optionally, enter the range of accounts to be used in the report and click **OK**.

   Note: As steps 8 to 10 are not mandatory, users can click **Cancel** at any time to close the pop-up dialog boxes.
10. To apply the parameters, click **OK**.
11. To send the request to the concurrent manager, click **Submit**.
12. To submit another request, click **Yes**, or to continue click **No**.
13. View the request in the concurrent manager as follows:

    View - Requests

Inflation Accounting: Backlog Detail Report Column Descriptions

Inflation Accounting: Backlog Detail Report Column Descriptions

Column Heading	Description
Asset Number	asset number
Balance Type	balance type; historic or inflation accounting for asset balances revalued.
Beginning Balance	The backlog account balance for each backlog account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Backlog Accumulated Depreciation at the beginning of the period range.

Column Heading	Description
Additions	This column is included for consistency with the Inflation Accounting for Assets Reserve Summary report. Additions are included within the period depreciation charge.
Depreciation	The change to the backlog accumulated depreciation reserve account resulting from revaluation of prior year accumulated depreciation that was calculated during the period range.
Adjustments	This column is included for consistency with the equivalent Oracle Assets reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column.
Retirements	The change to the backlog accumulated depreciation reserve due to a retirement taking place within the period range. Retirements are the sum of backlog-accumulated depreciation that is to be transferred to the Gain and Loss account. If a reinstatement is processed, the backlog accumulated depreciation revaluation to the date of original retirement is included in the retirement column as a cancellation of a retirement.
Revaluation	Displays revaluation of prior year accumulated depreciation. This is the impact of the occasional revaluation process on the backlog account.
Reclasses	The change to the backlog accumulated depreciation reserve due to a reclassification of the asset, taking place within the period range. Reclassification is the sum of the backlog accumulated depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers, of backlog accumulated depreciation. Different index; This is the net of the following: Negation of the old category backlog accumulated depreciation. Rebuild of the new category backlog accumulated depreciation.

Column Heading	Description
Transfers	The change to the backlog accumulated depreciation reserve due to a transfer of the asset, taking place within the period range.
Ending Balance	The backlog account balance for asset number at the end of the requested period range.

Inflation Accounting: Backlog Summary Report Column Descriptions

Inflation Accounting: Backlog Summary Report Column Descriptions

Column Heading	Description
Cost Center	cost center
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Beginning Balance	The backlog account balance for each backlog account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Backlog Accumulated Depreciation at the beginning of the period range.
Additions	This column is included for consistency with the Inflation Accounting for Assets Reserve Summary report. Additions are included within the depreciation charge.
Depreciation	The change to the backlog accumulated depreciation reserve account resulting from revaluation of prior year accumulated depreciation that was calculated during the period range.
Adjustments	This column is included for consistency with the equivalent Oracle Assets reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column.

Column Heading	Description
Retirements	The change to the backlog accumulated depreciation reserve due to a retirement taking place within the period range. Retirements are the sum of backlog-accumulated depreciation that is to be transferred to the Gain and Loss account. If a reinstatement is processed, the backlog accumulated depreciation revaluation to the date of original retirement is included in the retirement column as a cancellation of a retirement.
Revaluation	Displays revaluation of prior year accumulated depreciation. This is the impact of the occasional revaluation process on the backlog account.
Reclasses	The change to the backlog accumulated depreciation reserve due to a reclassification of the asset, taking place within the period range. Reclassification is the sum of the backlog accumulated depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers, of backlog accumulated depreciation. Different index; This is the net of the following: Negation of the old category backlog accumulated depreciation. Rebuild of the new category backlog accumulated depreciation.
Transfers	The change to the backlog accumulated depreciation reserve due to a transfer of the asset, taking place within the period range.
Ending Balance	The backlog account balance for cost center at the end of the requested period range.

Inflation Accounting: Cost Detail Report Column Descriptions

Inflation Accounting: Cost Detail Report Column Descriptions

Column Name	Description
Asset Number	asset number

Column Name	Description
Balance Type	balance type; historic or inflation accounting for asset balances revalued
Beginning Balance	The asset account balance for each asset account and cost center at the beginning of the requested period range. The balance is the sum of the Inflation Accounting for Assets asset cost and Inflation Accounting for Assets revaluation at the beginning of the period range.
Additions	The total asset cost for current period asset additions as well as asset cost revaluation for prior period additions entered during the range of periods.
Adjustments	The sum of cost adjustments entered either via the Asset Workbench or the Prepare Mass Additions windows.
Retirements	The sum of revalued cost which is transferred to the Gain & Loss account. If an asset is reinstated, the revalued cost amount is included in the Retirement column. It is a reduction of the normal retirement value in this column and will cause the total asset cost value to increase.
Revaluation	The sum of cost revaluations generated from the Occasional Revaluation process.
Reclasses	The sum of cost reclassification transactions.
Transfer	The sum of cost transfer transactions.
Ending Balance	The balance carried forward at the end of the period range. The sum of asset cost and the Inflation Accounting for Assets revaluation at the end of the period range.

Inflation Accounting: Cost Summary Report Column Description

Inflation Accounting: Cost Summary Report Column Descriptions

Column Name	Description
Cost Center	cost center
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Beginning Balance	The asset account balance for each asset account and cost center at the beginning of the requested period range. The balance is the sum of the Inflation Accounting for Assets asset cost and Inflation Accounting for Assets revaluation at the beginning of the period range.
Additions	The total asset cost for current period asset additions as well as asset cost revaluation for prior period additions entered during the range of periods.
Adjustments	The sum of cost adjustments entered either via the Asset Workbench or the Prepare Mass Additions windows.
Retirements	The sum of revalued cost which is transferred to the Gain & Loss account. If an asset is reinstated, the revalued cost amount is included in the Retirement column. It is a reduction of the normal retirement value in this column and will cause the total asset cost value to increase.
Revaluation	The sum of cost revaluations generated from the Occasional Revaluation process.
Reclasses	The sum of cost reclassification transactions.
Transfer	The sum of cost transfer transactions.
Ending Balance	The balance carried forward at the end of the period range. The sum of asset cost and the Inflation Accounting for Assets revaluation at the end of the period range.

Inflation Accounting: Reserve Detail Report Column Descriptions

Inflation Accounting: Reserve Detail Report Column Descriptions

Column Name	Description
Asset Number	asset number
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Beginning Balance	The asset account balance for each reserve account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the beginning of the period range.
Additions	This column is always blank. It is included for consistency with the equivalent Oracle Assets reports.
Depreciation	The change to the depreciation reserve account resulting from Inflation Accounting for Assets revaluation of depreciation expense calculated during the period range. Depreciation expense revaluation generated by the prior period additions catch-up program is also included.
Adjustments	This column is included for consistency with the equivalent Oracle Asset reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column, following the same approach as the standard Oracle Assets Reserve Report.

Column Name	Description
Retirements	This change to the depreciation reserve is due to a retirement taking place within the period range. Retirements are the sum of depreciation revaluation, which is to be transferred to the Gain and Loss account. If a prior period retirement is processed involving a roll back of depreciation revaluation expense, this rollback amount will be included in the retirement column as a reduction of the depreciation element of the transfer to the Gain or Loss account. If a reinstatement is processed, the accumulated depreciation revaluation, backlog and expense, to the date of original retirement is included in the retirement column as a cancellation of a retirement. Any reinstatement catch-up revaluation depreciation expense that relates to the period from the date of retirement to the date of reinstatement should appear in the depreciation column.
Revaluation	Displays revaluation of current year-to-date depreciation. This is the impact from the occasional revaluation process.
Reclasses	This change to the depreciation reserve is due to a reclassification of the asset, taking place within the period range. Reclassifications are the sum of the depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers of Accumulated Depreciation broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Different index; This is the net of the following: Negation of the old category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Rebuild of the new category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Transfer of the negation of the old category Year-To-Date depreciation expense revaluation.

Column Name	Description
Transfers	This change to the depreciation reserve is due to a transfer of the asset, taking place within the period range. Transfers are the sum of transfer transactions in respect of the Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation.
Ending Balance	The asset account balance for each reserve account and cost center at the end of the requested period range. The balance carried forward is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the end of the period range.

Inflation Accounting: Reserve Summary Report Column Descriptions

Inflation Accounting: Reserve Summary Report Column Descriptions

Column Name	Description
Cost Center	cost center
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Beginning Balance	The asset account balance for each reserve account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the beginning of the period range.
Additions	This column is always blank. It is included for consistency with the equivalent Oracle Assets reports.
Depreciation	The change to the depreciation reserve account resulting from Inflation Accounting for Assets revaluation of depreciation expense calculated during the period range. Depreciation expense revaluation generated by the prior period additions catch-up program is also included.

Column Name	Description
Adjustments	This column is included for consistency with the equivalent Oracle Asset reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column, following the same approach as the standard Oracle Assets Reserve Report.
Retirements	This change to the depreciation reserve is due to a retirement taking place within the period range. Retirements are the sum of depreciation revaluation, which is to be transferred to the Gain and Loss account. If a prior period retirement is processed involving a roll back of depreciation revaluation expense, this rollback amount will be included in the retirement column as a reduction of the depreciation element of the transfer to the Gain or Loss account. If a reinstatement is processed, the accumulated depreciation revaluation, backlog and expense, to the date of original retirement is included in the retirement column as a cancellation of a retirement. Any reinstatement catch-up revaluation depreciation expense that relates to the period from the date of retirement to the date of reinstatement should appear in the depreciation column.
Revaluation	Displays revaluation of current year-to-date depreciation. This is the impact from the occasional revaluation process.

Column Name	Description
Reclasses	This change to the depreciation reserve is due to a reclassification of the asset, taking place within the period range. Reclassifications are the sum of the depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers of Accumulated Depreciation broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Different index; This is the net of the following: Negation of the old category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Rebuild of the new category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Transfer of the negation of the old category Year-To-Date depreciation expense revaluation.
Transfers	This change to the depreciation reserve is due to a transfer of the asset, taking place within the period range. Transfers are the sum of transfer transactions in respect of the Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation.
Ending Balance	The asset account balance for each reserve account and cost center at the end of the requested period range. The balance carried forward is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the end of the period range.

Inflation Accounting: Operating Expense Detail Report Column Descriptions

Inflation Accounting: Operating Expense Detail Report Column Descriptions

Column Heading	Description
Asset Number	asset number

Column Heading	Description
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Additions	Additions is the total impact on the Operating Account from prior period and prior year additions entered during the range of periods.
Adjustments	Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown within the Revaluation column.
Revaluation	Displays revaluation of prior year depreciation and revaluation of cost.
Reclasses	The change to the operating account amounts due to a reclassification of the asset taking place within the period range.
Transfers	The change to the operating account amounts due to a transfer of the asset taking place within the period range
Total Movements	The total of movements which is the total of the Additions, Adjustments, Revaluation, Reclasses, and Transfers columns for each operating account and cost center for the requested period range.

Inflation Accounting: Operating Expense Summary Report Column Descriptions

Inflation Accounting: Operating Expense Summary Report Column Descriptions

Column Heading	Description
Cost Center	cost center
Balance Type	balance type; historic or inflation accounting for assets balances revalued

Column Heading	Description
Additions	Additions is the total impact on the Operating Account from prior period and prior year additions entered during the range of periods.
Adjustments	Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown within the Revaluation column.
Revaluation	Displays revaluation of prior year depreciation and revaluation of cost.
Reclasses	The change to the operating account amounts due to a reclassification of the asset taking place within the period range.
Transfers	The change to the operating account amounts due to a transfer of the asset taking place within the period range
Total Movements	The total of movements which is the total of the Additions, Adjustments, Revaluation, Reclasses, and Transfers columns for each operating account and cost center for the requested period range.

Inflation Accounting: Revaluation Reserve Detail Report Column Descriptions

Inflation Accounting: Revaluation Reserve Detail Report Column Descriptions

Column Name	Description
Asset Number	asset number
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Beginning Balance	The asset account balance for each revaluation reserve account and cost center at the beginning of the requested period range.

Column Name	Description
Additions	Additions is the total impact on the revaluation reserve from prior period and prior year additions entered during the range of periods.
Adjustments	Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown in the Revaluation column.
Retirements	A change to the revaluation reserve account can occur due to a retirement taking place within the period range. Retirements are the sum of revaluation reserve that is transferred to the revaluation reserve retired account. If an asset is reinstated, the general fund calculation to the point of retirement is shown in the Retirement column as a cancellation and the calculation from retirement date to reinstatement date is shown in the Retirement column under General Fund.
Revaluation	This column displays the revaluation of periodic depreciation, revaluation of prior year depreciation, and revaluation of cost.
Reclasses	A change to the revaluation reserve can occur due to a reclassification of the asset taking place within the period range. Same index; This is a simple transfer between different accounts, not cost centers, of Revaluation Reserve broken down into its cost, general fund and backlog elements. Different index; This is the net of the following: Negation of the old category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements. Rebuild of the new category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements.
Transfers	A change to the revaluation reserve can occur due to a transfer of the asset taking place within the period range.

Column Name	Description
Ending Balance	The asset account balance for each revaluation reserve account and cost center at the end of the requested period range.

Inflation Accounting: Revaluation Reserve Summary Report Column Descriptions

Inflation Accounting: Revaluation Reserve Summary Report Column Descriptions

Column Name	Description
Cost Center	cost center
Balance Type	balance type; historic or inflation accounting for assets balances revalued
Beginning Balance	The asset account balance for each revaluation reserve account and cost center at the beginning of the requested period range.
Additions	Additions is the total impact on the revaluation reserve from prior period and prior year additions entered during the range of periods.
Adjustments	Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown in the Revaluation column.
Retirements	A change to the revaluation reserve account can occur due to a retirement taking place within the period range. Retirements are the sum of revaluation reserve that is transferred to the revaluation reserve retired account. If an asset is reinstated, the general fund calculation to the point of retirement is shown in the Retirement column as a cancellation and the calculation from retirement date to reinstatement date is shown in the Retirement column under General Fund.
Revaluation	This column displays the revaluation of periodic depreciation, revaluation of prior year depreciation, and revaluation of cost.

Column Name	Description
Reclasses	A change to the revaluation reserve can occur due to a reclassification of the asset taking place within the period range. Same index; This is a simple transfer between different accounts, not cost centers, of Revaluation Reserve broken down into its cost, general fund and backlog elements. Different index; This is the net of the following: Negation of the old category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements. Rebuild of the new category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements.
Transfers	A change to the revaluation reserve can occur due to a transfer of the asset taking place within the period range.
Ending Balance	The asset account balance for each revaluation reserve account and cost center at the end of the requested period range.

Generating Inflation Accounting for Assets Operational Reports Procedures

Generating RXi Asset Balance Summary Report Set Procedure

To run the RXi Asset Balance Summary Report set, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select RXi Asset Balance Summary Report Set from the list of values.

4. In the Report Name 1 field, select a summary report from the list of values. The following summary reports are available:

   - Asset Balance Depreciation Summary Report

- Asset Balance Operating Expense Summary Report
- Asset Balance Revaluation Reserve Summary Report
- Asset Balance Summary Report

5. In the Attribute Set 1 for Report 1 field, select an attribute set for the selected report from the list of values.
6. Optionally, repeat step 5 in the Report Name 2, Report Name 3, and Report Name 4 fields to select as many of the Asset Balance Summary Report set as required, and repeat step 6 to associate attribute sets with each selected report.
7. In the Output Format field, select a report output format from the list of values.
8. In the Book Name field, select an asset book from the list of values.
9. In the Period field, select a period from the list of values.
10. Place the cursor in the Category field.
11. Optionally, in the Major Category field, select a major asset category from the list of values.
12. Optionally, in the Minor Category field, select a subsidiary asset category from the list of values.
13. To close the Category Flexfield pop-up window, click **OK**.
14. Optionally, enter the cost center range to be included in the reports.
15. Click **OK**.

    Note: As steps 11 to 16 are not mandatory, users can click **Cancel** at any time to close the pop-up dialog boxes.
16. To apply the parameters, click **OK**.
17. To send the request to the concurrent manager, click **Submit**.
18. To submit another request, click **Yes**, or to continue click **No**.
19. View the request in the concurrent manager as follows:

    View - Requests

Generating RXi Asset Balance Detail Reports Set Procedure

To run the RXi Asset Balance Detail Reports set, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select RXi Asset Balance Detail Reports Set from the list of values.

4. In the Report Name 1 field, select a detail report from the list of values. The following summary reports are available:

   - Asset Balance Depreciation Detail Report
   - Asset Balance Detail Report
   - Asset Balance Operating Expense Detail Report
   - Asset Balance Revaluation Reserve Detail Report

5. In the Attribute Set 1 for Report 1 field, select an attribute set for the selected report from the list of values.

6. Optionally, repeat step 5 in the Report Name 2, Report Name 3, and Report Name 4 fields to select as many of the Asset Balance Summary Report set as required, and repeat step 6 to associate attribute sets with each selected report.

7. In the Output Format field, select a report output format from the list of values.

8. In the Book Name field, select an asset book from the list of values.

9. In the Period field, select a period from the list of values.

10. Place the cursor in the Category field.

11. Optionally, in the Major Category field, select a major asset category from the list of values.

12. Optionally, in the Minor Category field, select a subsidiary asset category from the list of values.

13. To close the Category Flexfield pop-up window, click **OK**.

14. Optionally, enter the cost center range to be included in the reports.

15. Click **OK**.

16. Optionally, in the From Asset field, select the lower end of the asset number range

to be included in the reports.

17. Optionally, in the To Asset field, select the upper end of the asset number range to be included in the reports.

    Note: As steps 11 to 18 are not mandatory, users can click **Cancel** at any time to close the pop-up dialog boxes.

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

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

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

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

    View - Requests

Generating Inflation Accounting: Adjustments Report Procedure

To run the Inflation Accounting: Adjustments Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Inflation Accounting: Adjustments Report from the list of values.

4. In the Book field, select the required inflation accounting book from the list of values.

5. In the Period From field, select the required starting period from the list of values.

6. In the Period To field, select the required end period from the list of values.

7. Select a major category from the list of values.

8. Select a minor category from the list of values and click **OK**.

9. Optionally, in the Transaction Type field, select a transaction type from the list of values.

   Note: Leaving the Transaction Type field blank runs the report on all transaction types.

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

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

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

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

    View - Requests

Running Inflation Accounting: Transfer to GL Program Procedure

To run the Inflation Accounting: Transfer to GL program:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Inflation Accounting: Transfer to GL program from the list of values.

4. In the Book field, select the required inflation accounting book from the list of values.

5. In the Period Name field, select a period name from the list of values.

6. In the Import Journals field, select Yes to import journals.

7. In the Summarize Journal Entries field, select No for no summarization, Summarize on Journal Category to summarize by journal categories, or Summarize on Transaction Type to summarize by transaction type.

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

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Installment Terms Process

Definition

The Installment Terms feature enables payment terms for transactions in Receivables to be modified.

Overview

Installment Terms functionality enables the user to modify the transaction payment terms for a particular transaction.

The user needs the Installment Terms functionality to change the current payment terms defined for a transaction. The user can extend the original terms by changing the terms from immediate payment to four equal monthly installments. This type of change assists the user with the debt collection process.

The user can change the transaction terms as frequently as required. The Modify Installment Terms functionality records and maintains an audit record of the changes that are made to payment terms.

The original Receivables transactions are entered in the standard Receivables window.

The user can modify the invoice payment terms on a particular transaction in the Oracle Public Sector Financials (International) menu options. The transactions entered in the Receivables windows are immediately available to the user. There is no need to populate the data for use by Oracle Public Sector Financials (International).

Installment Terms can be updated after a receipt is recorded against a particular invoice. The balance displayed reflects the receipt against the transaction and new installments are based on the revised figures rather than the original figures for the transaction.

Limitations of Instalment Terms

- Discounts associated with a payment term are not considered during the

recalculation of the payment schedules. Therefore any new payment schedule will not include discounts.

- Finance charges are not considered or supported in anyway.
- OPSF Dunning Functionality is not compliant with the OPSF Modify Installment Terms feature.

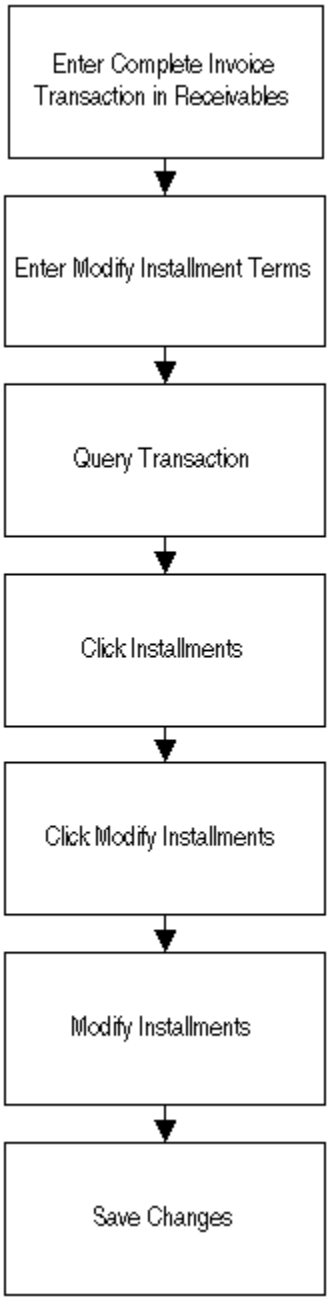
Prerequisites

You must enable the Installment Terms feature. For information, see Enabling Oracle Public Sector Financials (International) Features Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

Installment Terms Process Flow Diagram

The diagram below shows the Installment Terms process flow, as described in the accompanying text.

Installment Terms Process Flow Diagram



Installment Terms Setup

No additional setup is required for Installment Terms.

Installment Terms Reports

The Installment Terms: Installment Audit Report shows the changes made to installment terms for each supplier invoice in a specified date range.

For information on the Installment Terms: Installment Audit Report, see Generating Installment Terms: Installment Audit Report Procedure, page 36-1.

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Installment Terms Procedure

Definition

The Installment Terms feature enables payment terms to be changed on a Receivables invoice sent to a customer.

Changing payment terms in response to a customer request for easier terms is an example of Installment Terms functionality.

Overview

The windows available for creating and altering payment terms are shown in the table below.

Installment Terms Windows

Window Name	Description
Modify Installment Transactions Summary	Provides access to the Account Details window for a specific invoice.
Find Modify Installment Customers	Used to query invoices by a range of dates, range of transaction numbers, or by customer name.
Account Details	Used to view detailed information about an invoice and for displaying information about existing payment schedules. Provides access to the Modify Installment Terms window and the Audit Terms window.

Window Name	Description
Modify Installment Terms	Used to generate new payment schedules for an invoice using one of the predefined payment terms.
Audit Terms	Used to view installment terms history.
Payment Terms	Used to alter payment terms.

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices.

> **Note:** Oracle Public Sector Financials (International) does not support the discounts functionality.

For information on the Installment Terms: Installment Audit Report, see Generating Installment Terms: Installment Audit Report Procedure, page 36-1.

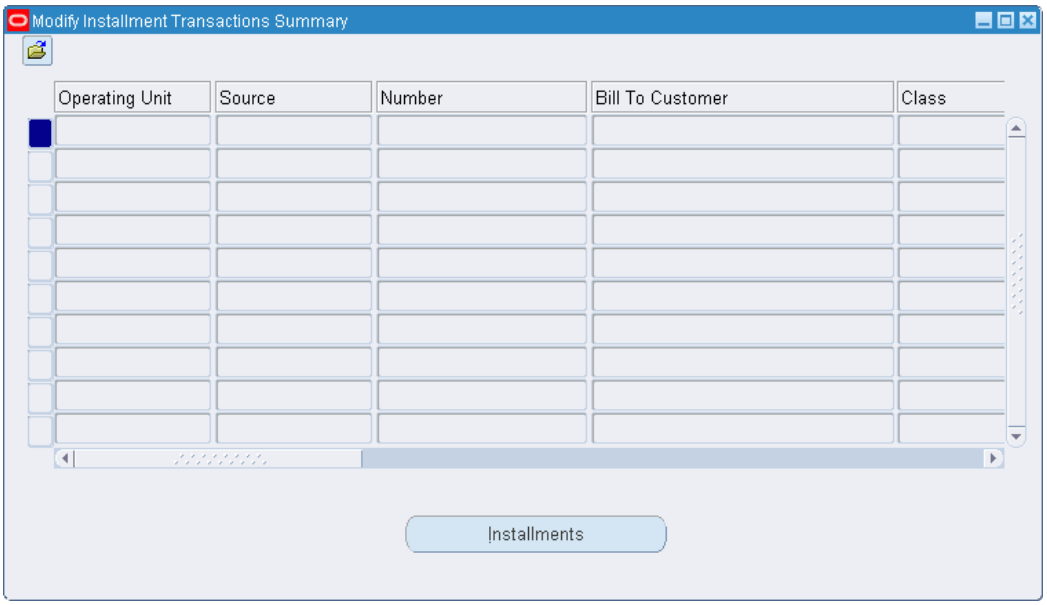
For information on the Payment Terms window, see Payment Terms, *Oracle Receivables User's Guide*.

Prerequisites

Installment terms can be offered to customers only under the following conditions:

- Invoices may not have adjustments.
- Accrual based accounting must be used.

Modifying and Creating Payment Terms Procedure



To modify or create payment terms on a fully or partially unpaid invoice:

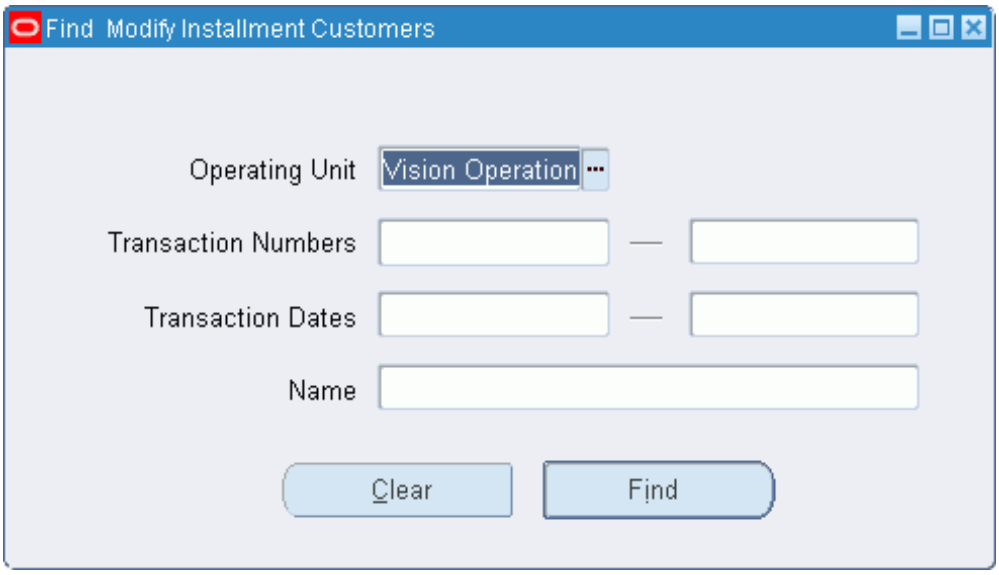
1. Navigate to the Modify Installment Transactions Summary window as follows:

   OPSF(I) Installment Terms - Modify Installment Terms

   > **Note:** For information on fields shown on the Modify Installment Transactions Summary window, see the Transactions Summary window, Entering Transactions, *Oracle Receivables User's Guide*.

2. To query specific customers or invoices, navigate to the Find Modify Installment Customers window as follows:

   View - Find



3. Enter search criteria in one or more fields of the Find Modify Installment Customers window.

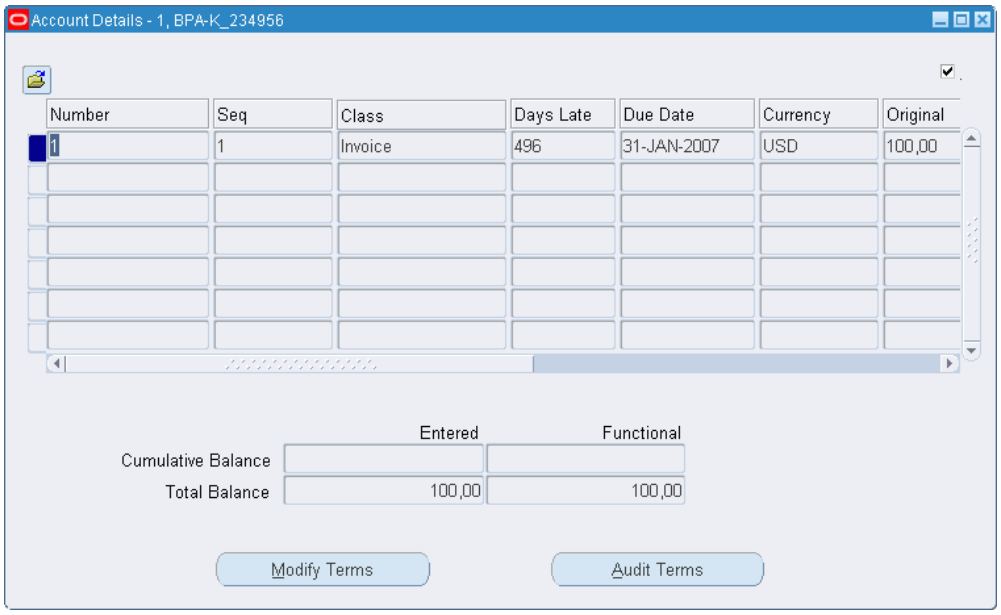
   Note: It is mandatory that you enter a search criteria in one of the following fields: Transaction Numbers, Transaction Dates and Name.

4. Click **Find**.

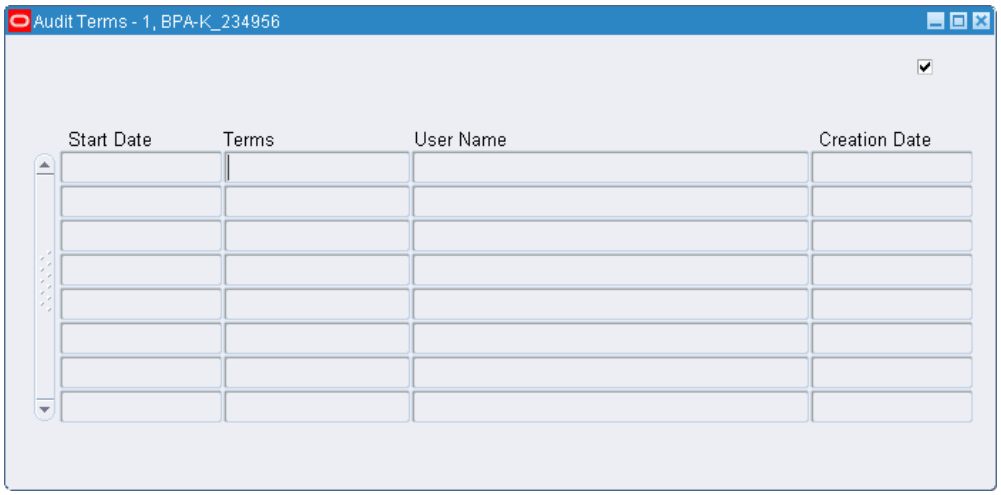
   Note: You can leave the Operating Unit field blank or select a value. The list of values in this field depend on the operating unit that are assigned to the MO: Security Profile profile option. If the MO: Security Profile is not set and the MO: Operating Unit is set then the single operating unit defaults in this field.

5. Select the invoice to modify.

6. Click **Installments**.

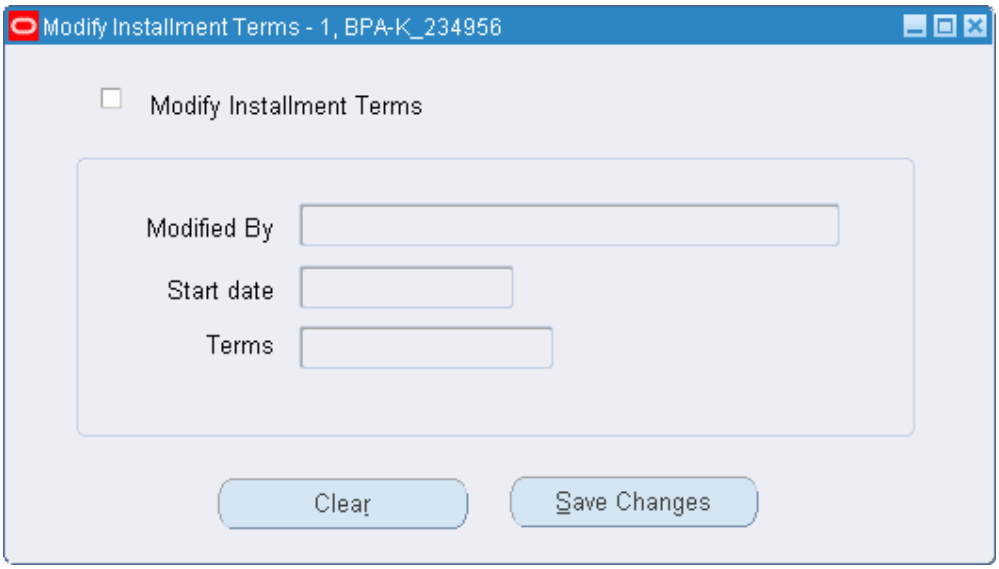


7. To view installment term history for the invoice, click **Audit Terms**.



The Creation Date is the date when new installment terms were set up. The other fields in the Audit Terms window are identical to those for the Modify Installment Terms window.

8. To modify installment terms, click **Modify Terms** on the Account Details window.



9. Enter data in each field of the Modify Installment Terms window.

10. To save the changes, select the Modify Installment Terms check box and click **Save Changes**.

11. To modify payment terms, click **Payment Terms**.

    For information on the Payment Terms window, see Payment Terms, *Oracle Receivables User's Guide*.

    After the update, the outstanding debt is recalculated to fit the new payment terms.

Modify Installment Transactions Summary Window

Modify Installment Transactions Summary Window Description

Field Name	Description
Operating Unit	operating unit of the installment terms transactions
Source	batch source value
Number	invoice number
Bill To Customer	bill-to customer name

Field Name	Description
Class	invoice class
Complete	invoice status: if selected invoice complete; if deselected invoice incomplete
Comments	comments
Currency	invoice currency code
Date	invoice date
GL Date	date invoice applied to General Ledger
Reference	invoice number
Salesperson	salesperson
Ship To Customer	ship to customer name
Terms	payment terms
Type	transaction type
Flexfield	descriptive flexfield, not used
Installments	opens Account Details window

Find Modify Installment Customers Window

Find Modify Installment Customers Window Description

Field Name	Description
Operating Unit	operating unit of the installment terms transactions
Transaction Numbers	transaction number, low to high range

Field Name	Description
Transaction Dates	transaction date, low to high range
Name	bill-to customer name
Clear	erases data from fields
Find	searches for data based on parameters entered

Account Details Window

Account Details Window Description

Field Name	Description
Toggle Query Coordination	synchronizes detail records with master records
Number	invoice number
Seq	payment terms sequence number
Class	class
Days Late	number of days invoice late
Due Date	invoice due date
Currency	currency type
Original	original invoice amount
Balance Due	invoice balance currently due
Status	invoice payment status
Dispute Amount	invoice amount in dispute
Dispute Date	date when customer raised dispute

Field Name	Description
Cumulative Balance Entered	cumulative balance in currency as entered
Cumulative Balance Functional	cumulative balance in functional currency
Total Balance Entered	total balance in currency as entered
Total Balance Functional	total balance in functional currency
Modify Terms	opens Modify Installment Terms window
Audit Terms	opens Audit Terms window

Audit Terms Window

Audit Terms Window Description

Field Name	Description
Toggle Query Coordination	synchronizes detail records with master records
Start Date	date on which new payment terms take effect
Terms	payment terms required for invoice
User Name	user name of person who approved payment terms change

Modify Installment Terms Window

Modify Installment Terms Window Description

Field Name	Description
Modified By	user name of person who approved payment terms changes

Field Name	Description
Start date	date on which new payment terms take effect
Terms	payment terms required for invoice

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Installment Terms Report Procedure

Overview

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices, showing the names of the users who approved and changed the payment terms, the new installment terms, and the date on which the new terms take effect. The report is ordered as follows:

- Customer name
- Customer number
- Invoice number
- Date changed
- Approver
- User
- Revised terms
- Start date

Note: The report can be restricted to a single customer.

Generating Installment Terms: Installment Audit Report Procedure

To generate the Installment Terms: Installment Audit Report:

1. Navigate to the Submit Request window as follows:

OPSF(I) Installment Terms - Reports

2. Select the Single Request radio button.

3. In the Name field, select Installment Terms: Installment Audit Report from the list of values.

   Note: Dates entered in the From Date and To Date fields refer to the date of change to an invoice and not the date when installment terms start.

4. Select the operating unit.

5. In the From Date field, enter the earliest date to report on.

6. In the To Date field, enter the latest date to report on.

7. In the Customer Name field, select a customer's name from the list of values or leave blank to report on all customers having transactions in the specified operating unit.

8. Click **OK**.

9. Click **Submit**.

10. Click **Yes** to submit another request, else **No**.

11. View the request as follows:

    View - Requests

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Internal Trading Process

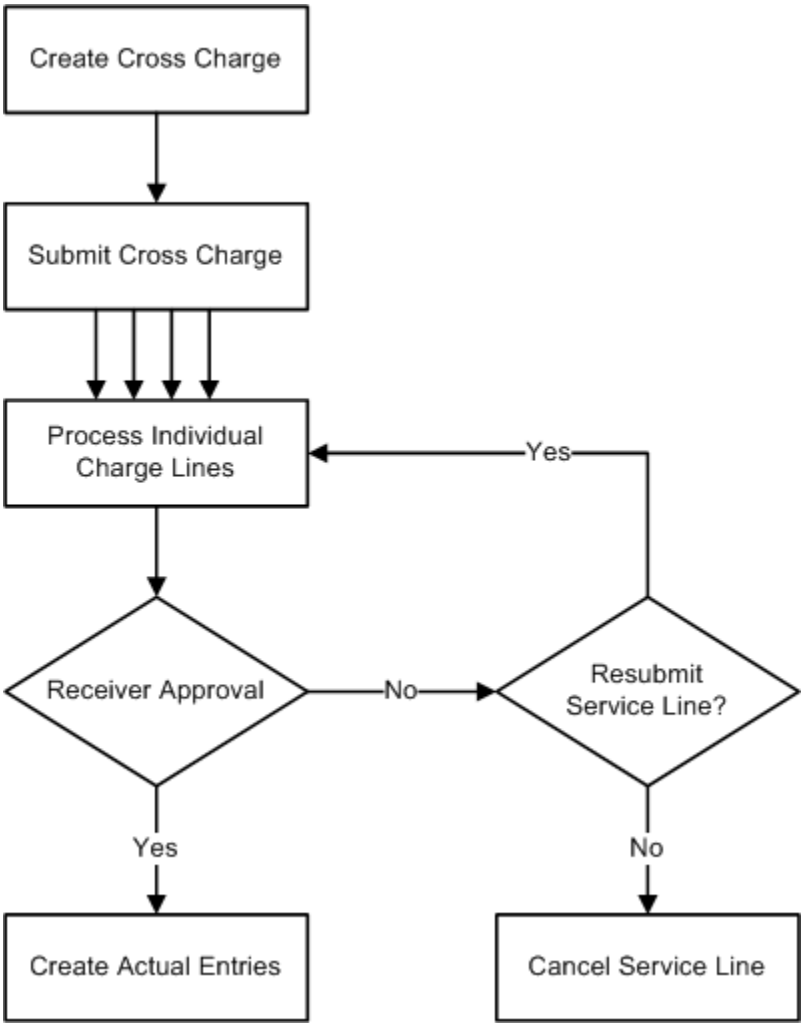
Definition

Internal Trading for Oracle Public Sector Financials (International) provides a comprehensive and flexible financial system for raising charges from one part of an organization to one or more parts of the same organization.

Internal Trading Process Flow Diagram

The diagram below shows the basic process flow for Internal Trading, as described in the accompanying text.

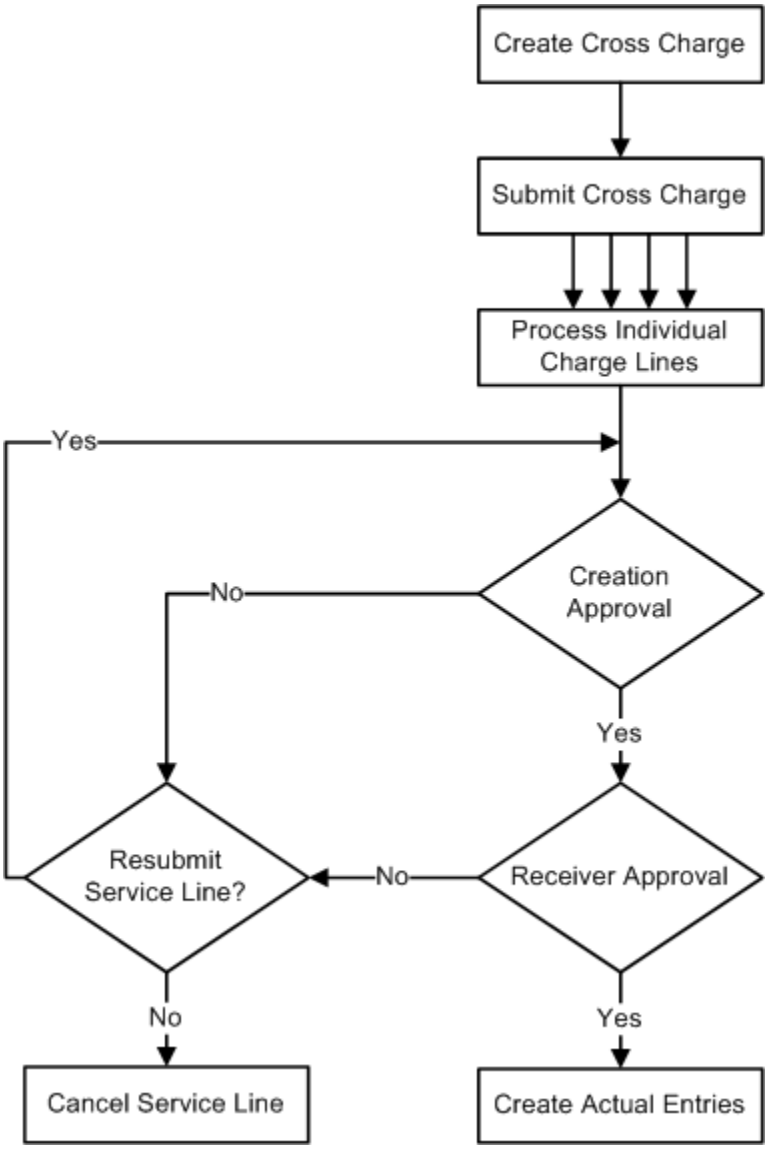
Internal Trading Process Flow Diagram



Workflow Process Flow Diagram

The diagram below shows the process flow when Workflow is enabled, as described in the accompanying text.

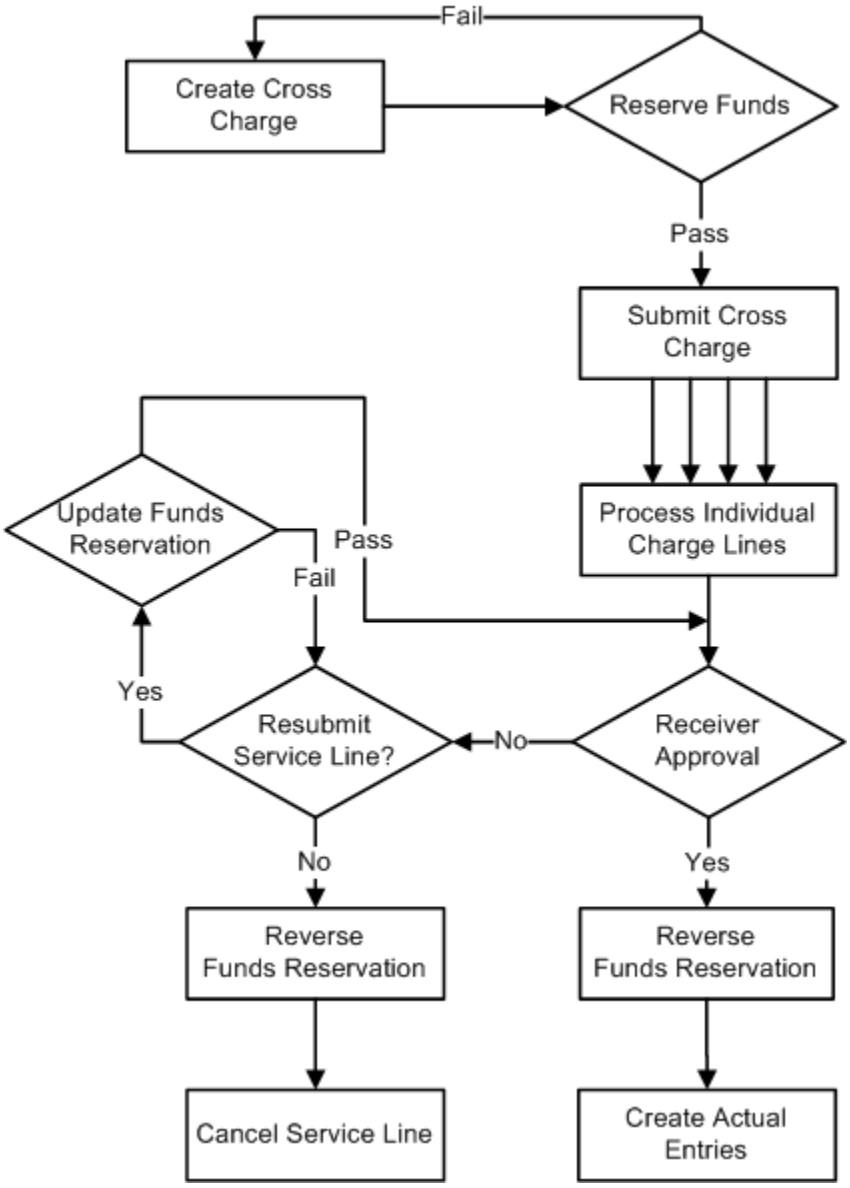
Workflow Process Flow Diagram



Encumbrance and Budgetary Control Process Flow Diagram

The diagram below shows the process flow when encumbrancing is enabled.

Encumbrance and Budgetary Control Process Flow Diagram



Internal Trading Process Description

Internal Trading consists of the following steps:

1. The originator creates and submits an internal cross charge in the Enter Charges window.

   If encumbrancing is enabled, funds are reserved and the General Ledger Create Journal routine creates an encumbrance journal entry for the internal charge.

2. If Workflow is enabled, the service lines awaiting approval are sent for creation and receiver approval, and Workflow notification informs authorizers of service lines requiring attention.

   If Workflow is disabled, the cross charges are displayed to the authorizer in the Cross Charge Receiver Authorization window.

3. If the authorizer accepts the service line, General Ledger creates an actual journal for the amount accepted and posts the cross charge to General Ledger.

   If encumbrancing is enabled, General Ledger creates an encumbrance journal to reverse the funds reservation raised on submission.

4. If the authorizer rejects the service line, the following occurs:

   - The service line status in the Enter Charges window is updated to Rejected.
   - The originator can make changes to the rejected service line with the amount suggested by the authorizer or resubmit it for any amount.
   - The originator can also cancel the service line.

   If encumbrancing is enabled, the funds reservation is updated to reflect changes to the amount in the resubmitted service line.

5. When all service lines are accepted or canceled, General Ledger updates the cross charge header status in the Enter Charges window to Complete.

   Note: If Workflow is disabled, the Internal Trading: Automatic Approval of Service Lines Report can be run to automatically accept any service lines that are not accepted or rejected within the user-defined time limit.

Setting Up Internal Trading

Setup Options

Override Segment

This option defines one accounting flexfield segment and a user prompt for that segment.

When a cross charge is entered, the cost center and the specified accounting flexfield segment can be defined for each service line. These segments, combined with information linked to the cross charge originator and the service type, automatically generate the accounting flexfield code combinations to be used for the service line.

Workflow

Internal Trading can be used either with or without Workflow.

If Workflow is enabled, newly created cross charges require both creation and receiver approval. Creation approval ensures that cross charges are raised correctly before they are forwarded to the receiver. Receiver approval allows the receiving charge center to approve or reject the service lines before they are applied.

The Workflow approval hierarchies are controlled by the employee definitions entered in either Human Resources or Purchasing.

For information on employee definitions, see Human Resources Financial Options, *Oracle Purchasing User's Guide*.

The approval limits are controlled by the journal approval limits defined in General Ledger.

For information on journal approval limits, see Setting Up Journal Approval, *Oracle General Ledger User's Guide*.

When Workflow is disabled, only one level of approval is required.

Approval Options

If Workflow is enabled, a number of approval options can also be defined.

The user can specify one of the following approval methods:

- Start at the lowest approver and move up the hierarchy until a suitable approval limit is reached
- Start at the lowest approver and then move directly to the required approval limit
- Move directly to the employee with the required approval limit

The user can define if the cross charge originator can approve the service line, within the defined approval limits, or if creation approval must be undertaken by someone other than the originator.

The user can also define the time limit before automatic action is taken if a cross charge is neither approved nor rejected by the designated approver.

Encumbrance Accounting

Internal Trading can be used with or without encumbrance accounting.

If encumbrance accounting is enabled, cross charges must pass funds reservation before submission. Encumbrance journal entries are created to reflect the funds reservation. These journal entries are then either reversed when the service line is approved, when actual journals are created, or canceled when a service line is rejected.

If encumbrance accounting is disabled, no funds checking or funds reservation takes

place.

Charge Centers

Charge centers identify different departments within an organization that can raise or receive cross charges. A charge center definition controls the following:

- charge center name
- accounting flexfield code combination ranges associated with the charge center
- first approver for each code combination range
- services provided and charged to other charge centers
- employees who can raise cross charges for the charge center

Internal Trading Procedures

Cross Charge Entry

A cross charge is raised to charge a different charge center for a service or services provided.

To enter a cross charge, the user must be defined as an employee and registered as an originator for the charge center.

A service type is defined for each line within the cross charge. This provides the starting point for the account generator to create the creation and receiving accounting flexfield code combinations. Segments in the creation accounting flexfield are then overwritten with values defined for the cross charge originator.

Values are entered for the creation and receiving cost centers, and for creation and receiving entries in the defined override segment. From this information, the final creation and receiver accounting flexfield codes are generated. The receiving accounting flexfield is used to identify the initial approver for the receiving charge center.

Once all required service lines are entered, the cross charge can be submitted. If encumbrance accounting is enabled, the cross charge must pass funds reservation before being submitted for approval.

Cross Charge Approval or Rejection

Once a cross charge is submitted for approval, it enters the approval cycle. Each service line is processed individually, as each service can require different levels of approval and can apply to different receiving charge centers.

If Workflow is enabled, the service line is passed up the employee hierarchy, according

to the Workflow approval setup, for creation approval. When creation approval is received, the service line is passed to the receiver approval process. The first approver is selected from the charge center definitions and the receiving accounting flexfield of the service. Once receiver approval is entered, the service line is complete and a journal entry can be created.

If Workflow is disabled, there is no creation approval process and the service line passes directly to receiver approval. The approver is selected from the charge center definition and the receiving accounting flexfield of the service. Only a single level of approval is required, after which the service line is complete and a journal entry can be created.

A rejection can be entered at any point in the approval cycle. If a service line is rejected, it is returned to the cross charge originator for review.

Cross Charge Resubmission or Cancellation

If a service line is rejected, either during creation or receiver approval, it is returned to the cross charge originator. The rejected service line can be either canceled or resubmitted.

If a service line is canceled and encumbrance accounting is enabled, any funds reserved by the cross charge line are released.

If a service line is resubmitted, the originator can change both the receiving account flexfield and the charge amount as required. If encumbrance accounting is enabled, the funds reservation for the service line is updated.

A service line can be rejected and resubmitted indefinitely.

Journal Creation

Encumbrance Journals

Encumbrance journal entries are created to update the funds reservations created by internal trading. These journal entries are created in the same way as other funds reservation journals, for example, Oracle Purchasing.

To create encumbrance journal entries, run the General Ledger Create Journals program using the standard report submission. This routine can be run as frequently as required.

For information on the Create Journals program, see Running the Create Journals Program, *Oracle General Ledger User's Guide*.

Actual Journals

Actual journal entries are created to reflect complete service lines. When the Create Actual Journals routine is run, any approved service lines are selected for processing and the appropriate actual journal entry is created. This routine can be run as frequently as required.

Journal Entries Accounting Example

Without Funds Reservation

Raise Cross Charge with Three Service Lines

When a cross charge is created and submitted without encumbrance accounting, no journal entries are made.

Approve Service 1 and Create Journals

When a service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiving charge center to the creation charge center.

The table below shows the created journal entries.

Approve Service 1 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 1 - Creator Account				100.00
Service 1 - Receiver Account			100.00	

Reject Service 2, Update Amount, and Resubmit

When a service is rejected, no journal entries are created. Similarly, when a service is resubmitted after a rejection, no journal entries are created.

Approve Service 2 and Create Journals

When a service completes the approval cycle following rejection and resubmission, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiving charge center to the creation charge center.

The table below shows the created journal entries.

Approve Service 2 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 2 - Creator Account				150.00
Service 2 - Receiver Account			150.00	

Reject Service 3 and Cancel

When a service is rejected, no journal entries are created. Similarly, when a service is canceled after a rejection, no journal entries are created.

With Funds Reservation

Raise Cross Charge with Three Service Lines and Reserve Funds

When encumbrance accounting is enabled, a cross charge must reserve funds before it can be submitted.

The table below shows the created entries when funds are reserved.

Raise Cross Charge with Three Service Lines and Reserve Funds

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 1 - Creator Account				
Service 1 - Receiver Account	100.00			
Service 2 - Creator Account				
Service 2 - Receiver Account	200.00			

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 3 - Creator Account				
Service 3 - Receiver Account	300.00			

These entries are converted into encumbrance journals when the General Ledger: Create Journals process is run.

Approve Service 1 and Create Journals

When a service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiver to the creator.

Reversing entries are made to release the funds reservation. These are converted into encumbrance journals when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.

Approve Service 1 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 1 - Creator Account				100.00
Service 1 - Receiver Account		100.00	100.00	

Reject Service 2, Update Amount, and Resubmit

When a service is rejected, no changes are made to the funds reservation and no journal entries are created.

If a service is resubmitted without a change to the amount or receiving account, no changes are made to the funds reservation and no journal entries are created.

If a service is resubmitted with a new amount, for example, 150 instead of 200, or the receiving account is altered, the original funds reservation is reversed and a new funds reservation is created. These reservations are converted into encumbrance journals when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.

Reject Service 2, Update Amount, and Resubmit

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 2 - Creator Account				
Service 2 - Receiver Account	150.00	200.00		

Approve Service 2 and Create Journals

When a resubmitted service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiver to the creator.

Reversing entries are made to release the funds reservation. These are converted into encumbrance journals when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.

Approve Service 2 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 2 - Creator Account				150.00
Service 2 - Receiver Account		150.00	150.00	

Reject Service 3 and Cancel

When a rejected service is canceled, the funds reservation is reversed. This is converted into an encumbrance journal when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.

Reject Service 3 and Cancel

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 3 - Creator Account				
Service 3 - Receiver Account		300.00		

Cross Charge Status Values

This section shows the header and individual service status flags assigned throughout the Internal Trading process.

Raise Cross Charge with Three Service Lines

When a cross charge is entered, the header has a status of Partially Created.

The table below shows the cross charge and service line statuses at this stage.

Raise Cross Charge with Three Service Lines

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Partially Created	Partially Created
Service Line 1		
Service Line 2		
Service Line 3		

Reserve Funds

When funds are reserved for a cross charge, the header status is unchanged, but the status of the service lines is updated to show the funds reservation.

The table below shows the cross charge and service line statuses at this stage.

Reserve Funds

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Partially Created	Partially Created
Service Line 1	Funds Reserved	Funds Reserved
Service Line 2	Funds Reserved	Funds Reserved
Service Line 3	Funds Reserved	Funds Reserved

Submit Cross Charge

When a cross charge is submitted, both the header and service statuses are updated. If Workflow is enabled, the service lines are sent for creation approval.

The table below shows the cross charge and service line statuses at this stage.

Submit Cross Charge

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Submitted	Submitted
Service Line 1	Awaiting Creation Approval	Awaiting Receiver Approval
Service Line 2	Awaiting Creation Approval	Awaiting Receiver Approval
Service Line 3	Awaiting Creation Approval	Awaiting Receiver Approval

Approve First Service Line

Note: This example applies only if Workflow is disabled.

When a service line is approved, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

Approve First Service Line

Header or Service Line	Status if Workflow Disabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Awaiting Receiver Approval
Service Line 3	Awaiting Receiver Approval

Creation Approval for First Service Line

Note: This example applies only if Workflow is enabled.

When a service line is creation approved, the service status is updated to Awaiting Receiver Approval. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

Creation Approval for First Service Line

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Awaiting Receiver Approval
Service Line 2	Awaiting Creation Approval
Service Line 3	Awaiting Creation Approval

Reject Second and Third Service Lines

Note: This example applies only if Workflow is disabled.

When a service line is rejected, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

Reject Second and Third Service Lines

Header or Service Line	Status if Workflow Disabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Rejected by Receiver
Service Line 3	Rejected by Receiver

Second and Third Service Lines Rejected in Creation

Note: This example applies only if Workflow is enabled.

When a service line is rejected in creation, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

Second and Third Service Lines Rejected in Creation

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Awaiting Receiver Approval
Service Line 2	Rejected in Creation
Service Line 3	Rejected in Creation

Resubmit Second Service Line

When a service line is resubmitted, the service status is updated. The Header status is unaffected. If Workflow is enabled, the service line is again sent for creation approval.

The table below shows the cross charge and service line statuses at this stage.

Resubmit Second Service Line

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Submitted	Submitted
Service Line 1	Awaiting Receiver Approval	Approved
Service Line 2	Awaiting Creation Approval	Awaiting Receiver Approval
Service Line 3	Rejected in Creation	Rejected by Receiver

Approve Second Service Line

Note: This example applies only if Workflow is disabled.

When a service line is approved, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

Approve Second Service Line

Header or Service Line	Status if Workflow Disabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Approved
Service Line 3	Rejected by Receiver

Creation Approval for Second Service Line

Note: This example applies only if Workflow is enabled.

When a service line is creation approved, the service status is updated to Awaiting Receiver Approval. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

Creation Approval for Second Service Line

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Awaiting Receiver Approval
Service Line 2	Awaiting Receiver Approval
Service Line 3	Rejected in Creation

Receiver Approval for First and Second Service Lines

Note: This example applies only if Workflow is enabled.

When a service line is approved, the service status is updated. As this transaction completes the processing for all service lines in this cross charge, the header status is updated to Complete.

The table below shows the cross charge and service line statuses at this stage.

Receiver Approval for First and Second Service Lines

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Approved
Service Line 3	Rejected in Creation

Cancel Third Service Line

When a service line is canceled, the service status is updated. As this transaction completes the processing for all service lines in this cross charge, the header status is updated to Complete.

The table below shows the cross charge and service line statuses at this stage.

Cancel Third Service Line

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Complete	Complete
Service Line 1	Approved	Approved
Service Line 2	Approved	Approved
Service Line 3	Canceled	Canceled

Automatic Posting to General Ledger

Approval of Internal Trading cross charges results in the creation of actual journals. To ensure the creation of actual journals, it is recommended that the Internal Trading: Create Actual Journals routine is submitted within the Concurrent Manager to run on a regular basis, for example nightly.

To ensure the timely posting of internal charges, it is recommended that automatic posting for the journal source Internal Trading is enabled in the AutoPost Criteria window in General Ledger. Within this setup, encumbrance batches must be given a higher priority than actual batches to ensure that encumbrance batches are posted before the related actuals. This prevents unnecessary funds checking that could arise if the actuals are posted first.

References

For information on setting up Internal Trading, see Internal Trading Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

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

For information on setting up budgetary control, see Defining Ledgers, *Oracle General Ledger User's Guide*.

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Internal Trading Procedures

Overview

The Internal Trading process enables users to perform the following tasks:

- enter and submit internal cross charges to one or more charge centers within the same organization
- create encumbrance journals automatically for internal charge journals
- reserve and unreserve funds for internal charge entries using budgetary control
- view results of funds reservation
- approve or reject service lines within the cross charge with recommendations for modification
- create and post internal charge encumbrance and actual journals
- modify or resubmit service lines

Internal Trading features are detailed in the table below.

Internal Trading Features

Feature	Description
Maintain Charge Centers, Ranges, Authorizers, Originators, and Services	Accounting flexfield ranges constitute the charge centers. An authorizer is allocated to each accounting flexfield range to approve service lines for that charge center. Charge originators and service types are associated with each charge center.

Feature	Description
Enter and Submit Cross Charges	When a cross charge is submitted for approval, if budgetary control and the Use Encumbrance setup option are enabled, funds are reserved.
Notification	When Workflow is enabled, Workflow notification informs authorizers of service lines requiring attention, and informs originators when a service line is approved or rejected. When Workflow is disabled, authorizers are alerted if there are service lines awaiting attention when the Cross Charge Receiver Authorization window is invoked. Originators can confirm if service lines have been approved or rejected in the Charge Summary window.
Internal Charge Approval or Rejection	When rejecting a service line, authorizers are required to enter a reason for the rejection and a suggested value that is acceptable.
Resubmit Service Line	Originators can modify and resubmit service lines rejected by authorizers. If Workflow is enabled, originators can modify and resubmit service lines rejected in creation or receiving. If the Use Encumbrance setup option is enabled, the funds reservation changes to reflect the changed amount of the service line.
Cancel Service Line	Originators can cancel service lines rejected by authorizers. If Workflow is enabled, originators can cancel service lines rejected in creation or receiving. If the Use Encumbrance setup option is enabled, funds are unreserved.
Authorization Time Limit	If a time limit is set for authorization, any service lines that have not been accepted or rejected within that time can be automatically accepted by running a concurrent program. If Workflow is enabled and there is no response to a request for approval notification within the defined time limit, the service line is automatically approved. If the Use Double Timeout setup option is enabled, the final approver is given an additional amount of time, as defined in the setup options, and is informed with a notification.

Prerequisites

- Ledgers must be defined.

  To define ledgers, see Defining Ledgers, *Oracle General Ledger User's Guide*.

- Setup options must be defined.

  To define setup options, see Setting Up Internal Trading Setup Options, *Oracle Public Sector Financials (International) Implementation Guide*.

- Charge centers, service types, and associated accounting ranges must be set up.

  To set up service types, see Setting Up Internal Trading Service Types, *Oracle Public Sector Financials (International) Implementation Guide*.

  To set up charge centers, see Defining Charge Centers, *Oracle Public Sector Financials (International) Implementation Guide*.

- Authorizers for the charge center must be defined.

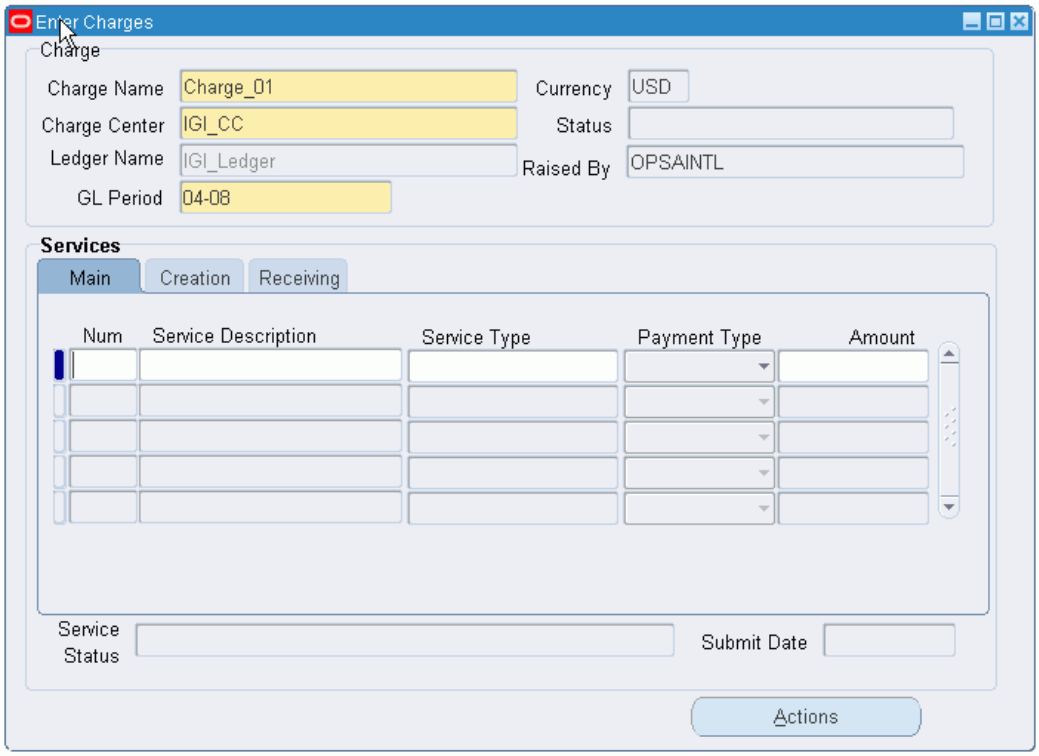
  To define the account range for each authorizer, see Defining Charge Centers, *Oracle Public Sector Financials (International) Implementation Guide*.

- Originators for the charge center must be defined.

  To link accounting segments with originators, see Defining Charge Centers, *Oracle Public Sector Financials (International) Implementation Guide*.

Creating Internal Charge Entries Procedure

Creating an Internal Charge Header



To create an internal charge header, perform the following steps.

1. Navigate to the Enter Charges window as follows:

   OPSF(I) Internal Trading - Enter Cross Charges

2. In the Charge Name field, enter a unique internal charge name.

3. In the Charge Center field, select the charge center. Corresponding ledger name is displayed automatically.

4. In the GL Period field, select the accounting period for the internal charge from the list of values.

Creating Service Lines

To create service lines, perform the following steps.

1. Select the Main tab.

2. In the Num field, enter the service line number.

3. In the Service Description field, enter a description for the service line.

4. In the Service Type field, select the appropriate service type from the list of values.

5. In the Payment Type field, select either Payment or Charge from the drop-down list.

6. In the Amount field, enter a charge or payment amount.

7. Select the Creation tab.

8. In the Cost Center field, select the appropriate creation cost center for the internal cross charge from the list of values.

9. In the <configurable segment> field, if enabled, select the appropriate configurable accounting flexfield segment from the list of values.

   Note: The name of this field is defined when setting up internal trading. For information on setting up internal trading, see Setting Up Internal Trading Setup Options , *Oracle Public Sector Financials (International) Implementation Guide*.

   The creation account code is automatically generated in the Account field.

10. Select the Receiving tab.

11. In the Cost Center field, select the appropriate receiving cost center for the internal cross charge from the list of values.

12. In the <configurable segment> field, select the appropriate configurable accounting flexfield segment from the list of values.

    Note: The name of this field is defined when setting up internal trading. For information on setting up internal trading, see Setting Up Internal Trading Setup Options , *Oracle Public Sector Financials (International) Implementation Guide*.

    The receiving account code is automatically generated in the Account field.

Submitting Service Lines

1. When all service lines are entered, save or save and continue as follows:

   File - Save or **Save and Proceed**

2. Click **Actions**.

3. If the Use Encumbrance setup option is enabled, perform the following tasks:

- Click **Reserve Funds**.

  The required funds are reserved.

- Click **Actions**.

- Click **View Results**.

  The Budgetary Control Transactions window appears. Details of the funds reservation are displayed.

- Click **Done**.

- Click **Actions**.

4. Click **Submit for Approval**.

5. To confirm the action, click **OK**.

   The new cross charge is submitted for approval.

   Note: If the Use Encumbrance setup option is selected, the General Ledger Create Journal routine creates encumbrance journals after the funds are reserved. If Workflow is enabled, the charge is sent for creation approval; otherwise, the charge is available to the authorizers in the Cross Charge Receiver Authorization window.

Enter Charges Window Description

Enter Charges Window Description, Header Region and Main Tab

Field Name	Description
Charge Center	originator's charge center
Raised By	user's name as originator
Currency	cross charge currency
Status	internal cross charge status; not set until cross charge submitted
Service Status	service line status
Submit Date	date cross charge submitted

Enter Charges Window Description, Creation Tab

Field Name	Description
Num	service line number
Service Description	service line description
<configurable segment>	user-defined accounting flexfield segment; defaults to segment from charge originator's user flexfield segments; field name defined in Setting Up Internal Trading Setup Options, *Oracle Public Sector Financials (International) Implementation Guide*; if not defined, segment taken from creation account
Account	automatically generated creation account flexfield
Account Description	accounting flexfield description

Enter Charges Window Description, Receiving Tab

Field Name	Description
Num	service line number
Service Description	service line description
Cost Center	service line accounting flexfield segment; defaults to segment from receiving account of selected service type; accounting flexfield created using this segment must fall within a valid range with an authorizer assigned to it
<configurable segment>	user-defined accounting flexfield segment; defaults to segment from receiving account of selected service type; accounting flexfield created using this segment must fall within a valid range with an authorizer assigned to it; prompt defined in Setting Up Internal Trading Setup Options Procedure, *Oracle Public Sector Financials (International) Implementation Guide*

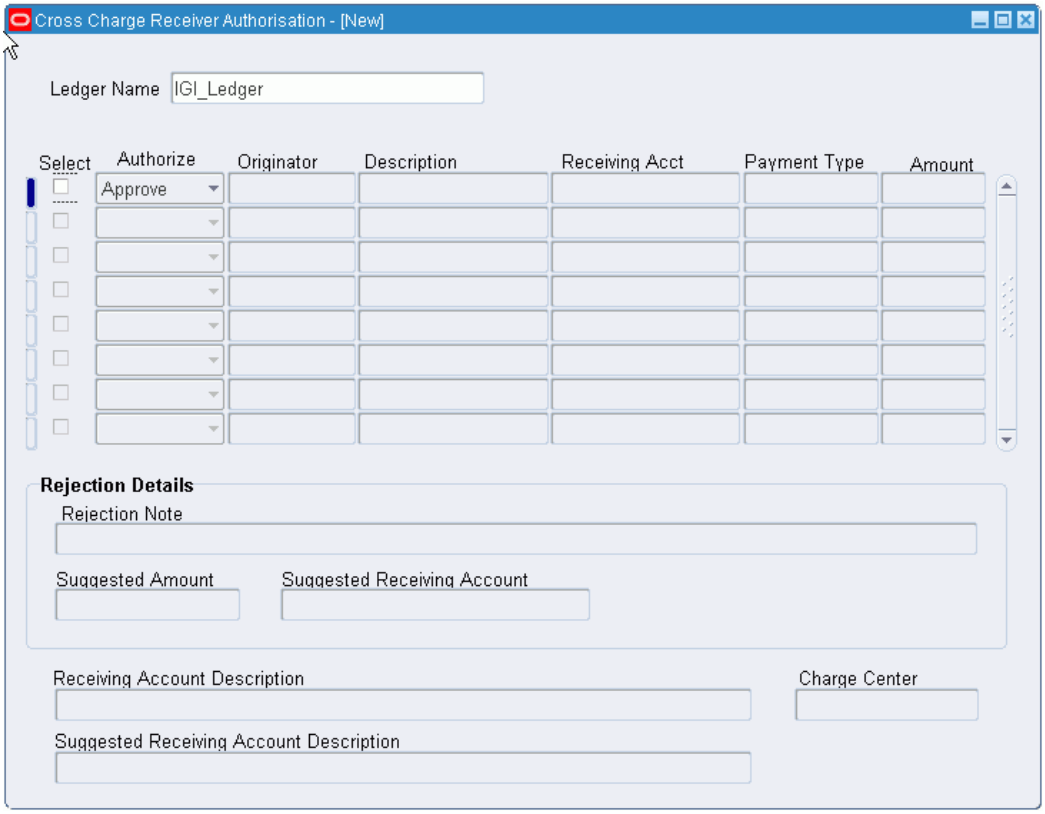
Field Name	Description
Account	automatically generated receiving account flexfield
Account Description	accounting flexfield description

Actions Window Description

Actions Window Description

Field Name	Description
Reserve Funds	reserves funds in cross charge encumbrance journal
Unreserve Funds	removes cross charge funds reservation
View Results	displays results of funds reservation for service lines
Submit for Approval	submits cross charge for approval

Approving Service Lines Procedure



Note: This procedure is only valid if Workflow is disabled. If Workflow is enabled, the Cross Charge Receiver Authorization window is unavailable.

To approve an internal cross charge service line:

1. Navigate to the Cross Charge Receiver Authorization window as follows:

   OPSF(I) Internal Trading - Approve Cross Charges

2. In the Ledger Name field, select a ledger.

3. In the Authorize field, select Approve or Reject from the drop-down list.

4. If the service line is rejected, perform the following tasks:

   - In the Rejection Note field, enter the reason for rejection.

   - In the Suggested Amount field, enter a suggested amount.

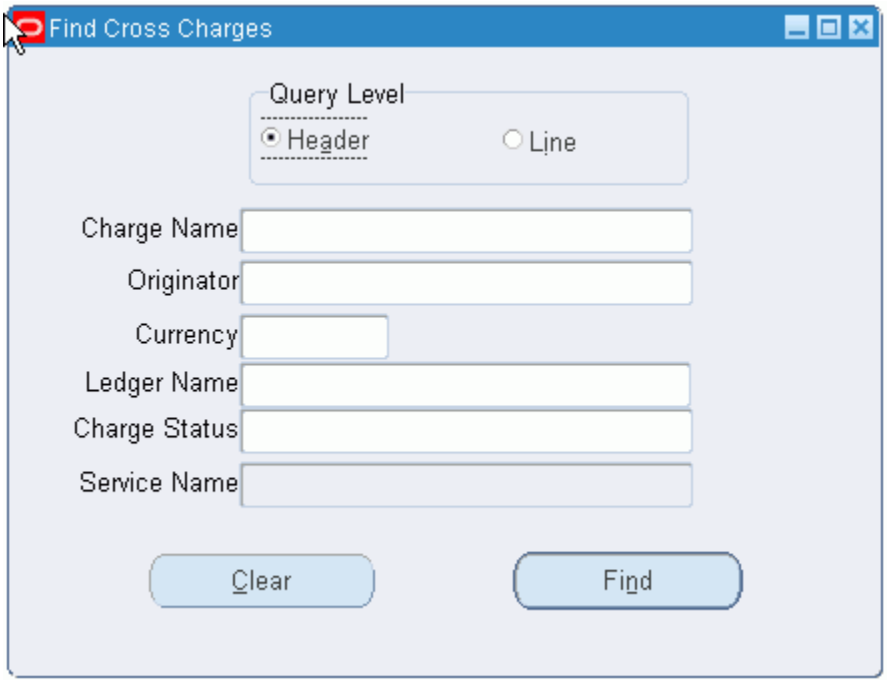
- Optionally, in the Suggested Receiving Account field, select an alternative receiving account flexfield from the list of values.

Cross Charge Receiver Authorization Window Description

Cross Charge Receiver Authorization Window Description

Field Name	Description
Ledger Name	ledger name
Select	if selected, marks service line as approved or rejected
Originator	originator who raised cross charge
Description	cross charge description as defined by originator
Receiving Acct	service line receiving account flexfield
Payment Type	service line payment type
Amount	service line credit or debit amount
Rejection Note	authorizer's reason for rejecting service line
Suggested Amount	suggested amount for rejected service line
Suggested Receiving Account	suggested change to receiving account flexfield
Receiving Account Description	receiving account flexfield description
Suggested Receiving Account Description	suggested receiving account flexfield description
Charge Center	charge center against which cross charge raised

Viewing a Cross Charge Summary Procedure



To view a cross charge summary:

1. Navigate to the Find Cross Charges window as follows:

   OPSF(I) Internal Trading - Charge Summary

2. In the Query Level region, select the Header radio button.

3. Perform one or more of the following tasks:

   - In the Charge Name field, select the cross charge name.
   - In the Originator field, select the cross charge originator.
   - In the Currency field, select the currency used in the cross charge.
   - In the Ledger Name field, select the ledger.
   - In the Charge Status field, select the cross charge status.

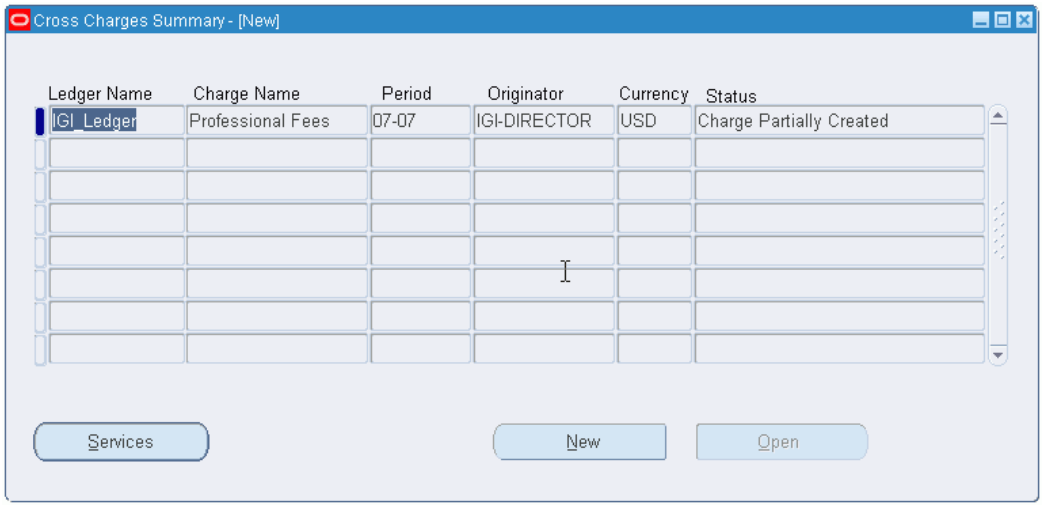
4. Click Find.

   The Cross Charges Summary window appears.

5. To view information on the selected cross charge, click Open.

The Enter Charges window appears.

Resubmitting Service Lines Procedure



To resubmit a rejected service line:

1. Navigate to the Find Cross Charges window as follows:

   OPSF(I) Internal Trading - Charge Summary

2. In the Ledger Name field, select a ledger.

3. In the Query Level region, select the Line radio button.

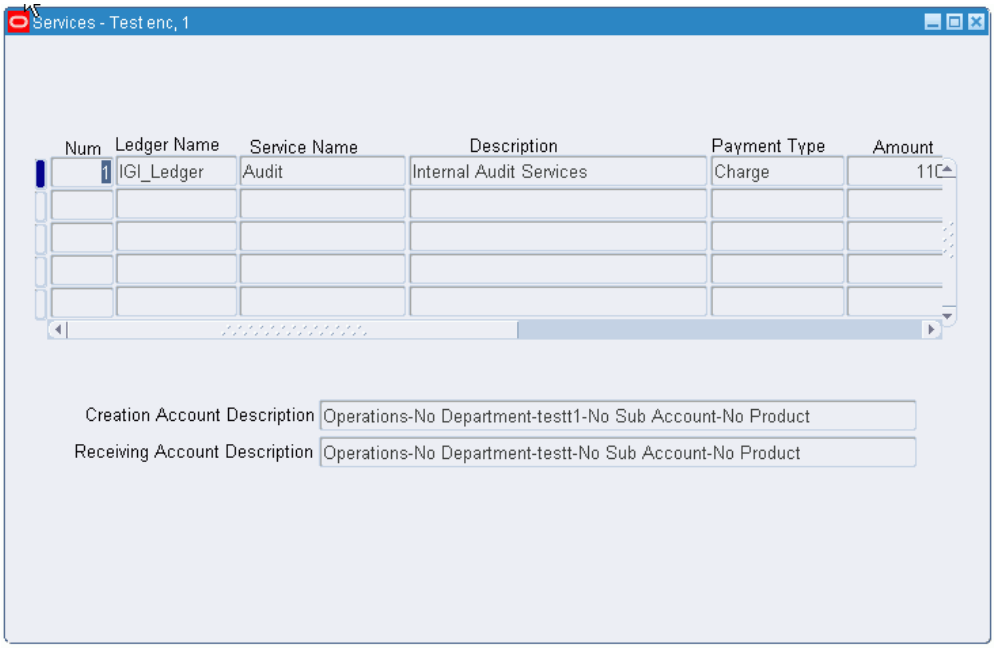
4. Perform one or more of the following tasks:

   - In the Service Status field, select the status of the individual service line from the list of values.

   - In the Service Name field, select the service type name from the list of values.

5. Click **Find**.

   The Services window appears.



6. Optionally, in the Amount field, enter a new amount for the service line.

7. Optionally, in the Receiving Account field, select a new receiving account from the list of values.

8. If encumbrance accounting is enabled, reserve funds as follows:

   Tools - Reserve Funds

   > **Note:** This action changes the service line status to Reserved Not Submitted. If the original service line query searched for service lines with the status Rejected by Receiver, the selected service line disappears from the Services window as it no longer meets the query requirements. To retrieve the service line, perform a new query and select Reserved Not Submitted from the list of values in the Service Status field.

9. Resubmit the service line as follows:

   Tools - Resubmit

Canceling Service Lines Procedure

To cancel a rejected service line:

1. Navigate to the Find Cross Charges window as follows:

OPSF(I) Internal Trading - Charge Summary

2. In the Query Level region, select the Line radio button.

3. Perform one or more of the following tasks:

   - In the Ledger Name field, select the ledger.

   - In the Service Status field, select the status of the individual service line from the list of values.

   - In the Service Name field, select the name of the service type from the list of values.

4. Click **Find**.

   The Services window appears.

5. Cancel the service line as follows:

   Tools - Cancel Services

   > **Note:** This menu option is only enabled if the service line is rejected.

6. Click **OK**.

Tools Menu

The following table shows the options available on the Tools menu when viewing a cross charge summary or resubmitting rejected service lines.

Tools Menu Options

Menu Option	Description
View Services	opens Services window to display service lines within selected cross charge; available in Cross Charges Summary window
Cancel Services	cancels selected service line; available in Services window if selected service line has status Rejected by Receiver or Rejected in Creation

Menu Option	Description
Approval History	displays approval history of selected cross charge or service line; available in Cross Charges Summary window and Services window
Reserve Funds	reserves funds for cross charge service line; available in Services window if encumbrancing enabled and rejected service line amount changed
Unreserve Funds	removes cross charge funds reservation; available in Services window if encumbrancing enabled and funds reserved for selected service line
Resubmit	resubmits service line; available in Services window; funds must be reserved before resubmission if encumbrancing enabled and rejected service line amount changed
View Results	displays results of funds reservation for service lines; available in Services window if encumbrancing enabled

Find Cross Charges Window Description

Find Cross Charges Window Description

Field Name	Description
Query Level	defines type of query; select Header to activate Charge Name, Originator, Currency, and Charge Status fields; select Line to activate Service Status and Service name fields; defaults to Header
Charge Name	cross charge name
Originator	cross charge originator

Field Name	Description
Currency	cross charge currency
Charge Status	cross charge status; only displayed and active when Header radio button selected
Service Status	cross charge service line status; only displayed and active when Line radio button selected
Service Name	service line name
Clear	clears all fields and resets defaults
Find	activates query

Cross Charges Summary Window Description

Cross Charges Summary Window Description

Field Name	Description
Charge Name	cross charge name
Period	accounting period
Originator	cross charge originator
Currency	cross charge currency
Status	cross charge status
Services	opens Services window
New	opens Enter Charges window to enter a new cross charge

Services Window Description

Services Window Description

Field Name	Description
Num	service line number
Ledger Name	ledger name
Service Name	service line name
Description	service line description
Payment Type	service line payment type
Status	service line status
Creation Account	service line creation account flexfield
Charge Name	name of cross charge containing service line
Originator	cross charge originator
Creation Account Description	creation account flexfield description
Receiving Account Description	receiving account flexfield description
Rejection Note	authorizer's reason for rejecting service line; only displayed if rejected service line selected and Workflow disabled
Suggested Amount	new service line amount suggested by authorizer; only displayed if rejected service line selected and Workflow disabled
Suggested Receiving Account	new receiving account flexfield suggested by authorizer; only displayed if rejected service line selected and Workflow disabled

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Internal Trading Report Procedures

Definition

Internal Trading reports provide information about internal cross charges.

Overview

Internal Trading: Internal Charge Status Report

This report provides a listing of cross charge journal activity sorted by charge center, period, and payment type. The report can be filtered to include cross charges for a subset of charge centers for a selected range of accounting periods or for a selected status. Totals are generated for all cross charge lines and batches and for the charge center, as well as grand totals for all credit and debit amounts present in the report.

Internal Trading: Automatic Approval of Service Lines

If Workflow is disabled, this report accepts all cross charges that are not accepted or rejected within the system-defined time limit for each ledger.

Internal Trading: Create Actual Journals Report

This report creates actual journals for all cross charge lines which have been approved but not converted to actual journal entries.

Generating Internal Trading: Internal Charge Status Report Procedure

To generate the Internal Trading: Internal Charge Status Report:

1. Navigate to the Submit Request window as follows:

OPSF(I) Internal Trading - Reports

The Submit a New Request window appears.

2. Select Single Request.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Internal Trading: Internal Charge Status Report.
5. In the Ledger Name field, select the ledger.
6. In the Charge Center field, select the charge center.
7. In the Start Period field, select the earliest accounting period.
8. In the End Period field, select the latest accounting period.
9. To apply the parameters, click **OK**.
10. To submit the request to the concurrent manager, click **Submit**.
11. View the request in the concurrent manager as follows:

    View - Requests

Generating Internal Trading: Automatic Approval of Service Lines Procedure

Note: This process does not generate any output.

To run the Internal Trading: Automatic Approval of Service Lines process:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Internal Trading - Reports

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Internal Trading: Automatic Approval of Service Lines from the list of values.

5. Select a ledger. If you do not select a ledger, report will run for all ledgers in a Data Access Set associated to the responsibility.

6. To submit the request to the concurrent manager, click **Submit**.

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

   View - Requests

Generating Internal Trading: Create Actual Journals Procedure

Note: This process does not generate any output.

To run the Internal Trading: Create Actual Journals process:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Internal Trading - Reports

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Internal Trading: Create Actual Journals from the list of values.

5. In the Ledger Name field, select a ledger.

6. In the Start Period, select the start period.

7. In the End Period, select the end period.

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

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

   View - Requests

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Multi-Period Posting Process

Definition

Multi-Period Posting enables expenses to be recognized over multiple periods when the supplier issues one invoice. With Multi-Period Posting, users register an invoice once to automatically prorate it over the required periods and accounting entries are generated accordingly.

Overview

Multi-Period Posting enables the user to define various accounting rules to spread expenses over multi-periods. For example, an accounting rule can be defined to evenly spread an expense, such as insurance or rent, evenly over 12 periods. Users can assign a predefined accounting rule to the relevant invoice distribution lines and the system automatically spreads the expense over the general ledger periods. Users can manually update the automatically prorated lines.

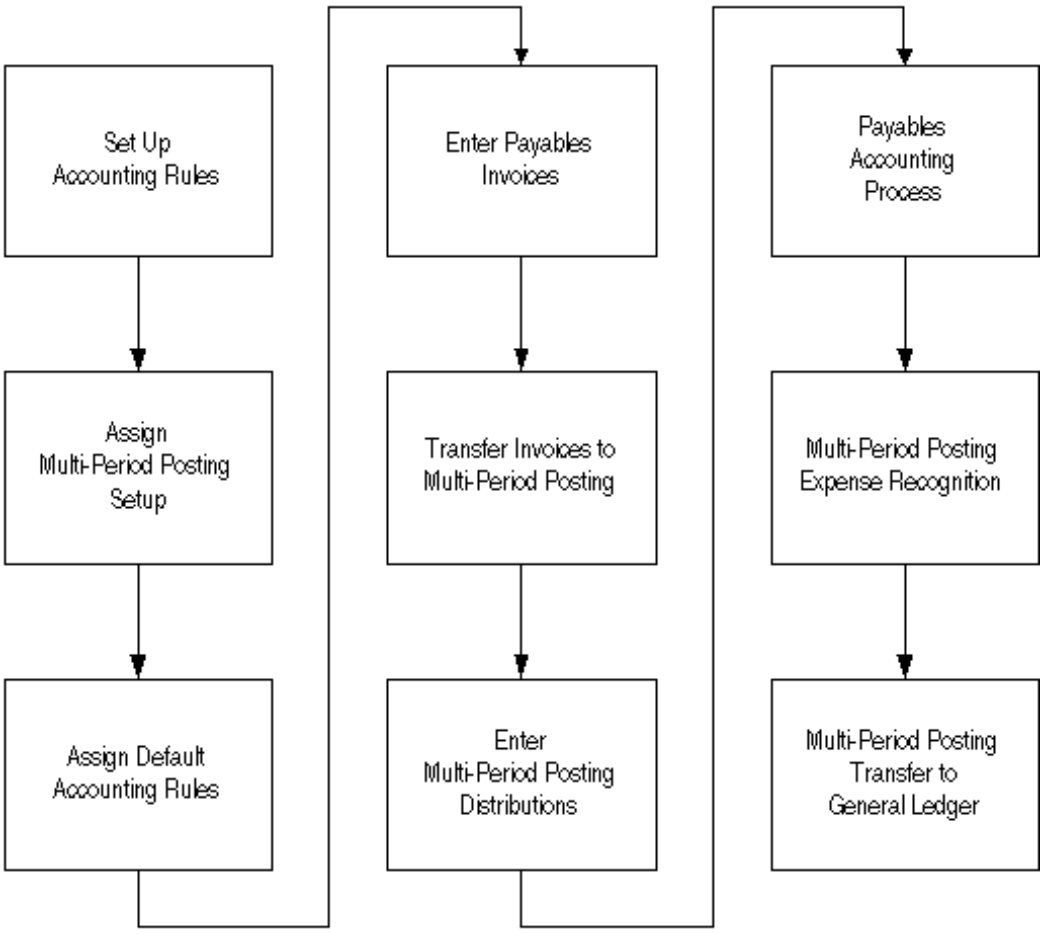
At month end, a process is run to select all non-posted multi-period posting distribution line postings for the specified period and interface them to General Ledger for posting. Before posting, users run a report to recognize and update all the non-posted multi-period posting entries for the current period. Alternatively, users can run this report to list all the multi-period posting entries for the month.

Note: Multi-Period Posting is only available for expense account distribution. The procedure excludes accruals, assets, and all other account types.

Multi-Period Posting Process Flow Diagram

The diagram below shows the Multi-Period Posting process, as described in the accompanying text.

Multi-Period Posting Process Flow Diagram



Setting Up Multi-Period Posting

Set Up Accounting Rules

To spread expenses across a defined period, an accounting rule is created for each method required by the user defining the period, type of rule, and duration. An example of an accounting rule is 12 equal monthly postings.

Each accounting rule is set up with the following information:

- rule name and description
- accounting period

  The accounting period defines the period over which the postings are made. The accounting period relates to the periods defined in the accounting calendar. This is

usually on a monthly or fiscal monthly basis.

- accounting rule types

  Fixed duration type creates a rule with a predefined percentage for each period. For example, 12 months defaults to 8.333% per period and 8.334 in period 12. These periods can be amended during setup but must total 100%.

  Variable duration type creates a rule where the first percentage only can be applied by the user, for example 20%. This allocates 20% in period 1, and the remaining 80% is divided in equal amounts across the remaining periods. The number of periods is not specified in the rule, but may be applied when the rule is applied to the expense distribution line. The default is one period.

Assign Multi-Period Posting Setup

The default accounting rules control account information that is used for Multi-Period Posting as follows:

- journal category

  The journal category can be selected from a list of defined General Ledger journal categories. The choice of category is optional, for example, Other. The journal category enables the user to identify the batches within the General Ledger journal posting process.

- journal source

  The journal source can be selected from a list of defined General Ledger journal sources. Payables is usually selected as this is the source subledger. Journal inquiry in General Ledger allows drill-down to the source documents.

- default account rule

  An existing accounting rule can be selected.

- future postings account

  The General Ledger account can be defined as a control account for the multi-period posting.

- description

  The description defaults to the accounting flexfield description of the future posting account.

Assign Default Accounting Rules

When an invoice is selected for Multi-Period Posting, the set of books default accounting rule is applied to all distribution lines. No action is automatically taken

against an invoice expense distribution, but if the invoice is selected for Multi-Period Posting, a different accounting rule can be defaulted to the distribution line.

The default accounting rules by account are defined as follows:

- account

  The General Ledger account must be defined and requires a default accounting rule.

- default account rule

  An existing accounting rule must be selected.

  Note: If the General Ledger accounts defined previously were used, the associated rule is applied.

The default accounting rules defined for the set of books and for individual accounts can be changed when Multi-Period Posting is applied to the invoice.

Selecting Invoices

Enter Payables Invoices

The invoice is entered in Payables in the standard manner. At this stage in the process, users cannot spread payments over multiple periods as the table below illustrates:

Enter Payables Invoices Example

Account	Amount
Expense account 5050	debit GBP1200.00
AP Control account	credit GBP1200.00

For information on entering invoices, see *Oracle Payables User's Guide*.

Transfer Invoices to Multi-Period Posting

The invoices are selected from a list and transferred to the Multi-Period Posting process. They must be approved, but there are no further restrictions on their status, whether posted or paid.

When selected, the invoice is assigned a default accounting rule, as defined in the setup process. When the selection is complete, **Transfer Invoice** is clicked to start the multi-period posting invoice collection concurrent process. When the process is complete, the invoices are available in Multi-Period Posting.

Enter Multi-Period Posting Distributions

The required accounting rule is assigned to each expense distribution line of the invoice.

The required invoices are found, the invoice is selected, and distribution lines are displayed. Only those lines relating to expenses that can have Multi-Period Posting accounting rules applied are displayed. The following entries can be made:

- accounting rule

  A different rule from the list can be selected, if required.

- periods

  If the rule is fixed, the periods cannot be altered. If the rule is variable, the number of periods over which the expense is to be applied are entered.

- first posting date

  The first posting date is the date of the first posting to General Ledger for the expense.

When the amendments are saved, the postings to be made to General Ledger can be viewed on the MPP Distribution window. The MPP Distribution window also displays the status of the postings as they are made.

Subledger Entries

This is a one-time posting to General Ledger crediting the expense and debiting the future postings control account as shown in the table below:

Subledger Entries Example

Account	Amount
Expense account (5050)	debit GBP100.00
Future postings (1370)	credit GBP100.00

Detailed Distributions

Based on a 12 month rule, the detailed distributions for each of the 12 periods is as shown in the table below:

Detailed Distributions Example

Account	Amount
Expense account (5050)	debit GBP100.00
Future postings (1370)	credit GBP100.00

Period End Processing

Payables Accounting Process

The first stage of the month-end process runs the standard Payables posting to General Ledger, which consists of the following procedures:

- recognize the accounting entry
- post to General Ledger
- import journal

These procedures move the standard Payables postings from invoices into General Ledger.

Multi-Period Posting Expense Recognition

The next stage of the month-end process recognizes the expense postings required to maintain the Multi-Period Posting invoices. This report can be run in the following modes:

- view

  View mode lists the accounting entries to be made for the period.

- update

  Update mode recognizes and updates the recognition indicator for the distribution postings related to Multi-Period Posting, ready for transfer to General Ledger.

In the first period for a Multi-Period Posting invoice, the recognition process identifies the subledger entries to credit the expense and debit the future postings account. The process recognizes the first of the 12 monthly postings crediting the future postings account and debiting the expense account. Subsequent monthly processes only post the remaining 11 monthly postings.

Multi-Period Posting Transfer to General Ledger

The final stage runs the Multi-Period Posting transfer to General Ledger that creates journal entries for General Ledger from the recognized multi-period postings and updates the posting status on the Multi-Period Posting distributions. Optionally, the process also runs the General Ledger journal import.

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Multi-Period Posting Procedures

Definition

Multi-Period Posting in Oracle Public Sector Financials (International) is an extension to the standard Payables enter invoice facility that enables expenses to be recognized as they are incurred. For example, an insurance expense that covers a year may be paid in full at the start of the year, but the expense needs to be recognized in each period that it is used.

This functionality is similar to the invoicing and accounting rules features of standard Receivables. Multi-Period Posting enables accounting rules to be defined for use when creating multi-period posting lines.

Overview

The following Multi-Period Posting windows are available:

- recognizing invoices for Multi-Period Posting process using the Transfer Invoices window
- viewing and editing of Multi-Period Posting lines using the following:
  - Multi-Period Posting Invoices Summary window
  - Distributions Summary window
  - View MPP Distributions window
  - View MPP Offset Entries window

Prerequisites

- Accrual accounting must be used.

  To define accrual accounts, see Defining Accrual and Variance Accounts.

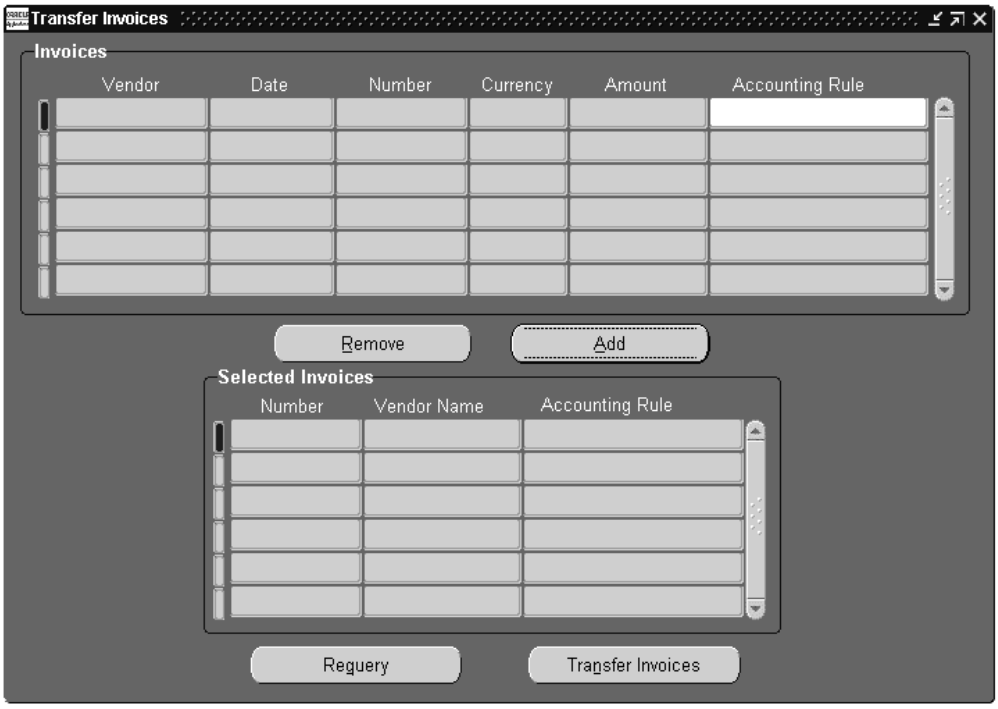
- Accounting rules must exist.

  To set up accounting rules, see Accounting Rules, *Oracle Receivables User's Guide*.

- Future posting account must exist and be set to a valid value.

  To set up a future posting account, see Defining Accounts, *Oracle General Ledger User's Guide*.

Recognizing Invoices for Multi-Period Posting Procedure



To recognize an invoice for Multi-Period Posting, perform the following steps.

1. Navigate to the Transfer Invoices window as follows:

   OPSF(I) Multi-Period Posting - Invoice Transfer

2. Select a line in the Invoices region.

   Note: The invoice must be approved before it can be transferred.

3. To add the invoice to the Selected Invoices region, click **Add**.

4. To remove an invoice from the Selected Invoices region, click **Remove**.

5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. To transfer the selected invoice to Oracle Public Sector Financials (International) multi-period posting tables, click **Transfer Invoices**.

   A message is displayed, indicating that a transfer concurrent request was submitted.

7. When the concurrent process is complete, click **Requery**.

   The Selected Invoices region is cleared automatically to confirm invoices transferred successfully.

   Note: If the Selected Invoices region contains data after requerying the window, the invoice transfer was unsuccessful.

8. To establish why an invoice transfer was unsuccessful, click **View Log...** in the Requests window.

   For information on the Requests window, see Requests Window, *Oracle Applications System Administrator's Guide*.

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

   View - Requests

For information on invoices, see Payables Workbench, *Oracle Payables User's Guide*.

Transfer Invoices Window Description

Transfer Invoices Window Description

Field Name	Type	Features	Description
Vendor	display only		vendor name
Date	display only		invoice date
Number	display only		invoice number
Currency	display only		invoice currency

Field Name	Type	Features	Description
Amount	display only		invoice amount
Accounting Rule	required	list of values	rule applied to invoice distribution line
Number	display only		invoice number
Vendor Name	display only		vendor name
Accounting Rule	display only		rule applied to invoice distribution line

Viewing and Editing Multi-Period Posting Lines Procedure

Payables creates Multi-Period Posting lines when an accounting rule is attached to an invoice distribution.

To view and edit Multi-Period Posting lines, perform the following steps.

1. Navigate to the Multi-Period Posting Invoices Summary window as follows:

   OPSF(I) Multi-Period Posting - Multi-Period Posting Distributions

2. Query an invoice.
3. Click **Distributions**.
4. To cancel a multi-period posting distribution, select the Ignore MPP check box.
5. In the Accounting Rule field, select the required accounting rule from the list of values.
6. In the Durations field, if the Variable Duration accounting type is selected, enter the number of durations.
7. In the Start Date field, select the required date from the pop-up calendar.
8. Save or save and continue as follows:

   File - Save or **Save and Proceed**
9. To view detailed distributions, click **Detailed Distributions**.
10. To view offset entries for the invoice distribution lines, click **Subledger Offset Entries**.

Multi-Period Posting Invoices Summary Window Description

Multi-Period Posting Invoices Summary Window Description

Field Name	Type	Features	Description
Type	display only		line type
Supplier	display only		supplier name
Supplier Num	display only		supplier number
Site	display only		site number
Invoice Date	display only		invoice date
Invoice Num	display only		invoice number
Currency	display only		currency

Field Name	Type	Features	Description
Amount	display only		amount
GL Date	display only		transfer to General Ledger date

Distributions Summary Window Description

Distributions Summary Window Description

Field Name	Type	Features	Description
Number	display only		distribution line number
Type	display only		distribution type
Amount	display only		distribution line amount
Date	display only		date distribution line entered
Distribution Account	display only		expense account
Future Posting Account	display only		multi-period posting predated expense account for future postings
Tax Code	display only		tax code
VAT Code	display only		VAT code
Distribution Account	display only		distribution account description
Future Posting Account	display only		future posting account description

View MPP Distributions Window Description

View MPP Distributions Window Description

Field Name	Type	Features	Description
Distribution Line	display only		distribution line
Accounting Rule	display only		rule applied to distribution line
Distribution Line Account	display only		distribution line account
Future Posting Account	display only		future posting account
MPP Line	display only		multi-period posting identifier
Amount	display only		amount to be recognized
Expense Recognized		check box	if selected, expense recognized for selected multi-period posting line
Period	display only		period
Posted		check box	indicates line posted to General Ledger
Posted Date	display only		indicates date line posted to General Ledger
MPP Line	display only		multi-period posting identifier
GL Date	display only		General Ledger posting date
Account	display only		account
Entered Debit	display only		entered debit amount

Field Name	Type	Features	Description
Entered Credit	display only		entered credit amount
Accounted Debit	display only		accounted debit amount
Accounted Credit	display only		accounted credit amount
Account	display only		account description

View MPP Offset Entries Window Description

View MPP Offset Entries Window Description

Field Name	Type	Features	Description
Distribution Line Number	display only		distribution line number
Currency Code	display only		currency code
Account	display only		account
Entered Debit	display only		entered debit amount
Entered Credit	display only		entered credit amount
Accounted Debit	display only		accounted debit amount
Accounted Credit	display only		accounted credit amount
Expense Recognized		check box	amount recognized
Posted		check box	if selected, indicates line posted to General Ledger
Account	display only		account description

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Multi-Period Posting Report Procedures

Definition

Multi-Period Posting reports are used to recognize and transfer expenses to General Ledger.

Overview

Multi-Period Posting: Expense Collection Report

The Multi-Period Posting: Expense Collection Report transfers an invoice batch to the Multi-Period Posting distribution line in addition to transferring by invoice number and vendor name.

The Multi-Period Posting: Expense Collection Report is used to cancel the multi-period posting distribution when a batch or invoice that was transferred to the Multi-Period Posting distribution line is cancelled.

The process inserts the following information:

- default multi-period posting accounting rule
- multi-period posting start date
- duration
- future posting account

Multi-Period Posting: General Ledger Transfer Report

The Multi-Period Posting: General Ledger Transfer Report transfers Multi-Period Posting distribution lines with recognized expenses.

Note: The Multi-Period Posting: Expense Recognition Report must be run prior to running the Multi-Period Posting: General Ledger Transfer Report.

Multi-Period Posting: Recognize Expense Program Report

The Multi-Period Posting: Recognize Expense Program Report displays multi-period posting lines over a certain period range enabling the user to recognize the Multi-Period Posting expenses for each period within the range.

The Multi-Period Posting: Recognize Expense Program Report can be viewed in the following modes:

- Preview

  Expenses viewed in preview mode are not recognized.

- Update

  Expenses viewed in update mode are permanently recognized. The accounting rule, start date, and duration are viewed in update mode, they cannot be updated in the MPP Distribution window.

The Multi-Period Posting: Recognize Expense Program Report is run at period end to show Multi-Period Posting lines waiting to be recognized.

The report provides the following information:

- period and currency

  The information is split at the highest level by accountancy period and currency so that the total amount to be posted into the period can be easily reviewed.

- expense account

  Multi-period lines are listed by expense account within each period, enabling totals for each account to be easily reviewed.

- detail line

  Vendors, type of invoice, and amounts are shown.

Generating Multi-Period Posting: Expense Collection Report Procedure

To generate the Multi-Period Posting: Expense Collection Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Multi-Period Posting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Multi-Period Posting: Expense Collection Report from the list of values.

4. In the Mode field, select a mode from the list of values.

5. Optionally, enter parameters as follows:
   - Invoice Number or Vendor Name
   - Invoice Number and Vendor Name
   - Batch Number

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

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

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

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

   View - Requests

Generating Multi-Period Posting: General Ledger Transfer Report Procedure

To generate the Multi-Period Posting: General Ledger Transfer Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Multi-Period Posting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Multi-Period Posting: General Ledger Transfer Report from the list of values.

4. In the Start Period Name field, select a start period from the list of values.

5. In the End Period Name field, select an end period from the list of values.

6. In the Run GL Import field, select a parameter from the list of values as follows:
   - To automatically import a journal to the general ledger, select Yes.
   - To post a journal to be manually imported to the general ledger later, select No.

For information on manually importing journals, see Import Journals Window, *Oracle General Ledger User's Guide*.

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

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

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

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

    View - Requests

Generating Multi-Period Posting: Recognize Expense Program Report Procedure

To generate the Multi-Period Posting: Recognize Expense Program Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Multi-Period Posting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Multi-Period Posting: Recognize Expense Program Report from the list of values.

4. In the Starting Period Name field, select the starting period from the list of values.

5. In the End Period Name field, select the end period from the list of values.

6. In the Expense Recognition Mode field, select a parameter from the list of values as follows:

   - To print a report without saving changes to the database, select Preview.

   - To print a report and commit changes to the database, select Update.

7. Optionally, enter a batch name or invoice number.

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

9. To send the print 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

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Secondary Invoice Approval Process

Definition

Secondary Invoice Approval provides Payables with two levels of approvals for invoices. Invoices are first approved by individual business units, and then optionally finally approved for payment by a central unit with access to all departments' invoices.

Setting Up Secondary Invoice Approval

The process for setting up Secondary Invoice Approval is as follows:

1. The system administrator sets the payment approvals required profile option at application level for Payables to determine if tertiary level approval is required by the secondary approval process.

   A Yes setting allows for a tertiary level of approval before an invoice is made available for payment. This means that an invoice requires two stages of approval after a successful AutoApproval before it can be paid.

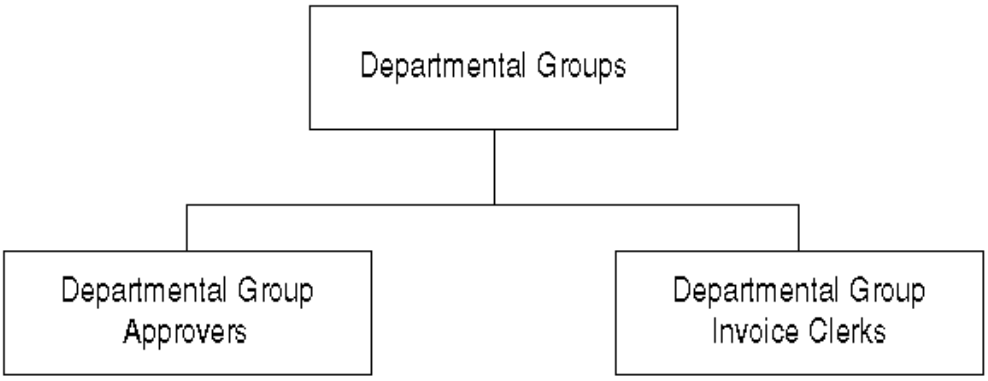
   A No setting allows only for the secondary level of approval before an invoice is made available for payment. The invoice is ready for payment after one stage of approval, namely, the secondary approval authorization.

   Users can set the posting level of secondary approval holds to the General Ledger as postable or non-postable.

2. The database administrator uses the Maintain Secondary Approval Relationships window to set up departmental groups, approvers, and invoice clerks. All approvers and clerks must be valid users of Payables.

   The diagram below shows the relationship between the departmental group and the approvers and clerks as described in the accompanying text.

Setup Relationship in Secondary Approval



The departmental group enables a number of approvers to be assigned to a number of invoice clerks, to avoid authorization problems if an approver is absent or unavailable. In this way, it is possible to assign temporary approvers or have more than one person authorizing invoices.

An approver can be part of more than one departmental group, in which case the approver can authorize invoices for all those groups. Similarly, an invoice clerk can be a member of different departmental groups. Where this is the case, approvers in each of those groups can authorize that clerk's invoices.

It is important to keep the relationship of group approvers and invoice clerks up-to-date. Otherwise, invoices can be entered without an approver to authorize them. Users should run the Secondary Invoice Approval: Secondary Approval of Invoices report to monitor invoices awaiting approval, or outside the exception range.

For information on the Secondary Invoice Approval: Secondary Approval of Invoices report, see Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure, page 45-1.

Approvers can also be assigned flexfield ranges to restrict the invoice lines each approver can approve. Approvers then drill-down to the individual invoice lines and distributions and approve them.

3. The database administrator sets up menus and responsibilities to determine who has access to which windows.

   It is recommended that invoice clerks have access only to windows that enter invoices. Approvers must have access to all the approval windows authorizing invoices and be able to remove all holds except the payment approval hold. This hold can be removed only by users who have the central finance user profile option set to Yes.

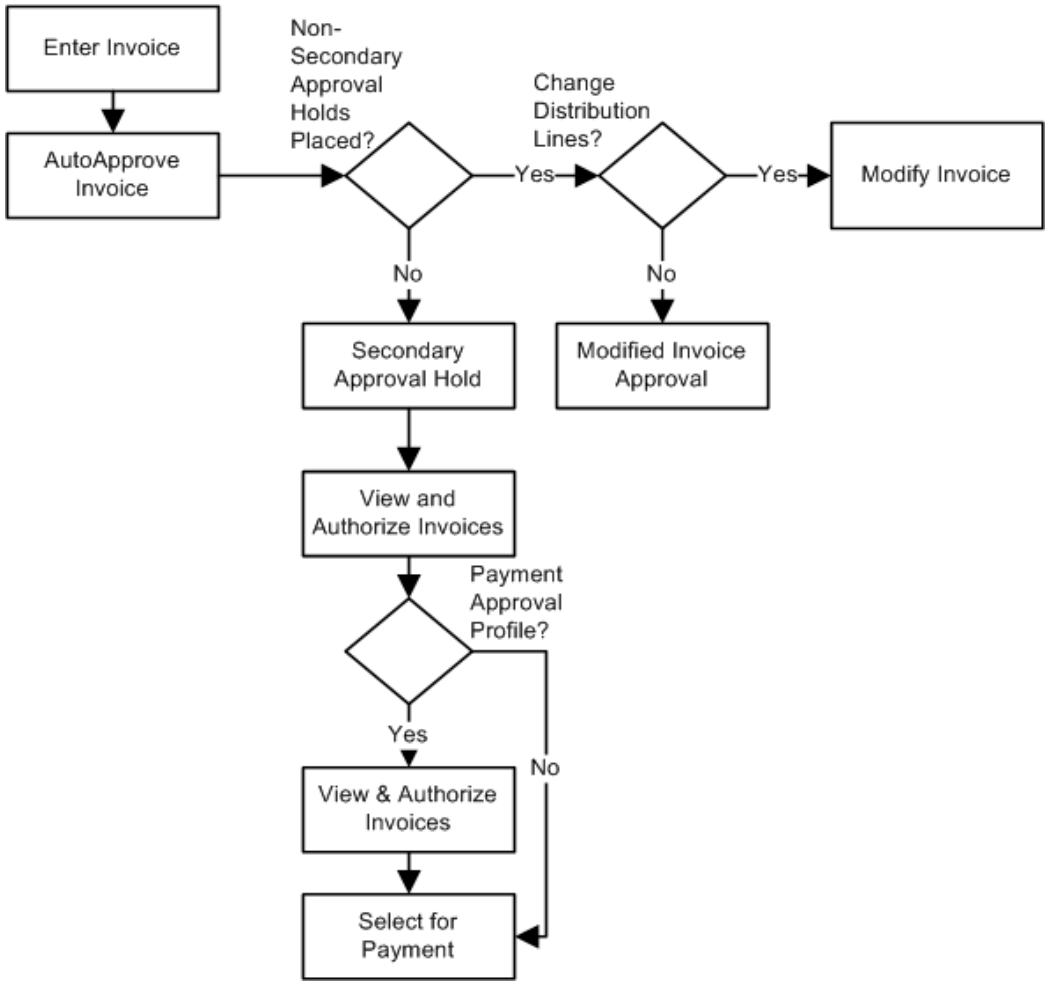
   Note: Misuse of the standard View and Authorize Secondary Approvals window releases secondary approval and payment approval holds, and bypasses secondary

approval completely. This window must be available to super users only.

Secondary Invoice Approval Process Diagram

The diagram below shows the Secondary Invoice Approval process diagram, as described in the accompanying text.

Secondary Invoice Approval Process Diagram



Using Oracle Payables with Secondary Invoice Approval

This section describes the additional steps required to enforce subsequent levels of approval prior to an invoice being selected for payment.

1. Invoice clerks enter invoices using the Invoice Workbench in Payables.

   Note: On the Invoice Actions window in Payables, the All option is not available in

the list of values in the Hold Name field. This is to prevent the release of secondary approval holds that are placed when the Validate check box and the Release check box are both selected.

For information on the Invoice Actions window, see Invoice Validation, *Oracle Payables User's Guide*.

2. The system automatically approves invoices as in Payables. In Payables, this is usually the last entry against the invoice before final payment, unless further modifications are made to the invoice lines.

   If any approval holds are placed against an invoice, with the exception of secondary approval holds, they are removed using the View Payment Holds tab of the View and Authorize Secondary Approvals window. This allows removal of all user-defined holds and most system-generated AutoApproval holds. It does not allow for removal of secondary approval holds or payment approval holds.

3. The secondary approval hold can be removed only by the appropriate secondary approver using the View and Authorize Secondary Approvals window. If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices requiring secondary approval and of any unassigned invoices.

   If AutoApproval is not successful, for example, a distribution line does not match, the invoice is not approved, and the secondary approval hold cannot be released.

   If further modifications are made to an invoice, the secondary approval hold is released. The invoice requires reapproval, and the process of secondary approval starts again.

4. Approvers approve invoices with a secondary approval hold using the View and Authorize Secondary Approvals window and optionally drill-down to the invoice lines and distributions.

   Approvers release the secondary approval hold by selecting invoices and the Authorization check box. If the payment approval profile option is set to Yes, the system places a payment hold against the invoice after authorization; otherwise, the invoice is available for payment.

   If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices that receive secondary approval. If secondary approval is set up to require payment approvals, it is recommended that the standard Invoice On Hold Report is run to track payment approvals.

5. If invoices have a payment approval hold set, users with the central finance user profile option set to Yes release these holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window.

6. Invoices are selected for payment.

The payment process is unaffected by the secondary approval process and requires all invoices to be approved before they are available for payment.

Using Secondary Approval Example

This example illustrates how to use secondary approval. It assumes that the HR GROUP departmental group has one approver, JSMITH, and two invoice clerks, TSCOTT and TJONES. Additionally, the payment approval profile option is set to Yes so that a payment hold is placed on invoices after approval. JSMITH has the central finance user profile option set to Yes and is able to remove holds of this type.

1. Invoice INV 0310 is entered and successfully approved by invoice clerk TJONES. The system issues the message no holds have been placed or released, indicating that AutoApproval is successful. The Enter Invoices window places a secondary approval hold against the invoice. The Status field of the Invoices Summary window shows the text Needs Reapproval for this invoice.

2. The group approver JSMITH uses the View and Authorize Secondary Approvals window to list those invoices and authorizes INV 0310 for payment by selecting the Authorize check box.

3. The system places a payment approval hold on invoice INV 0310.

4. JSMITH, who also has the central finance user profile option set to Yes, uses the Invoice Holds window to view invoices with payment approval holds. The line for invoice INV 0310 shows that the secondary approval hold is released and that the payment approval hold is in place. JSMITH uses this window to release the hold.

5. JSMITH runs the Secondary Invoice Approval: Secondary Approval of Invoices Report. This provides details of the authorized invoices that receive secondary approval. The report is ordered by status, approver name, group name, invoice date, and invoice number.

References

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

For information on setting the posting level of secondary invoice holds, see Invoice Approvals, *Oracle Payables User's Guide*.

For information on entering invoices in Payables, see Payables Workbench, *Oracle Payables User's Guide*.

For information on the Invoice On Hold Report, see Invoice on Hold Report, *Oracle Payables User's Guide*.

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Secondary Invoice Approval Procedures

Definition

Secondary Invoice Approval in Payables provides two levels of approval for invoices. After passing the standard Payables AutoApproval process, invoices are approved by individual business units and can optionally be approved by a central unit with access to all departments' invoices.

Business units can be further devolved by assigning flexfield ranges to approvers.

The secondary approval and payment approval holds placed by secondary invoice approval can be set to either postable or non-postable to General Ledger, giving Payables the ability to prevent or enable posting of expense distributions to the General Ledger.

For information on approvals, see Approval, *Oracle Payables User's Guide*.

Overview

Approval Groups

Departmental groups, departmental approvers, and invoice clerks are set up as approval groups. Each approval group can be assigned a number of invoice clerks and approvers, and each approver can be assigned a flexfield range.

Secondary Approval Holds

When an invoice is approved using the AutoApproval process, it is marked with a secondary approval hold. If the invoice is modified, the secondary approval hold is released, and the invoice must pass through the AutoApproval process again.

Viewing and Authorizing Secondary Approvals

Departmental approvers are restricted to viewing and approving only invoices belonging to their group and invoices within their flexfield range. They can also view and approve individual invoice distribution lines assigned to them. Departmental approvers can approve invoices that are placed on secondary approval hold.

View and Authorize Secondary Approvals Window

Departmental approvers use the View Secondary Holds tab in the View and Authorize Secondary Approvals window to release secondary invoice approval holds and to drill-down to approve individual invoice lines and distributions.

Viewing and Authorizing Payment Holds

A profile option enables a central finance user to be defined who can approve invoices on which a payment hold is placed. If authorized, a central finance user with access to all departments can release payment holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window. If the invoice is modified, both holds are released, and the invoice must pass through the AutoApproval process again.

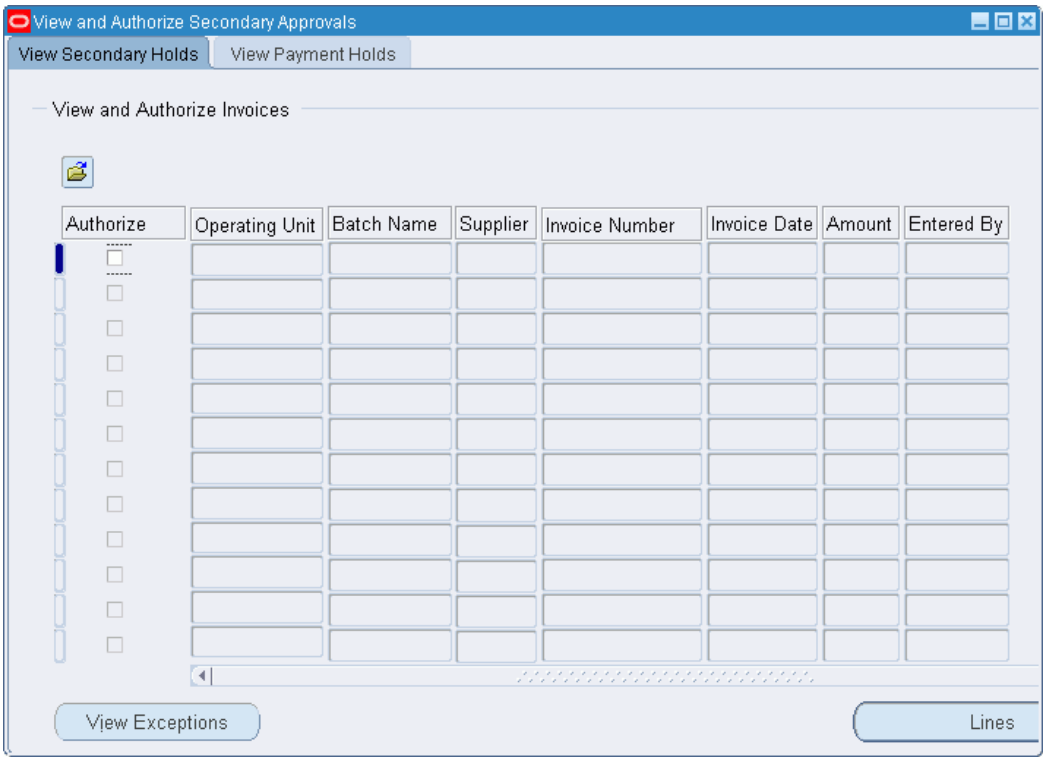
If an invoice has multiple lines or distributions assigned to an approver, then all lines must be approved before a payment approval hold is placed on the invoice.

Prerequisites

- Departmental groups must be set up.
- Departmental approvers must be set up for each group.
- Flexfield ranges can be assigned to approvers.
- Invoice clerks must be set up for each group.
- Invoices must be entered.
- Invoices must pass AutoApproval.
- The central finance user profile option for the releaser must be set to Yes if an additional payment approval hold should be applied and if the payment approvals profile option is set to Yes.
- Secondary Invoice Approval holds must be set to postable or non-postable.

  To set up secondary invoice approvals, see Approval, *Oracle Payables User's Guide*.

Viewing and Authorizing Secondary Approvals Procedure



To view and authorize secondary approvals:

1. Navigate to the View and Authorize Secondary Approvals window as follows:

   OPSF(I) Secondary Invoice Approval - Authorize SIA

   > **Note:** The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Secondary Holds tab.

3. To further restrict the number of invoices displayed, query on any of the following:

   - Operating unit
   - Batch name
   - Supplier name
   - Invoice number

- Invoice date
- Amount

Invoices requiring Secondary Invoice Approval are displayed automatically.

4. To view all invoices that have no approver assigned or that are partially or completely excluded from an approval range, click **View Exceptions**.

   Note: This information is for display only and cannot be updated. Invoice exceptions can only be approved after the exception problem is corrected.

5. To view invoices lines for approval, click Lines.

6. To view invoice distributions for approval, click **Distributions** in the Approve Invoice Lines window.

7. To approve an invoice line or distribution, select Authorize in the appropriate window.

   If the Payment Approvals Required profile option for the application is set to No, the invoice is authorized for payment.

   If the Payment Approvals Required profile option for the application is set to Yes, a payment approval hold is set for the invoice.

8. To view exceptions, click **View Exceptions** or run the Secondary Invoice Approval: Secondary Approval of Invoices Report.

To run the Secondary Invoice Approval: Secondary Approval of Invoices Report, see Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure, page 45-1.

Viewing and Authorizing Payment Holds Procedure

To view and authorize payment holds:

1. Navigate to the View and Authorize Secondary Approvals window as follows:

   OPSF(I) Secondary Invoice Approval - Authorize SIA

   Note: The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Payment Holds tab.

3. To further restrict the number of invoices displayed, query on any of the following:
   - Operating Unit
   - Batch name
   - Supplier name
   - Invoice number
   - Invoice date
   - Amount

   Invoices requiring payment approval are displayed automatically.
4. Click **View Invoice** to view invoice details.
5. To approve an invoice, select Authorize.
6. Run the Invoice on Hold report to view payment holds.

For information on the Invoice on Hold report, see Invoice on Hold Report, *Oracle Payables User's Guide*.

View and Authorize Secondary Approvals Window Description

The following table describes the View Secondary Holds tab in the View and Authorize Secondary Approvals window.

View and Authorize Secondary Approvals Window Description, View Secondary Holds Tab

Field Name	Description
Batch Name	batch number or null
Supplier	supplier name
Invoice Number	invoice number
Invoice Date	invoice date
Amount	invoice amount
Entered By	invoice entry person

Field Name	Description
Authorize	select to approve invoice
View Exceptions	displays invoices that have no approver assigned or that are partially or completely excluded from an approval range
Distributions	displays invoice distributions for approval

The following table describes the View Payments Holds tab in the View and Authorize Secondary Approvals window.

View and Authorize Secondary Approvals Window Description, View Payments Holds Tab

Field Name	Description
Batch Name	batch number or null
Supplier	supplier name
Invoice Number	invoice number
Invoice Date	invoice date
Amount	invoice amount
Entered By	invoice entry person
Authorize	select to approve invoice
View Invoice	displays invoices on payment hold

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Secondary Invoice Approval Report Procedures

Definition

Secondary Invoice Approval reports provide details of invoices that require or have received secondary approval.

Note: If invoices that require secondary approvals also require payment approval, it is recommended that the Invoice On Hold Report is used to track payment approvals.

For information on the Invoice on Hold Report, see Invoice on Hold Report, *Oracle Payables User's Guide*.

Overview

Secondary Invoice Approval: Flexfield Assignments Report

This report lists the flexfield assignment of authorizers within an approval group.

Secondary Invoice Approval: Secondary Approval of Invoices Report

This report lists invoices that require or have received secondary approval or modified invoice approval, those that have no approver assigned, or those that are partially or completely outside of an approval range. The report is ordered by status, approver name, group name, invoice date, and invoice number.

Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure

To generate the Secondary Invoice Approval: Secondary Approval of Invoices Report:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Secondary Invoice Approval - Reports

2. Select the Single Request radio button.

   The Submit a New Request window appears.

3. In the Name field, select Secondary Invoice Approval: Secondary Approval of Invoices Report.

4. Select the operating unit and leave the parameter fields blank to submit a report for all values or do the following:

   - To submit a report on status type, select Status.
   - To submit a report on a group name, select Group Name.
   - To submit a report on an approver user name, enter Approver User Name.

     Note: The group name must be selected in the Group Name field.

   - To submit a report on a vendor name, select Vendor Name.
   - To submit a report on a batch name, select Batch Name.
   - To submit a report on an invoice number, enter Invoice Number.

     Note: The vendor name must be selected in the Vendor Name field.

   - To submit a report on an invoice start date, enter Invoice Start Date.
   - To submit a report on an invoice end date, enter Invoice End Date.

5. Click **OK**.

6. Click **Submit Request**.

7. Click **Yes** to submit another request, else **No**.

8. View the request as follows:

   View - Requests

Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure

To generate the Secondary Invoice Approval: Flexfield Assignments Report:

1. Navigate to the Submit Request window as follows:

   OPSF(I) Secondary Invoice Approval - Reports

2. Select the Single Request radio button.

   The Submit a New Request window appears.

3. In the Name field, select Secondary Invoice Approval: Flexfield Assignments Report.

4. Select the operating unit and leave the parameter fields blank to submit a report for all values or do the following:

   - Optionally, select an approval group.
   - Optionally, enter the approver's name.
   - Select a flexfield from range.
   - Select a flexfield to range.

5. Click **OK**.

6. Click **Submit Request**.

7. Click **Yes** to submit another request, else **No**.

8. View the request as follows:

   View - Requests

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Single Third Party Process

Definition

The Single Third Party feature identifies the connection between a supplier and a customer where it is the same entity. Creating a single third party enables the user to perform the following types of netting transactions:

- Objection to payment
- Assignment
- Payment excess
- Supplier reimbursement

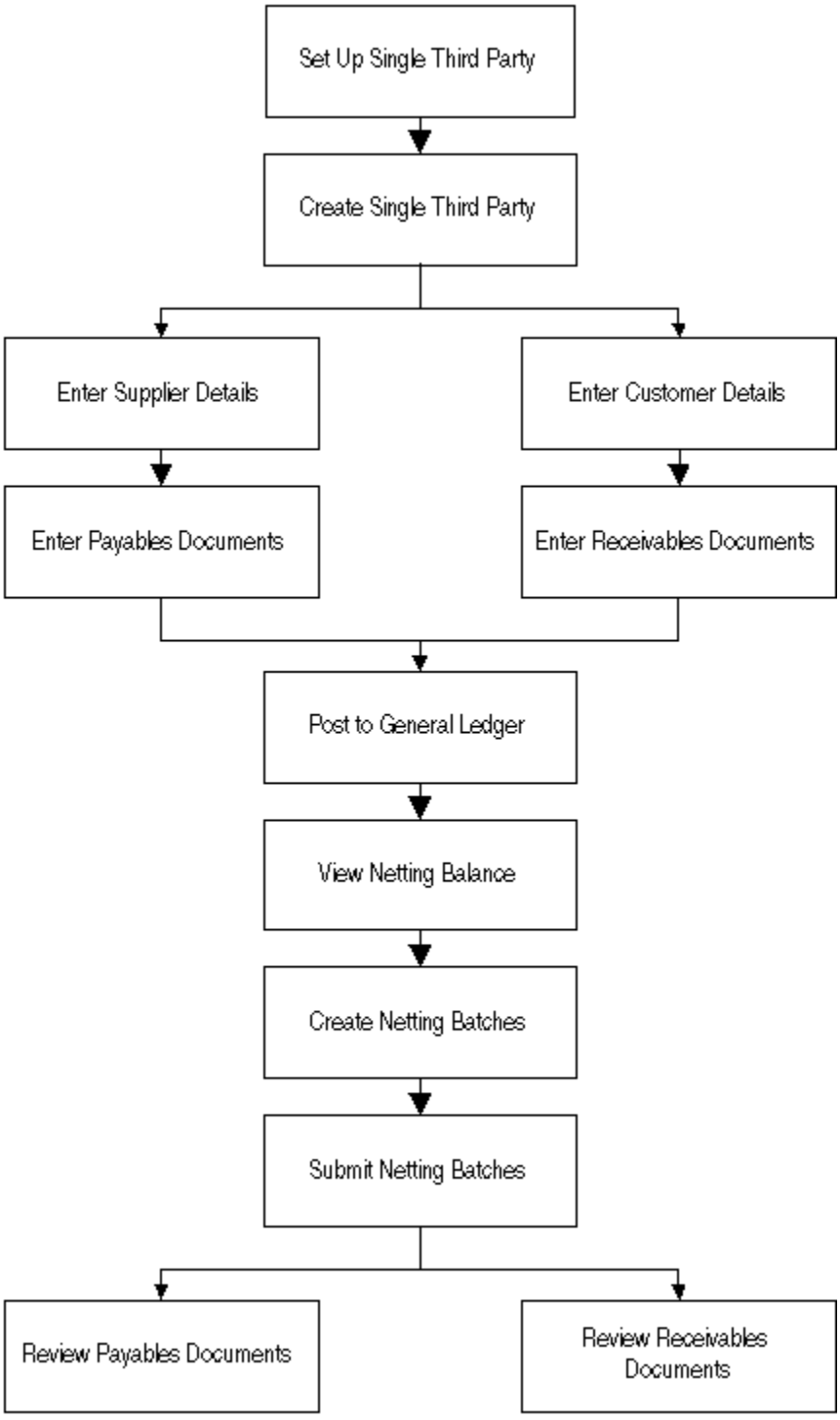
Netting transaction security is controlled by profile options.

Netting transactions are separated by a netting prefix that is inserted in each invoice and transaction number created by the Single Third Party netting process.

Single Third Party Process Flow Diagram

The diagram below shows the Single Third Party process flow, as described in the accompanying text.

Single Third Party Process Flow Diagram



Setting Up Single Third Party

Enable Netting Transaction Types

Single third party supports the following netting types:

- Objection to payment
- Assignments
- Supplier reimbursement
- Payment excess

Each netting type requires an original transaction type and creates two netting transactions in Payables and Receivables. The netting types are predefined and cannot be modified.

Each netting type requires a netting control account. The netting control account must be the same for both Payables and Receivables. The account defined on the Netting Transaction Types window is used instead of the expense account in Payables and revenue account in Receivables.

If sequence numbering is always or partially used, the document category assignments must be set up before netting transaction types are set up. Document category assignments must be entered for the document category fields. If sequence numbering is not used, the document category field must be blank.

For information on document category assignments, see Sequence Assignments Window, *Oracle Applications System Administrator's Guide*.

Set Profile Options for Single Third Party

The profile options must be set before using the Single Third Party feature as shown in the table below.

Single Third Party Profile Options

Profile Options	Descriptions
Objecting STP Allowed	This profile option controls creation of objecting third parties and objection to payment netting transactions. As the Objection to Payment netting type is allowed only for specific account officers this profile option can be assigned at user level.
Default Receivables Payment Term	The value assigned to this profile option is used as the payment term for Receivables netting transactions when imported by AutoInvoice.
Default Payables Payment Term	The value assigned to this profile option is used as the payment term for Payables netting documents when they are imported by Payables Open Interface request.
Receivables Batch Source	The batch source assigned to this profile is used for netting Receivables transactions when imported by AutoInvoice. If the multiple organizations feature is used and single third party is enabled for more than one operating unit, this profile option must be assigned at responsibility level as the Receivables batch source is an operating unit specific element.
Payables Batch Source	This value is used by the Payables Open Interface Report when importing Payables invoices and credit memos into Payables.
Unit of Measure	This unit of measure is used by AutoInvoice when importing Receivables transaction lines.
Interface Context	This profile option must be set to STP Netting. This context is predefined and should not be modified.
Netting Prefix	This profile option can be set only at site level. The value of this field is inserted as a prefix for each transaction number created by single third party netting.

Related Topics

Profile Options, *Oracle Public Sector Financials (International) Implementation Guide*

Creating Single Third Parties

Single Third Party header and address information must be entered on the Single Third Party - Main window. When saving a new single third party, a supplier and a customer are created at the same time. The information entered on the Single Third Party - Main window populates the corresponding fields on the standard supplier, supplier site address, customer, or customer address windows, but can be updated only on the Single Third Party - Main and Single Third Party - Address Details windows.

When creating addresses for a single third party all the addresses are inserted in the supplier and customer database.

If an address is enabled as a supplier, but not enabled as a customer, the Active check box remains deselected for the address on the standard customer addresses window and no Receivables transaction can be entered.

If an address is enabled as a customer but not as a supplier, the Pay site and the Purchasing site check boxes remain deselected on the standard Supplier Site window and no invoices or purchase orders can be entered. If an address is created as a supplier both the Pay site and Purchasing site check boxes are deselected, but updating the Single Third Party - Main window does not change the status of the Purchasing site check box. The Purchasing Site check box can be updated on the standard supplier site window.

Information not entered in the Single Third Party - Main and Single Third Party - Address Details windows for example, default payment term and bank account assignments, must be entered on the standard supplier, supplier site, customer, or customer address windows.

Single third parties cannot be set up from suppliers or customers created using the standard Receivables and Payables windows. Single third parties are not displayed on the Single Third Party Netting Balance window if created in the standard Payables or Receivables windows, for example, if a new supplier site or customer address is added to an existing single third party on the supplier site or customer address window. Customer addresses and supplier sites created on the standard customer address or supplier site windows are not displayed on the Single Third Party Netting Balance window and any documents entered cannot be netted.

Viewing Single Third Party Netting Balances

The Single Third Party Netting Balance window is used to view the following:

- outstanding Payables balance

- outstanding Receivables balance
- net balance for third party
- individual third party addresses

The user can drill-down to individual transactions to review subledger details.

The balances displayed are not necessarily the same as the current outstanding amount for a given supplier or customer as the Single Third Party Netting Balance window displays transactions that are already posted to the General Ledger in the entered currency.

Only transactions that have class of invoice, credit memo, and debit memo are displayed on the Receivables side, but all Payables documents are displayed on the Payables side. Transactions with class guarantee, deposit, and chargeback are not displayed.

For each document the invoice number or transaction number and the outstanding amount are displayed. For example, if a Payables invoice of 100 is posted, the amount displayed is 100. If 30 is paid for that invoice the amount displayed is 70.

In Receivables, if an invoice of 100 is posted to the General Ledger, the amount displayed is 100. If 60 is received from the customer and applied to the invoice the amount displayed changes to 40. If a credit memo for 40 is issued for this invoice, the outstanding amount is zero and the invoice does not appear on the Single Third Party Netting Balance window.

Creating Netting Transactions

Netting transactions are initially displayed in the Single Third Party Netting Balance window. Transactions that are displayed in this window can be netted.

Adjust Receivables Balance Example

Company A is a supplier and a customer with the following outstanding invoices:

- Payables invoice of 100
- Receivables invoice of 150

A net receivable balance is displayed. An agreement with the third party states that only the net balance is paid.

Company A is queried on the Single Third Party Netting Balance window and the Payables invoice of 100 and the Receivables invoice of 150 are displayed. The Adjust AR Balance netting type is selected on the Netting Transactions window. When the Adjust AR Balance netting type is selected, only documents with positive amounts are available for selection in the Payables and Receivables regions on the Create Netting

Packages window. The documents for netting must be selected. The Create Batch button is clicked to display the netting batch created, including the netting transactions. The netting transaction numbers and amounts are reviewed. At this point the status of the batch is Available.

A Payables credit memo for -100 and a Receivables credit memo for -100 are created. Note that creating netting batches is irreversible and netting batches cannot be deleted.

When the netting batch is created but not submitted, the netting balance window displays the amount of netting transactions in the Netting in Progress field next to the original transaction.

The original Payables invoice still has 100 displayed in the Amount field and 100 in the Netting in Progress field. The Receivables transaction displays 150 in the Amount field and 100 in the Netting In Progress field.

When the netting batch is submitted, the netting transactions are imported into the subledgers using the AutoInvoice concurrent program in Receivables and Payables Open Interface concurrent program in Payables. The status of the netting batch changes to Complete. Transactions can be reviewed in the Single Third Party Netting Balance window. The Payables invoice is no longer displayed as it is netted. For the Receivables invoice, 50 is displayed in the Amount field.

Netting transactions can be viewed on the Invoice Entry window or Transactions window.

The Receivables credit memo is applied to the original Receivables invoice. The amount displayed for this invoice on the Single Third Party Netting Balance window is not affected as the amount of this credit memo is already deducted from the original amount.

On receipt of 50 from the customer the receipt is applied to the original invoice and the transaction is closed and does not appear on the Single Third Party Netting Balance window.

In Payables, the credit memo cannot be applied to the original invoice. The original invoice and the credit memo created by netting must be grouped and paid together.

Adjust Payables Balance Example

The Adjust Payables Balance example is similar to the Adjusting Receivables Balance example, but there is a net Payables balance as follows:

- Payables invoice of 200
- Receivables invoice of 170

An agreement with the third party states that only the net balance is paid. An Adjust AP Balance type netting batch is created. When Adjust AP Balance netting type is selected, only documents with positive amounts are available for selection in Payables and Receivables on the Create Netting Packages window.

The documents for netting are selected and the netting batch is created. The netting batch includes a Receivables credit memo for -170 and a Payables credit memo for -170.

The netting balance is reviewed before submitting the batch. The Amount field for the Payables invoice displays 200 and the Netting In Progress field displays 170. The Amount and the Netting In Progress fields display 170 for the Receivables invoice. After the netting batch is submitted and completed, the Payables invoice displays 30 in the Amount field and the Receivables invoice is no longer displayed as it is fully netted.

The Receivables credit memo created by netting must be applied to the original transaction. The credit memo and invoice are closed after the credit memo is applied.

The Payables invoice and credit memo must be grouped together for payment ensuring that only the net 30 is paid.

Objection to Payment Example

The Objection to Payment netting type is specific to French public sector organizations and has a higher level of security as it can be performed only by specific users.

A third party submits an invoice for 400, but a notification is sent from a public sector organization for example, the tax authority, stating that the same third party has an outstanding balance of 300.

Both organizations must be entered in the Single Third Party - Main window. The public sector organization must be entered as an objecting third party. Objecting third parties are available only when the Objecting STP Allowed profile option is set to Yes.

On receipt of notification, users with the authority to deal with this type of netting can process an Objection to Payment netting transaction. The invoice received from the first third party must be queried on the Single Third Party Netting Balance window. The Objection to Payment netting type is only available on the Netting Transactions window if it is enabled on the Netting Transaction Types window and the Objecting STP Allowed profile option is set to Yes.

Only Payables documents with positive amounts are displayed on the Create Netting Packages window. The objecting third party must be selected from the list of values. Only third parties created as objecting third parties are displayed in the list. The third party must be enabled as a supplier so that a valid pay site is available.

The user enters 300 in the Amount field and selects the invoice by scrolling down. The user creates a netting package and reviews the batch identifier, status, and netting transactions to be imported into Payables. The netting transactions are a credit memo of -300 for the original supplier and an invoice of 300 for the public sector organization.

After the netting batch is submitted there is a net outstanding balance of 100 for the original supplier and 300 for the public sector organization.

Assignment Example

The Assignment netting type is identical to the Objection to Payment netting type, but is

available for all users with the authority to perform netting transactions.

Partial or full amounts of an outstanding invoice for a third party can be assigned to another third party. The third party must be set up as a debt beneficiary single third party type on the Single Third Party - Main window and have at least one valid pay site.

After generating an assignment netting type from the original Payables invoice, a credit memo is created for the first third party and an invoice is created for the debt beneficiary.

Payment Excess Example

The Payment Excess netting type is used to return money to a customer. The customer must be recorded as a single third party with a valid bill-to address on the customer side and a valid pay site on the supplier side.

A Receivables credit memo must be recorded for the amount to be paid back. The document must be queried on the Single Third Party Netting Balance window. Only Receivables credit memos are displayed on the Create Netting Batches window after selecting the Payment Excess netting type.

During netting batch creation the batch identifier, status, and netting transactions can be reviewed.

The netting transactions created in the payment excess netting type are as follows:

- Receivables debit memo
- Payables invoice

The original Receivables credit memo must be applied to the debit memo to close both transactions.

Money is returned to the third party when the Payables invoice is paid.

Supplier Reimbursement Example

The Supplier Reimbursement netting type is similar to the Payment Excess netting type in Payables. A supplier reimbursement netting type is created to record money received from a supplier.

A Payables credit memo must be entered for this amount. The credit memo must be queried on the Single Third Party Netting Balance window, and the Supplier Reimbursement netting type selected. Only Payables documents with a negative amount appear on the Create Netting Packages window.

Submitting the netting batch creates an invoice in Payables and a debit memo in Receivables for the same amount.

47

Single Third Party Procedures

Definition

Single Third Party is a single entry point for creating, viewing, and deactivating a third party that is both a customer and a supplier. Single Third Party also enables the third party to be tracked as a single legal entity within the application, which enables the calculation of a net balance.

WARNING: Netting is legal only in certain countries.

For information on where netting is allowed, see International Implications, page 1-5.

Overview

Calculating the net balance for a single third party involves the following tasks:

- defining a customer and a supplier as a single third party using the Single Third Party - Main and Single Third Party - Address Details windows
- querying and viewing the single third party net balance using the Find STP and Single Third Party Netting Balance windows
- specifying the netting transaction type to be used in the netting calculation using the Netting Transaction Types window

Netting single third party documents also involves the following:

- grouping the netted invoices into netting packages using the Create Netting Packages window
- submitting invoices for netting, as netting batches, using the Submit Netting Batches window

For information on setting up single third parties, see Single Third Party Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

For information on netting transaction types, see Netting Transaction Types, page 47-2.

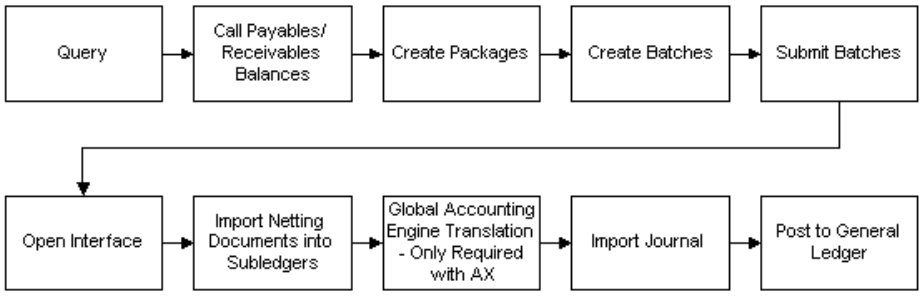
For information on netting packages and netting batches, see Netting Packages and Netting Batches, page 47-3.

As part of the single third party posting process, all netting documents for the net outstanding balance are automatically generated by the system.

Netting Process

The diagram below shows an overview of the netting process, as described in the accompanying text.

Netting Process Overview



Note: Netting transactions can only be performed by the accounts officers.

Netting Transaction Types

The netting transaction type is determined by the net balance for a third party. The netting transaction types available are described in the table below.

Netting Transaction Types

Netting Transaction Type	Description
Objections to Payment	The netting transaction is a Payables invoice. The purpose of netting is to partially or fully assign this invoice to another third party. The invoice amount is specified on the Create Netting Packages window. The assignee third party needs to be set up as an objecting third party on the Single Third Party - Main window and needs to have an active pay site in the given operating unit. Netting creates a Payables credit memo for the original third party and a Payables invoice for the same amount for the objecting third party. This option can be performed by authorized account officers on receipt of a legal notification. This can be controlled by the value of the Single Third Party: Objecting Third Party Allowed profile option.
Payment Excesses	Nets a third party's Receivables invoices and settlements. The original transaction needs to be a Receivables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.
Assignments	This netting type is identical to the Objection to Payment type except that it is available to all account officers. In addition, the assignee must be set up as a debt beneficiary type third party on the Single Third Party - Main window.
Supplier Reimbursements	Nets a third party's Payables invoices and settlements when a credit memo is received. The original transaction must be a Payables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.

Netting Packages and Netting Batches

The accounts officer creates netting packages using the Create Netting Packages window. Netting packages are collections of Payables and Receivables transactions for a single third party.

Netting batches are submitted using the Submit Netting Batches window. Submitting netting batches rather than netting packages has the advantage that netting and posting

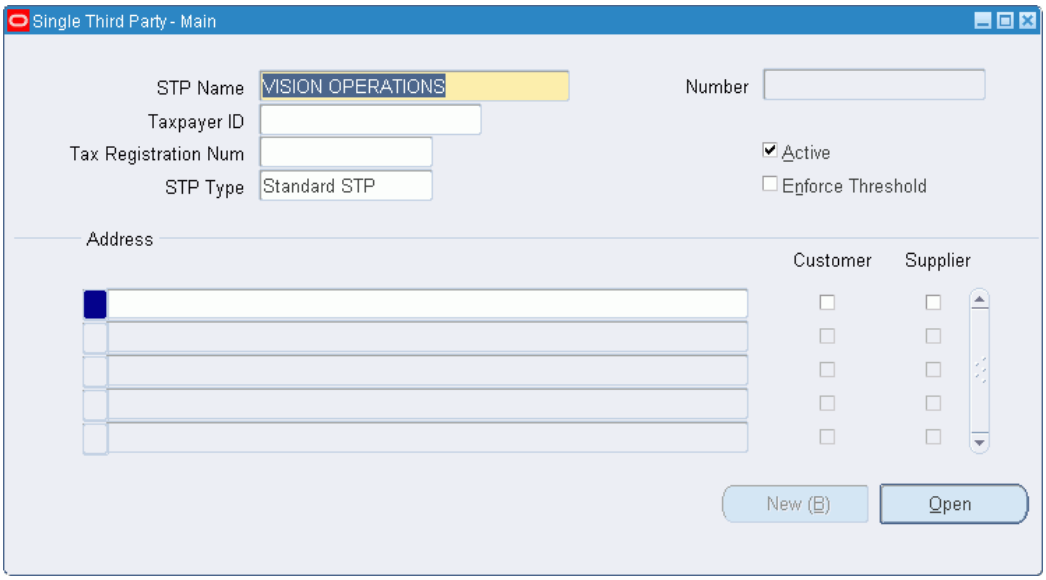
can be performed independently. For example, the information that netting provides can be useful at any time, but submitting can be convenient at the end of each day.

Prerequisites

- If used, Oracle Subledger Accounting must be set up to post all transactions in General Ledger for a ledger.

  To set up the Oracle Subledger Accounting, see Subledger Accounting Options Setup, *Oracle Subledger Accounting Implementation Guide*.

Creating a Single Third Party Procedure



To create a new single third party:

1. Navigate to the Single Third Party - Main window as follows:

   OPSF(I) Single Third Party - Single Third Party Maintenance

2. In the STP Name field, enter the name of the single third party.

   Note: The Active check box must be selected. This enables the system to calculate single third party balances. The Active check box is selected by default.

3. In the STP Type field, select a single third party type.

   The single third party type indicates that the third party is an objecting third party if the Objection to Payment netting type is selected, or a debt beneficiary if the Assignments netting type is selected.

4. If the single third party must be under a threshold control, select the Enforce Threshold check box.

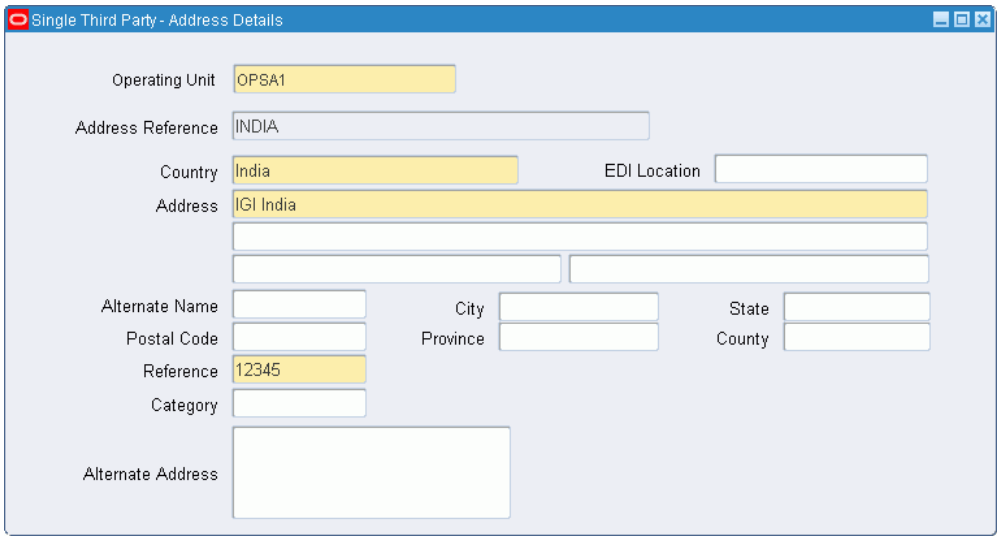
5. In the Address region, enter address references to distinguish between third party addresses. The address reference is the site name, as defined in Payables.

6. To define an address reference as a customer location, a supplier site, or both, select the Customer or Supplier check box, or both.

   Note: To perform netting on an address reference, it must be defined as a customer, a supplier, or both and there must be a valid bill-to location For more information, see Customers Overview, *Oracle Receivables User Guide*.

7. Define an address for the single third party as follows:

   - Select an address reference and click **Open**.
   - Enter data in the Single Third Party - Address Details window as described in the Single Third Party - Address Details Window Description table, page 47-6.



8. Close the Single Third Party - Address Details window.

   The Single Third Party - Main window appears.

9. Click **New (B)** to create another single third party.

Entering Customer Details

To view customer details and enter additional information, perform the following steps.

1. In Receivables, navigate to the Customers - Standard window as follows:

   Customers - Standard

2. Enter search criteria or leave the fields blank to retrieve all records.

3. Click **Find**.

4. Select a customer name from the list.

For information on the Customers - Standard window, seeCustomers Overview, *Oracle Receivables User Guide*.

Entering Supplier Details

To view supplier details and enter additional information, perform the following steps.

1. In Payables, navigate to the Suppliers window as follows:

   Suppliers - Inquiry

2. Enter search criteria or leave the fields blank to retrieve all records.

3. Click **Find**.

For information on the Suppliers window, see Suppliers, *Oracle Payables User's Guide*.

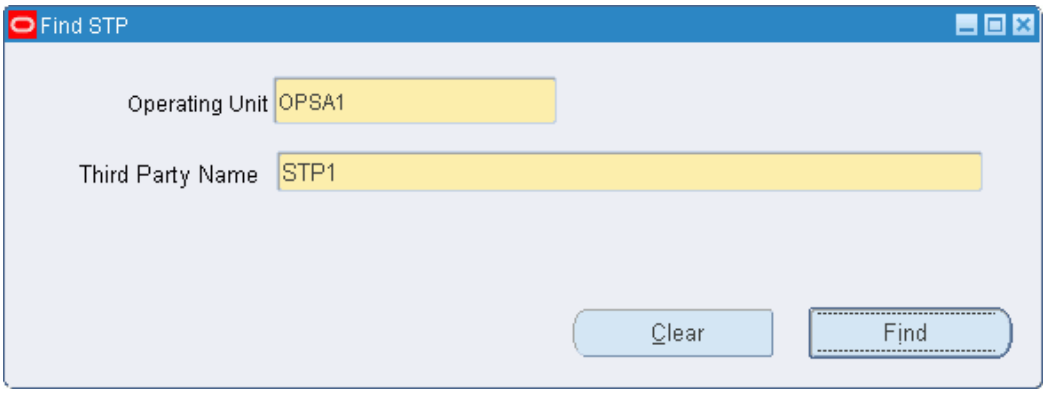
Single Third Party - Address Details Window Description

Single Third Party - Address Details Window Description

Field Name	Description
Operating Unit	Operating unit of the single third party.
Address Reference	Address reference; automatically displayed from Single Third Party - Main window
Country	Third party location; identical to Country in Payables or Receivables
EDI Location	Electronic Data Interchange location; identical to EDI Location in Receivables

Field Name	Description
Address	Third party address; first line required; identical to Address in Payables or Receivables
Alternate Name	Alternate name to identify third party; identical to Alternate Name in Payables or Receivables
City	Third party location; identical to City in Payables or Receivables
State	Third party location; identical to State in Payables or Receivables
Postal Code	Third party postal code; identical to Postal Code in Payables or Receivables
Province	Third party location; identical to Province in Payables or Receivables
County	Third party location; identical to County in Payables or Receivables
Reference	Third party reference; defines combination of third party and address
Language	Language used by third party; identical to Language in Payables or Receivables
Category	Identical to Address Category in Receivables; used in analysis of customers
Alternate Address	Third party alternate address; identical to Alternate Address in Payables

Viewing Single Third Party Details and Outstanding Balance Procedure



To review details such as the address and the net outstanding balance for an existing single third party:

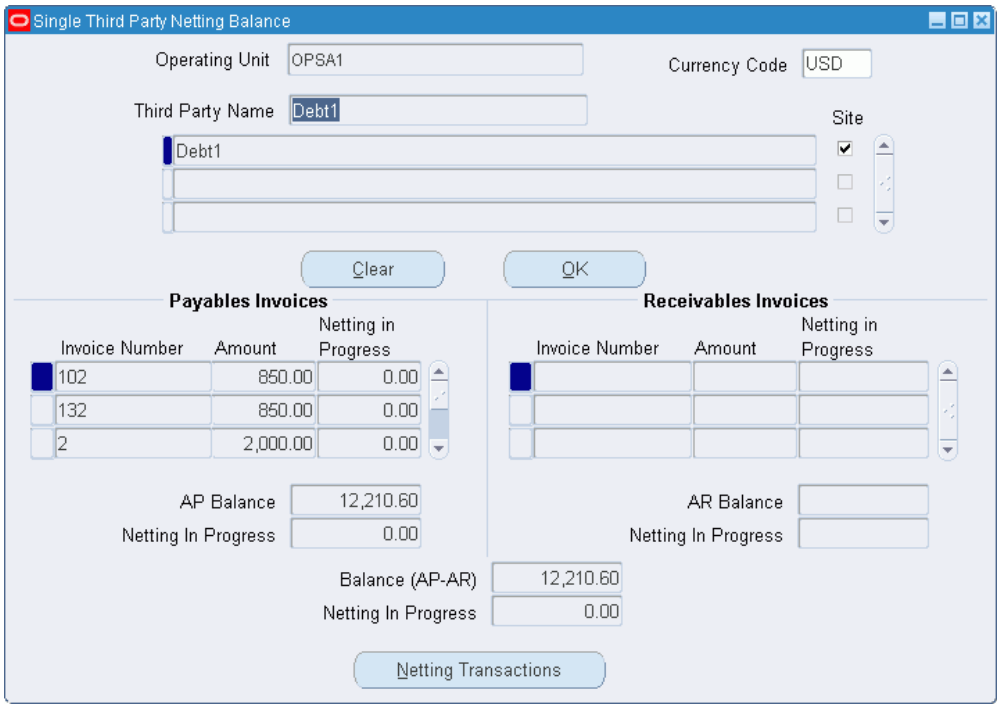
1. Navigate to the Single Third Party Netting Balance window as follows:

   OPSF(I) Single Third Party - Netting Balance

2. Perform one of the following actions:

   - In the Operating Unit field, enter an operating unit.
   - In the Third Party Name field, enter or select a third party name or leave the field blank.

3. Click **Find**.



The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved. The up and down arrow keys can be used to scroll through all available single third parties.

4. To examine an invoice in more depth, select an invoice and click the drill-down button.

   The standard Payables Invoices window or Receivables Transactions window appears.

5. In the Currencies Code field, select the currency code.

   The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

6. Select one or more of the single third party Site check boxes.

   All Site check boxes are selected by default.

7. Click **OK**.

   Invoice details that are entered in the given currency and posted to General Ledger as well as the outstanding third party balances are displayed in the Payables Invoices and Receivables Invoices regions.

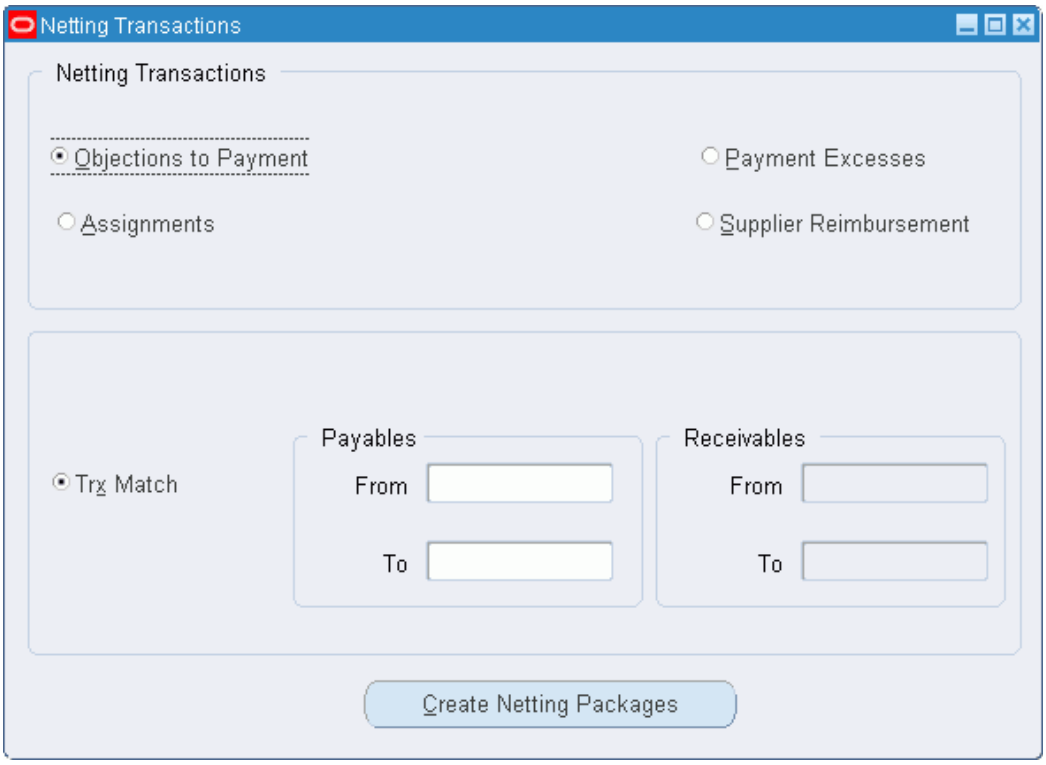
Single Third Party Netting Balance Window Description

Single Third Party Netting Balance Window Description

Field Name	Description
Operating Unit	Operating unit of the single third party.
Third Party Name	Third party name with associated address references
Currency Code	Currency used to calculate netting balance; default is functional currency
<address reference>	Single third party address reference automatically displayed from Single Third Party - Main window; by default, all address references selected; address references used to distinguish customer or supplier sites
Clear	Erases data from Payables Invoices and Receivables Invoices regions
OK	Populates Payables Invoices and Receivables Invoices regions with selected site data
Invoice Number	Invoices from selected third party site or sites. **Note:** Rules for displaying Payables invoices are as follows: General Ledger date must be before today's date, amount must be greater than zero, invoice must be posted
Amount	Outstanding invoice amount minus any amount already netted
Netting in Progress	Netting in progress; invoice amount involved in pending netting transaction
AP Balance	Balance in Payables for third party; Amount fields sum shown in selected currency

Field Name	Description
Netting In Progress	Netting transactions total still being processed in Payables; sum of Netting in Progress fields
Invoice Number	Billed invoices to selected third party sites. **Note:** Rules for displaying Receivables invoices are as follows: Receivables document status is Posted, General Ledger date must be before today's date, amount must be greater than zero, valid value in the bill-to location. For information, see Customers Overview, *Oracle Receivables User Guide*.
Amount	Outstanding invoice amount minus any amount already netted
Netting in Progress	Netting in progress; invoice amount involved in pending netting transaction
AR Balance	Balance in Receivables for third party, shown in selected currency; sum of Amount fields
Netting In Progress	Netting transactions total still being processed in Receivables; sum of Netting in Progress fields
Balance (AP-AR)	Outstanding balance for selected third party site or sites; Payables Balance minus Receivables Balance
Netting In Progress	Netting transactions balance still being processed; Payables minus Receivables transactions
Netting Transactions	Opens Netting Transactions window

Creating Netting Transactions Procedure



To create netting transactions:

1. Navigate to the Single Third Party Netting Balance window as follows:

   OPSF(I) Single Third Party - Netting Balance

2. Perform one of the following actions:

   - In the Operating Unit field, enter an operating unit.
   - In the Third Party Name field, enter or select a third party name or leave the field blank.

3. Click **Find**.

   The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved.

4. Select the currency code.

   The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

5. Select one or more of the third party Site check boxes.

   All check boxes are selected by default.

6. Click **OK**.

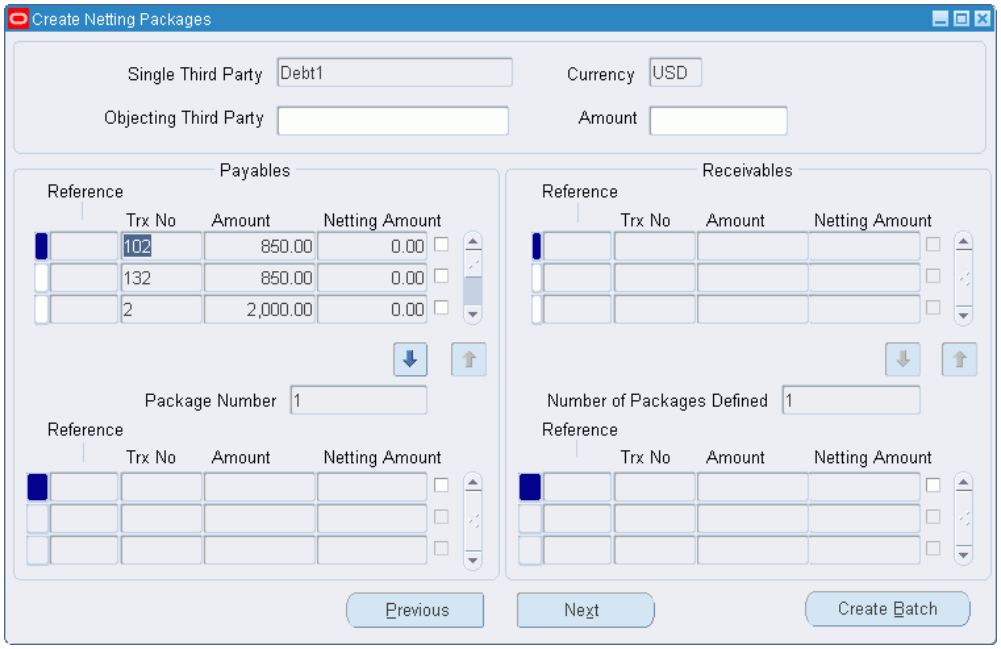
   Invoice details and the outstanding third party balance are shown in the selected currency and are displayed in the Payables Invoices and Receivables Invoices regions.

   When adding or removing single third party sites, documents in the Payables and Receivables regions are automatically cleared.

7. To refresh the information, click **OK**.

8. To select a netting transaction type or to select invoices for netting, click **Netting Transactions**.

   The Objection to Payment option is only available when the Objection to Payment netting type is selected, and the Single Third Party: Objecting STP Allowed profile option is set to Yes.



9. Enter data in the Netting Transactions window as described in the Netting Transactions Window Description table, page 47-14.

10. Click **Create Netting Packages**.

    The Create Netting Packages window appears with the list of third party documents and amounts in both Payables and Receivables.

11. If the netting type is set to Objection to Payment, in the Objecting Third Party field, enter the objecting single third party and specify the amount to be reassigned.

12. If the netting type is set to Assignments, in the Debt Beneficiary Third Party field, enter the debt beneficiary single third party and specify the amount to be reassigned.

13. Click the up and down arrows for Payables and Receivables documents.

    The Package region displays a netting package with a package number.

    To examine previous netting packages, click **Previous**.

    The package number changes when **Next** and **Previous** are clicked.

14. To create a new netting package, click **Next** when the Package Number is equal to the Number of Packages Defined.

15. When all required netting packages are defined, click **Create Batch**.

    For information on the Submit Netting Batches window, see the Submit Netting Batches Window Description, page 47-18.

Netting Transactions Window Description

Netting Transactions Window Description

Field Name	Description
Objections to Payment	Nets Payables invoices for given third party by creating Payables invoices for another third party, called objecting third party
Payment Excesses	Nets third party's Receivables invoices and settlements
Assignments	Identical to Objections to Payment option except that it is available to all users, not only accounts officers
Supplier Reimbursement	Nets third party's Payables invoices and settlements when credit memo received
Trx Match	Transaction match; matches Payables invoice number and Receivables transactions number; selected as default

Field Name	Description
From	Available with Trx Match; beginning transaction number for selecting Payables documents; transaction number in Payables is Payables invoice number
To	Available with Trx Match; ending transaction number for selecting Payables documents
From	Available with Trx Match; beginning transaction number for selecting Receivables documents; transaction number in Receivables is Receivables transaction number
To	Available with Trx Match; ending transaction number for selecting Receivables documents
From	Available with Reference Match; beginning reference number for selecting Payables and Receivables documents; reference number in Payables is Payables invoice description; reference number in Receivables is Receivables invoice reference number
To	Available with Reference Match; ending reference number for selecting Payables and Receivables documents; reference number in Payables is Payables invoice description; reference number in Receivables is Receivables invoice reference number

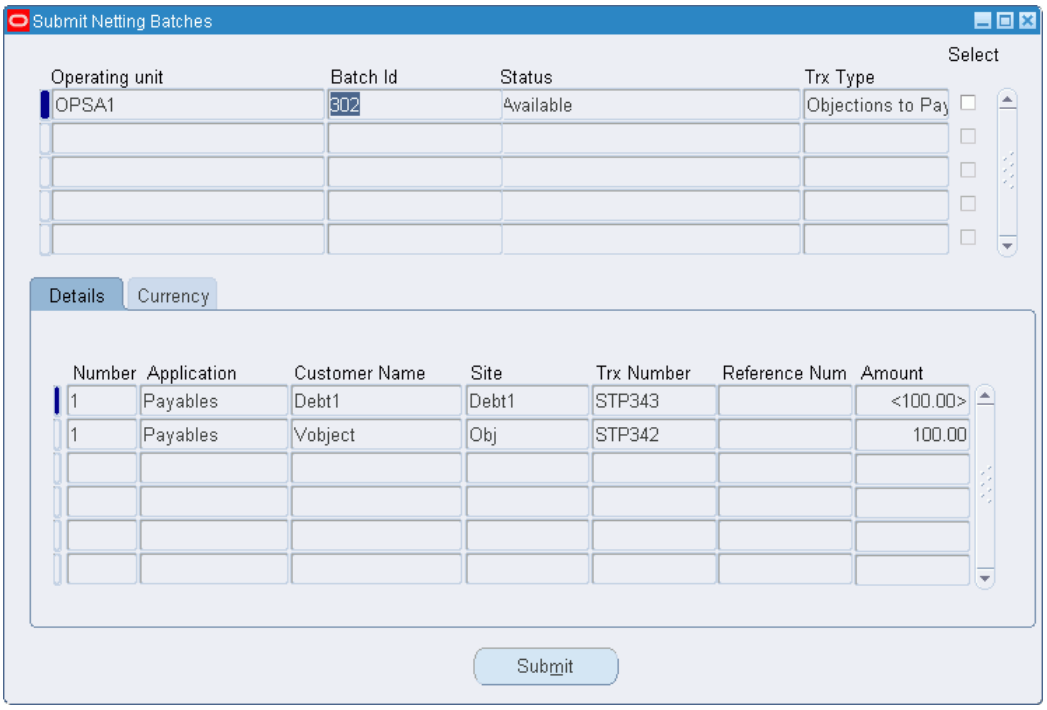
Create Netting Packages Window Description

Create Netting Packages Window Description

Field Name	Description
Single Third Party	Displays single third party selected in Find STP window

Field Name	Description
Currency	Displays currency selected in Single Third Party Netting Balance window
Objecting Third Party	Required if Objection to Payment is selected in the Netting Transactions window.
Amount	Required if Objection to Payment or Assignments is selected in Netting Transactions window
Debt Beneficiary Third Party	Required if Assignments is selected in the Netting Transactions window.
Reference	Identical to Description on Invoice Entry window in Payables
Trx No	Transaction number; identical to invoice number in Enter Invoice window
Amount	Transaction amount not currently being netted
Netting Amount	Transaction amount currently being netted
Package Number	Package number for selected invoices
Reference	Identical to Reference on Transactions window in Receivables
Trx No	Transaction number
Amount	Transaction amount not currently being netted
Netting Amount	Transaction amount currently being netted
Number of Packages Defined	Total number of packages defined

Submitting Netting Batches Procedure



To submit netting batches:

1. Navigate to the Submit Netting Batches window as follows:

   OPSF(I) Single Third Party - Submit Netting Batches

2. Query a netting batch.

3. To display netting batch information, select the Details tab.

4. To display currency information, select the Currency tab.

5. Enter the exchange rate type, exchange date, and exchange rate for netting batches created in non-functional currencies.

6. To select a netting batch for submission, select the check box next to the netting batch.

7. To submit the selected netting batches, click **Submit**.

   A Payables or Receivables document is generated for all the transactions in the selected netting batch.

Submit Netting Batches Window Description

Submit Netting Batches Window Description, Header Region and Details Tab

Field Name	Description
Operating Unit	Operating unit of the single third party
Batch Id	Unique batch number; automatically generated
Status	Batch status; valid values: Available or Complete
Trx Type	Netting transaction type For information on netting transaction types, see Overview, page 47-1
Number	Package number
Application	Payables or Receivables
Customer Name	Single third party name
Site	Single third party address reference
Trx Number	Transaction number; same as Trx No in Create Netting Packages window
Reference Num	Reference number; Payables document description; Receivables document reference number
Amount	Netting amount total for each package

Submit Netting Batches Window Description, Currency Tab

Field Name	Description
Curr	Currency used in netting transaction

Field Name	Description
Rate Type	Currency conversion type; applicable to foreign currency only; defaults from original transaction; updateable only prior to submission
Exchange Date	Currency conversion date; applicable to foreign currency only; defaults from original transaction; updateable only prior to submission
Exchange Rate	Conversion rate; applicable to foreign currency only; defaults from original transaction; updateable only prior to submission; required field if User selected as conversion type

48

Standing Charges Process

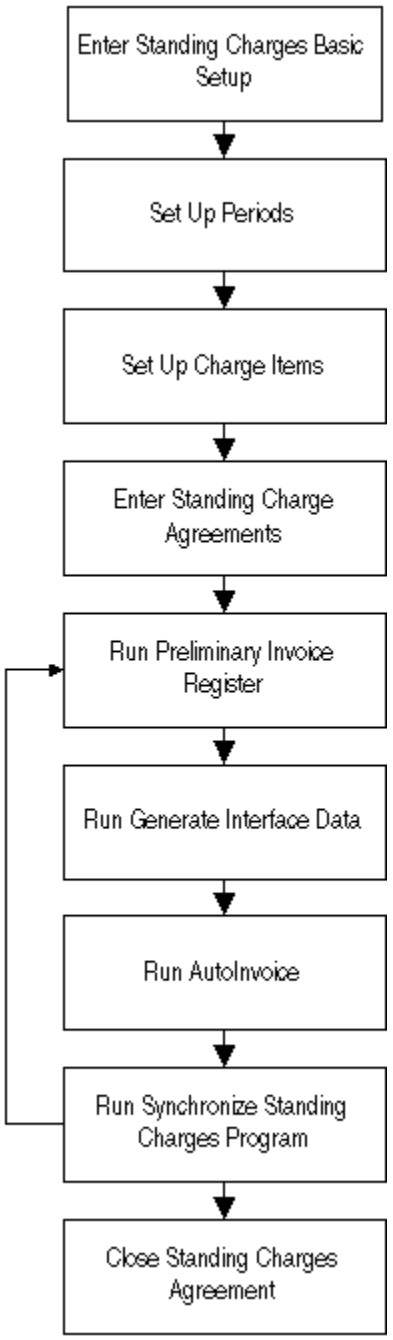
Definition

Standing Charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements. Standing charge agreements are used as a source to create and accurately control periodic invoices. The Standing Charges functionality enables the user to charge customers periodically and automatically create invoices without the need to enter duplicate information. The user can also amend the standing charge agreements and update the standing charge item prices.

Standing Charges Process Flow Diagram

The following diagram shows the Standing Charges process flow, as described in the accompanying text.

Standing Charges Process Flow Diagram



Setting Up Standing Charges

Set Extended System Options for Standing Charges

Extended system options control creation of the context and segments for the invoice transaction flexfield and line transaction flexfield. If you implement multiple organizations, then the context must be set up for each operating unit.

Receivables uses the transaction flexfields to uniquely identify each transaction and transaction line created by standing charges. Transactions and transaction lines are imported through AutoInvoice.

After entering data in the Extended System Options window, run the Receivables Global: Populate Data program. Select the Standing Charges parameter before running the program.

Set Up Billing and Charging Periods

Billing periods determine the frequency of standing charge invoice creation. Charge periods determine how often items are charged to the customers.

Set up billing and charging periods before entering standing charge items and standing charge agreements. There are four types of period component: Day, Week, Month and Year. If using a combination of components for a standing charge, the relationship must be set up in advance.

For example, there are three different periods set up as follows:

- Monthly

  Create a period for the component Month, entering the name as Monthly, description as Monthly, Unit of Measure as Month, and the Factor is set to 1.

- Quarterly

  Create a period for the component Month, entering the name as Quarterly, Description as Quarterly, Unit of Measure as Month, and the Factor is set to 3.

- Annually

  Create a period for component Annual, entering the name as Annually, Descriptor as Annually, Unit of Measure as Year, and the Factor is set to 1.

For example, Company A agrees with Customer B that charges are applied annually and bills issued quarterly. The relationship is set up as follows:

- Billing Period: Quarterly

- Charge Period: Annually

If there is a standing charge for another customer that is charged monthly and billed quarterly it is not necessary to set up the relationship between the two periods as they have the same component.

The unit of measure entered for the period is used as the unit of measure for the invoice lines created by Standing Charges.

Entering Standing Charges and Creating Periodic Invoices

Enter Charge Items

Creating standing charge items for each operating unit makes it easier to enter standing charge lines as default values can be assigned to each item, for example, charge period, tax code, revenue account, and price. The values are default values and are overridden when standing charge lines are entered.

Enter Standing Charges

When there is an agreement with the customer that a charge is invoiced periodically the details of the agreement can be entered in the system. You create items and assign them to an operating unit and a legal entity. The operating unit is derived from the batch source list of values which includes operating unit as display only.

Before entering a standing charge, the following information must be available:

- Customer name

  Define customers in the Customers window and enable bill-to and ship-to sites. For more information, see Customers, *Oracle Receivables User Guide*.

- Period when standing charge agreement is active

  Enter the start and end dates of this period. Invoices are created only during the active period for a given standing charge.

- How often the customer is invoiced

  Enter a value in the Frequency field. For example, if this value is three months, then an invoice that includes all the charges for the period, is sent every three months to the customer.

- How often the customer is charged for a particular item

  For example, if the value is monthly and the price of the charge item is 100, then the customer is charged 100 every month. Per the previous example, if the billing frequency is three months, the customer is billed 300 every quarter as the billing period includes three charge periods.

- Using invoicing rules

This is identical to the standard Receivables invoicing rule and is based on the same logic. If using an invoicing rule, then the accounting rule and the first accounting date must be assigned to the charge items.

- Next Due Date

  The Next Due Date is used to calculate the billing periods.

  > **Note:** This value cannot be modified after it is defined and invoices are created for the standing charge agreement. This date is updated by the Synchronize Standing Charges program that automatically calculates and updates the Next Due Date field using the value entered in the Frequency field.

- Next GL Date

  The Synchronize Standing Charges process updates the Next GL Date and the First Date at charge line level if invoicing rules are used. The only difference is that the Next GL Date and the First Date for the accounting rule can be updated and the updated value is used for calculating the GL dates.

  For example, if the Next Due Date and the Next GL Date are both 01-JAN-2000 and the frequency is monthly, then after Receivables AutoInvoice creates the invoice for 01-JAN-2000, the Synchronize Standing Charges program updates the Next Due Date and the Next GL Date to 01-FEB-2000.

  If the Next GL Date is updated to 10-FEB-2000 and the invoice is created on 01-FEB-2000, then running the Synchronize Standing Charges program updates the Next Due Date to 01-MAR-2000 and the Next GL Date to 10-MAR-2000.

Run Standing Charges: Preliminary Invoice Register Report

After entering the standing charge agreement in the system the Standing Charges: Preliminary Invoice Register Report can be run to AutoInvoice. The following details are listed as follows:

- Charge reference
- Customer
- Billing period
- Charge period
- Item code
- Price

- Tax code

Run Standing Charges: Generate Interface Data Program

This program populates standing charge invoice data in the AutoInvoice tables. Run the Standing Charges: Preliminary Invoice Register Report with the same batch source and date before submitting the Standing Charges: Generate Interface Data program. The created invoices can be viewed and amended, ensuring that invoices are created with the correct details.

Run AutoInvoice

AutoInvoice is a standard Receivables program to import invoices into Receivables from feeder systems. Standing charges uses this program to import standing charge invoices into Receivables. The imported invoices have the same features as standard Receivables invoices and are included in customer accounts and can be listed by standard Receivables reports.

Use the transaction workbench to review the transactions created by Standing Charges and check that the invoices are created with the correct details. Standing charge invoices can be amended before posting them.

Run Standing Charges: Synchronize Standing Charges Program

Run the Standing Charges: Synchronize Standing Charges program to update the Next Due Date, Next GL Date at header level, and First Date at line level if invoicing rules are used. Running the Standing Charges: Synchronize Standing Charges program ensures that no duplicate invoices are created for the standing charges.

> **Note:** One invoice can be created for each standing charge agreement in a standing charge period cycle. For example, a standing charge agreement has 01-JUN-2000 as the Next Due date and a weekly billing cycle. If the Standing Charges: Generate Interface Data program is run with the parameter Run Date: 01-JUL-2000 and the corresponding batch source, only one invoice is created for the due date 01-JUN-2000 and no invoices are created for subsequent due dates, for example, 08-JUN-2000, 15-JUN-2000.

No new invoices are created if an invoice is created for the standing charge in a period cycle and the Standing Charges: Synchronize Standing Charges program is not run to update the Next Due Date.

> **Note:** The reports Preliminary Invoice Register Report, Generate Interface Data, Auto Invoice and Synchronize Standing Charges Data create data in Oracle Receivables.

Price Update Considerations

Standing Charges Item Price Update

Standing charge item prices can be amended at any time on the Standing Charge Items window. The users must enter the new current price and effective date. A record to track item price history is created each time an item price is modified.

> **Note:** Modifying the item price on the Standing Charge Items window only affects newly created standing charges and does not modify the item prices on existing standing charge agreements.

Price Update using Standing Charge Details Window

Individual standing charge item prices can be modified on the Standing Charge Details window. Entering a new current price and effective date only modifies the item price for the current standing charge agreement and has no effect on the price of the same item included in another standing charge agreement or the price of future agreements using the same charge item.

The item price update does not modify item prices for the data already transferred to the AutoInvoice tables by generating interface data or the prices of the invoices already imported into Receivables.

Price Update using Global Price Update Window

Use the Global Price Update window to update the price of one or more items for each accessible operating unit. This is useful when the price of more than one item requires changing by the same amount or percentage or the price of one item must be modified in more than one existing standing charge agreement.

When running the global price update program, there are a number of options that are as follows:

- None

  Select None if updating item prices only. No standing charges are modified, the new prices apply only to standing charges entered after the effective date.

- All

  Select All if all the item prices and standing charges including the specific item or range of items require updating.

- Default

  Select Default if only standing charge lines with default charge item prices require

updating.

Review the Preliminary Price Update Report before committing the changes. This report is always submitted when changes are saved on the global price update window. The changes made by the global price update can be viewed in advance using the Global Price Update window, drilling down to review the standing charges affected.

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Standing Charges Procedures

Definition

The Standing Charges procedures, also called periodic invoices, are used to define and maintain details of standing charge agreements that Receivables AutoInvoice functionality uses to periodically generate invoices.

Overview

The following Standing Charges features are available:

- Standing charge items
- Standing charge agreements
- Price history
- Invoice history
- Global price update
- Payment Instrument
- Generating invoices periodically based on the interval and criteria specified for the standing charge agreements

Use the Standing Charge Items window to define periodic items for goods and services and to access the Price History window for a specific item.

Use the Standing Charge window to maintain details of a customer's standing charge agreements. Details can be set up that are consistent with the batch source. These are used for the automatic generation of periodic invoices for services that are charged on a regular basis, for example, weekly or monthly. Users can select the standing charge items predefined with the flexibility to override the charge item defaults.

The Standing Charges window provides access to the Price History window, which displays each standing charge detail line, and the Invoice History window, which displays the invoices generated to date for each standing charge.

The Price History window displays information about item price changes and also provides access to the standing charges summary window which displays information about standing charges that use the item.

If a price update record selected in the Price History window is created by the global price update process, then all affected standing charges that use the charge item updated by the price update can be viewed.

The Invoice History window displays information about invoices generated for a standing charge agreement.

Use the Global Price Update window to specify the global price update criteria and view all the charge items and the standing charge lines affected by the update criteria. When specifying the global update criteria, the user can preview the results and optionally deselect any of the selected charge items before the final update is confirmed.

> **Note:** Only one price break can be in effect during the current or future periods.

Use the Payment Instrument window to define payment details for the standing charge agreement. The fields here are the same as in the Oracle Receivables Workbench. This allows uniformity in representing payment details across modules. This window allows you to add security codes and voice authorization details; the information is stored in an encrypted form, enhancing security for the application.

Prerequisites

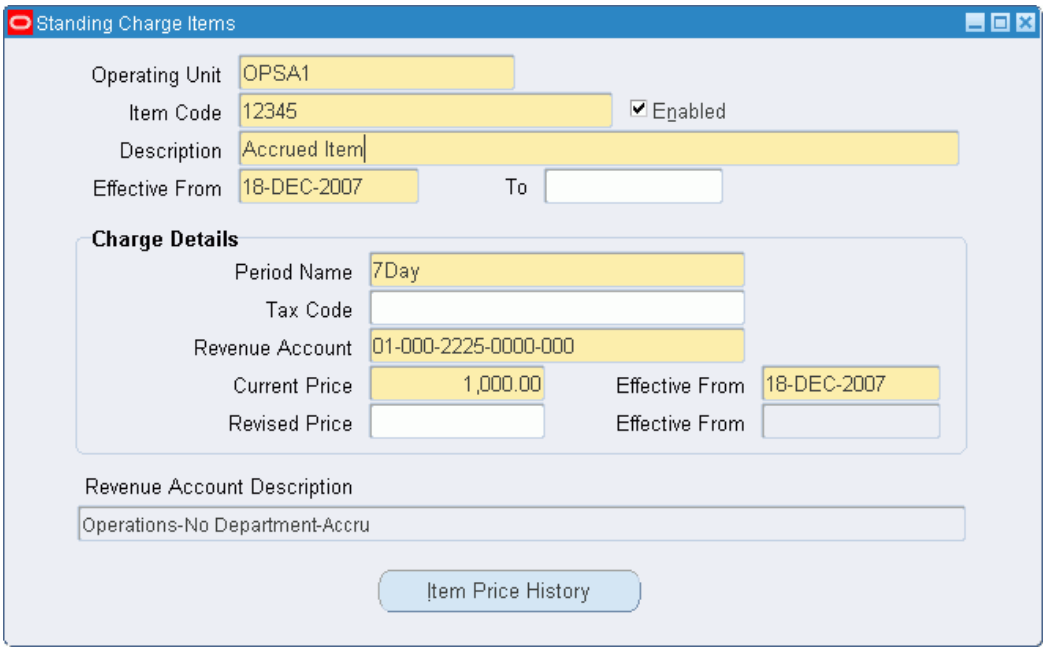
- Standing Charges must be enabled in the Enable OPSF(I) Features window.

  To enable features, see step 6. Enabling Oracle Public Sector Financials (International) Features Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

- Standing Charges setup must be complete.

  To set up Standing Charges, see Standing Charges Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

Defining Standing Charge Items



To define a standing charge item:

1. Navigate to the Standing Charge Items window as follows:

   OPSF(I) Standing Charges - Maintain Items

2. Enter the operating unit to which the items must be assigned in the Standing Charge Items window.

3. Enter data in each field of the Standing Charge Items window as described in the Standing Charge Items Window Description, page 49-3.

4. Save your work.

Standing Charge Items Window Description

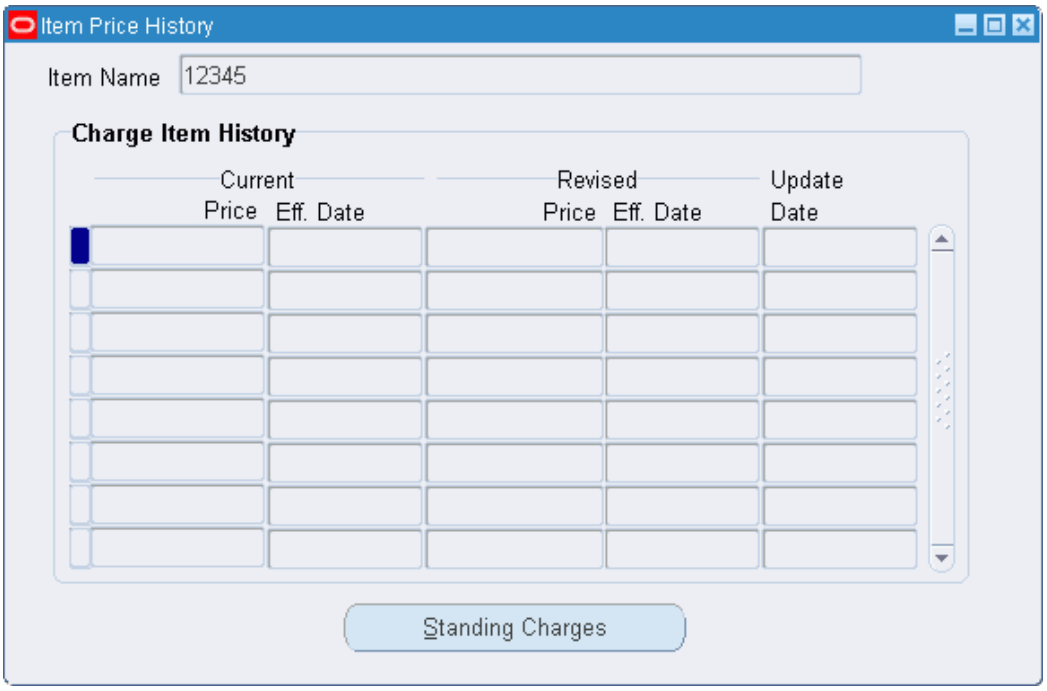
The following table describes the fields in the Standing Charge Items window.

Standing Charge Items Window Description

Field name	Description
Operating Unit	operating unit to which the standing items must be assigned to

Field name	Description
Item Code	item identifier
Enabled	indicates if charge item can be selected for a standing charge **Note:** Charge items can only be selected for a standing charge when enabled.
Description	item description
Effective From	first date charge item is active **Note:** Charge items can only be selected for a standing charge if active for start date of standing charge.
To	last date charge item is active
Period Name	period name
Tax Code	tax code
Revenue Account	default revenue account
Current Price	item's current price
Effective From	date current price effective
Revised Price	item's revised price
Effective From	date revised price effective **Note:** Date required only if revised price is defined. A revised price earlier than the current price effective date cannot be entered.
Revenue Account Description	default revenue account description
Item Price History	opens Item Price History window

Viewing Charge Item Price History



To view the price update history of a charge item:

1. Navigate to the Standing Charge Items window as follows:

   OPSF(I) Standing Charges - Maintain Items

2. Click **Item Price History**.

   The Item Price History window appears.

3. View data in the Item Price History window as described in the Item Price History Window Description, page 49-5.

4. Close the window.

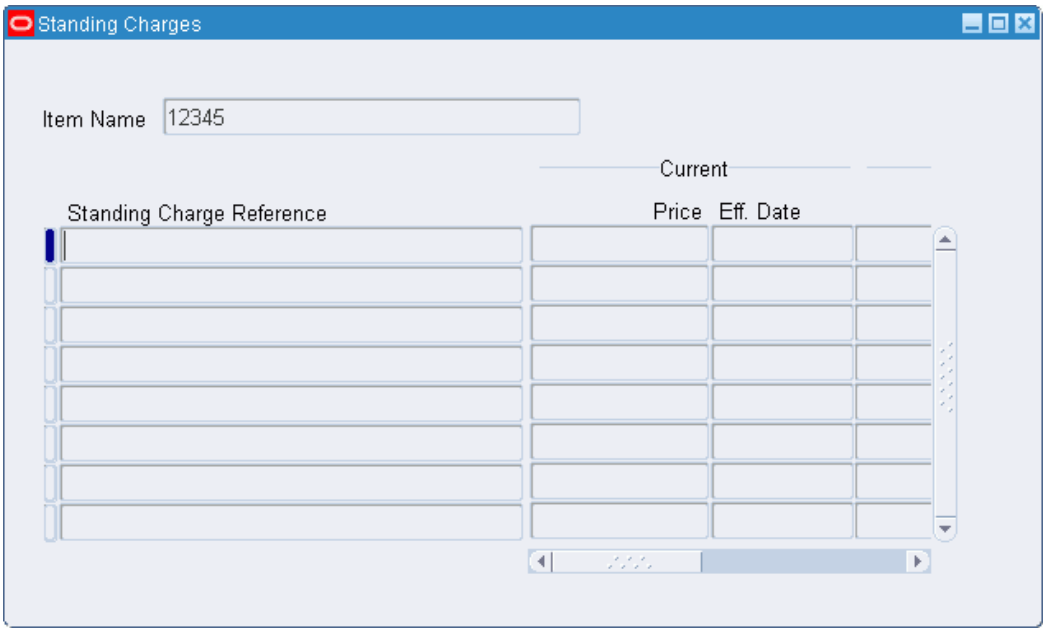
Item Price History Window Description

Item Price History Window Description

Field Name	Description
Item Name	charge item identifier

Field Name	Description
Current Price	item's current price
Current Eff. Date	date current price effective
Revised Price	item's revised price
Revised Eff. Date	date revised price effective
Update Date	date price updated
Standing Charges	opens Standing Charges window

Viewing Standing Charges



To view standing charges that use the allocated charge item:

1. Navigate to the Standing Charge Items window as follows:

   OPSF(I) Standing Charges - Maintain Items

2. Click **Item Price History**.

   The Item Price History window appears.

3. Click **Standing Charges**.

   The Standing Charges window appears.

4. View data in the Standing Charges window as described in the Standing Charges Window Description , page 49-7.

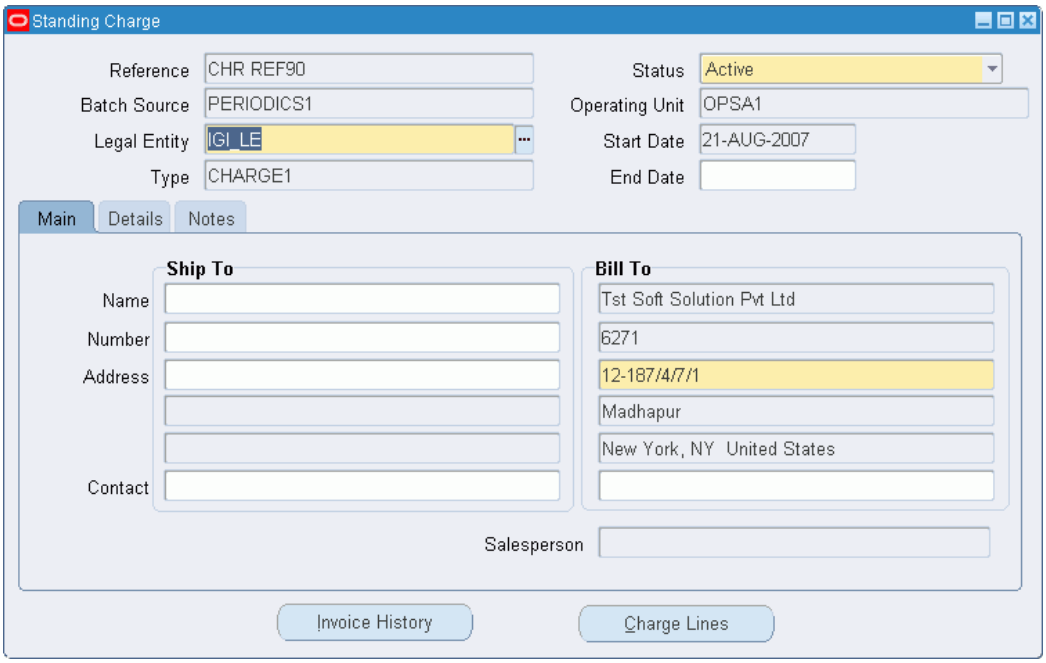
   Note: The Standing Charges window shows data only if changes to the price are made globally. If the standing charge line details override the price details, then the line details are displayed and audited separately.

Standing Charges Window Description

Standing Charges Window Description

Field Name	Description
Item Name	charge item name
Standing Charge Reference	standing charge reference that uses charge item
Current Price	item's price on standing charge
Current Eff. Date	date current price effective
Revised Price	item's price on standing charge
Revised Eff. Date	date revised price effective
Update Date	date standing charge item updated

Creating a Standing Charge Agreement



To set up a standing charge agreement:

1. Navigate to the Standing Charge window as follows:

   OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in the Standing Charges Window Description, Main Tab, page 49-8, the Standing Charges Window Description, Details Tab, page 49-11, and the Standing Charges Window Description, Notes Tab, page 49-12.

3. Save your work.

Standing Charge Window Description

The following tables describe the fields in the Standing Charge window.

Standing Charge Window Description, Main Tab

Field Name	Description
Reference	standing charge unique identifier

Field Name	Description
Status	standing charge status; valid values: INCOMPLETE, ACTIVE, or CLOSED; INCOMPLETE indicates standing charge details not completed or agreed to; ACTIVE indicates standing charge active, invoices periodically generated; CLOSED indicates standing charge closed, invoices not generated **Note:** When entering a new standing charge, the status defaults to INCOMPLETE. Invoices are only generated from a standing charge when the status is set to ACTIVE. When invoices are generated from a standing charge, the status can never be returned to INCOMPLETE, but can be set to CLOSED to indicate that the standing charge is no longer active. The status can be changed from CLOSED to ACTIVE or ACTIVE to CLOSED at any time.
Batch Source	import batch source used to group generated invoices; cannot be modified after invoices generated from standing charge **Note:** The Batch Source list of values includes the operating unit associated with each batch source name. After selecting a batch source, the Standing Charge window displays the associated operating unit.
Legal Entity	defaults to the legal entity that is attached to a batch source; can override the default legal entity.
Start Date	date standing charge agreement starts; cannot be modified after invoices generated from standing charge
Type	transaction type used for invoices to be generated from a standing charge; cannot be modified after invoices generated from standing charge **Note:** Standing charges only allows selection of transaction types of the Class of Invoice.
End Date	date standing charge agreement ends; no standing charge invoices generated for periods after this date; can be modified after invoices generated from standing charge

Field Name	Description
Name	ship-to customer name; can be modified following generation of invoices from standing charge but only if the Name field is blank
Number	ship-to customer number; can be modified following generation of invoices from standing charge but only if the Name field is blank
Address	ship-to customer address; details can be entered if Ship To field is blank; can be modified following generation of invoices from standing charge
Contact	contact name at ship-to address; can be modified following generation of invoices from standing charge; if the Address field is updated, the Contact field is automatically cleared, enabling users to choose a new contact related to the new address
Salesperson	salesperson; can be modified following generation of invoices from standing charge
Name	bill-to customer name; can be modified following generation of invoices from standing charge
Number	bill-to customer number; can be modified following generation of invoices from standing charge
Address	bill-to customer address; can be modified following generation of invoices from standing charge
Contact	contact name at bill-to address; can be modified following generation of invoices from standing charge; if the Address field is updated, the Contact field is automatically cleared, enabling users to choose a new contact related to the new address

Standing Charge Window Description, Details Tab

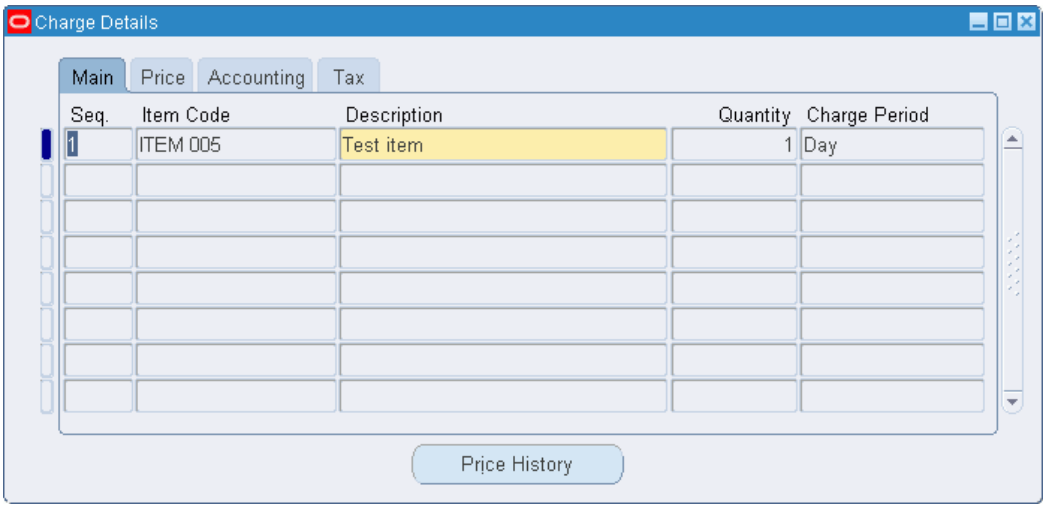
Field Name	Description
Invoicing Rule	cannot be modified after standing charge saved
Next Due Date	date first standing charge invoice due; date updated by Standing Charges: Synchronize Standing Charges program; date that next invoice due always displayed; cannot be modified after invoices generated from standing charge
Next GL Date	next invoice General Ledger date created by standing charges; updated by Standing Charges: Synchronize Standing Charges concurrent program
Review Date	date standing charge to be reviewed; displayed in the Standing Charges: Listing Report as reminder that standing charge due for review; can be modified after invoices generated from standing charge
Frequency	billing period, interval at which standing charge invoices generated; cannot be modified after invoices generated from standing charge
Reminder Days	number of days before end date when standing charge reported as nearing its end date; displayed in Standing Charges: Listing Report as reminder that standing charge is about to end; can be modified after invoices generated from standing charge
Print Invoices	indicates if standing charge invoices to be printed; can be modified
Currency	displays functional currency
Payment Terms	payment term for invoices created by standing charges

Field Name	Description
Payment Method	invoice payment method; can be modified after invoices generated from standing charge **Note:** Only the payment method that is defined for the bill-to address of the customer can be chosen. Only payment methods that are valid for the Next Due Date are available.
Bank Name	bill-to customer's bank name
Branch	bill-to customer's bank branch
Account	bill-to customer's bank account number

Standing Charge Window Description, Notes Tab

Field Name	Description
Description	standing charge description; appears on generated standing charge invoices with date range invoiced; can be modified
Comments	standing charge comments; do not appear on generated standing charge invoices and can be used to record confidential information unavailable to the customer
Invoice History	opens Invoice History window
Charge Lines	opens Charge Details window

Setting Up Charge Lines



To set up information for the goods or services in a standing charge agreement:

1. Navigate to the Standing Charge window as follows:

   OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in the Standing Charge Window Description, Main Tab, page 49-8, the Standing Charge Window Description, Details Tab, page 49-11, and the Standing Charge Window Description, Notes Tab, page 49-12.

3. Save your work.

4. Click **Charge Lines**.

   The Charge Details window appears.

5. Enter data in each field of the Charge Details window as described in the Charge Details Window Description, Main Tab, page 49-14, the Charge Details Window Description, Price Tab, page 49-14, the Charge Details Window Description, Accounting Tab, page 49-15 and the Charge Details Window Description, Tax Tab, page 49-17.

6. Save your work.

Charge Details Window Description, Main Tab

Charge Details Window Description, Main Tab

Field Name	Description
Seq.	unique sequential item number in standing charge agreement; duplicate number for same standing charge not allowed; can enter multiple charge lines against one standing charge; cannot be modified after saving standing charge
Item	item name; items restricted to those that are active for standing charge next due date; cannot be modified after invoices generated from standing charge **Note:** When a charge item is selected, the charge period, current and revised price, effective dates, description, and revenue account are set to the default values defined in the Charge Items window. These defaults can be overridden.
Description	charge item description; appears on generated standing charge invoices; can be modified after invoices generated from standing charge
Quantity	number of charge items in standing charge agreement; cannot be modified after invoices generated from standing charge
Charge Period	charge item's charge period; cannot be modified after invoices generated from standing charge
Price History	opens Price History window

Charge Details Window Description, Price Tab

Charge Details Window Description, Price Tab

Field Name	Description
Current Price	charge item's current price

Field Name	Description
Effective From	date current price effective; must be on or before the standing charge date; current price automatically updated using information defined for new price
New Price	charge item's revised price; can be modified after invoices generated from standing charge
Effective From	date revised price effective; can be modified after invoices generated from standing charge
Previous Price	charge item's previous price
Price History	opens Price History window

Charge Details Window Description, Accounting Tab

Charge Details Window Description, Accounting Tab

Field Name	Description
Revenue Account	charge item's revenue account; defaults based on charge item if account set up for charge item; generated for invoices by AutoAccounting if no account entered; can be modified after invoices generated from standing charge **Note:** This is required if a receivables account is entered.

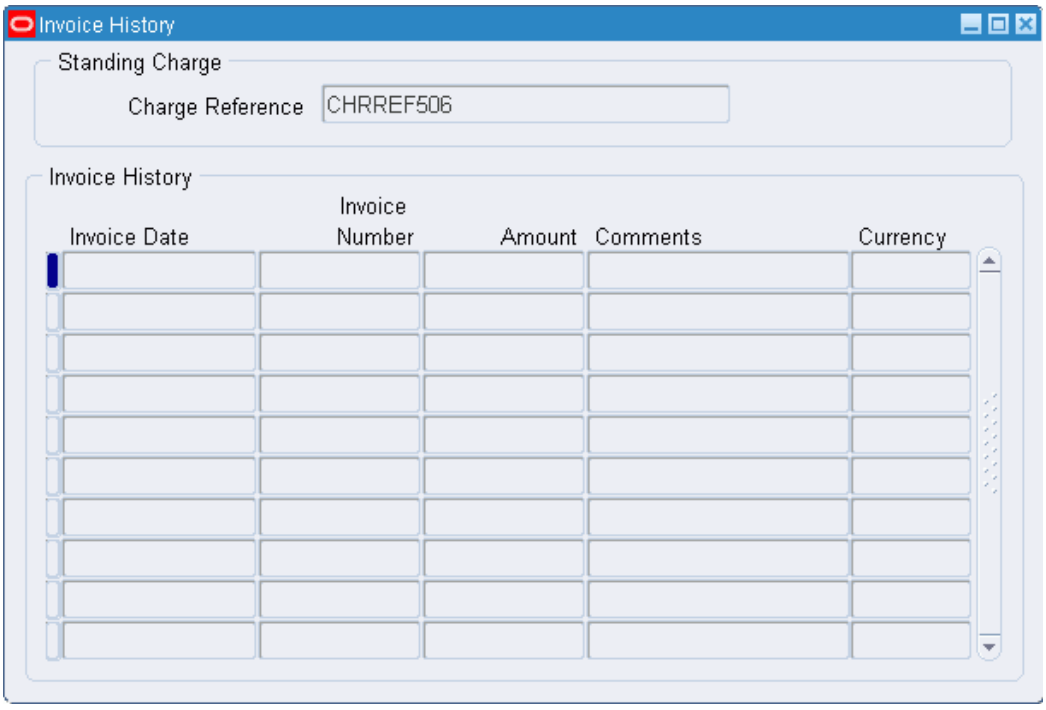
Field Name	Description
Receivables Account	charge item's receivable account; defaults based on transaction type if account set up for transaction type; generated for invoices by AutoAccounting if no account entered; can be modified after invoices generated from standing charge **Note:** This is required if a revenue account is entered.
Accounting Rule	accounting rule applied to invoices created by standing charges **Note:** This is required if an invoicing rule is used for the standing charge.
Start Date	first date invoice created by standing charges **Note:** This is required if an invoicing rule is used for the standing charge.
Duration	duration of invoice created by standing charges
Price History	opens Price History window

Charge Details Window Description, Tax Tab

Charge Details Window Description, Tax Tab

Field Name	Description
Tax Code	charge item's tax code; cannot be modified after invoices generated from standing charge **Note:** Tax code must be entered if standing charge requires tax to be calculated based on tax code. The tax rate related to this tax code is displayed.
Tax Rate	charge item's tax rate
Price History	opens Price History window

Reviewing Invoice History



To review the invoice history of a standing charge:

1. Navigate to the Standing Charge window as follows:

   OPSF(I) Standing Charges - Maintain Standing Charges

2. Query a standing charge to review the invoice history.

3. View the data in the Standing Charge window as described in the Standing Charge Window Description, page 49-8.

4. Click **Invoice History**.

   The Invoice History window appears.

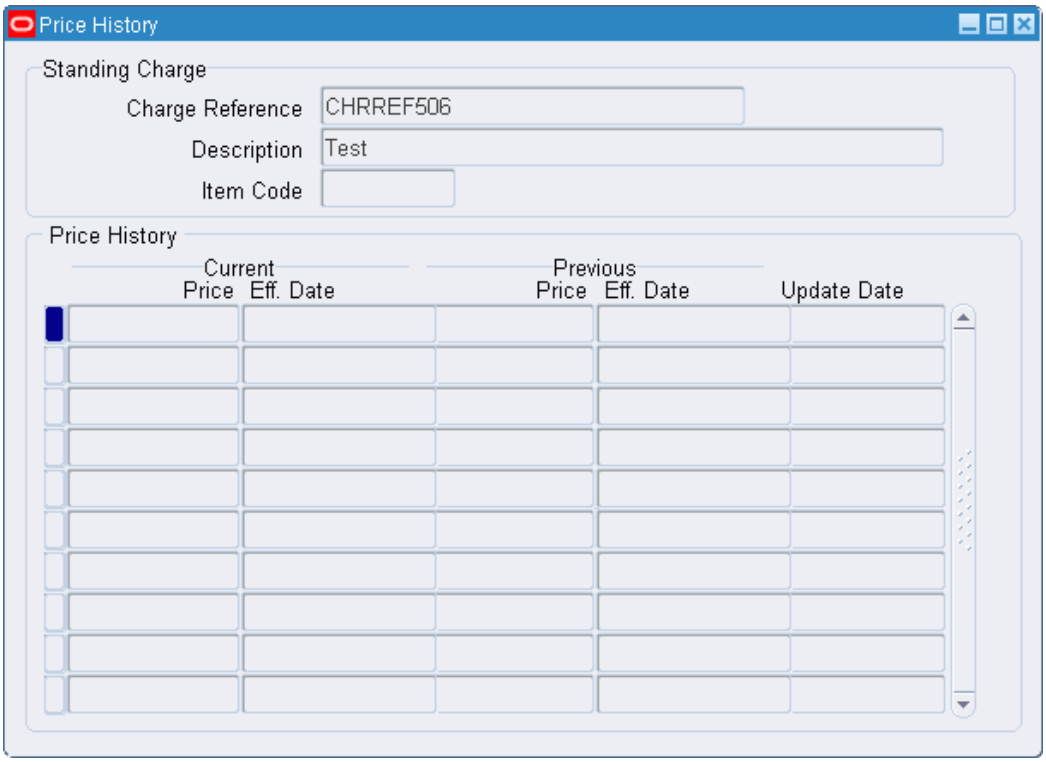
5. View data in the Invoice History window as described in the Invoice History Window Description, page 49-19.

Invoice History Window Description

Invoice History Window Description

Field Name	Description
Charge Reference	standing charge unique identifier
Invoice Date	invoice date
Invoice Number	invoice number
Amount	invoice amount
Comments	billing period included as part of invoice description
Currency	invoice currency code

Viewing Price Update History



To view the price update history of a standing charge line item:

1. Navigate to the Standing Charge window as follows:

   OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in the Standing Charge Window Description, page 49-8.

3. Save your work.

4. Click **Charge Lines**.

   The Charge Details window appears.

5. Enter data in each field of the Charge Details window as described in the Charge Details Window Description, page 49-14.

6. Click **Price History**.

   The Price History window appears.

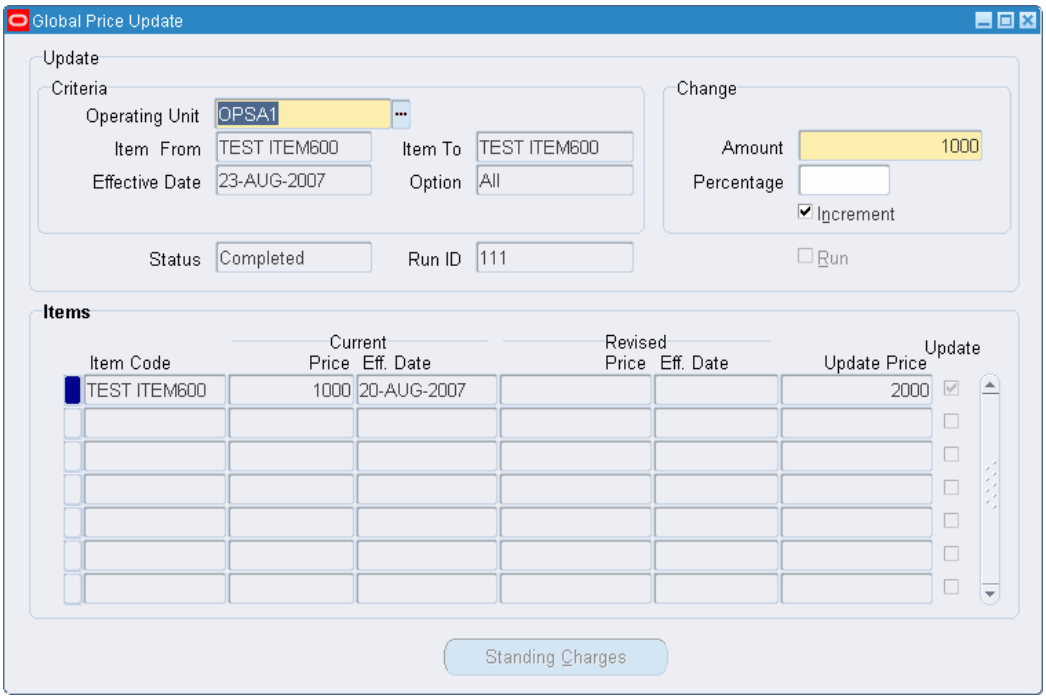
7. View the price updates as described in the Price History Window Description, page

Price History Window Description

Price History Window Description

Field Name	Description
Charge Reference	standing charge unique identifier
Description	item description
Item Code	item identifier
Current Price	charge item's current price
Current Eff. Date	date current price effective
Revised Price	charge item's revised price
Revised Eff. Date	date revised price effective
Update Date	date update occurred

Updating Global Price



To update an item's price throughout the system:

1. Navigate to the Global Price Update window as follows:

   OPSF(I) Standing Charges - Global Price Update

2. Enter data in each field of the Global Price Update window as described in the Global Price Update Window Description, page 49-23.

3. Save your work.

4. To run the global price update program, select the **Run** check box.

5. Click **Standing Charges**.

   The Run ID window appears.

6. View data in the Run ID window as described in the Run ID Window Description, page 49-24.

Global Price Update Window Description

Global Price Update Window Description

Field Name	Description
Operating Unit	The items of the operating unit that need to be updated.
Item Code From	first item code included in global price update
Item Code To	last item code included in global price update
Run ID	run identifier for global price update
Effective Date	date price update effective; must be later than or same as current system date
Change Amount	amount to change price of charge item
Change Percentage	percentage to change price of charge item
Option	indicates if standing charge line items that fall within update criteria are updated: All, price update affects charge item and all standing charge lines having that item; Default, price update affects charge item and standing charge lines that have the current price of the charge item; None, price update affects charge item only and not standing charge lines
Status	displays status of global price update; valid values: Completed, Error, New, Run
Run	indicates if global price update should run; only available if Status is Error or New
Item Code	item code selected for global price update
Current Price	item's current price
Current Eff. Date	date current price effective
Revised Price	item's revised price

Field Name	Description
Revised Eff. Date	date revised price effective
Update Price	item's new price
Update	indicates if item included in final global price update
Standing Charges	opens Run ID window

Run ID Window Description

Run ID Window Description

Field Name	Description
Item Code	global price update item code
Charge Reference	standing charge using item code selected for global price update
Current Price	standing charge line item's current price
Current Eff. Date	date current price effective
Revised Price	standing charge line item's revised price
Revised Eff. Date	date revised price effective
Update Price	standing charge line item's new price
Update	indicates if standing charge line item included in final global price update

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Standing Charges Report Procedures

Standing Charges Reports

The following table describes the standing charges reports:

Standing Charges Reports

Report Name	Description
Standing Charges: Generate Interface Data	Creates invoices for standing charges due for payment until a specific date. This report is run whenever required during a period.
AutoInvoice	Validates transaction data from other financial systems from which invoices, debit memos, credit memos, and on-account credits are created. Receivables rejects transactions with invalid information to guarantee data integrity. This report is run once at the end of each period. **Note:** Run this report in Oracle Receivables.
Standing Charges: Synchronize Standing Charges	Prevents duplicate charges by synchronizing standing charges with the AutoInvoice. This report is run once at the end of each period and immediately after the AutoInvoice Report is run.
Standing Charges: Charge Item Price History Report	Lists all price updates made to charge line items of a particular standing charge or range of standing charges.

Report Name	Description
Standing Charges: Item Price History	Lists price history details and related standing charge lines, if the update is made by a global price update request.
Standing Charges: Listing Report	Displays details of all standing charges, with options for displaying standing charges that are nearing their due date for invoice generation or are due for renewal.
Standing Charges: Transaction History Report	Lists invoices generated for a general ledger period.
Standing Charges: Transaction	Displays details of invoices generated from one or more standing charges.
Standing Charges: Preliminary Invoice Register	The output will display agreements which won't generate transaction in AR for some cases like : Tax Code has been end-dated, Period is disabled, or Item end-dated. Use this report to preview the results of a planned invoice run before submitting the generate invoice program.

51

Subledger Security Process

Definition

Subledger Security is an extension to Oracle Applications that enables the user to selectively partition data within a single install of Oracle Applications and provides a central system where all business units can access their own financial information.

Subledger Security has been part of the Oracle Public Sector Financials (International) product set since release 10.6 of Oracle Financials.

This release of Subledger Security has been significantly re-engineered both technically and functionally. The fundamental concepts of Subledger Security have not been altered.

Overview

Subledger Security is not to be associated with other products within the Oracle Public Sector Financials (International) suite.

Subledger Security is designed to be used as a tool by the systems administrator or database administrator, rather than as a standard end-user product. Subledger security is a requirement that is primarily a technical implementation of a business security policy.

WARNING: Subledger Security must be implemented and maintained only when end-users are not using Oracle Applications, for example, during system downtime. This is because Subledger Security works at the Oracle database table level. Subledger Security is not supported if Subledger Security is implemented or maintained when end-users are using an Oracle product.

Subledger Security is an addition to Oracle Applications and is transparent to the end-user after implementation.

Standard Oracle Application features and processes are not altered or extended because Subledger Security is implemented and maintained through a set of standalone

windows and reports.

For information on using Subledger Security, see Subledger Security Process, page 51-9 and Subledger Security Examples, page 51-15.

Features

The following features are available in Subledger Security:

- Data Management, page 51-2
- Data Security, page 51-2
- Data Security Auditing, page 51-3
- Reports, page 51-3

Data management and data security are conceptually separate business requirements but are closely related to, and are physically indistinguishable within the implementation of Subledger Security.

Data Management

Subledger security facilitates management of transactions at a granular level using the Oracle Applications multiple organizations architecture. Users can view transactions belonging to their business units.

Data Security

Subledger Security enables transactions to be viewed by the business unit from which they originated and not by any other business unit. Users belonging to a business unit can view and modify transactions entered by users belonging to their business unit only. There is also a top level central business unit that can view all business unit transactions. Users belonging to this central business unit can view transactions belonging to all business units.

The table below describes the data management and data security windows and concurrent programs available in Subledger Security.

Data Management and Data Security Windows and Concurrent Programs

Object	Type	Purpose
Maintain Tables	Window	Specify all Oracle Financials database tables that require security and need allocating to security groups.

Object	Type	Purpose
Maintain Groups	Window	Specify all required security groups and process groups.
Maintain Allocations	Window	Allocate and maintain required Oracle database tables and process groups to a security group. Allocate and maintain Oracle database tables belonging to a process group.
Apply Security	Concurrent Program	Apply security policy as required.
Security Group Consolidations	Window	Consolidate or merge security groups.

Data Security Auditing

Subledger Security provides an audited history of the major control actions that can be performed on the main business entities as follows:

- enable security
- re-enable security
- disable security
- delete security

The audited history enables an organization's business analyst and systems administrator to recognize and reconcile the history profile of secured database tables. Auditing history is accessible through window or report based inquiry.

Reports

A comprehensive set of reports supports implementation and maintenance of Subledger Security. The Subledger Security reports provide information on the current and previous state of Subledger Security objects and the organization's security structure, as shown in the table below.

Subledger Security Reports

Report	Purpose
Subledger Security: Group Status Report	Provides a list of groups and descriptions. Displays current enabled date.
Subledger Security: Secure Tables Status Report	Lists all tables defined as secure by the user, and displays the current status.
Subledger Security: Group Secure Tables Report	Lists all tables currently secured for each security group.
Subledger Security: Allocation Status Report	This report lists the following information: process groups and the secure tables allocated to them; security groups; allocated process groups and secure tables with the enabled or disabled status. This report shows all historic data and can be run for a given subledger security group, a process group, or a secure table.
Subledger Security: Object Status Report	Displays status of subledger security objects for each secure table. The report lists all corresponding subledger security table names, the policy on the secure table, the policy function used by the policy, and the database trigger on the secure table.
Subledger Security: User Allocation Status Report	Lists security groups with associated application users and responsibilities.
Subledger Security: Security Group Consolidations Report	Provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes. Displays source security groups consolidated in the parent security group and historical information.

Supported Products

Subledger Security is supported for the following Oracle Supply Chain and Oracle Financials modules:

- Purchasing

- Payables
- Payments
- Receivables
- Subledger Accounting

Prerequisites

This version of Subledger Security requires Oracle Applications release 11.5.2 or higher and Oracle database 8i (enterprise).

This version of Subledger Security cannot be implemented on previous versions of Oracle Financials or the Oracle database.

Subledger Security does require the use of Oracle Applications features such as:

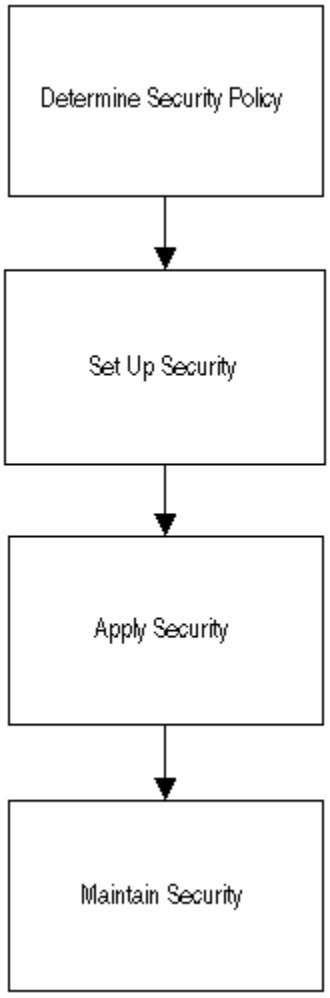
- profile options
- responsibilities
- Oracle Applications users

Subledger Security does not require the alteration of any default or standard Oracle Applications processing.

Subledger Security Setup

The diagram below shows the strategy for implementing Subledger Security as described in the accompanying text.

Subledger Security Implementation



Determine Security Policy

Business Analysis

The organization needs to conduct an analysis of their business requirements, and determine how to structure data management and data security requirements.

Structuring data management and security requires the construction of a two level hierarchy of central and secured business units. The organization must determine the business entities in Oracle Applications that need to be secured instead of securing all the entities in Oracle Applications. For example, the organization could secure transactional entities such as purchase orders or business entities such as suppliers.

This business analysis is beyond the scope of this chapter.

Translation of Business Analysis to Subledger Security Structure

This process requires translation of the business analysis into a structure that may be constructed through Subledger Security.

This involves definition of the following:

- secured tables
- security groups
- process groups

This process also requires that the relationship is determined between secured tables, security groups, and process groups.

Set Up Security

Security setup involves physical setup of the predetermined security policy.

For information on setting up security, see Subledger Security Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

Apply Security

A valid security structure may be determined and set up, but must be applied to Oracle Applications to be effective.

For information on applying security, see Applying Security, *Oracle Public Sector Financials (International) Implementation Guide*.

Maintain Security

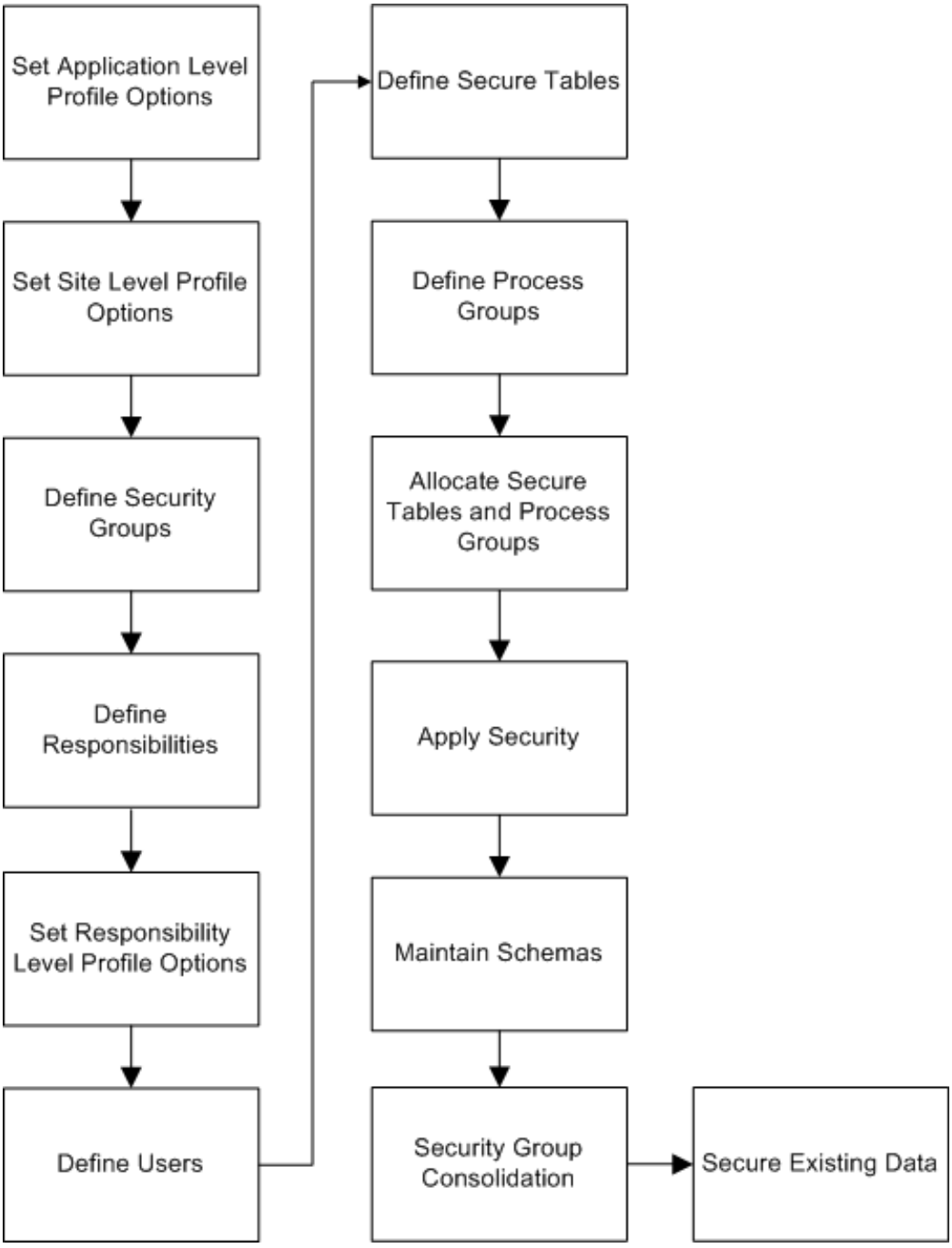
Ongoing maintenance of the security structure is required. Security maintenance enables the user to make changes to the business organization's requirements with regard to data management and data security and the re-representation of that structure within the subledger security system.

For information on maintaining security, see Consolidating Security Groups, *Oracle Public Sector Financials (International) Implementation Guide*.

Subledger Security Process Flow Diagram

The diagram below shows the Subledger Security process, as described in the accompanying text.

Subledger Security Process Flow Diagram



Subledger Security Process

Set Application Level Profile Options

The application level profile option Initialization SQL statement - Custom must be set up for each application that requires subledger security. The application value must be set as follows:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

Note: This is a mandatory step for subledger security. Therefore, users must seed this profile option for all the subledger security supported modules used at the application level.

Set Site Level Profile Options

The Subledger Security: Default Security Group profile option determines which security group a user belongs to by default, if this has not been already defined at responsibility level. If an Oracle Applications user is not assigned to a security group, the site level profile option is used to determine access to all secured tables in Subledger Security.

Note: The central security group is not defined in the Maintain Groups window, it is provided as seeded data.

The Subledger Security: Maintain History profile option enables security to be applicable when security is temporarily disabled for a database table. This profile option can be changed at any time.

Note: If the profile is set to N and security is disabled, any data entered is not visible to the user when security is re-enabled for the security group.

Define Security Groups

Subledger Security groups correspond to business units required by an organization. Each security group corresponds to a required business unit as determined through business analysis. Security groups are defined in the Maintain Groups window and are set up using the Security type. Security groups do not breach operating unit security, although logically security groups may exist across more than one operating unit. Each security group name must be unique.

Central security group is not implemented through a physical entity, but is provided as seeded data, and is used as a profile option value.

The main functions available for security groups are as follows:

- add
- remove

- enable
- disable
- history

For information on security groups, see Security Groups, page 51-16.

Define Responsibilities

Each responsibility must be defined as a Subledger Security responsibility in the Subledger Security: SLS Responsibility profile option. Each responsibility must be allocated to an applications user according to predefined business rules and is associated with a security group through the Subledger Security: Security Group profile option.

For information on responsibilities, see Responsibilities, page 51-17.

Set Responsibility Level Profile Options

The Subledger Security: SLS Responsibility profile option is the driving profile option of the set of profile options belonging to Subledger Security when determining the access privileges a user has when viewing secured data.

Subledger Security: Responsibility Profile Option

SLS Responsibility	Security Group Derivation
Y	1. Check the Subledger Security: Security Group profile option. If CEN, this responsibility is central and has full access to all security groups data. If security group x, this responsibility has access to data belonging to security group x. If NULL then: 2. Check the Subledger Security: Default Security Group profile option. If CEN, this responsibility is central and has full access to security group x. If security group x, this responsibility has access to data belonging to security group x. If NULL then: 3. No access; this responsibility does not have access to any secure data.
N	This is not a subledger security responsibility and has full access to all secure data.
NULL	This is not a subledger security responsibility and has full access to all secure data.

Define Users

This procedure is optional as users may be defined already.

Defining users specifies the Oracle application users to be used within the subledger secured system. A user is allocated Subledger Security enabled responsibilities for each application.

For information on application users, see Basic Subledger Security Principles, page 51-16.

Define Secure Tables

A list of database tables that can be allocated directly to security groups or indirectly

through process groups must be defined. The list includes all Oracle Applications database tables, comprising business entities that require security as determined through business analysis. Security is only applied to tables included in this list.

Tables must be allocated to a security group, either directly or through a process group, and security enabled for the table to be secure. The secure table can be selected from a list of values or entered manually, but is validated against database tables for the pre-determined owner. The user can optionally provide a description for the secure table. The database owner of these tables is selected from predefined application database schemas and is provided as a lookup value. The predefined application database schemas are Payables, Receivables, and Purchasing. A corresponding Subledger Security table name is automatically generated for each secure table.

The Applied flag indicates if the required security rules are physically applied to the secure table. For each secure table a corresponding Subledger Security table name is also automatically generated.

The main functions available in the Maintain Tables window are as follows:

- add
- remove
- enable
- disable
- update access required
- history

Define Process Groups

Process groups enable transactional business entities to be defined. Oracle Applications database tables comprising the business entities can be grouped together and allocated to security groups. Process groups are defined in the Maintain Groups window and are specified as being of type Process.

Oracle recommends that process groups contain unique database table sets. Allocating database tables to more than one process group, when allocated to the same security group, complicates security policy maintenance.

Note: Process groups are optional.

The main functions available for process groups are as follows:

- add
- remove

- enable security
- disable security
- history

For information on application level controls, see Application Level Control, page 51-24.

Allocate Secure Tables and Process Groups

Allocating Tables to Security Groups

Before allocating a table to a security group, the table must be defined in the Maintain Tables window. Tables can be allocated to more than one security group but can only be allocated once to the same security group.

The main functions available for allocating secure tables to security groups are as follows:

- add
- remove
- enable security
- disable security
- copy security group

Allocating Process Groups to Security Groups

Before allocating a process group to a security group, the process group must be predefined in the Maintain Groups window. Process groups can be allocated to more than one security group but cannot be allocated to another process group. A process group cannot be allocated more than once to the same security group. A process group can be allocated to a security group if at least one secure table is allocated to the process group. A database table can belong to more than one process group, but can only belong to a security group once. The security status of the database tables belonging to the process group determines the effective security when a process group is allocated to a security group.

The main functions available for allocating process groups to security groups are as follows:

- add
- remove

- enable security
- disable security

Allocating Tables to Process Groups

When allocating tables to process groups, a table can be allocated once to a process group. At least one table must be allocated to a process group, for the process group to be available for allocation to a security group.

The main functions available when allocating secure tables to process groups are as follows:

- add
- remove

Apply Security

Applying security affects definitions of the security system requirement as specified within the definition forms. Security is not effective until applied and successful.

Reports can be generated to view the effective security policy, for example, the Subledger Security: Group Secure Tables Report. Applying security generates and runs all Oracle database scripts needed to implement the required security policy.

The main functions available when applying security are as follows:

- create
- refresh

Security Group Consolidation

Consolidating security groups enables a business to change requirements, by allowing multiple security groups to be consolidated. Only one destination security group can be specified but one or more source security groups can be merged into the destination security group. All data belonging to the source security groups also belongs to the destination security group. Security on the source security groups should be disabled before the consolidation process. After consolidation takes place, the source security groups are deleted and cannot be modified or reused. An audit history is maintained. All process groups and secured tables belong to the destination security group.

Note: The destination security group must be predefined.

When consolidating tables, the following security rules apply:

- If a table is already allocated to the destination security group, the status remains unchanged.

- If the table belongs to more than one source group, the table remains enabled unless it is disabled in all of the source security groups.
- If the table exists in only one source security group, the status remains the same as the source security group.

Example

If security group A needs to be merged into security group B and security group B merged into security group C, it should be merged as follows:

A to C

B to C

The merge should not be specified as follows:

A to B

B to C

Security must be applied before the new security policy takes effect.

WARNING: Consolidation is an irreversible process.

Secure Existing Data

The Secure Existing Data Procedure enables users to secure existing data by assigning it to a security group. Once the data is assigned to a security group, only users with the correct permissions can view the data within that security group. This procedure will only look at the tables secured for the chosen security group. Only data that is not already assigned to a security group will be assigned to the selected security group.

Subledger Security Examples

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

Many medium-to-large organizations divide the business into profit centers. The common requirement is a central system where each profit center has access to their own financial information. This security is typically required to help business units manage an increased proportion of their own affairs without affecting other business units' information, as well as for confidentiality between business units.

Subledger Security is based on two principles as follows:

- application context
- fine grained security

For information on application context, see Application Context, page 51-21.

Basic Subledger Security Principles

Security Groups

Security groups are the main building blocks of subledger security and represent an organization's required business structure. Each security group's data must be maintained separately.

There may be only one central security group that can view all other security groups' data, as only a two level security hierarchy is allowed in Subledger Security.

Secure Tables

Subledger Security is based on securing database tables.

Transactions and data within Oracle Applications are sorted within the Oracle relational database.

An organization must know which Oracle Applications database tables map to the transactions that it wants to secure for a security policy to work.

Subledger Security stores an identifying record for every transaction that is secured in Oracle Applications. This identifying record is stored in the corresponding Subledger Security database table, associated with each Oracle Applications database table that is part of the transaction.

A transaction may span more than one table. If a user removes security on one of the tables in the transaction, security integrity may be compromised. For this reason, Subledger Security introduces the process group concept for validation purposes only. Process groups are not mandatory, and security and Subledger Security can be implemented without using process group functionality.

Process groups are used to group together related database tables to ensure security integrity. Subledger security implements an Oracle policy and policy function for each secured database table. Policy functions and security can be disabled and re-enabled.

Note: Removing a secured database table from the system removes all subledger transactions' identifying records and is irreversible.

Application Users

Oracle application users perform the daily work within Oracle Applications and belong to or are associated with one or more security groups or business entities.

Users may leave and rejoin security groups depending on business requirements.

Transactions or data do not belong to a specific application user, but belong to the security group. Application users may leave or join multiple security groups, but the data remains with the security group.

Responsibilities

Responsibilities determine how to associate or access data belonging to different security groups in Subledger Security.

Data cannot be directly associated with a specific application user as users may leave an organization or be absent. Users must be able to view data belonging to another application user in the same security group.

Access to data is achieved using individual responsibilities associated with a security group through a profile option, that is, a responsibility provides the link between application users and security groups.

Setting up responsibilities uses current Oracle Applications menus and function security. A security policy requires a set of responsibilities, one for each security group and Oracle Application, for example, Payables, Receivables, and also each operating unit. An application user may belong to more than one security group by allocating a responsibility crossing responsibility sets.

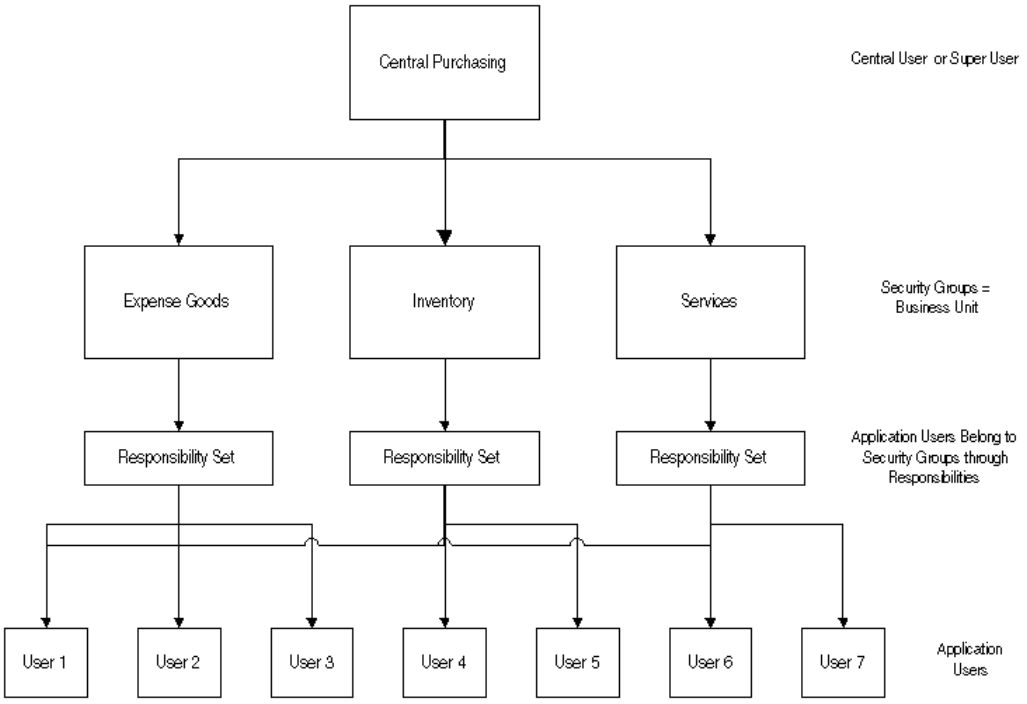
The table below demonstrates how an organization can implement a three security group structure across a multiple organization structure in Purchasing.

Security Group Structure Example

Existing Responsibilities	Subledger Security Responsibilities
PO1 SuperUser	PO1 SuperUser security group 1
	PO1 SuperUser security group 2
	PO1 SuperUser security group 3
PO2 SuperUser	PO2 SuperUser security group 1
	PO2 SuperUser security group 2
	PO2 SuperUser security group 3

Note: The changes outlined in the Security Group Structure Example, page 51-17 imply an alteration of the organization's existing responsibility structure.

Security Groups, Users, and Responsibilities

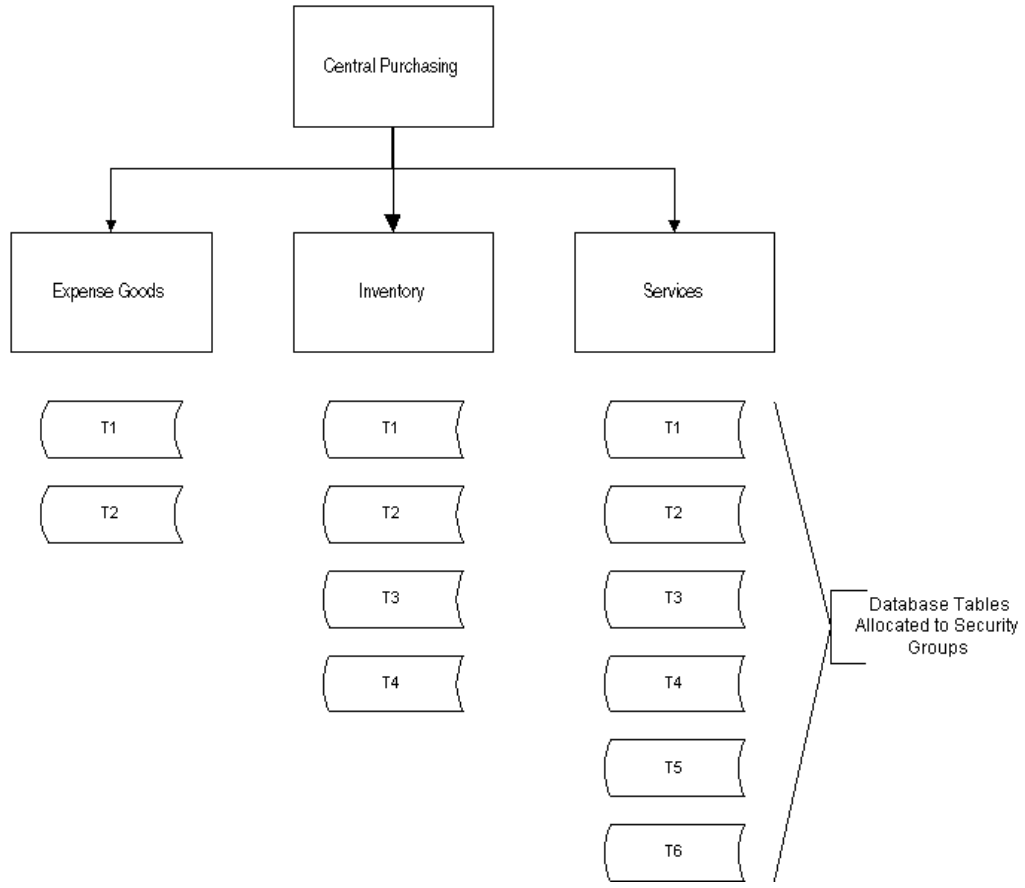


The diagram illustrates an example of how Subledger Security might be set up for an organization with three separate business units. In this example Central Purchasing is divided into three security groups according to the three business units: Expense Goods, Inventory, and Services. Each security group has its own set of responsibilities that allows access to data contained only within the specific security group. Users with access to only one business unit will have responsibilities assigned for that security group, for example, User 2 or User 3. Users who have access to data in two business units are assigned responsibilities for both security groups, for example, User 1 has access to data from the Expense Goods business unit and the Services business unit. The Central User has access to all business groups and security units across the operating unit.

Allocating Database Tables to Security Groups, Full and Partial Security

The Central Purchasing department shown in the diagram below can be separated into three security groups: Expense Goods, Inventory, and Services. The diagram below shows how database tables are allocated to the three security groups.

Database Tables Allocated to Security Groups



The Database Tables Allocated to Security Groups diagram, page 51-19 may be translated into the security policy structure shown in the table below.

Security Policy Structure Example

Table	Security Implication
T1 and T2	T1 and T2 belong to all three security groups. Both tables are fully secure as any users belonging to any of the security groups can see data belonging to their security group only.

Table	Security Implication
T3 and T4	T3 and T4 belong to only two of the three security groups. Both tables are partially secure across the security structure as users belonging to the Expense Goods security group can view not only their own data but also that of the other two security groups. This is because the table has not been secured for this security group. Users belonging to the Inventory and Services security groups are able to view their data only.
T5 and T6	T5 and T6 belong to only one security group. Users belonging to the Services security group can view only their own data. Users belonging to the other two security groups are not only able to view their own data, but also that of the Services security group.
T1 to T6	Users belonging to the central security group can view all data entered by users belonging to the hierarchically lower security groups.

Note: Any data existing before implementing Subledger Security is invisible to application users belonging to security groups. Application users can view and modify data created after Subledger Security is implemented. A central user can view all data.

Secure Update Access

This functionality is implemented in this version of Subledger Security in response to and in order to resolve a possible scenario as follows:

Example: Payables Transfer to General Ledger

Running the Payables transfer to General Ledger performs the following tasks:

- Payments are transferred to General Ledger.
- Invoices are transferred to General Ledger.
- Invoices are updated to indicate they are posted in Payables.

If this process is run from a central responsibility, all invoices are posted regardless of the security group to which they belong. However, if the Payables to General Ledger transfer is run individually for each business group and security group through the responsibility set belonging to a particular security group, the Secure Update flag needs to be set to Yes for AP_INVOICE_DISTRIBUTIONS_ALL to enable only each security groups invoices to be marked as posted.

If the Secure Update flag is not set to Yes, the first security group to run the Payables transfer program marks all unposted invoices as posted. The Secure Update flag enables all database update access codes to consider the security group when updating a secured database table.

Note: The Secure Update flag defaults to No. The flag only needs to be set to Yes when invoices need to be marked as posted.

Application Context

Application context is a feature of the Oracle 8i database that enables runtime database variables to be stored in memory. This feature is used by Subledger Security to store the Subledger Security: Security Group profile option value, and enables an application user's security group to be determined at runtime.

Oracle Applications initializes the required Subledger Security application context as an application user logs on or switches responsibility.

The application context can only be defined at the Oracle Application level, for example, for Oracle Public Sector Applications (IGI). The application context is defined during Subledger Security installation and implementation. If the end-user needs to use Subledger Security for a different Oracle Application, for example, Receivables, the Subledger Security application context initialization script must be run for Receivables.

This initial step depends on the Oracle Applications implementation at the end-user site.

In a core Oracle Applications implementation of subledger security supported modules, this step must be performed for:

- Payables
- Receivables
- Purchasing
- Subledger Accounting
- Payments

Security Group Consolidation

Security group consolidation enables subledger security to be maintained according to changes within the business environment. Consolidation enables multiple security groups and associated secure data to be merged or consolidated into one destination security group.

Note: All responsibility sets created before consolidation must be manually altered to reflect the new structure. All valid application users must be set up to use the new responsibilities.

All secured data associated with the pre-consolidation security groups is changed to reflect the new security group.

The destination security group must be an existing security group, although it may have been newly created and may not have any associated secure data.

WARNING: Security group consolidation is irreversible.

Security Group Consolidation Example

The table below shows security groups 1 and 3 consolidating into group 2. A database table is represented by T, for example, T1 and T2. A process group is represented by PG, for example, PG1 and PG2.

Security Group Pre-Consolidation Example

Security Group 1 Allocation	Security Group 1 Table	Security Group 1 Security	Security Group 2 Allocation	Security Group 2 Table	Security Group 2 Security	Security Group 3 Allocation	Security Group 3 Table	Security Group 3 Security
			T1		Enabled	T1		Disabled
T2		Disabled	T2		Disabled	T2		Enabled
T3		Enabled				T3		Disabled
PG1		Disabled						
	T3							
	T5							
T4		Disabled	T4		Enabled	T4		Disabled
PG2		Disabled						
	T4							
	T5							
T5		Disabled	T5		Disabled	T5		Enabled
PG3		Enabled						

Security Group 1 Allocation	Security Group 1 Table	Security Group 1 Security	Security Group 2 Allocation	Security Group 2 Table	Security Group 2 Security	Security Group 3 Allocation	Security Group 3 Table	Security Group 3 Security
	T6					T6		Disabled
						PG4		Enabled
							T7	
							T8	
						T9		Disabled

The table below shows security group 2 after consolidation takes place. A table is represented by T, for example T1 and T2. A process group is represented by PG, for example PG3 and PG4.

Post Consolidation Destination Security Group Structure

Security Group 2 Allocation	Security Group 2 Table	Security Group 2 Security
T1		Enabled
T2		Disabled
T3		Enabled
T4		Enabled
PG1		Disabled
	T3	
	T5	
PG2		Disabled
	T4	
	T5	

Security Group 2 Allocation	Security Group 2 Table	Security Group 2 Security
T5		Disabled
PG3		Enabled
	T6	
T6		Disabled
PG4		Enabled
	T7	
	T8	
T9		Disabled

Application Level Control

This section describes the various control levels that are available through the Subledger Security system, and indicates the impact of control actions on a security structure, as shown in the table below.

Application Level Control

Object Level	Actions	Comments
Secure Tables	Enable	system wide control
Security Groups	Disable	
	Re-enable	
	Remove	
Process Groups	Disable	
	Re-enable	
	Remove	

Object Level	Actions	Comments
Allocations	Tables allocated directly to security groups: Enable Disable Re-enable Remove Process groups allocated to security groups: Enable Disable Re-enable Remove Tables allocated directly to process groups: Enable Remove	specific security group allocation level control

The table below outlines example scenarios that need to be considered within a Subledger Security implementation when control actions are performed.

Subledger Security Implementation Example Scenarios

Scenario	Description
A	Table belonging to one security group and no process groups.
B	Table belonging to more than one security group and no process groups.
C	Table belonging to one security group and one process group allocated to the security group.

Scenario	Description
D	Table belonging to more than one security group and one process group.
E	Table belonging to more than one security group and more than one process group.

The table below shows example scenarios of process groups allocated to security groups.

Process Group Allocated to Security Group Example Scenarios

Scenario	Description
F	Process groups belonging to one security group with none of its associated tables directly within the security group.
G	Process group belonging to one security group with one or more of its associated tables directly within the security group.
H	Process group belonging to more than one security group with none of its associated tables directly within the security group.
I	Process group belonging to more than one security group with one or more of its associated tables directly within the security group.

The table below shows example scenarios of tables allocated to process groups.

Table Allocated to Process Group Example Scenarios

Scenario	Description
J	Table belonging to one process group, that belongs to one security group with that table not directly allocated to the security group.

Scenario	Description
K	Table belonging to one process group, that belongs to one security group with that table or more of the process groups tables directly allocated to the security group.
L	Table belonging to one or more process groups, that belongs to one security group with that table not directly allocated to the security group.
M	Table belonging to one or more process group, that belongs to one or more security group with table not directly allocated to the security group.
N	Table belonging to one or more process groups, that belongs to one or more security groups with table not directly allocated to the security group.
O	Table belonging to one or more process group, that belongs to one or more security group with that table directly allocated to the security group.

The table below outlines possible actions that may occur within the lifecycle of the Subledger Security implementation and the consequences of each action.

The following assumptions have been made in this example:

- All tables are populated with financials data.
- Each action is not dependent on a previous action.

Please refer to table for the security policy.

Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
Secure Table	Disable Security	T1	A	Security disabled for T1 across the subledger security system. Affects security group 2.

Level	Action	Entity	Scenario Code	Result or Effect
	Remove Table	T1	A	All subledger security data removed for T1 across the subledger security system. Affects security group 2 and is irreversible.
	Disable Security	T2	B	Security disabled for T2 across the subledger security system. Affects security groups 1 and 2.
	Disable Security	T3	C	Security disabled for T3 across the subledger security system. Affects security group 1. Affects T3 directly allocated to security group 1 and also process group 1.
	Disable Security	T4	D	Security disabled for T4 across the subledger security system. Affects security groups 1 and 2. Affects T4 directly allocated to security groups 1 and 2 and security group 1 through process group 2.

Level	Action	Entity	Scenario Code	Result or Effect
	Disable Security	T5	E	Security disabled for T5 across the subledger security system. Affects security groups 1 and 2. Affects T5 directly allocated to both security groups and also security group 1 through process groups 1 and 2.
Process Group Allocated to Security Group	Disable process groups security	PG3 and SG1	F	Disables process group 3 for security group 1. Implies that any tables allocated to this process group should also be disabled, depending on whether the process group's tables are already associated with the security group, either directly or through another process group. In this case T6 belongs to PG3 only, security on T6 is disabled for security group 1. As T6 is not allocated to security group 2 or security group 1, this effectively implies that T6 is disabled through the subledger security system.

Level	Action	Entity	Scenario Code	Result or Effect
	Disabled process group security	PG2 and SG1	G	Disables process group 2 through the subledger security system. The actual effect is null because: T4 belongs directly to security group 1 and 2 is enabled. T5 belongs directly to security group 1 and 2 and is enabled, it also belongs to security group 1 through process group 1 and is enabled.

Level	Action	Entity	Scenario Code	Result or Effect
Table Allocated to Process Group	Remove tables from process group	T6 and PG3	J	Removes T6 from process group 3 and removes security and secured data on T6 if possible. In this case, T6 does not belong to either security group, directly or through another security group. All secured data is removed for T6. This process is irreversible. If the desired effect was to disable security on T6 for process group 3, rather than remove all secured data, it could have been performed in two ways as follows: Disable process group 3 system wide or disable process group 3 allocated to security group 1.

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Subledger Security Report Procedures

Definition

The Subledger Security reports provide information on the current and previous state of Subledger Security objects and organizations' security structure.

Overview

Subledger Security: Allocation Status Report

The Subledger Security: Allocation Status Report displays all group allocations. The report is divided into the following sections:

- secure tables allocated to Subledger Security groups
- process groups allocated to Subledger Security groups
- secure tables allocated to process groups

Each of the report sections provide historical data relating to when the allocations were enabled or disabled.

The report can be generated for

a specific security group, process group, or secure table.

Note: The Subledger Security: Allocation Status Report maps to the Maintain Allocations window.

Subledger Security: Group Status Report

The Subledger Security: Group Status Report displays information on all groups defined in the Subledger Security system. This report maps to the Maintain Groups window.

The report provides the following information:

- lists all security groups and process groups
- description
- indicates enabled or disabled state
- deletion dates
- security history of the group

Subledger Security: Grouped Secure Tables Report

The Subledger Security: Grouped Secure Tables Report displays all security groups with currently secured tables. This report maps to the distinct table information in the Maintain Allocations window.

Subledger Security: Object Status Report

The Subledger Security: Object Status Report displays the current status of all Subledger Security objects required to implement security on a secured database table. The Subledger Security: Object Status Report enables the system administrator to identify and resolve security problems.

The Subledger Security: Object Status Report provides the following information:

- corresponding Subledger Security table name for each secure database table
- policy on the secure table
- policy function used by the policy
- database trigger on the secure table
- index on secure table
- synonym for secure table
- grants required for secure table

Subledger Security: Secure Tables Status Report

The Subledger Security: Secure Tables Status Report lists all database tables that require security. The Subledger Security: Secure Tables Status Report maps to the Maintain Tables window.

The Subledger Security: Secure Tables Status Report lists all Oracle database table

names with the database table owner, descriptions, and the Subledger Security table name. This report provides information on various security information states. Historical information is also displayed.

Subledger Security: Security Group Consolidations Report

The Subledger Security: Security Group Consolidations Report provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes.

The Subledger Security: Security Group Consolidations Report shows child security groups consolidated in the parent security group. Historical information is also provided, indicating when the consolidations took place.

Subledger Security: User Allocation Status Report

The Subledger Security: User Allocation Status Report enables an organization to view the functional changes required and the impact of the changes when a security policy or business change is required.

This report displays information relating to a security group, indicating the responsibilities that are associated with the security group and application users who are using those responsibilities.

Subledger Security: Allocation Status Report

To generate the Subledger Security: Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Allocation Status Report from the list of values.

4. In the SLS Security Group Name field, enter a security group name or leave blank to report on all security groups.

5. In the Process Group Name field, enter a process group name or leave blank to report on all process groups.

6. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.

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

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

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

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

    View - Requests

Subledger Security: Group Status Report

To generate the Subledger Security: Group Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Group Status Report from the list of values.

4. In the SLS Group Type field, select a group type from the list of values or leave blank to display all group types.

5. In the SLS Group Name field, enter a group name or leave blank to display all group names.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   View - Requests

Subledger Security: Grouped Secure Tables Report

To generate the Subledger Security: Grouped Secure Tables Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security

Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Grouped Secure Tables Report from the list of values.

4. In the SLS Group Name field, enter a group name or leave blank to report on all group names.

5. In the Table Name field, enter a table name or leave blank to report on all table names.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   View - Requests

Subledger Security: Object Status Report

To generate the Subledger Security: Object Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Object Status Report from the list of values.

4. In the Owner field, select the owner from the list or leave blank to report on all owners.

5. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   View - Requests

Subledger Security: Secure Tables Status Report

To generate the Subledger Security: Secure Tables Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Secure Tables Status Report from the list of values.

4. In the Owner field, select the owner from the list or leave blank to report on all owners.

5. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   View - Requests

Subledger Security: Security Group Consolidations Report

To generate the Subledger Security: Security Group Consolidations Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Security Group Consolidations Report

from the list of values.

4. In the Source Group field, enter a source group name or leave blank to display all source groups.

5. In the Destination Group field, enter a destination group name or leave blank to display all destination groups.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   View - Requests

Subledger Security: User Allocation Status Report

To generate the Subledger Security: User Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administrator - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: User Allocation Status Report from the list of values

4. In the SLS Security Group Name field, enter the security group name or leave blank to report on all security groups.

5. In the User Id field, enter a user identifier for a particular user or leave blank to report on all users.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   View - Requests

A

Oracle Public Sector Financials (International) Navigation Paths

Navigation

Public Sector Financials (International) Navigation Paths

Window	Navigation Path	Responsibility
Account Inquiry	OPSF(I) General Ledger > OPSF(I) Cash and Accruals Support > Inquire Related Account	GL Accrual
Accounting Period Status	OPSF(I) Receivables > OPSF(I) Combined Basis Acctg > Period Status	Receivables
Action Assignments	OPSF(I) Exchange Protocol > Setup > Position Action Assignments	Payables Manager
Balanced Budget Journals	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enter > Journal > Extended Balanced Journal	GL Accrual
Batch Copy Submit	OPSF(I) General Ledger > OPSF(I) Cash and Accruals Support > Copy Journals	GL Accrual
Budget History Inquiry	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enquiry > History	GL Accrual

Window	Navigation Path	Responsibility
Budget Process Impact	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enquiry > Budget Process Impact Inquiry	GL Accrual
Commitment Budgetary Control Account Inquiry	Inquiry > Accounts	Contract Commitment
Commitment Budgetary Control Funds Available Inquiry	Inquiry > Funds Available	Contract Commitment
Commitment Budgetary Control Journal Inquiry	Inquiry > Journal	Contract Commitment
Contract Commitments History Summary	Contract Commitments > History	Contract Commitment
Contract Commitment Summary	Contract Commitments > Summary	Contract Commitment
Contract Commitments	Contract Commitments > Enter	Contract Commitment
Cross Charge Receiver Authorization	OPSF(I) General Ledger > OPSF(I) Internal Trading > Approve Cross Charges	GL Accrual
Customer Profile Classes	OPSF(I) Receivables > OPSF(I) Dunning Letters > Extended Customer Profile Classes	Receivables
Customer Profile Dunning Options	OPSF(I) Receivables > OPSF(I) Dunning Letters > Extended Customer Profile Options	Receivables
Dialog Units	OPSF(I) Payables > OPSF(I) Exchange Protocol > Dialog Units	Payables Manager

Window	Navigation Path	Responsibility
Dossier	OPSF(I) General Ledger > OPSF(I) Dossier > Dossier Maintenance	GL Dossier
Dossier Hierarchy Inquiry	OPSF(I) General Ledger > OPSF(I) Dossier > Dossier Hierarchy Inquiry	GL Dossier
Dossier History	OPSF(I) General Ledger > OPSF(I) Dossier > Dossier History	GL Dossier
Drill-Down Inquiry	OPSF(I) General Ledger > OPSF(I) Hierarchical Drill-Down > Drill-Down Inquiry	GL Accrual
Dunning Letter Sets	OPSF(I) Receivables > OPSF(I) Dunning Letters > Extended Dunning Letter Sets	Receivables
Enter Charges	OPSF(I) General Ledger > OPSF(I) Internal Trading > Enter Cross Charge	GL Accrual
Enter Budget Journals	OPSF(I) General Ledger > OPSF(I) Enhanced Funds Checker > Enter > Extended Budget Journals	GL Accrual
Enter Journals	OPSF(I) General Ledger > OPSF(I) Enhanced Funds Checker > Enter > Extended Journals	GL Accrual
Enter/Maintain CIS Payment Vouchers	OPSF(I) Payables > OPSF(I) Construction Industry Scheme > Maintain Payment Vouchers	Payables Manager
Extended Account Inquiry	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enquiry > Extended Account Inquiry	GL Accrual
Extended Asset Category Setup	OPSF(I) Assets > Setup > Extended Asset Category	Fixed Assets
Extended Depreciation Projection	MHCA > Extended Depreciation Projection	Fixed Assets

Window	Navigation Path	Responsibility
Enter Encumbrances	OPSF(I) General Ledger > OPSF(I) Enhanced Funds Checker > Enter > Extended Encumbrances	GL Accrual
Extended Mass Revaluations	MHCA > Extended Mass Revaluations	Fixed Assets
Find Assets	OPSF(I) Inflation Accounting > Revaluation View - Find	Fixed Assets
Find Cross Charges	OPSF(I) General Ledger > OPSF(I) Internal Trading > Charge Summary	GL Accrual
Global Price Update	OPSF(I) Receivables > OPSF(I) Standing Charges > Global Price Update	Receivables
Impact Budget Process	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enquiry > Budget Process Impact Enquiry Click Impact Details	GL Accrual
Indexed - Professional Revaluation	OPSF(I) Inflation Accounting for Assets > Revaluation	Fixed Assets
Inflation Accounting - Projection	OPSF(I) Inflation Accounting for Assets > Projection	Fixed Assets
Inflation Accounting Options	OPSF(I) Inflation Accounting for Assets > Setup > Inflation Accounting Options	Fixed Assets
Inflation Accounting: Implementation Data Preparation	OPSF(I) Inflation Accounting for Assets > OPSF(I) Inflation Accounting Implementation > Data Preparation Parameters	Fixed Assets
Internal Contract Commitment Releases	Contract Commitments > Internal Releases	Contract Commitment

Window	Navigation Path	Responsibility
Modify Installment Transactions Summary	OPSF(I) Receivables > OPSF(I) Installment Terms > Modify Installment Terms	Receivables
Multi-Period Posting Invoices Summary	OPSF(I) Payables > OPSF(I) Multi-Period Posting > Multi-Period Posting Distributions	Payables Manager
Run Cash Basis Transfer	OPSF(I) Receivables > OPSF(I) Combined Basis Acctg > Cash Basis Transfer	Receivables
Setup: Extended Price Indexes	OPSF(I) Assets > Setup > Extended Price Indexes	Fixed Assets
Single Third Party - Main	OPSF(I) Receivables > OPSF(I) Single Third Party > Single Third Party Maintenance	Receivables
Single Third Party Netting Balance	OPSF(I) Receivables > OPSF(I) Single Third Party > Netting Balance	Receivables
Standing Charge	OPSF(I) Receivables > OPSF(I) Standing Charges > Maintain Standing Charges	Receivables
Standing Charge Items	OPSF(I) Receivables > OPSF(I) Standing Charges > Maintain Items	Receivables
Submit Budget Indexation	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enter > Indexation	GL Accrual
Submit Budget Next Year Create	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enter > Next Year Create	GL Accrual
Submit Budget Reprofile	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enter > Reprofile	GL Accrual
Submit Netting Batches	OPSF(I) Receivables > OPSF(I) Single Third Party > Submit Netting Batches	Receivables
Submit Budget Spreadsheet Extract	OPSF(I) Budgeting Extensions > Enter > Spreadsheet	Contract Commitment

Window	Navigation Path	Responsibility
Submit Request	Reports > Run	Contract Commitment
Transfer Invoices	OPSF(I) Payables > OPSF(I) Multi-Period Posting > Invoice Transfer	Payables Manager
Transmission Units	OPSF(I) Payables > OPSF(I) Exchange Protocol > Transmission Units	Payables Manager
Unbalanced Budget Journals	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Enter > Journal > Extended Unbalanced Journal	GL Accrual
View and Authorize Secondary Approvals	OPSF(I) Payables > OPSF(I) Secondary Invoice Approval > Authorize SIA	Payables Manager

Related Topics

General Ledger Navigator Paths, *Oracle General Ledger User Guide*

Payables Navigator Paths, *Oracle Payables User Guide*

Receivables Navigation Paths, *Oracle Receivables User Guide*

Oracle Assets Navigation Paths, *Oracle Assets User Guide*

B

Commitment Model

Definition

The Contract Commitment and Commitment Budgetary Control features in Oracle Public Sector Financials (International) are based on the Commitment Model. This appendix describes the Commitment Model and shows how the Commitment Model is applied.

Overview

The Commitment Model enables public sector organizations to manage their business using dual budgetary control. Therefore, the Commitment Model requires both commitment budgetary control and standard budgetary control.

The commitment budget represents the amount of encumbrances an organization is willing to enter into in a given period. The standard budget represents the amount an organization is willing to pay in a given period.

Commitment budgetary control measures encumbrance expenditure activity against the commitment budget. Standard budgetary control measures encumbrance expenditure activity and actual expenditure activity, which includes invoice and payment, against the standard budget.

A fundamental principle of the Commitment Model is that all expenditure activity must be encumbered before being paid. However, in standard budgetary control, not all expenditure activity must be encumbered before being paid.

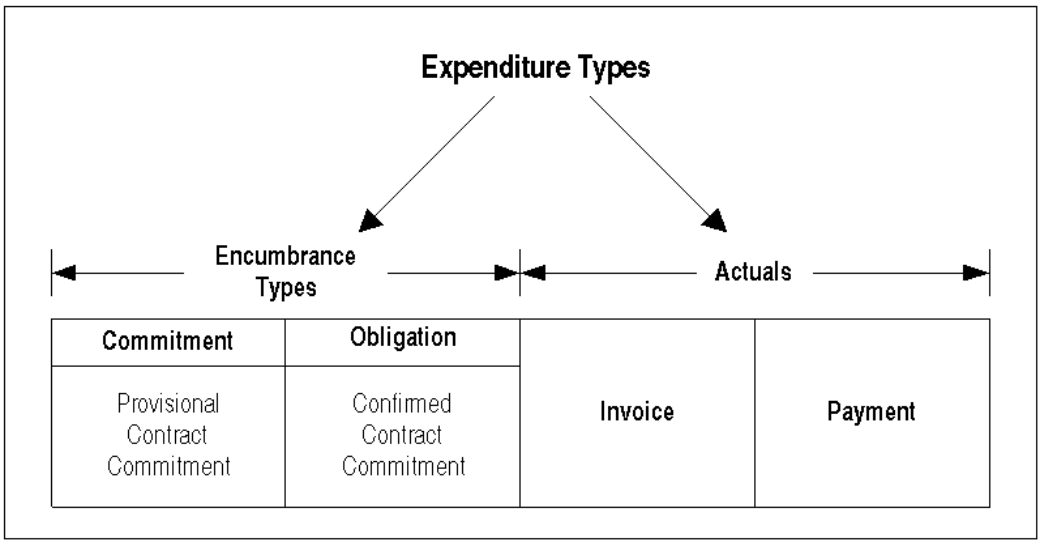
To begin to understand dual budgetary control and the impact of the Commitment Model on standard budgetary control, this section provides an overview of the following:

Standard Budgetary Control

This section describes how standard budgetary control currently works in Oracle

Financials. A standard budget represents the estimated amount of anticipated or encumbered expenditures and actual expenditures. Standard budgetary control is based on measuring expenditure activity against the standard budget. The diagram below illustrates standard budgetary control expenditure activity.

Standard Budgetary Control Expenditure Activity Diagram



The Standard Budgetary Control Expenditure Activity Diagram, page B-2 shows the following Expenditure Types:

- Encumbrance Types
- Actuals

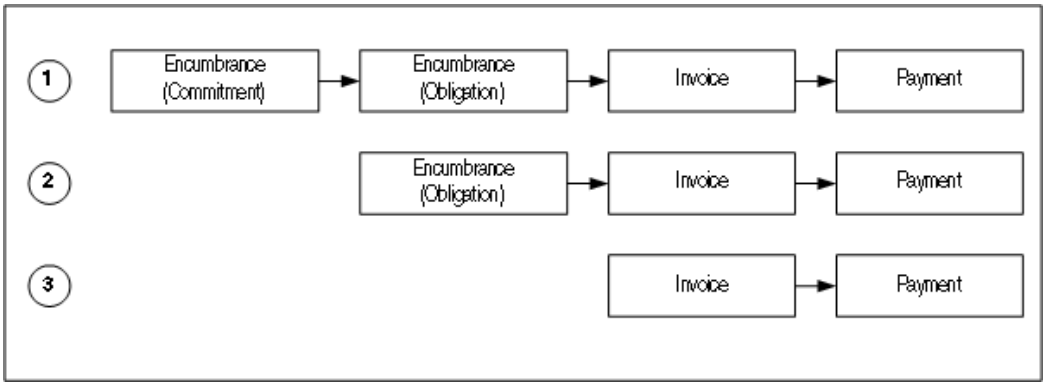
The Standard Budgetary Control Expenditure Activity Diagram, page B-2 shows that encumbered expenditure activity can progress through two stages, Commitment and Obligation. The Provisional encumbrance type is a provisional contract commitment that is created to set funds aside internally without creating a formal obligation or contract. An Obligation encumbrance type is created when a third party contract is entered.

Activities represented in the Actuals stage in the Standard Budgetary Control Expenditure Activity Diagram, page B-2 are Invoice and Payment.

The Standard Budgetary Control Expenditure Activity Diagram, page B-2 shows a confirmed contract commitment representing a formal contract with a third party. It is only when an Obligation encumbrance type is created that an invoice can be matched to the obligation and paid. Matching an invoice to an Obligation encumbrance type liquidates the encumbrance and records an actual. In standard budgetary control, invoices can be paid without encumbering funds, and an invoice is not required for payment.

The diagram below shows the scenarios possible in standard budgetary control.

Standard Budgetary Control Scenarios Diagram



The Standard Budgetary Control Scenarios Diagram, page B-3 illustrates the following standard budgetary control scenarios:

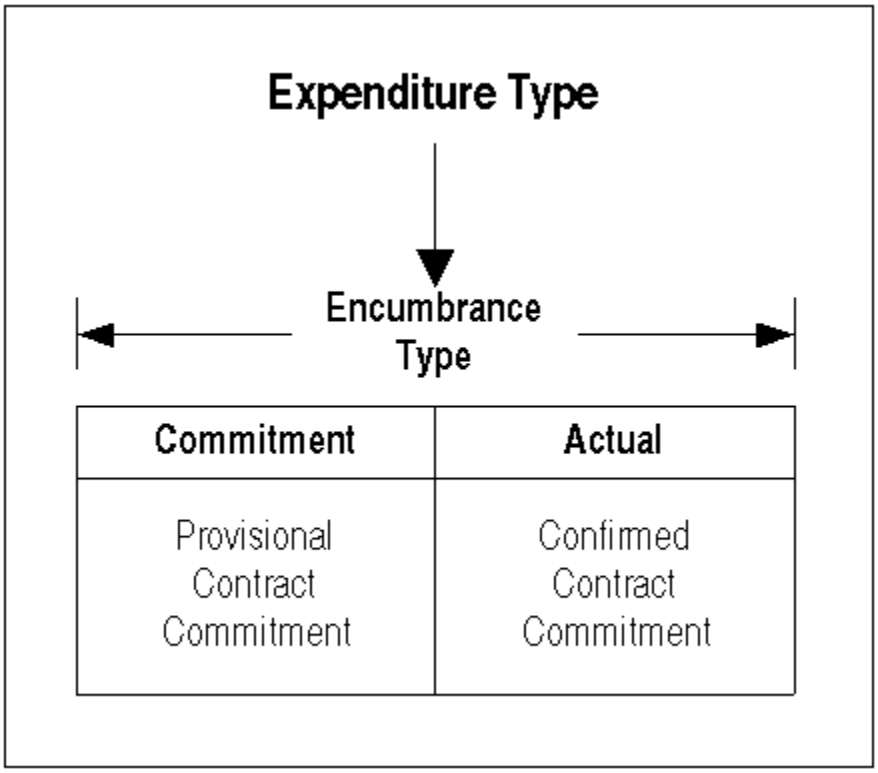
- Scenario 1 corresponds to the scenario shown in the Standard Budgetary Control Expenditure Activity Diagram, page B-2 where payment is made with expenditure activity progressing through Commitment and Obligation encumbrance types and invoice matching to an encumbrance.
- In Scenario 2, payment is made without a Commitment encumbrance type.
- In Scenario 3, payment is made without any encumbrance.

Commitment Budgetary Control

Commitment Budgetary Control focuses on the encumbrance expenditure activity. The expenditure activity type Actuals does not factor into commitment budgetary control. Commitment budgetary control is attained by measuring encumbrance activity against the commitment budget.

The diagram below shows commitment budgetary control expenditure activity. The encumbrance types include Commitment and Actuals. The Provisional Contract Commitment is shown as a Commitment encumbrance type and the Confirmed Contract Commitment is shown as an Obligation encumbrance type.

Commitment Budgetary Control Expenditure Activity Diagram



Within Commitment Budgetary Control, expenditure activity must progress through the two encumbrance types, Commitment and Actual. The Commitment encumbrance type includes encumbrances for the following:

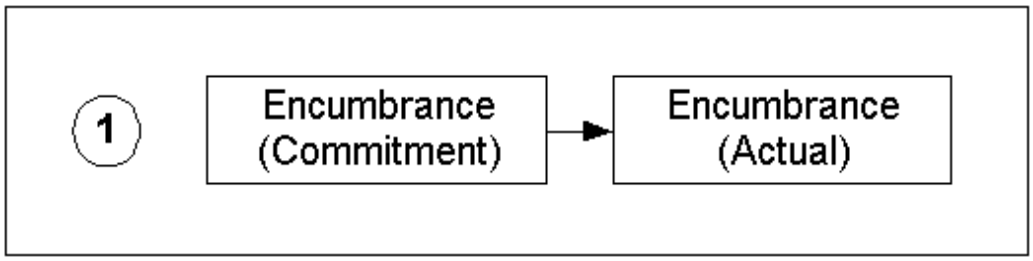
- third party contract commitments in negotiation
- internal contract commitments in planning

The Actual encumbrance type includes encumbrances for the following:

- third party contract commitments
- confirmed internal contract commitments

The diagram below shows the scenario possible in Commitment Budgetary Control in which the Commitment encumbrance type can be transitioned to an Actual encumbrance type.

Commitment Budgetary Control Scenario Diagram



An Obligation encumbrance type in standard budgetary control encumbers only formal contracts with a third party, whereas an Actual encumbrance type in commitment budgetary control includes the third party obligation and a confirmed internal contract commitment that covers an expenditure, such as office supplies, where no formal contract with a supplier exists.

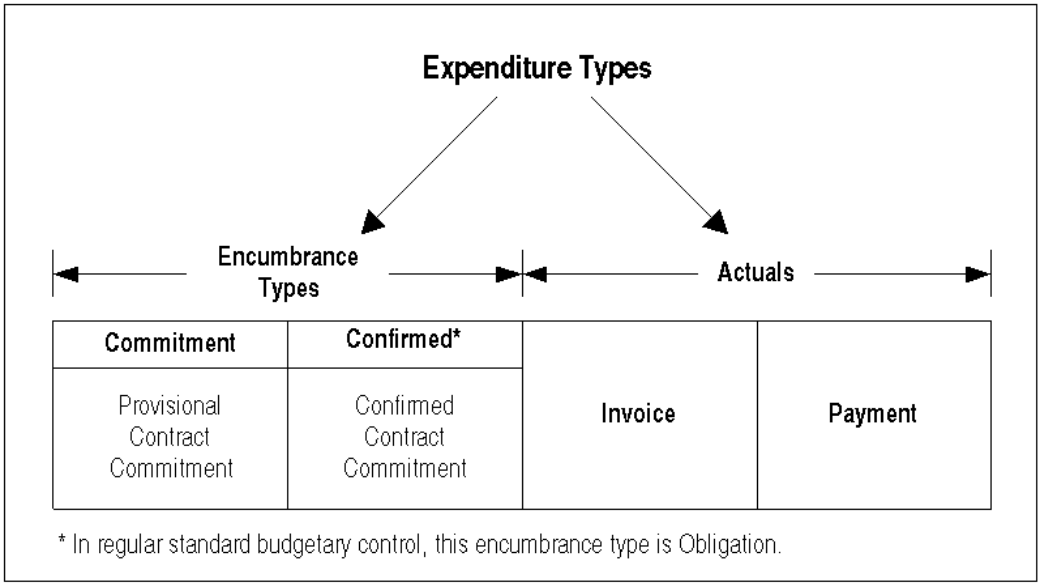
Dual Budgetary Control

Standard budgetary control provides complete budgetary control while commitment budgetary control provides budgetary control solely on the encumbrance activity. Therefore, both standard budgetary control and commitment budgetary control must be enabled to support the commitment budget.

With the Commitment Model, all expenditure activity must be encumbered before payment and all expenditure activity is checked against standard budgetary control and commitment budgetary control. As a result, the definition for the secondary encumbrance type in standard budgetary control, obligation, must be broadened.

The diagram below shows the standard budgetary control expenditure activity with the Commitment Model.

Standard Budgetary Control Expenditure Activity, Commitment Model Diagram



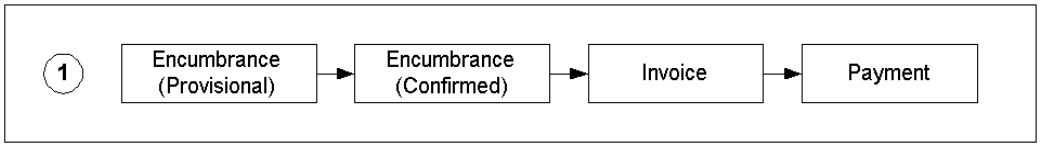
In the Standard Budgetary Control Expenditure Activity, Commitment Model Diagram, page B-6, the Commitment encumbrance type is unchanged. It continues to represent third party contract commitments in negotiation and contract commitments in planning that can be converted into a Confirmed encumbrance type without a formal obligation.

In the Standard Budgetary Control Expenditure Activity, Commitment Model Diagram, page B-6, the Obligation encumbrance type referred to in the Standard Budgetary Control Expenditure Activity Diagram, page B-2 has been broadened to a Confirmed encumbrance type. In addition to representing third party contract commitments that invoices can be matched against, this confirmed encumbrance type represents confirmed internal contract commitments where there is no formal obligation with a third party. The confirmed internal contract commitment represents internally encumbered funds that invoices can be matched against.

In the Standard Budgetary Control Expenditure Activity, Commitment Model Diagram, page B-6, the Invoice and Payment actuals remain the same as in regular standard budgetary control.

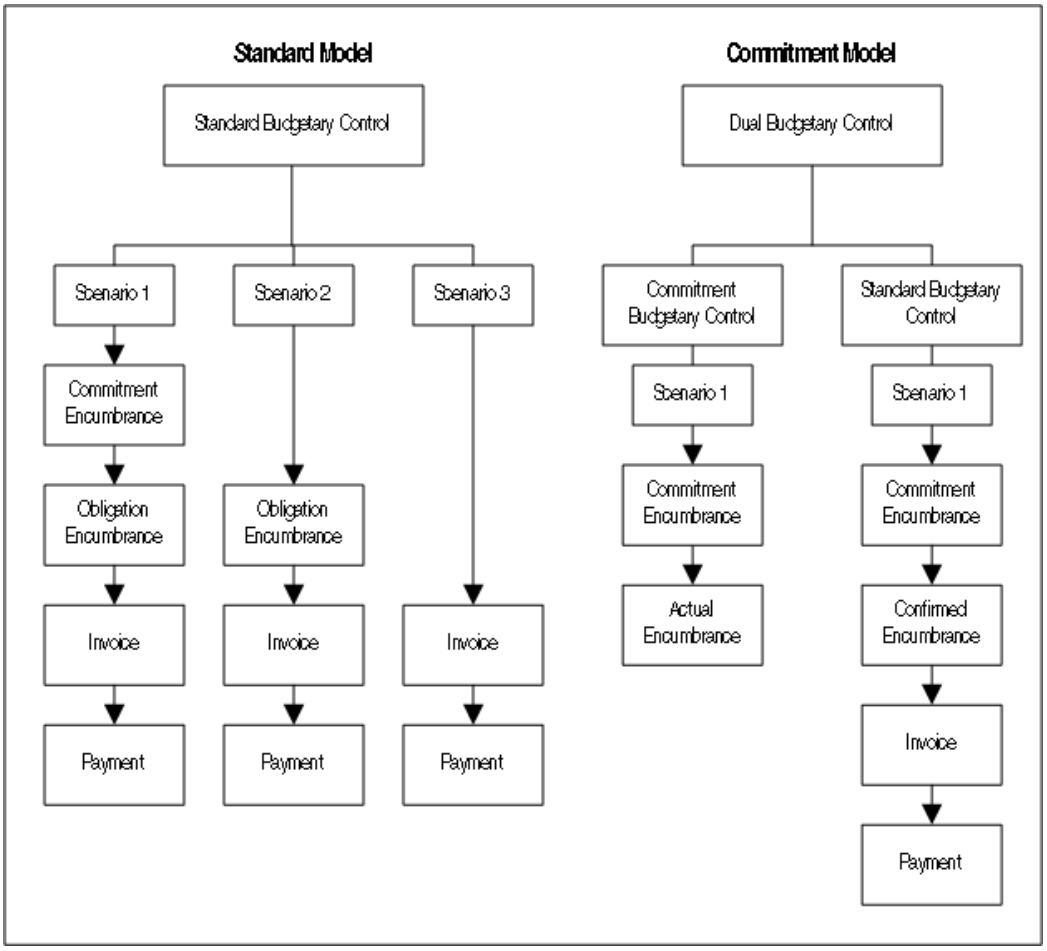
The diagram below depicts the scenario in which standard budgetary control encumbers all expenditure activity and can therefore be used with the Commitment Model. It progresses from Encumbrance Provisional to Encumbrance Confirmed to Invoice and ends with Payment.

Standard Budgetary Control Scenario, Commitment Model Diagram



The diagram below compares the Standard Model that includes standard budgetary control with the Commitment Model that includes dual budgetary control.

Standard Model and Commitment Model Comparison



The Standard Model and Commitment Model Comparison diagram, page B-7 shows the following:

- Standard Model that includes the scenarios for standard budgetary control shown in the Standard Budgetary Control Scenarios diagram, page B-3
- Commitment Model that includes the scenario for standard budgetary control

shown in the Standard Budgetary Control Scenario, Commitment Model diagram, page B-7 and the scenario for commitment budgetary control shown in the Commitment Budgetary Control Scenario diagram, page B-5.

Contract Commitment Feature

The major objectives in the Contract Commitment feature design are as follows:

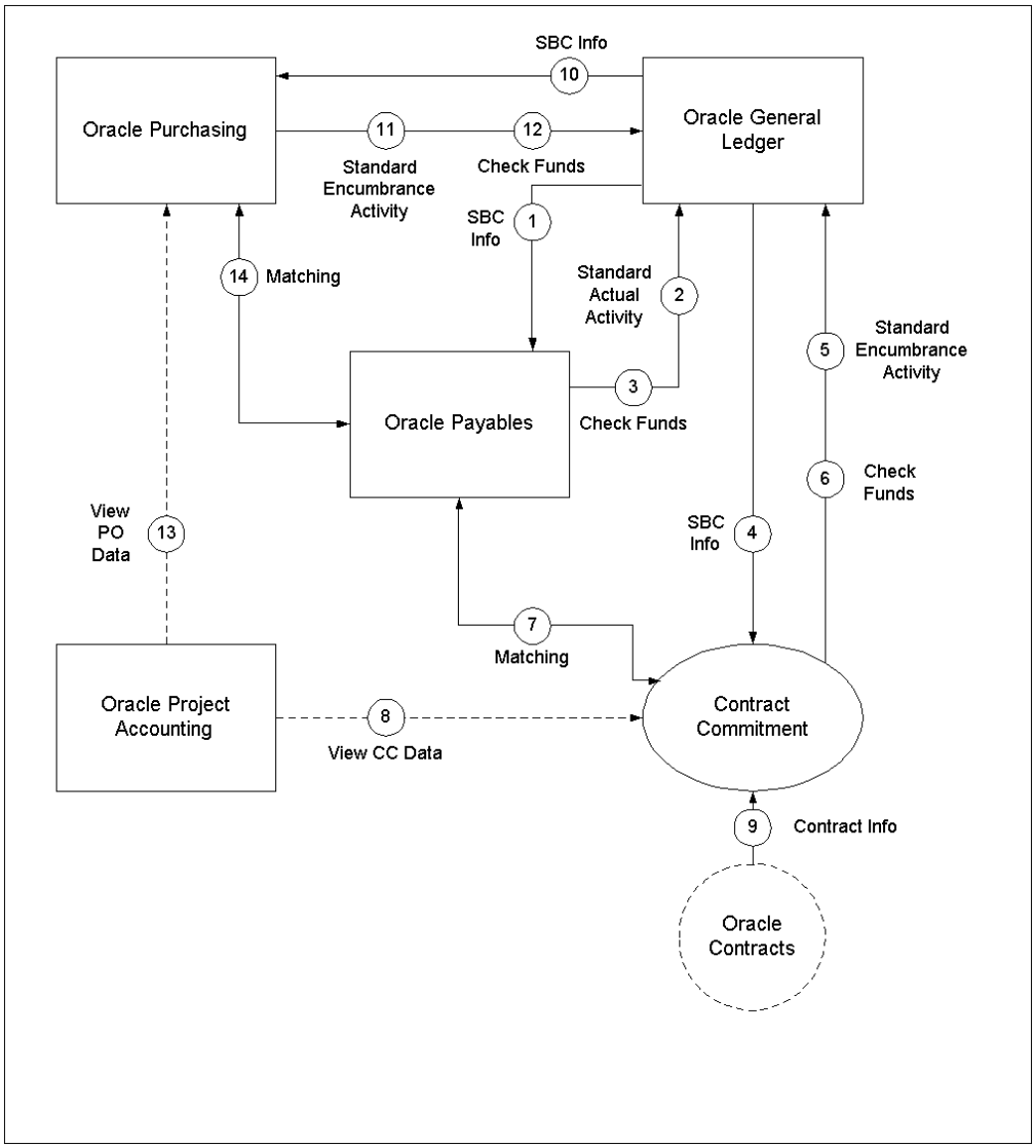
- Contract Commitment supports the encumbrance of contract activity from a contract perspective. Users can enter into contract commitment activity without the manufacturing type data required in Oracle Purchasing.
- Contract Commitment supports the Commitment Model, which means that it supports dual budgetary control.

Contract Commitment Module without Commitment Budgetary Control

The Contract Commitment feature supports organizations that must encumber contracts. Contract Commitment coexists with Purchasing giving organizations the opportunity to use Purchasing for inventory-related activity while using Contract Commitment for contract related activity.

The diagram below shows how the Contract Commitment feature without Commitment Budgetary Control integrates with Oracle Financials, and the Contract Commitment Module without Commitment Budgetary Control table, page B-10 describes the Contract Commitment feature without Commitment Budgetary Control diagram.

Contract Commitment Module without Commitment Budgetary Control Diagram



Contract Commitment Module without Commitment Budgetary Control

Reference Number	Name	Type	From	To	Description
1	Standard Budgetary Control (SBC) Information	Interface	Oracle General Ledger	Oracle Payables	standard budgetary control information resulting from either a request to check funds available or the recording of invoice activity, actuals
2	Standard Actual Activity	Interface	Oracle Payables	Oracle General Ledger	transfer of invoice activity, actuals
3	Check Funds	Interface	Oracle Payables	Oracle General Ledger	perform funds check against standard budget for invoice activity, actuals
4	SBC Information	Interface	Oracle General Ledger	Contract commitment	standard budgetary control information resulting from either a request to check funds available or the reservation of contract commitment activity, encumbrances
5	Standard Encumbrance Activity	Interface	Contract Commitment	Oracle General Ledger	transfer of contract commitment activity, encumbrances

Reference Number	Name	Type	From	To	Description
6	Check Funds	Interface	Contract Commitment	Oracle General Ledger	perform funds check against standard budget for contract commitments, encumbrances
7	Matching	Integration	Oracle Payables	Contract Commitment	matching of prepayment or invoices to confirmed contract commitments
8	View Contract Commitment Data	Reference	Oracle Projects	Contract Commitment	view of contract commitment data
9	Contract Information	Interface	Oracle Contracts	Contract Commitment	transfer of contract information, future
10	SBC Information	Interface	Oracle General Ledger	Oracle Purchasing	standard budgetary control information resulting from either a request to check funds available or the reservation of requisitions and purchase orders, encumbrances
11	Standard Encumbrance Activity	Interface	Oracle Purchasing	Oracle General Ledger	transfer of requisition and purchase order activity, encumbrances

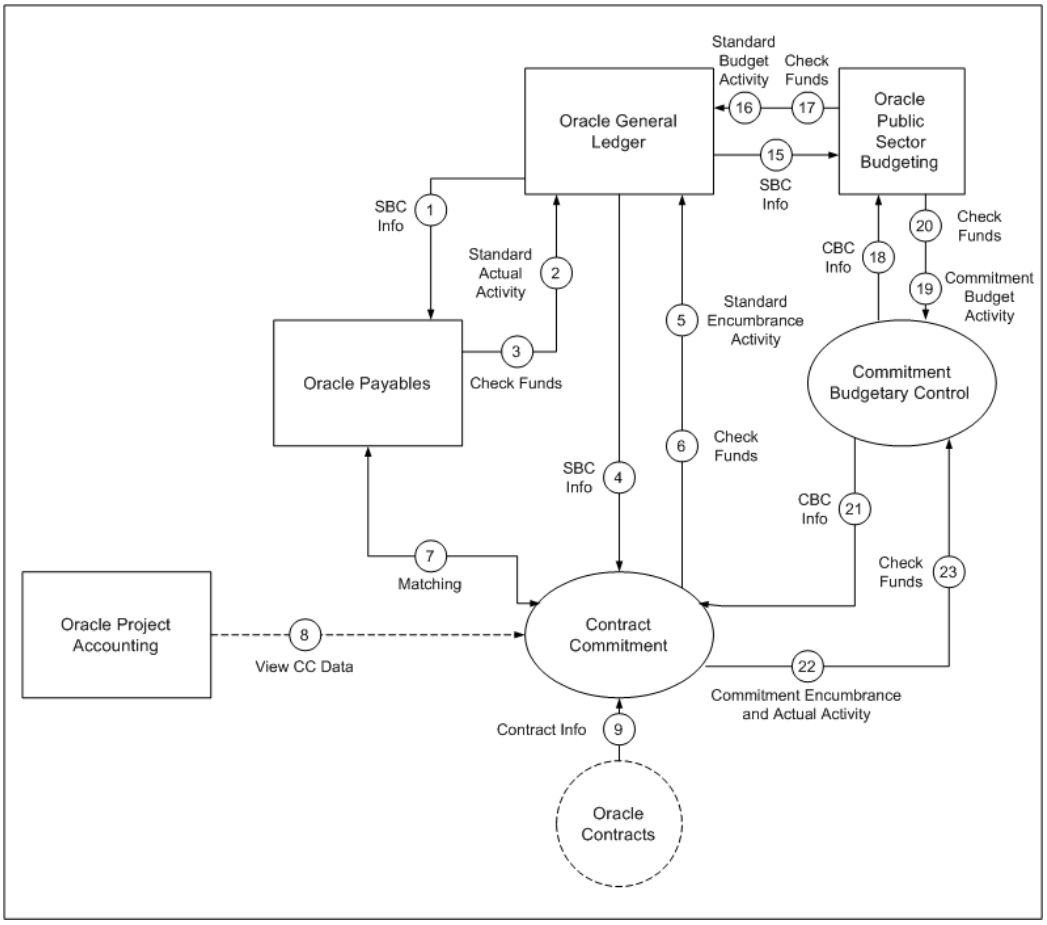
Reference Number	Name	Type	From	To	Description
12	Check Funds	Interface	Oracle Purchasing	Oracle General Ledger	perform funds check against standard budget for requisitions or purchase orders, encumbrances
13	View Purchasing Data	Reference	Oracle Projects	Oracle Purchasing	view of purchasing data
14	Matching	Integration	Oracle Payables	Oracle Purchasing	matching of prepayments or invoices to purchase orders

Contract Commitment Module with Commitment Budgetary Control

The Commitment Budgetary Control feature is designed to maintain budgetary control for the Commitment Model. Commitment Budgetary Control only addresses a subcomponent of standard budgetary control. Therefore, if the Commitment Model is implemented, complete budgetary control can only be accomplished with the simultaneous use of standard budgetary control.

The diagram below shows how the Contract Commitment and Commitment Budgetary Control features integrate with Oracle Financials, and the Contract Commitment Module with Commitment Budgetary Control table, page B-13 describes the Contract Commitment feature with Commitment Budgetary Control diagram. Note that process steps 10 through 14 in the Contract Commitment Module without Commitment Budgetary Control diagram, page B-9, do not exist in the Contract Commitment Module with Commitment Budgetary Control diagram, page B-13.

Contract Commitment Module with Commitment Budgetary Control Diagram



Contract Commitment Module With Commitment Budgetary Control

Reference Number	Name	Type	From	To	Description
1	Standard Budgetary Control (SBC) Information	Interface	Oracle General Ledger	Oracle Payables	standard budgetary control information resulting from a request to check funds available or the recording of invoice activity, actuals

Reference Number	Name	Type	From	To	Description
2	Standard Actual Activity	Interface	Oracle Payables	Oracle General Ledger	transfer of invoice activity, actuals
3	Check Funds	Interface	Oracle Payables	Oracle General Ledger	perform funds check against standard budget for invoice activity, actuals
4	SBC Information	Interface	Oracle General Ledger	Contract Commitment	standard budgetary control information resulting from either a request to check funds available or the reservation of contract commitment activity, encumbrances
5	Standard Encumbrance Activity	Interface	Contract Commitment	Oracle General Ledger	transfer of contract commitment activity, encumbrances
6	Check Funds	Interface	Contract Commitment	Oracle General Ledger	perform funds check against standard budget for contract commitments, encumbrances
7	Matching	Integration	Oracle Payables	Contract Commitment	matching of prepayment or invoices to confirmed contract commitments

Reference Number	Name	Type	From	To	Description
8	View Contract Commitment Data	Reference	Oracle Projects	Contract Commitment	view of contract commitment data
9	Contract Information	Interface	Oracle Contracts	Contract Commitment	transfer of contract information, future
15	SBC Information	Interface	Oracle General Ledger	Oracle Public Sector Budgeting	standard budgetary control information resulting from either a request to check funds available or the recording of standard budget activity
16	Standard Encumbrance Activity	Interface	Oracle Public Sector Budgeting	Oracle General Ledger	transfer of standard budget activity
17	Check Funds	Interface	Oracle Public Sector Budgeting	Oracle General Ledger	perform funds check against standard budget activity
18	Commitment Budgetary Control (CBC) Information	Interface	Commitment Budgetary Control	Oracle Public Sector Budgeting	commitment budgetary control information resulting from either a request to check funds available or the recording of commitment budget activity

Reference Number	Name	Type	From	To	Description
19	Commitment Budget Activity	Interface	Oracle Public Sector Budgeting	Commitment Budgetary Control	transfer of commitment budget activity
20	Check Funds	Interface	Oracle Public Sector Budgeting	Commitment Budgetary Control	perform funds check against commitment budget activity
21	CBC Information	Interface	Commitment Budgetary Control	Contract Commitment	commitment budgetary control information resulting from either a request to check funds available or the recording of contract commitment activity, encumbrances and actuals
22	Commitment Encumbrance and Actual Activity	Interface	Contract Commitment	Commitment Budgetary Control	transfer of contract commitment activity, encumbrances and actuals
23	Check Funds	Interface	Contract Commitment	Commitment Budgetary Control	perform funds check against commitment budget for contract commitments

C

Reporting Currency Transactions to General Ledger and Commitment Budgetary Control Process

Definition

This appendix addresses generation of reporting currency information for Commitment Budgetary Control (CBC) and standard budgetary control (SBC) when reporting currency is installed.

Overview

When Contract Commitment transactions are entered, the transactions are converted to the reporting functional currency at the time of original entry if functional currency is enabled. The ledger currency amounts and their associated reporting currency amounts are stored together in Contract Commitment. The transactions are posted to General Ledger in both the primary set of books and the reporting set of books.

The reporting currency is a currency other than the ledger currency for which report accounting data is required. A ledger for each of the reporting currencies must be defined.

For information on defining a ledger, see Defining Ledgers, *Oracle General Ledger User's Guide*.

When a user enters transactions, reporting currency converts the transactions into ledger currency and each of the user's reporting currencies as shown in the table below.

Reporting Currency Transaction Conversion

Transaction Type	Description
Ledger Currency Transactions	All transactions denominated in the user's ledger currency are recorded in this currency. The transactions are also converted to each of the user's reporting currency.
Foreign Currency Transactions	Transactions denominated in a foreign currency are converted automatically to the user's ledger currency and to each reporting currency.

Creating Commitment Budgetary Control Journal Entry Lines in Reporting Currency

The trigger for CBC to generate CBC Journal Entry (JE) lines in the reporting currency is when the status of the ledger CBC JE lines changes from T for Temporary to P for Permanent. The ledger CBC JE lines are now permanent records, which means that the Funds Check for Funds Reservation passed in both CBC and SBC.

Based on General Ledger Conversion Rules, an API creates CBC JE Batches and CBC JE Lines in the IGC_CBC_MC_JE_BATCHES and IGC_CBC_ME_JE_LINES tables, respectively, for each reporting currency associated with the ledger.

D

Contract Commitment Legacy Conversion Procedures

Definition

The Contract Commitment feature provides a one-time migration of legacy information to Contract Commitment.

Overview

There are two phases to the migration process. In the first phase, users identify requirements for converting legacy data into contract commitment tables. Converting data into the contract commitment tables allows Contract Commitment to generate Required information, such as the CC Header ID, which is a not null field in CBC JE Lines and can be used later for audit purposes.

The second major conversion phase includes two subphases. In the first subphase, legacy account line data is converted for CBC JE Batches and CBC JE Lines. The second subphase includes converting all payment forecast legacy data into GL JE Batches, GL JE Headers, and GL JE Lines and updating GL Balances.

Users define the amount of detail or summarization of detail to be converted. Users can decide to convert data at the beginning of a new fiscal year or during the fiscal year.

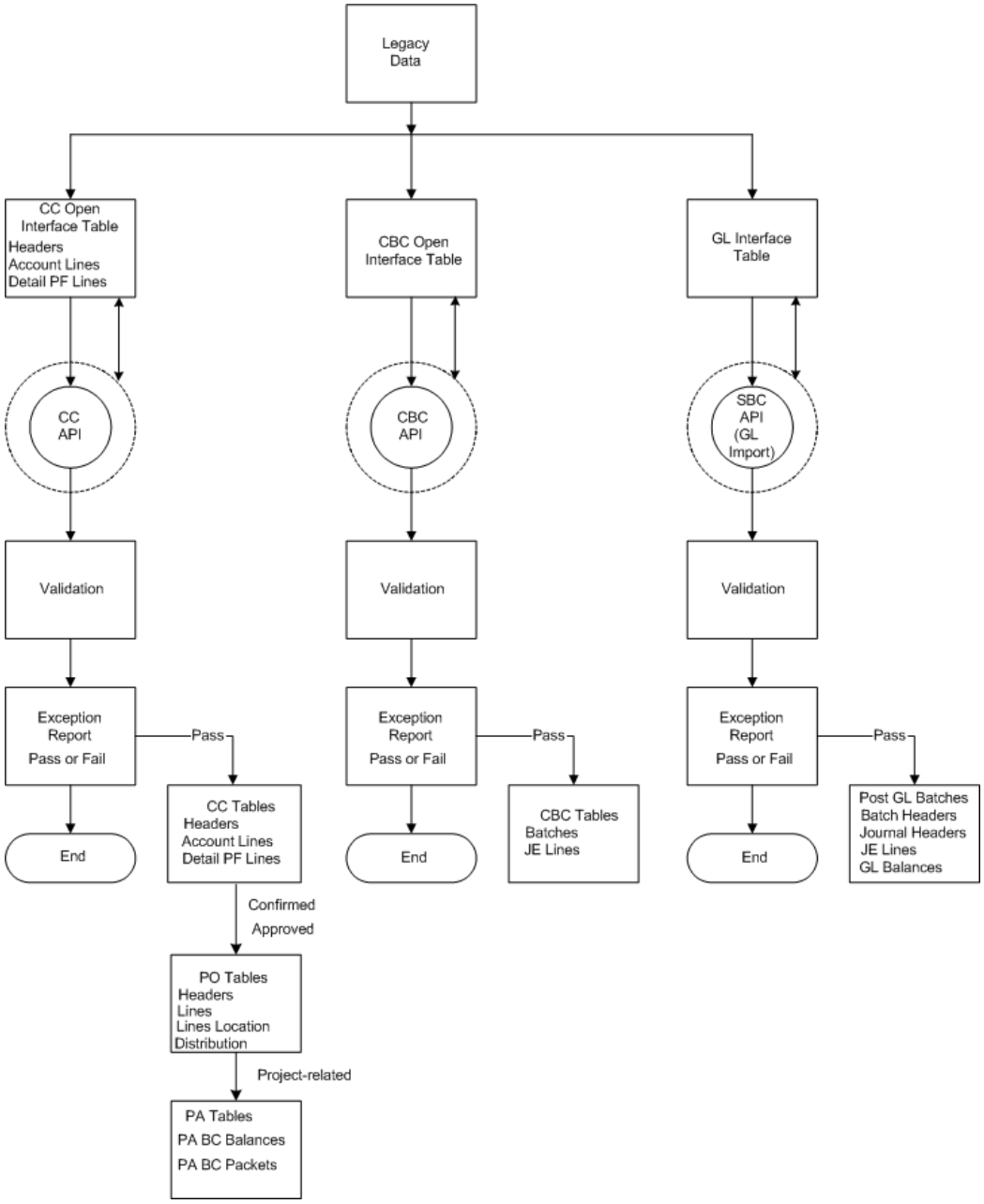
Converting at the beginning of the fiscal year allows for a clean break from the legacy application to the new application. Converting legacy data at the beginning of the fiscal year allows users to enter any contract commitments from day one of the new fiscal year.

Converting during the fiscal year may not provide a clean break, but by converting the legacy periods to the same periods in the new application, the end result can be the same as if conversion took place at the beginning of the fiscal year.

Legacy Conversion Process Flow Diagram

The diagram below shows the Open Interface Table process, the Commitment Budgetary Control Open Interface Table process, and the General Ledger Interface Table process. These processes are described in the following sections.

Legacy Conversion Process Flow Diagram



Legacy Conversion to Contract Commitment Tables

The CC Open Interface includes the following tables:

- CC Headers Interface Table
- CC Account Lines Interface Table

- CC Detail Payment Forecast Interface Table

Legacy conversion to contract commitment tables includes the following tasks:

- identify legacy data to be converted
- identify any validation rules associated with the conversion of each state of the contract
- generate Conversion Exception Report to identify any exceptions due to validation error or to let users know that no exceptions were found
- update Oracle Purchasing tables for Confirmed and Approved legacy data.
- call Oracle Projects API to create encumbrances for contract commitments linked to projects.

CC API

The CC API performs the following tasks:

- initiates the validation of the CC Headers Interface, CC Account Line Interface, and CC Detail Payment Forecast Lines Interface tables
- provides exception report
- inserts records into CC Headers table, CC Account Lines table, CC Detail Payment Forecast table, and CC Actions table

Note: If there are contract commitments linked to projects from Oracle Projects and encumbrance accounting is enabled, the PRC: Maintain Budgetary Control Balances process must be run to update the project budget. For information on this process, see *Oracle Projects User's Guide*.

Legacy Conversion to Commitment Budgetary Control Tables

The CC Open Interface Table format provided the basis for the CBC Open Interface table, which is used for converting legacy data to CBC JE Batches and CBC JE Lines. The CC Open Interface table provides information for CBC JE Batches and CBC JE Lines for all new contract information created in contract commitment.

The CBC Open Interface is used to convert Provisional and Confirmed contracts that qualify based on the criteria described in the contract commitment tables.

An API is used to perform validations on data entered in the CBC Open Interface table and insert converted legacy data into CBC JE Batches and CBC JE Lines table.

Before converting CBC legacy information, contract commitment legacy data must be converted and recorded in the CC Headers table, the CC Account Line table, and the Detail Payment Forecast table.

CBC API

The CBC API performs the following tasks:

- validates data entered into the CBC Open Interface table
- inserts records into CBC JE Batches and CBC JE Lines
- creates a unique batch for each period of data entered into the CBC Open Interface Table

Conversion records inserted into CBC JE Batches and CBC JE Lines with the status Permanent must not be deleted from the table.

Reference fields 1 through 4 are reserved for CBC and SBC reference information to link transaction information back to a particular contract. If additional reference information is required by users beyond what is in reference fields 1 through 4, then reference fields 5 through 10 can be used for this purpose.

Legacy Conversion to Standard Budgetary Control (SBC), General Ledger

The GL Interface table format provides the basis for converting legacy data to General Ledger. Through the GL Import process the GL Interface table data is validated.

The GL Interface Table format is the means for entering SBC legacy data into General Ledger.

Related Topics

Contract Commitment Legacy Open Interface Program in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

Commitment Budgetary Control Legacy Open Interface Program in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

CC Headers Interface Table

CC Headers Interface Table

Columns	NULL	Type	Comments
INTERFACE_HEADER_ID	NOT NULL	NUMBER	
ORG_ID	NOT NULL	NUMBER(15)	

Columns	NULL	Type	Comments
CC_TYPE	NOT NULL	VARCHAR2(1)	Includes S for Standard, C for Cover, and R for Release
CC_NUM		VARCHAR2(20)	User-entered unique contract number. This can be contract number currently used in the legacy.
CC_VERSION_NUM	NOT NULL	NUMBER	User-entered contract version number. If user does not enter contract version number, contract commitment defaults to 1 as the contract version number when converting.
INTERFACE_PARENT_HEADER_ID		NUMBER	User-derived number; provides the link of Cover to Releases
CC_STATE	NOT NULL	VARCHAR2(2)	
CC_CTRL_STATUS	NOT NULL	VARCHAR2(1)	
CC_ENCMBRNC_STATUS		VARCHAR2(1)	
CC_APPRVL_STATUS	NOT NULL	VARCHAR2(2)	
VENDOR_ID		NUMBER	Required if Confirmed; optional if Provisional
VENDOR_SITE_ID		NUMBER	Required if Confirmed; optional if Provisional
VENDOR_CONTACT_ID		NUMBER	Required if Confirmed; optional if Provisional
TERM_ID		NUMBER(15)	Required if Confirmed; optional if Provisional

Columns	NULL	Type	Comments
LOCATION_ID		NUMBER(15)	Required if Confirmed; optional if Provisional
SET_OF_BOOKS_ID	NOT NULL	NUMBER(15)	
CC_ACCT_DATE		DATE	
CC_DESC		VARCHAR2(240)	
CC_START_DATE		DATE	
CC_END_DATE		DATE	
CC_OWNER_USER_ID	NOT NULL	NUMBER(15)	
CC_PREPARER_USER_ID	NOT NULL	NUMBER(15)	
CURRENCY_CODE		VARCHAR2(15)	
CONVERSION_TYPE		VARCHAR2(30)	
CONVERSION_DATE		DATE	
CONVERSION_RATE		NUMBER	
LAST_UPDATE_DATE		DATE	
LAST_UPDATED_BY		NUMBER	
LAST_UPDATE_LOGIN		NUMBER	
CREATED_BY		NUMBER	
CREATION_DATE		DATE	
CC_CURRENT_USER_ID		NUMBER(15)	
WF_ITEM_TYPE		VARCHAR2(8)	
WF_ITEM_KEY		VARCHAR2(240)	

Columns	NULL	Type	Comments
CONTEXT		VARCHAR2(30)	
ATTRIBUTE1		VARCHAR2(150)	
ATTRIBUTE2		VARCHAR2(150)	
ATTRIBUTE3		VARCHAR2(150)	
ATTRIBUTE4		VARCHAR2(150)	
ATTRIBUTE5		VARCHAR2(150)	
ATTRIBUTE6		VARCHAR2(150)	
ATTRIBUTE7		VARCHAR2(150)	
ATTRIBUTE8		VARCHAR2(150)	
ATTRIBUTE9		VARCHAR2(150)	
ATTRIBUTE10		VARCHAR2(150)	
ATTRIBUTE11		VARCHAR2(150)	
ATTRIBUTE12		VARCHAR2(150)	
ATTRIBUTE13		VARCHAR2(150)	
ATTRIBUTE14		VARCHAR2(150)	
ATTRIBUTE15		VARCHAR2(150)	
BATCH	NOT NULL	NUMBER	User-defined number
PROCESS STATUS		VARCHAR2(1)	New column; for future use

CC Headers Column Validations and Destinations

Column	Validation	Destination
INTERFACE_HEADER_ID	INTERFACE_HEADER_ID is unique in the table.	No destination
ORG_ID	Organization identifier must be the same as the organization identifier of the person logged on.	IGC_CC_HEADERS.ORG_ID
CC_TYPE	Valid contract commitment types are C for Cover, S for Standard, and R for Release.	IGC_CC_HEADERS.CC_TYPE
CC_NUM	CC_NUM is unique in table per ORG_ID.	IGC_CC_HEADERS.CC_NUM
CC_VERSION_NUM	If CC_VERSION_NUM is NOT NULL, then use CC_VERSION_NUM NOT NULL value and increment by 1. If CC_VERSION_NUM is NULL, then use 1 as default value for CC_VERSION_NUM.	IGC_CC_HEADERS.CC_VERSION_NUM
INTERFACE_PARENT_HEADER_ID	If contract commitment type is R, then Interface Parent Header ID cannot be NULL. If CC type is C or S, then Interface Parent Header ID must be NULL.	No destination
CC_STATE	Valid states to be converted are PR for Provisional, CM for Confirmed, and CT for Completed.	IGC_CC_HEADERS.CC_STATE
CC_CTRL_STATUS	Valid control statuses are C for Closed, E for Entered, or O for Open. If contract commitment status is O, then the contract commitment state must be CM for Confirmed, and the CC Approval Status must be AP for Approved.	IGC_CC_HEADERS.CC_CTRL_STATUS

Column	Validation	Destination
CC_ENCMBRNC_STATUS	Valid statuses are C for Confirmed and Encumbered, N for Not encumbered, and P for Provisional and Encumbered. If Dual Budgetary Control is not enabled and the contract commitment state is PR, Provisional, then valid encumbrance status is N. If Dual Budgetary Control is enabled and the contract commitment state is PR, then valid encumbrance statuses are N or P. If Dual Budgetary Control is enabled and the contract commitment state is CM, then valid encumbrance statuses are N or C. If the contract commitment state is CM and CC Approval Status is AP, then the only valid encumbrance status is C.	IGC_CC_HEADERS.CC_ENCMBRNC_STATUS
CC_APPRVL_STATUS	Valid statuses are IN for Incomplete and AP for Approved.	IGC_CC_HEADERS.CC_APPRVL_STATUS
VENDOR_ID	Validate Vendor ID against the PO_VENDORS table to ensure that the Vendor ID exists in the table. Validate Vendor ID is active. ENABLED_FLAG = Y If the contract commitment state is CM for Confirmed, then Vendor ID is Required.	IGC_CC_HEADERS.VENDOR_ID

Column	Validation	Destination
VENDOR_SITE_ID	Validate Vendor Site ID against the PO_VENDOR_SITES_ALL table to ensure that the Vendor site identifier exists in the table. Validate Vendor Site ID is active. PURCHASING_SITE_FLAG = Y If the contract commitment state is CM for Confirmed, then Vendor Site ID is Required.	IGC_CC_HEADERS.VENDOR_SITE_ID
VENDOR_CONTACT_ID	Validate Vendor Contact ID against the PO_VENDOR_CONTACTS table to ensure that the Vendor contact identifier exists in the table. Validate Vendor Contact ID is active. If Vendor ID is NULL, then this field must be NULL.	IGC_CC_HEADERS.VENDOR_CONTACT_ID
TERM_ID	Terms must be validated against the AP_TERMS_VAL_V view.	IGC_CC_HEADERS.TERM_ID
LOCATION_ID	Validate Location ID against the HR_LOCATIONS table to ensure that the Location ID exists in the table. Validate Location ID is active, where BILL_TO_SITE_FLAG = Y. If Vendor identifier is NULL, then this field must be NULL.	IGC_CC_HEADERS.LOCATION_ID
SET_OF_BOOKS_ID	Validate the Set of Books identifier; must be the Set of Books identifier of the person logged on.	IGC_CC_HEADERS.SET_OF_BOOKS_ID

Column	Validation	Destination
CC_ACCT_DATE	Validate that Account Date is on or between the State and End Date of the Contract. Account Date must fall within an open or future enterable period. Validate that Account Date is within the defined calendar.	IGC_CC_HEADERS.CC_ACCT_DATE
CC_DESC	No validation.	IGC_CC_HEADERS.CC_DESC
CC_START_DATE	Start Date must be less than or equal to End Date. If commitment type is Release, then the entered Start Date must be within the start and end date for the corresponding Cover commitment. If commitment type is Cover, then Start Date must be less than or equal to the minimum start date of all its releases.	IGC_CC_HEADERS.CC_START_DATE
CC_END_DATE	If commitment type is Release, then the entered End Date must be within the start and end date for the corresponding Cover commitment. If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its releases.	IGC_CC_HEADERS.CC_END_DATE
CC_OWNER_USER_ID	Employee identification corresponds to the owner or employee. Mandatory. Employee must be active.	IGC_CC_HEADERS.CC_OWNER_USER_ID
CC_PREPARER_USER_ID	User identification corresponds to the owner or employee. Mandatory. Default value corresponds to FND_PROFILE.USER_ID.	IGC_CC_HEADERS.CC_PREPARER_USER_ID

Column	Validation	Destination
CURRENCY_CODE	Validate that currency code is the currency for the Set of Books identifier. If the cover contract commitment is in nonfunctional currency, then all related releases must be entered using the same nonfunctional currency.	IGC_CC_HEADERS.CURRENCY_CODE
CONVERSION_TYPE	NULL; no validation.	IGC_CC_HEADERS.CONVERSION_TYPE
CONVERSION_DATE	NULL; no validation.	IGC_CC_HEADERS.CONVERSION_DATE
CONVERSION_RATE	NULL; no validation.	IGC_CC_HEADERS.CONVERSION_RATE
LAST_UPDATE_DATE	No validation.	IGC_CC_HEADERS.LAST_UPDATE_DATE
LAST_UPDATED_BY	No validation.	IGC_CC_HEADERS.LAST_UPDATED_BY
LAST_UPDATE_LOGIN	No validation.	IGC_CC_HEADERS.LAST_UPDATE_LOGIN
CREATED_BY	Validate if creator is valid Oracle user.	IGC_CC_HEADERS.CREATED_BY
CREATION_DATE	No validation.	IGC_CC_HEADERS.CREATION_DATE
CC_CURRENT_USER_ID	User identification corresponding to the owner or employee. Mandatory. Default value corresponds to FND_PROFILE-USER_ID.	IGC_CC_HEADERS.CC_CURRENT_USER_ID
WF_ITEM_TYPE	No validation.	IGC_CC_HEADERS.WF_ITEM_TYPE

Column	Validation	Destination
WF_ITEM_KEY	No validation.	IGC_CC_HEADERS.WF_ITEM_KEY
CONTEXT	No validation.	IGC_CC_HEADERS.CONTEXT
ATTRIBUTE1-ATTRIBUTE 15	No validation.	IGC_CC_HEADERS.ATTRIBUTE1 - IGC_CC_HEADERS.ATTRIBUTE15

CC Account Lines Interface Table

CC Account Lines Interface Table

Columns	NULL	Type	Comments
INTERFACE_HEADER_ID	NOT NULL	NUMBER	User-derived number
INTERFACE_ACCT_LINE_ID	NOT NULL	NUMBER	User-derived number
INTERFACE_PARENT_HEADER_ID		NUMBER	User-derived number; provides the link of Cover to Releases
INTERFACE_PARENT_ACCT-LINE_ID		NUMBER	
CC_CHARGE_CODE_COMBINATION_ID		NUMBER(15)	
CC_ACCT_LINE_NUM	NOT NULL	NUMBER	
CC_BUDGET_CODE_COMBINATION_ID		NUMBER(15)	
CC_ACCT_ENTERED_AMT		NUMBER	

Columns	NULL	Type	Comments
CC_ACCT_FUNC_AMT		NUMBER	
CC_ACCT_DESC		VARCHAR2(240)	Recommend entering a description
CC_ACCT_BILLED_AMT		NUMBER	
CC_ACCT_UNBILLED_AMT		NUMBER	
CC_ACCT_TAXABLE_FLAG		VARCHAR2(1)	
TAX_ID		NUMBER(15)	
CC_ACCT_ENCMBRNC_AMT		NUMBER	
CC_ACCT_ENCMBRNC_DATE		DATE	
CC_ACCT_ENCMBRNC_STATUS		VARCHAR2(1)	
PROJECT_ID		NUMBER(15)	
TASK_ID		NUMBER(15)	
EXPENDITURE_TYPE		VARCHAR2(30)	
EXPENDITURE_ORG_ID		NUMBER	
EXPENDITURE_ITEM_DATE		VARCHAR2(150)	
LAST_UPDATE_DATE		VARCHAR2(150)	
LAST_UPDATED_BY		NUMBER	
LAST_UPDATE_LOGIN		NUMBER	

Columns	NULL	Type	Comments
CREATION_DATE		VARCHAR2(150)	
CREATED_BY		NUMBER	
CONTEXT		VARCHAR2(30)	
ATTRIBUTE1		VARCHAR2(150)	
ATTRIBUTE2		VARCHAR2(150)	
ATTRIBUTE3		VARCHAR2(150)	
ATTRIBUTE4		VARCHAR2(150)	
ATTRIBUTE5		VARCHAR2(150)	
ATTRIBUTE6		VARCHAR2(150)	
ATTRIBUTE7		VARCHAR2(150)	
ATTRIBUTE8		VARCHAR2(150)	
ATTRIBUTE9		VARCHAR2(150)	
ATTRIBUTE10		VARCHAR2(150)	
ATTRIBUTE11		VARCHAR2(150)	
ATTRIBUTE12		VARCHAR2(150)	
ATTRIBUTE13		VARCHAR2(150)	
ATTRIBUTE14		VARCHAR2(150)	
ATTRIBUTE15		VARCHAR2(150)	
BATCH	NOT NULL	NUMBER	User-defined number
PROCESS STATUS		VARCHAR2(1)	New column; for future use

CC Account Lines Column Validations and Destinations

Columns	Validation	Destination
INTERFACE_HEADER_ID	Validate that INTERFACE_HEADER_ID exists in the CC_HEADER_INTERFACE table.	No destination
INTERFACE_ACCT_LINE_ID	Primary key for this table.	No destination
INTERFACE_PARENT_HEADER_ID	If contract commitment type is R, then Interface Parent Header cannot be NULL. If contract commitment type is C or S, then Interface Parent Header must be NULL.	No destination
INTERFACE_PARENT_ACCT-LINE_ID	If contract commitment type is R, then Interface Account Line ID cannot be NULL. If contract commitment type is C or S, then Interface Account Line ID must be NULL.	No destination
CC_CHARGE_CODE_COMBINATION_ID	Validate that Charge Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table. Validate that the CCID is enabled. If CCID End Date is not NULL, then check Account Date against End Date to ensure that it occurs on or before the End Date. Account Dates that occur after the End Date of the CCID End Date must create an error message.	IGC_CC_ACCT_LINES.CC_CHARGE_CODE_COMBINATION_ID
CC_ACCT_LINE_NUM	No validation.	IGC_CC_ACCT_LINES.CC_ACCT_LINE_NUM

Columns	Validation	Destination
CC_BUDGET_CODE_COMBINATION_ID	Validate that Budget Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table. Validate that the CCID is enabled. If CCID End Date is not NULL, then check Account Date against End Date to ensure that it occurs on or before the End Date. Account Dates that occur after the End Date of the CCID End Date must create an error message.	IGC_CC_ACCT_LINES.CC_BUDGET_CODE_COMBINATION_ID
CC_ACCT_ENTERED_AMT	For cover type, must be greater than or equal to the sum of ACCT_ENTERED_AMT of related releases. For cover type, must to equal to the sum of DET_PF_ENTERED_AMT.	IGC_CC_ACCT_LINES.CC_ACCT_ENTERED_AMT
CC_ACCT_FUNC_AMT	No validation.	IGC_CC_ACCT_LINES.CC_ACCT_FUNC_AMT
CC_ACCT_DESC	No validation.	IGC_CC_ACCT_LINES.CC_ACCT_DESC
CC_ACCT_BILLED_AMT	No validation.	IGC_CC_ACCT_LINES.CC_ACCT_BILLED_AMT
CC_ACCT_UNBILLED_AMT	No validation.	IGC_CC_ACCT_LINES.CC_ACCT_UNBILLED_AMT
CC_ACCT_TAXABLE_FLAG	No validation.	IGC_CC_ACCT_LINES.CC_ACCT_TAXABLE_FLAG
TAX_ID	No validation.	IGC_CC_ACCT_LINES.TAX_ID
CC_ACCT_ENCMBRNC_AMT	For encumbered contracts, this must be equal to the ENTERED_AMT.	IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_AMT
CC_ACCT_ENCMBRNC_DATE	Cannot be NULL for encumbered contracts.	IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_DATE

Columns	Validation	Destination
CC_ACCT_ENCMBRNC_STATUS	Must be the same as the header for Cover and Standard.	IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_STATUS
PROJECT_ID	Validated against PA_PROJECTS_EXPEND_V.	IGC_CC_ACCT_LINES.PROJECT_ID
TASK_ID	Validated against PA_TASKS_ENPEND_V for the entered PROJECT_ID.	IGC_CC_ACCT_LINES.TASK_ID
EXPENDITURE_TYPE	No validation.	IGC_CC_ACCT_LINES.EXPENDITURE_TYPE
EXPENDITURE_ORG_ID	No validation.	IGC_CC_ACCT_LINES.EXPENDITURE_ORG_ID
EXPENDITURE_ITEM_DATE	No validation.	IGC_CC_ACCT_LINES.EXPENDITURE_ITEM_DATE
LAST_UPDATE_DATE	No validation.	IGC_CC_ACCT_LINES.LAST_UPDATE_DATE
LAST_UPDATED_BY	No validation.	IGC_CC_ACCT_LINES.LAST_UPDATED_BY
LAST_UPDATE_LOGIN	No validation.	IGC_CC_ACCT_LINES.LAST_UPDATE_LOGIN
CREATION_DATE	No validation.	IGC_CC_ACCT_LINES.CREATION_DATE
CREATED_BY	Valid USER_ID from FND_USER.	IGC_CC_ACCT_LINES.CREATED_BY
CONTEXT	No validation.	IGC_CC_ACCT_LINES.CONTEXT
ATTRIBUTE1 - ATTRIBUTE15	No validation.	IGC_CC_ACCT_LINES.ATTRIBUTE1 - IGC_CC_ACCT_LINES.ATTRIBUTE15

CC Detail Payment Forecast Interface Table

CC Detail Payment Forecast Interface Table

Columns	NULL	Type	Comments
INTERFACE_ACCT_LINE_ID	NOT NULL	NUMBER	User-derived number
INTERFACE_DET_PF_LINE_ID	NOT NULL	NUMBER	User-derived number
CC_DET_PF_LINE_NUM	NOT NULL	NUMBER	User-derived number
INTERFACE_PARENT_ACCOUNT_LINE_ID		NUMBER	Links cover to release
INTERFACE_PARENT_DET_PF_LINE_ID		NUMBER	Links cover to release
CC_DET_PF_ENTERED_AMT		NUMBER	
CC_DET_PF_FUNC_AMT		NUMBER	Functional currency
CC_DET_PF_DATE		DATE	
CC_DET_PF_BILLED_AMT		NUMBER	
CC_DET_PF_UNBILLED_AMT		NUMBER	
CC_DET_PF_ENCMBRNC_AMT		NUMBER	
CC_DET_PF_ENCMBRNC_STATUS		VARCHAR2(1)	
ENCMBRNC_DATE		DATE	
LAST_UPDATE_DATE		DATE	

Columns	NULL	Type	Comments
LAST_UPDATED_BY		NUMBER	
LAST_UPDATE_LOGIN		NUMBER	
CREATION_DATE		DATE	
CREATED_BY		NUMBER	
CONTEXT		VARCHAR2(30)	
ATTRIBUTE1		VARCHAR2(150)	
ATTRIBUTE2		VARCHAR2(150)	
ATTRIBUTE3		VARCHAR2(150)	
ATTRIBUTE4		VARCHAR2(150)	
ATTRIBUTE5		VARCHAR2(150)	
ATTRIBUTE6		VARCHAR2(150)	
ATTRIBUTE7		VARCHAR2(150)	
ATTRIBUTE8		VARCHAR2(150)	
ATTRIBUTE9		VARCHAR2(150)	
ATTRIBUTE10		VARCHAR2(150)	
ATTRIBUTE11		VARCHAR2(150)	
ATTRIBUTE12		VARCHAR2(150)	
ATTRIBUTE13		VARCHAR2(150)	
ATTRIBUTE14		VARCHAR2(150)	
ATTRIBUTE15		VARCHAR2(150)	

Columns	NULL	Type	Comments
BATCH		NUMBER	User-defined number
PROCESS STATUS		VARCHAR2(1)	New column; for future use

CC Detail Payment Forecast Column Validations and Destinations

Columns	Validation	Destination
INTERFACE_ACCT_LINE_ID	Validate that INTERFACE_ACCT_LINE_ID exists in the CC_ACCOUNT_LINE_INTERFACE table.	No destination
INTERFACE_DET_PF_LINE_ID	Primary key for this table.	No destination
CC_DET_PF_LINE_NUM	No validation.	IGC_CC_DET_PF.CC_DET_PF_LINE_NUM
INTERFACE_PARENT_ACCOUNT_LINE_ID	If contract commitment type is R, then Interface Parent Account Line ID cannot be NULL. If contract commitment type is C or S, then Interface Parent Account Line ID must be NULL.	No destination
INTERFACE_PARENT_DET_PF_LINE_ID	If contract commitment type is R, then Interface Parent Detail Payment Forecast Line ID cannot be NULL. If contract commitment type is C or S, then Interface Parent Detail Payment Forecast Line ID must be NULL.	No destination
CC_DET_PF_ENTERED_AMT	In the case of cover contracts, it must be greater than or equal to the sum of ENTERED_AMT of related releases.	IGC_CC_DET_PF.CC_DET_PF_ENTERED_AMT

Columns	Validation	Destination
CC_DET_PF_FUNC_AMT	No validation.	IGC_CC_DET_PF.CC_DET_PF_FUNC_AMT
CC_DET_PF_DATE	Date must be for GL Open Period and CC Open and Future Entry periods. If commitment type is Release, then the entered date must be the same as the Cover commitment; this is mandatory. If commitment type is not Release, then the Detail Payment Forecast Date is on or between the Start and End Date of the contract.	IGC_CC_DET_PF.CC_DET_PF_DATE
CC_DET_PF_BILLED_AMT	No validation.	IGC_CC_DET_PF.CC_DET_PF_BILLED_AMT
CC_DET_PF_UNBILLED_AMT	No validation.	IGC_CC_DET_PF.CC_DET_PF_UNBILLED_AMT
CC_DET_PF_ENCMBRNC_AMT	Must be the same as ENTERED_AMT for encumbered contracts.	IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_AMT
CC_DET_PF_ENCMBRNC_STATUS	Must be the same as ACCT_LINES in case of cover and standard contracts.	IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_STATUS
CC_DET_PF_ENCMBRNC_DATE	Date must be for GL Open Period and CC Open and Future Entry periods. If commitment type is Release, then the entered date must be the same as the Cover commitment; this is mandatory. If commitment type is not Release, then the Detail Payment Forecast Encumbrance Date is on or between the Start and End Date of the contract.	IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_DATE

Columns	Validation	Destination
LAST_UPDATE_DATE	No validation.	IGC_CC_DET_PF.LAST_UPDATE_DATE
LAST_UPDATED_BY	No validation.	IGC_CC_DET_PF.LAST_UPDATED_BY
LAST_UPDATE_LOGIN	No validation.	IGC_CC_DET_PF.LAST_UPDATE_LOGIN
CREATION_DATE	No validation.	IGC_CC_DET_PF.CREATION_DATE
CREATED_BY	Valid USER_ID from FND_USER.	IGC_CC_DET_PF.CREATED_BY
CONTEXT	No validation.	IGC_CC_DET_PF.CONTEXT
ATTRIBUTE1 - ATTRIBUTE15	No validation.	IGC_CC_DET_PF.ATTRIBUTE1 - IGC_CC_DET_PF.ATTRIBUTE15

CBC Open Interface Table

CBC Open Interface Table

Columns	NULL	Type	Comments
CODE_COMBINATION_ID	NOT NULL	NUMBER(15)	
BATCH_LINE_NUM	NOT NULL	NUMBER(15)	
CC_TRANSACTION_DATE	NOT NULL	DATE	
CC_FUNC_DR_AMT		NUMBER(15)	
CC_FUNC_CR_AMT		NUMBER	

Columns	NULL	Type	Comments
JE_SOURCE_NAME	NOT NULL	VARCHAR2(25)	Seeded source name within General Ledger. Description is Historical Data Conversion
JE_CATEGORY_NAME	NOT NULL	VARCHAR2(25)	Seeded category names in General Ledger. Provisional and Confirmed category names are seeded in General Ledger.
SET_OF_BOOKS_ID	NOT NULL	NUMBER(15)	
ENCUMBRANCE_TYPE_D	NOT NULL	NUMBER(15)	Encumbrance Type ID is based on what users defined in Dual Budgetary Control setup.
TRANSACTION_DESCRIPTION		VARCHAR2(240)	Concatenate Contract Number and Account Line Description of IGC_CC_HEADERS and IGC_CC_ACCT_LINES tables, respectively.
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER(15)	Based on user login information
LAST_UPDATE_LOGIN		NUMBER(15)	
CREATION_DATE		DATE	
CREATED_BY		NUMBER(15)	Based on user login information

Columns	NULL	Type	Comments
REFERENCE_1		VARCHAR2(240)	If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC_HEADER_ID from IGC_CC_HEADERS table.
REFERENCE_2		VARCHAR2(240)	If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC-VERSION_NUM from IGC_CC_HEADERS table.
REFERENCE_3		VARCHAR2(240)	If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC_ACCT_LINE_ID from IGC_CC_ACCT_LINES table.
REFERENCE_4		VARCHAR2(240)	Reserved for SBC; do not use.
REFERENCE_5		VARCHAR2(240)	
REFERENCE_6		VARCHAR2(240)	
REFERENCE_7		VARCHAR2(240)	
REFERENCE_8		VARCHAR2(240)	
REFERENCE_9		VARCHAR2(240)	
REFERENCE_10		VARCHAR2(240)	

CBC Open Interface Column Validations and Destinations

Columns	Validation	Destination
CODE_COMBINATION_ID	Validate that Charge Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table. Validate that the CCID is enabled. If CCID End Date is not null, then check Account Date against End Date to ensure that date occurs before or on the End Date. Account Dates that occur after the End Date of the CCID End Date create an error message.	No destination
BATCH_LINE_NUM	Unique Batch Line Number per Set of Books	IGC_CBC_JE_LINES.BATCH_LINE_NUM
CC_TRANSACTION_DATE	If ENC_TYPE_ID is Provisional, then CC Transaction Date must fall within an open or future enterable period. If ENC_TYPE_ID is Confirmed, then CC Transaction Date must fall within an open period. If the contract commitment transaction date is not in the defined calendar, then an error message is displayed.	IGC_CBC_JE_LINES.CC_TRANSACTION_DATE
CC_FUNC_DR_AMT	No validation.	IGC_CBC_JE_LINES.CC_FUNC_DR_AMT
CC_FUNC_CR_AMT	No validation.	IGC_CBC_JE_LINES.CC_FUNC_CR_AMT
JE_SOURCE_NAME	Validate that source is Conversion.	IGC_CBC_JE_LINES.JE_SOURCE_NAME
JE_CATEGORY_NAME	Validate that Category is Provisional or Confirmed.	IGC_CBC_JE_LINES.JE_CATEGORY_NAME

Columns	Validation	Destination
SET_OF_BOOKS_ID	Validate that the Set of Books ID is a valid ID value within the installed application.	IGC_CBC_JE_LINES.SET_OF_BOOKS_ID
ENCUMBRANCE_TYPE_D	Validate Encumbrance Type ID against those defined in the Contract Commitment Options window.	IGC_CBC_JE_LINES.ENCUMBRANCE_TYPE_D
TRANSACTION_DESCRIPTION	No validation.	IGC_CBC_JE_LINES.TRANSACTION_DESCRIPTION
LAST_UPDATE_DATE	No validation.	IGC_CBC_JE_LINES.LAST_UPDATE_DATE
LAST_UPDATED_BY	No validation.	IGC_CBC_JE_LINES.LAST_UPDATED_BY
LAST_UPDATE_LOGIN	No validation.	IGC_CBC_JE_LINES.LAST_UPDATE_LOGIN
CREATION_DATE	No validation.	IGC_CBC_JE_LINES.CREATION_DATE
CREATED_BY	No validation.	IGC_CBC_JE_LINES.CREATED_BY
REFERENCE_1 - REFERENCE_10	No validation.	IGC_CBC_JE_LINES.REFERENCE_1 - IGC_CBC_JE_LINES.REFERENCE_10

Running the Contract Commitment Legacy Open Interface Program Procedure

To run the Contract Commitment Legacy Open Interface Program, perform the following steps.

1. In Contract Commitment, navigate to the Submit Request window as follows:

   Reports - Run

2. Select the Single Request radio button.

3. In the Name field, select Contract Commitment Legacy Open Interface Program from the list of values.

4. In the Process Phase field, select a process type from the list of values.

   Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In Final mode, encumbrances are created for contract commitments passing validations.

5. In the Batch ID field, select a batch number from the list of values.

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

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

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

   View - Requests

Running the Contract Commitment Budgetary Control Legacy Open Interface Program Procedure

To run the Contract Commitment Budgetary Control Legacy Open Interface Program, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

   Reports - Run

2. Select the Single Request radio button.

3. In the Name field, select Contract Commitment Budgetary Control Legacy Open Interface Program from the list of values.

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

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

   View - Requests

E

Contract Commitment Open API

Definition

The Contract Commitment Open API enables users to import contract commitment information from external sources, such as Oracle Core Contract and other non-Oracle systems.

Overview

Set API

Set API initializes the FND global variables and multiple organizations access control (MOAC). This API validates the ORG_ID and checks whether the user can access the ORG_ID based on the security profile. This API also sets the ORG context. The ORG context specifies the operating unit access, which can be single or multiple.

For information on parameters for Set API, see the Set API Parameters table, page E-4.

Create API

Create API creates a new contract commitment by importing contract commitment data from an external system. Only one contract commitment can be imported at a time. Imported contract commitments must have the following combination of states and statuses to be accepted by contract commitment :

- Provisional state
- Incomplete approval status
- Entered control status
- No encumbrance status

Create API imports Standard, Cover, and Release contract commitments, and it also imports partial contract commitment information. However, a release contract commitment can only be imported if its related cover commitment is approved. Internal contract commitment releases cannot be imported using Create API.

The only data imported for a new contract commitment is header information. This includes all fields in the CC header as follows:

- Contract Commitment Type
- Contract Commitment Number
- Contract Reference Number that represents the external contract number
- Parent Cover, if it is a Release
- State
- Control Status
- Encumbrance Status
- Approval Status
- Start Date
- Contract Owner
- Contract Preparer
- Currency Code
- Set of Books
- Organization Identification

The Create API enables users to query information in contract commitment that is imported from an external system. Because only CC header information is imported, users must query the contract commitment to add account line and detail payment forecast information.

The Create API takes into account Multi-Organization and Multiple Reporting Currencies functionality within Oracle applications.

The Create API provides a link between the external contract number and the contract commitment number in contract commitment.

Contract Commitment Create API Process

The Contract Commitment Create API process consists of the following steps:

1. The Contract Commitment Create API obtains data from the external system through parameters.

   For information on parameters for Create API, see the Create API Parameters table, page E-5.

2. The data passed from the external system is validated. If there are no errors, the IGC_CC_HEADERS table is populated with the data creating a new contract commitment.

   Note: The Create API process takes into consideration only the contract commitment Header information. The contract commitment from the external system is imported as a new contract into contract commitment irrespective of the commitment type. For Release commitment type, its related cover must exist in Contract Commitment with an Approved or Approved Encumbered approval status. Create API cannot import internal contract commitment releases.

3. If Create API finds errors in the data or validation fails, the following occurs:

   - The details of the error are written to the message stack.
   - The import process rolls back the transaction.
   - The contract is not created in Contract Commitment.

Update API

Update API updates standard and release contract commitment types in an external system and updates the Control Status of the associated contract commitment in Contract Commitment. Updating the control status includes the following tasks:

- opens a contract commitment for invoice matching
- closes a contract commitment for invoice matching
- places a contract commitment on hold
- releases a contract commitment from hold

  When the hold is released on the contract commitment, Update API initiates the contract commitment approval process.

The Cover contract commitment type cannot be opened, closed, or put on hold.

To work with Update API, a contract commitment must meet the following conditions:

- The contract commitment must be in a state of Confirmed with an approval status of Approved or Approved Encumbered.
- The contract commitment in contract commitment must be linked to a contract

reference number in the external system.

Update API updates the Action History with the appropriate action taken.

For information on Update API parameters, see the Update API Parameters table, page E-11.

Select API

Select API retrieves the external reference number associated with a contract commitment in Contract Commitment. If the API returns the external reference number, it can be modified. If an external reference number does not exist, users can enter one.

For information on Select API parameters, see the Select API Parameters table, page E-12.

Link API

Link API links a contract commitment in Contract Commitment with an external contract. This API is used when a contract commitment exists in Contract Commitment and users want to link it to a contract in an external system.

For information on Link API parameters, see the Link API Parameters table, page E-12.

Related Topics

Contract Commitment Operations API in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

SET API Parameters

Set API Parameters

Columns	Type	Comments	Validation
p_api_version_number	required	API version	Makes standard API check.
p_responsibility_id	required	Responsibility ID	To validate the ORG_ID and to set the ORG context based on the security profile the responsibility ID and the User ID are required as input values.
p_user_id	required	User ID	

Columns	Type	Comments	Validation
p_resp_appl_id	required	Application ID	
p_operating_unit_id	required	ORG ID	

Create API Parameters

Create API Parameters

Columns	Type	Comments	Validation
ORG_ID	required		CC_HEADER_ID is derived by the Open API.
CC_TYPE	required	S for Standard; C for Cover; R for Release	The valid CC Types are Standard, Cover, and Release.
CC_REF_NUM	required	reference number from the external system; must be unique across Organization and Set of Books combination	no validation
CC_NUM	required	user-provided unique contract number; can be contract number currently used in the external system	Validate that CC_NUM is unique in the table. Commitment Number is unique across Organization. Validate that a cover contract commitment already exists in Contract Commitment if the commitment type is Release.

Columns	Type	Comments	Validation
PARENT_HEADER_ID	required for Release contract type only	user-derived number; provides link of Cover to Releases	If CC Type is Release, then the Interface Parent Header ID cannot be NULL. If CC Type is Cover or Standard, then the Interface Parent Header ID must be NULL.
VENDOR_ID	optional		Validate the Vendor ID against the PO_VENDORS table to ensure that the Vendor ID exists in the table. Validate that Vendor ID is active and that the PURCHASING_SITE_FLAG is Y for Yes.
VENDOR_SITE_ID	optional		Validate the Vendor Site ID against the PO-VENDOR-SITES table to ensure that the Vendor Site ID exists in the table. Validate that Vendor Site ID is active and that the PURCHASING_SITE_FLAG is Y for Yes. If Vendor ID is NULL, then this field must also be NULL.
VENDOR_CONTACT_ID	optional		no validation

Columns	Type	Comments	Validation
TERM_ID	optional		AP_TERMS_VAL_V.NAME must be used for validation. Terms are validated against the A_TERMS_VAL_V view. The list of values should contain the name, description, and term identification. The term name corresponds to the column AP_TERMS_VAL_V.NAME.Active Payment Terms.
LOCATION_ID	optional		Validate Location ID against the HR_LOCATIONS table to ensure that the Location ID exists in the table. Validate that Location ID is active and that the BILL_TO_SITE_FLAG is Y for Yes. If Vendor ID is NULL, then this field must also be NULL.
SET_OF_BOOKS_ID	required		The SET_OF_BOOKS_ID must be the set of books identifier of the person logged in. The SET_OF_BOOKS_ID and the ORG_ID must be checked as a valid combination. Validate that the SET_OF_BOOKS_ID is a valid identification value within the installed application.

Columns	Type	Comments	Validation
CC_DESC	optional		no validation
CC_START_DATE	required		Start Date must be less than or equal to the End Date. If commitment type is Release, then the entered Start Date must be within the start and end date for the corresponding contract commitment. If commitment type is Cover, then the Start Date must be less than or equal to the minimum start date of all its releases.
CC_END_DATE	optional		If commitment type is Release, then the entered End Date must be within the start and end date for the corresponding contract commitment. If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its releases.
CC_OWNER_USER_ID	required		Employee Identification corresponding to the owner or employee name must be stored in IGC_CC_HEADERS.CC_OWNER_USER_ID column. mandatory active employee

Columns	Type	Comments	Validation
CC_PREPARER_USER_ID	required		The User Identification corresponding to the user name must be stored in the IGC_CC_HEADERS.CC_PREPARER_USER_ID column. Default value corresponds to FND_PROFILE.USER_ID. Preparer User Identification must also be copied to the IGC_CC_HEADERS_V.CC_CURRENT_USER_ID column. mandatory
CURRENCY_CODE	required		Validate that the currency code is the functional currency for the Set of Books ID.
CONVERSION_TYPE	optionally required	required if currency nonfunctional	NULL; no validation
CONVERSION_DATE	optionally required	required if currency nonfunctional	NULL; no validation
CONVERSION_RATE	optionally required	required if currency nonfunctional	NULL; no validation
LAST_UPDATE_DATE	required		System date
LAST_UPDATED_BY	required		no validation
LAST_UPDATED_LOGIN	required		no validation
CREATED_BY	required		no validation
CREATION_DATE	required		no validation

Columns	Type	Comments	Validation
CC_CURRENT_USER_ID	required	same as CC_PREPARER_USER_ID	The User Identification corresponding to the user name must be stored in the IGC_CC_HEADERS.CC_PREPARER_USER_ID column. Default value corresponds to FND_PROFILE.USER_ID. Preparer User Identification must also be copied to the IGC_CC_HEADERS_V.CC_CURRENT_USER_ID column. mandatory
WF_ITEM_TYPE	optional		no validation
WF_ITEM_KEY	optional		no validation
CONTEXT	optional		no validation
ATTRIBUTE1	optional		no validation
ATTRIBUTE2	optional		no validation
ATTRIBUTE3	optional		no validation
ATTRIBUTE4	optional		no validation
ATTRIBUTE5	optional		no validation
ATTRIBUTE6	optional		no validation
ATTRIBUTE7	optional		no validation
ATTRIBUTE8	optional		no validation

Columns	Type	Comments	Validation
ATTRIBUTE9	optional		no validation
ATTRIBUTE10	optional		no validation
ATTRIBUTE11	optional		no validation
ATTRIBUTE12	optional		no validation
ATTRIBUTE13	optional		no validation
ATTRIBUTE14	optional		no validation
ATTRIBUTE15	optional		no validation

Update API Parameters

Update API Parameters

Columns	Type	Comments
CC_NUM	required	contract commitment number created through Create API
SET_OF_BOOKS_ID	required	
ORG_ID	required	
CONTROL_STATUS_CODE	required	OP indicates Open; CL indicates Close; OH indicates On Hold; RH indicates Release Hold.
LAST_LOGIN_ID	required	
LAST_UPDATED_BY	required	

Select API Parameters

Select API Parameters

Columns	Type	Comments
SET_OF_BOOKS_ID	required	contract commitment number created through Create API
ORG_ID	required	
CC_NUM	required	

Link API Parameters

Link API Parameters

Columns	Type	Comments
CC_REF_NUM	required	reference number from external system
ORG_ID	required	
SET_OF_BOOKS_ID	required	
CC_HEADER_ID	required	header identifier for contract commitment number in Contract Commitment
CC_NUM	required	contract commitment number in Contract Commitment

F

Contract Commitment and Oracle Payables Integration

Contract Commitment Invoice Matching

Payables shares contract commitment information from the Contract Commitment module to match invoices online. This integration is established using Oracle Purchasing tables. This ensures that only committed contracts are paid.

It is possible to match a single invoice to multiple contract commitments or to match multiple invoices to a single contract commitment account line.

Payables ensures that invoices are matched only to contract commitments for the supplier on the invoice and that the contract commitment and invoice currency match. When matching an invoice to a contract commitment, Payables creates invoice distributions using the contract commitment account and current year payment forecast information. If an invoice is incorrectly matched to a contract commitment, the invoice must be cancelled or the individual distributions reversed to cancel the match.

It is only possible to match invoices to Standard Contract Commitments and Release Contract Commitments if all of the following conditions are valid:

- State of the contract is Confirmed.
- Approval status of the contract is Approved.
- Document control status of the contract is Opened.

In all other cases, it is not possible to match an invoice to a contract commitment. An additional limitation of matching an invoice is that it is only possible to match against payment forecasts of the current fiscal year. It is not possible to match against a payment forecast with a date in a future fiscal year.

The following conditions apply:

- Users cannot cancel an invoice that is matched to a completed contract

commitment.

- Users cannot void payments for invoices that are matched to completed contract commitments.

Integrated Supplier and Contract Commitment Information

Integrated information in Payables and Contract Commitment ensures consistency of information between applications and avoids the necessity of having to enter the information more than once.

Contract Commitment shares suppliers with Payables. A supplier can be entered in either application and used to create contract commitments. Within Payables, invoices can be created for the same supplier and the invoices matched to one or more contract commitment payment forecasts.

Payables shares the QuickCodes used during supplier entry. QuickCodes can be entered for the following types in the Payables QuickCodes window:

- Supplier Type
- Ship Via
- FOB
- Pay Group
- Minority Group

Although matching to contract commitments is based solely on amount, the same matching functionality currently available with Purchasing is used. As there is no material flow within Contract Commitment matching, an invoice to a contract commitment is always based on two-way matching, which means that quantity ordered is matched against quantity billed and invoice price is less than or equal to purchase order price.

If the invoice and the contract commitment do not match within the tolerances, the approval process places a matching hold on the invoice. The hold must be released before the invoice can be paid. In Contract Commitment, a warning that the billed amount exceeds the payment forecast is displayed unless the entered amount is greater than or equal to the billed amount. It does not prevent users from making changes to the contract commitment.

Matching Purchase Order Tables

Contract Commitment uses the Purchase Order tables to support online matching. The table below describes the mapping of a contract commitment with a standard purchase order:

Mapping Purchase Orders to Contract Commitments

	Purchase Order	Contract Commitment
1	Purchase order header	Contract Commitment header
2	Purchase order PO line	Contract Commitment accounting line
3	Purchase order shipment line	Contract Commitment accounting line
4	Purchase order distribution line	Contract Commitment payment forecast

If matching an invoice to a contract commitment, contract commitment information is translated to Purchasing information. As shown in the table above, a contract commitment accounting line is translated to a Purchase order shipment line. Current year payment forecasts are translated to Purchase order distribution lines with the approval flag set to Yes and future year payment forecasts are translated to Purchase order distribution lines with the approval flag set to No. If users are billed for a portion of an accounting line, they can distribute this amount to ensure that the correct distribution line and payment forecasts are charged. If users choose to match at the shipment line level, the amounts are distributed by ratio on the distribution line level.

The contract commitment matches can be reversed in the Distribution window of the Invoice Workbench. Invoices matched to contract commitments can be cancelled in the Actions window of the Invoice Workbench. If an invoice matched to a contract commitment is cancelled in addition to creating reversing distributions, Payables reduces the billed amount on the matched contract commitment payment forecast to their original amounts. These contract commitment payment forecasts can be matched to other invoices.

PO Default and QuickMatch Invoices

PO Default Invoice Type

If users know the contract commitment to match to but do not know which contract commitment account lines or payment forecasts to match to, the PO default is entered as the invoice type. When entering a PO default invoice type in the Invoice Workbench, Payables prompts users to enter the contract commitment number and automatically copies the supplier name, supplier number, supplier site, and currency from that contract commitment to the invoice.

When **Match** is clicked, Payables retrieves all contract commitment account lines associated with the specified contract commitment. Users can match to any account line or payment forecast.

QuickMatch Invoice Type

If users want to match an invoice to all account lines on a contract commitment, QuickMatch is entered as the invoice type. This is only possible if all payment forecasts are entered in the current fiscal year. If there is a payment forecast with a date that belongs to a future fiscal year, the contract commitment payment forecast is overbilled, and the invoice is put on hold. When entering a QuickMatch invoice type in the Invoice Workbench, Payables prompts users to enter the contract commitment number in the Purchase Orders window and automatically enters the supplier name, supplier number, supplier site, and the purchase order currency for the invoice currency.

When **Match** is clicked, Payables automatically navigates to the Match to Purchase Orders window and selects all account lines and payment forecasts that have an unbilled quantity. Users can choose to complete the match or override the matching information.

Using Encumbrance Accounting with Contract Commitment

Payables supports encumbrance accounting with Contract Commitment. Standard budgetary control is supported but commitment budgetary control is not. To use encumbrance accounting, the encumbered amount for contract commitment to which an invoice is mapped must initially be recorded. If there is a variance between the invoice and its matched contract commitment within the tolerances defined when the approval process approves the invoice, Payables automatically creates an encumbrance journal entry for the amount of the variance. This is only created for standard budgetary control. No encumbrance entries are created for commitment budgetary control if it is enabled.

Note: The approval process uses the Payables table AP_TRANSFER_ENCUMBRANCE if encumbrance accounting is enabled. Payables never drops this table but deletes the appropriate lines from this table at the beginning of the program each time the approval process is initiated. When posting the invoice to General Ledger, Payables relieves both the original encumbrance journal entries created when encumbering the contract commitment and the encumbrance journal entries automatically created for the variance. Payables then creates actual journal entries for the invoice transaction. The variance encumbrance journal entries and the actual journal entries update account balances only when posting the journal entries in General Ledger.

For information, see Encumbrances in Payables, *Oracle Payables User's Guide*.

Glossary

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.

accrual dossier

Type of budget dossier for projects covering several years.

actual number

Automatically generated number 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*.

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.

approval group

A hierarchy of approvers and invoice clerks for Secondary Invoice Approval.

approver

Used in Secondary Invoice Approval. See *approval group*.

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.

boundary

Determines the end point of the interval for which available funds are verified.

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

Lets you 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.

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*.

cash and accruals support

Public sector enhancements to Receivables that provide the ability to keep both a cash and an 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.

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*.

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*.

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 lets you enter and maintain dual budgetary control apart from the standard budgetary control available in General Ledger. Commitment Budgetary Control lets you 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.

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.

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.

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.

dunning letter charges

Public sector enhancements to Purchasing and Payables, providing a versatile means of charging customers for dunning letters.

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*.

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.

future postings account

A holding account for advance payments. A future postings account is used in Multi-Period Posting.

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.

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 history

Invoice history is used in standing charges. Provides details of each of the invoices generated to date for each standing charge.

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*.

mandate

A specific type of dialog unit containing only Payables invoices that is also known as ordonnance. See *dialog unit*.

MHCA

See *Modified Historic Cost Accounting*.

MHCA depreciation

Depreciation expense based on the portion of an asset's value resulting from revaluation.

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.

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*.

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.

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*.

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.

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.

price history

Provides details of each standing charge detail line. Price history is used in Standing Charges.

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.

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.

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 certificate

A specific type of dialog unit containing only Receivables invoices. See *dialog unit*.

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*.

reprofiling

A global adjustment to existing budgets by applying a new profile code. Used in budgeting extensions.

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.

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 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.

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*.

Secondary Invoice Approval

Public sector enhancement to Payables that provides a secure method of enforcing departmental approvals. See *AutoApproval*.

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.

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.

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.

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 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.

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*.

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.

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.

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