

# **Oracle® Public Sector Financials (International)**

Implementation Guide

Release 12.2

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## **Oracle Public Sector Financials (International) Implementation Guide, Release 12.2**

**Part No. E48814-05**

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# Preface

## Intended Audience

Welcome to Release 12.2 of the *Oracle Public Sector Financials (International) Implementation Guide*.

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

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

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

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

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## Structure

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C	HMRC Subcontractor CD-ROM
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## Related Information Sources

This book is included in the Oracle E-Business Suite Documentation Library, which is supplied in the Release 12.2 Media Pack. If this guide refers you to other Oracle E-Business Suite documentation, use only the latest Release 12.2 versions of those guides.

### Online Documentation

All Oracle E-Business Suite documentation is available online (HTML or PDF).

- **PDF** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release.
- **Online Help** - Online help patches (HTML) are available on My Oracle Support.
- **My Oracle Support Knowledge Browser** - The 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** - The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The 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 Alert User's Guide:**

This guide explains how to define periodic and event alerts to monitor the status of your Oracle E-Business Suite data.

### **Oracle Application Framework Developer's Guide:**

This guide contains the coding standards followed by the Oracle E- Business Suite development staff to produce applications built with Oracle Application Framework. This guide is available in PDF format on My Oracle Support and as online documentation in JDeveloper 10g with Oracle Application Extension.

### **Oracle Application Framework Personalization Guide:**

This guide covers the design-time and run-time aspects of personalizing applications built with Oracle Application Framework.

### **Oracle Fusion Middleware Adapter for Oracle Applications User's Guide (Oracle Application Server Adapter for Oracle Applications User's Guide):**

This guide covers the use of Adapter for Oracle Applications in developing integrations between Oracle E-Business Suite and trading partners.

Please note that the user's guide can be found in the following documentation libraries:

- As part of the Oracle Fusion Middleware and SOA Suite in 11g, *Oracle Fusion Middleware Adapter for Oracle Applications User's Guide* is available in the Oracle Fusion Middleware 11g Documentation Library.
- As part of the Oracle Application Server in 10g, *Oracle Application Server Adapter for Oracle Applications User's Guide* is available in the Oracle Application Server 10g Documentation Library.

### **Oracle Diagnostics Framework User's Guide:**

This manual contains information on implementing and administering diagnostics tests for Oracle E-Business Suite using the Oracle Diagnostics Framework.

### **Oracle E-Business Suite Concepts:**

This book is intended for all those planning to deploy Oracle E- Business Suite Release 12.2, or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite 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 E-Business Suite CRM System Administrator's Guide:**

This manual describes how to implement the CRM Technology Foundation (JTT) and use its System Administrator Console.

**Oracle E-Business Suite Desktop Integration Framework Developer's Guide:**

Oracle E-Business Suite Desktop Integration Framework is a development tool that lets you define custom integrators for use with Oracle Web Applications Desktop Integrator. This guide describes how to define and manage integrators and all associated supporting objects, as well as how to download and upload integrator definitions.

**Oracle E-Business Suite Developer's Guide:**

This guide contains the coding standards followed by the Oracle E-Business Suite development staff. It describes the Oracle Application Object Library components needed to implement the Oracle E-Business Suite user interface described in the *Oracle E-Business Suite 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 E-Business Suite. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

**Oracle E-Business Suite Flexfields Guide:**

This guide provides flexfields planning, setup, and reference information for the Oracle E-Business Suite implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

**Oracle E-Business Suite Installation Guide: Using Rapid Install:**

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite Release 12.2, or as part of an upgrade to Release 12.2.

**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 Web service activities for integration interfaces including native packaged integration interfaces, composite services (BPEL type), and custom integration interfaces. It also describes how to invoke Web services from Oracle E-Business Suite by employing the Oracle Workflow Business Event System, and how to manage Web service security, configure logs, and 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.

This guide also explains how to invoke Web services using the Service Invocation Framework. This includes defining Web service invocation metadata, invoking Web services, and testing the Web service invocation.

**Oracle E-Business Suite Maintenance Guide:**

This guide contains information about the strategies, tasks, and troubleshooting activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

**Oracle E-Business Suite Security Guide:**

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

**Oracle E-Business Suite Setup Guide:**

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

**Oracle E-Business Suite User's Guide:**

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

**Oracle E-Business Suite User Interface Standards for Forms-Based Products:**

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

**Oracle e-Commerce Gateway User's Guide:**

This guide describes the functionality of Oracle e-Commerce Gateway and the necessary setup steps in order for Oracle E-Business Suite to conduct business with trading partners through Electronic Data Interchange (EDI). It also describes how to run extract programs for outbound transactions, import programs for inbound transactions, and the relevant reports.

**Oracle e-Commerce Gateway Implementation Guide:**

This guide describes implementation details, highlighting additional setup steps needed for trading partners, code conversion, and Oracle E-Business Suite. It also provides architecture guidelines for transaction interface files, troubleshooting information, and a description of how to customize EDI transactions.

**Oracle iSetup Developer's Guide:**

This manual describes how to build, test, and deploy Oracle iSetup Framework interfaces.

**Oracle iSetup User's Guide:**

This guide describes how to use Oracle iSetup to migrate data between different instances of the Oracle E-Business Suite and generate reports. It also includes configuration information, instance mapping, and seeded templates used for data migration.

**Oracle Report Manager User's Guide:**

Oracle Report Manager is an online report distribution system that provides a secure and centralized location to produce and manage point-in-time reports. Oracle Report Manager users can be either report producers or report consumers. Use this guide for information on setting up and using Oracle Report Manager.

**Oracle Web Applications Desktop Integrator Implementation and Administration Guide:**

Oracle Web Applications Desktop Integrator brings Oracle E-Business Suite functionality to a spreadsheet, where familiar data entry and modeling techniques can be used to complete Oracle E-Business Suite tasks. You can create formatted spreadsheets on your desktop that allow you to download, view, edit, and create Oracle E-Business Suite data, which you can then upload. This guide describes how to implement Oracle Web Applications Desktop Integrator and how to define mappings, layouts, style sheets, and other setup options.

**Oracle Workflow Administrator's Guide:**

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

**Oracle Workflow API Reference:**

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

**Oracle Workflow Client Installation Guide**

This guide describes how to install the Oracle Workflow Builder and Oracle XML Gateway Message Designer client components for Oracle E-Business Suite.

**Oracle Workflow Developer's Guide:**

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

**Oracle Workflow User's Guide:**

This guide describes how users can view and respond to workflow notifications and



monitor the progress of their workflow processes.

#### **Oracle XML Gateway User's Guide:**

This guide describes Oracle XML Gateway functionality and each component of the Oracle XML Gateway architecture, including Message Designer, Oracle XML Gateway Setup, Execution Engine, Message Queues, and Oracle Transport Agent. It also explains how to use Collaboration History that records all business transactions and messages exchanged with trading partners.

The integrations with Oracle Workflow Business Event System, and the Business -to-Business transactions are also addressed in this guide.

#### **Oracle XML Publisher Report Designer's Guide:**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Using Microsoft Word or Adobe Acrobat as the design tool, you can create pixel-perfect reports from the Oracle E-Business Suite. Use this guide to design your report layouts.

This guide is available through the Oracle E-Business Suite online help.

#### **Oracle XML Publisher Administration and Developer's Guide:**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and EFT transactions). Oracle XML Publisher can be used to generate reports based on existing Oracle E-Business Suite report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP, printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions.

This guide is available through the Oracle E-Business Suite online help.

#### **Oracle E-Business Suite Upgrade Guide: Release 12.0 and 12.1 to 12.2:**

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading Release 12.0 and 12.1 Oracle E-Business Suite system (techstack and products) to Release 12.2. 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 E-Business Suite Multiple Organizations Implementation Guide:**

This guide describes the multiple organizations concepts in Oracle E-Business Suite. It describes in detail on setting up and working effectively with multiple organizations in Oracle E-Business Suite.

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

**Release 12:**

This guide 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 E-Business Suite Upgrade Guide:Release 12.0 and 12.1 to 12.2*.

**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 Advanced Global Intercompany System User's Guide:**

This guide describes the self service application pages available for Intercompany users. It includes information on setting up intercompany, entering intercompany transactions, importing transactions from external sources and generating reports.

**Oracle Advanced Collections User Guide:**

This guide describes how to use the features of Oracle Advanced Collections to manage your collections activities. It describes how collections agents and managers can use Oracle Advanced Collections to identify delinquent customers, review payment history and aging data, process payments, use strategies and dunning plans to automate the collections process, manage work assignments, and handle later-stage delinquencies.

**Oracle Advanced Collections Implementation Guide:**

This guide describes how to configure Oracle Advanced Collections and its integrated products. It contains the steps required to set up and verify your implementation of Oracle Advanced Collections.

**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 Bill Presentment Architecture User's Guide:**

This guide provides you information on using Oracle Bill Presentment Architecture. Consult this guide to create and customize billing templates, assign a template to a rule and submit print requests. This guide also provides detailed information on page references, seeded content items and template assignment attributes.

#### **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 Customer Data Librarian User Guide:**

This guide describes how to use Oracle Customer Data Librarian to establish and maintain the quality of the Trading Community Architecture Registry, focusing on consolidation, cleanliness, and completeness. Oracle Customer Data Librarian has all of the features in Oracle Customers Online, and is also part of the Oracle Customer Data Management product family.

#### **Oracle Customer Data Librarian Implementation Guide:**

This guide describes how to implement Oracle Customer Data Librarian. As part of implementing Oracle Customer Data Librarian, you must also complete all the implementation steps for Oracle Customers Online.

#### **Oracle Customers Online User Guide:**

This guide describes how to use Oracle Customers Online to view, create, and maintain your customer information. Oracle Customers Online is based on Oracle Trading Community Architecture data model and functionality, and is also part of the Oracle Customer Data Management product family.

#### **Oracle Customers Online Implementation Guide:**

This guide describes how to implement Oracle Customers Online.

#### **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 E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide:**

This guide explains how to setup and use the services of third party tax service providers for US Sales and Use tax. The tax service providers are Vertex Q-Series and Taxware Sales/Use Tax System. When implemented, the Oracle E-Business Tax service subscription calls one of these tax service providers to return a tax rate or amount whenever US Sales and Use tax is calculated by the Oracle E-Business Tax tax engine. This guide provides setup steps, information about day-to-day business processes, and a technical reference section.

#### **Oracle Embedded Data Warehouse User Guide:**

This guide describes how to use Embedded Data Warehouse reports and workbooks to analyze performance.

#### **Oracle Embedded Data Warehouse Implementation Guide:**

This guide describes how to implement Embedded Data Warehouse, including how to set up the intelligence areas.

#### **Oracle Embedded Data Warehouse Install Guide:**

This guide describes how to install Embedded Data Warehouse, including how to create database links and create the end user layer (EUL).

#### **Oracle Financial Accounting Hub Implementation Guide:**

This guide provides detailed implementation information that leverages the features of Oracle Subledger Accounting to generate accounting.

#### **Oracle Financial Services Reference Guide:**

This guide provides reference material for Oracle Financial Services applications in

Release 12, such as Oracle Transfer Pricing, and includes technical details about application use as well as general concepts, equations, and calculations.

**Oracle Financial Services Implementation Guide:**

This guide describes how to set up Oracle Financial Services applications in Release 12.

**Oracle Financial Services Reporting Administration Guide:**

This guide describes the reporting architecture of Oracle Financial Services applications in Release 12, and provides information on how to view these reports.

**Oracle Financials Country-Specific Installation Supplement:**

This guide provides general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries.

**Oracle Financials for the Americas User Guide:**

This guide describes functionality developed to meet specific business practices in countries belonging to the Americas region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

**Oracle Financials for Asia/Pacific User Guide:**

This guide describes functionality developed to meet specific business practices in countries belonging to the Asia/Pacific region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

**Oracle Financials for Europe User Guide:**

This guide describes functionality developed to meet specific business practices in countries belonging to the European region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

**Oracle Financials for India User's Guide:**

This guide provides information on how to use Oracle Financials for India. Use this guide to learn how to create and maintain setup related to India taxes, defaulting and calculation of taxes on transactions. This guide also includes information about accounting and reporting of taxes related to India.

**Oracle Financials for India Implementation Guide:**

This guide provides information on how to implement Oracle Financials for India. Use this guide to understand the implementation steps required for application use, including how to set up taxes, tax defaulting hierarchies, set up different tax regimes, organization and transactions.

**Oracle Financials RXi Reports Administration Tool User Guide:**

This guide describes how to use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

**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 Incentive Compensation Implementation Guide:**

This guide provides Compensation Administrators with guidance during implementation of Oracle Incentive Compensation. The procedures are presented in the recommended order that they should be performed for successful implementation. Appendixes are included that describe system profiles, lookups, and other useful information.

#### **Oracle Incentive Compensation User Guide:**

This guide helps Compensation Managers, Compensation Analysts, and Plan administrators to manage Oracle Incentive Compensation on a day-to-day basis. Learn how to create and manage rules hierarchies, create compensation plans, collect transactions, calculate and pay commission, and use Sales Credit Allocation.

#### **Oracle Internet Expenses Implementation and Administration Guide:**

This book explains in detail how to configure Oracle Internet Expenses and describes its integration with other applications in the E-Business Suite, such as Oracle Payables and Oracle Projects. Use this guide to understand the implementation steps required for application use, including how to set up policy and rate schedules, credit card policies, audit automation, and the expenses spreadsheet. This guide also includes detailed information about the client extensions that you can use to extend Oracle Internet Expenses functionality.

#### **Oracle iAssets User Guide:**

This guide provides information on how to implement and use Oracle iAssets. Use this guide to understand the implementation steps required for application use, including setting up Oracle iAssets rules and related product setup steps. It explains how to define approval rules to facilitate the approval process. It also includes information on using the Oracle iAssets user interface to search for assets, create self-service transfer requests and view notifications.

#### **Oracle iProcurement Implementation and Administration Guide:**

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self-service, Web interface.

**Oracle iReceivables Implementation Guide:**

This guide provides information on how to implement Oracle iReceivables. Use this guide to understand the implementation steps required for application use, including how to set up and configure iReceivables, and how to set up the Credit Memo Request workflow. There is also a chapter that provides an overview of major features available in iReceivables.

**Oracle iSupplier Portal User Guide:**

This guide contains information on how to use Oracle iSupplier Portal to enable secure transactions between buyers and suppliers using the Internet. Using Oracle iSupplier Portal, suppliers can monitor and respond to events in the procure-to-pay cycle.

**Oracle iSupplier Portal Implementation Guide:**

This guide contains information on how to implement Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet.

**Oracle Loans User Guide:**

This guide describes how to set up and use Oracle Loans. It includes information on how to create, approve, fund, amortize, bill, and service extended repayment plan and direct loans.

**Oracle Partner Management Implementation and Administration Guide:**

This guide helps Vendor administrators to set up and maintain relationships and programs in the Partner Management application. The main areas include setting up the partner and channel manager dashboards, partner setup, partner programs and enrollment, opportunity and referral management, deal registration, special pricing management, and partner fund management.

**Oracle Partner Management Vendor User Guide:**

This guide assists vendor users in using Partner Management on a daily basis. This includes interaction with the partner and channel manager dashboards, working with partners and partner programs, managing opportunities and referrals, registering deals, and working with special pricing and partner funds.

**Oracle Payables User's 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 Payments User's 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 to the Payment Administrator how to monitor the funds capture and funds disbursement processes, as well as how to remedy any errors that may arise.

**Oracle Procurement Buyer's Guide to Punchout and Transparent Punchout:**

This guide contains necessary information for customers implementing remote catalog content on a supplier's Web site or on Oracle Exchange.

**Oracle Procurement Contracts Online Help:**

This guide is provided as online help only from the Oracle Procurement Contracts application and includes information about creating and managing your contract terms library.

**Oracle Procurement Contracts Implementation and Administration Guide:**

This guide describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self-service, Web interface.

**Oracle Public Sector Financials User Guide:**

This guide describes how to set up and administer Oracle Public Sector Advanced Features. It describes Encumbrance Reconciliation Reports, GASB 34/35 Asset Accounting, and Funds Available Enhancements.

**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 Sourcing Implementation and Administration Guide:**

This guide contains information on how to implement Oracle Sourcing to enable participants from multiple organizations to exchange information, conduct bid and auction processes, and create and implement buying agreements. This allows professional buyers, business experts, and suppliers to participate in a more agile and accurate sourcing process.

#### **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.

#### **Oracle Supplier Scheduling User's Guide:**

This guide describes how you can use Oracle Supplier Scheduling to calculate and maintain planning and shipping schedules and communicate them to your suppliers.

**Oracle iProcurement Implementation and Administration Guide:**

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self-service, Web interface.

**Oracle Procurement Contracts Implementation and Administration Guide:**

This manual describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self-service, Web interface.

**Oracle Trading Community Architecture User Guide:**

This guide describes the Oracle Trading Community Architecture (TCA) and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry. It also describes how to use Resource Manager to define and manage resources.

**Oracle Trading Community Architecture Administration Guide:**

This guide describes how to administer and implement Oracle Trading Community Architecture (TCA). You set up, control, and manage functionality that affects data in the TCA Registry. It also describes how to set up and use Resource Manager to manage resources.

**Oracle Trading Community Architecture Reference Guide:**

This guide contains seeded relationship types, seeded Data Quality Management data, D&B data elements, Bulk Import interface table fields and validations, and a comprehensive glossary. This guide supplements the documentation for Oracle Trading Community Architecture and all products in the Oracle Customer Data Management family.

**Oracle Trading Community Architecture Technical Implementation Guide:**

This guide explains how to use the public Oracle Trading Community Architecture application programming interfaces (APIs) and develop callouts based on Oracle Workflow Business Events System (BES). For each API, this guide provides a description of the API, the PL/SQL procedure, and the Java method, as well as a table of the parameter descriptions and validations. For each BES callout, this guide provides the name of the logical entity, its description, and the ID parameter name. Also included are setup instructions and sample code.

**Oracle U.S. Federal Financials User's Guide:**

This guide describes the common concepts for an integrated financial management solution for federal agencies to comply with the requirements of the U.S. Federal government. It describes the product architecture and provides information on Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, CCR Integration, and Year End Closing.

**Oracle U.S. Federal Financials Implementation Guide:**

This guide describes the common concepts for an integrated financial management solution for federal agencies. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot the Federal Financial application for the following functional areas: Sub Ledger Accounting, Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, CCR Integration, and Year End Closing.

## **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 Oracle 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.



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# Oracle Public Sector Financial (International) Setup Steps

## Overview

This chapter describes the setup steps for Oracle Public Sector Financials (International). Before setting up Public Sector Financials (International) features, you should set up the following applications:

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

**Note:** Depending on the enabled features, some products may not be required.

You can selectively enable or disable Oracle Public Sector Financials (International) features.

Some features must be configured as part of standard Oracle E-Business Suite setup. Some features require additional Oracle Public Sector Financials (International) features setup steps as well as standard Oracle E-Business Suite setup.

To avoid data inconsistency, some features cannot be disabled after being enabled.

## Enabling Features

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

For information about the required steps not described in this section, see: *Oracle E-Business Suite Maintenance Guide*, *Oracle E-Business Suite Security Guide*, and *Oracle E-Business Suite Setup Guide*.

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

Oracle Public Sector Financials (International) features are classified as follows:

- Application Wide Features
- Operating Unit Dependent Features

## Application Wide Features

Application wide features are Oracle Public Sector Financials (International) features related to General Ledger and Assets. Once enabled, these features apply to the entire application.

Application wide features are:

- Budgeting Extensions
- Commitment Budgetary Control
- Dossier
- Hierarchical Drill-Down Inquiry
- Generic Interface
- Inflation Accounting for Assets
- Internal Trading

## Using the Data Access Set feature

Data Access Sets are used to control the ledgers can be accessed by different General Ledger responsibilities. Data access sets have the ability to limit users access to ledgers at the balancing segment or management segment values level or allow full ledger

access. The ledgers and ledger sets assigned to a data access set must share the same chart of accounts, calendar, and period type. For more information, see: Data Access Sets, *Oracle General Ledger Implementation Guide*.

## Operating Unit Dependent Features

Operating unit dependent features are Oracle Public Sector Financials (International) features that are not related to General Ledger. You can selectively enable or disable these features for each operating unit defined. If a multiple organizations structure is not used, then these features behave as application wide features. When the features are enabled, the features affect the entire application.

The operating unit dependent features are:

- Construction Industry Scheme
- Contract Commitment
- Exchange Protocol
- Secondary Invoice Approval
- Standing Charges
- Installment Terms

**Note:** The Operating Unit field is displayed in the window or page for operating unit dependent features. If the multiple organizations feature is enabled, then the user can only access the operating units for the features that are enabled for the operating unit.

## Using the Multiple Organizations Feature

Multiple Organizations lets you define multiple organizations and the relationships among them in a single installation of Oracle E-Business Suite. These organizations can be ledgers, business groups, legal entities, operating units, or inventory organizations. Oracle Public Sector Financials (International) leverages Oracle E-Business Suites' multiple organizations feature so that you can segregate transactions by operating unit but still choose to share certain information between organizations so that you only enter the information once. For more information see Setting Up a Multiple Organization Enterprise, *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

**Note:** If you use the Oracle E-Business Suite Multiple Organizations feature, you must perform the setup for each operating unit.

### Setting Up Multiple Organizations Access Control

You assign operating units to a security profile and then assign the security profile to responsibilities or users. If multiple operating units are assigned to the security profile, then a user can access data for multiple operating units from a single responsibility. This ensures that users can only access, process, and report on data for the operating units they have access to. You can limit users to information relevant to their organization. For more information, see Multiple Organizations Profile Options, page B-9.

You can run your reports at the ledger level, or operating unit level. If you run reports at the ledger level, then the report will submit data for all ledgers assigned to the operating units that you have access to as defined by the MO: Security Profile option.

See: Define Security Profile and Multiple Organizations (MO) Profile Options, *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

## Upgrading from Release 11i to Release 12

This section describes the upgrade steps for the following features in Oracle Public Sector Financials (International) from Release 11i to Release 12. The upgrade steps in this section are organized by feature.

- Commitment Budgetary Control, page 1-4
- Subledger Security, page 1-5

**Note:** You must transfer the Release 11i accounting entries to General Ledger before upgrading to Release 12 for Inflation Accounting for Assets as Inflation Accounting for Assets does not migrate accounting entries from Release 11i to the Release 12 subledger data model.

Refer to the following guides for more information:

- **Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12** to understand the functional upgrade from Release 11i to Release 12 for Oracle Financials products.
- **Oracle E-Business Suite Upgrade Guide: Release 11i to Release 12** to understand the upgrade information that apply to Oracle E-Business Suite.

### Commitment Budgetary Control

In Release 12, commitment budgetary control uses the secondary ledger for encumbrance activities. Hence, it is mandatory that you define budget, budget organization, etc. in the commitment budgetary control (secondary) ledger so that the funds check feature works properly. In Release 11i, funds check in commitment budgetary control uses the budget setup from the primary ledger. The commitment



budgetary control journals are stored in the Oracle Contract Commitments schema and does appear when the user upgrades to Release 12. Therefore, you must manually migrate Release 11i commitment budgetary control data and also copy the basic budget setup.

The following table describes the concurrent programs that helps you in migrating the Release 11i data:

Concurrent Program	Description
Contract Commitment: Migrate Release 11i commitment budgetary control data	<p>This concurrent program creates the required budget setup in the commitment ledger by copying it from primary ledger and migrates the commitment budgetary control journals (both Budget and Encumbrance) for a fiscal year. Run the concurrent program as follows.</p> <ul style="list-style-type: none"> <li>Specify the Balance Type parameter as Budget to set up the budget in the commitment ledger and migrate the budget journals. On successful completion of the concurrent program, post the budget journals using the general ledger responsibility.</li> <li>Specify the Balance Type parameter as Encumbrance. This migrates all the journals to subledger accounting. Transfer the journals using the Transfer Journal Entries to General Ledger program and post the journals to general ledger.</li> </ul>
CBC Release 11i Data Migration Report	<p>This report displays the results of migration. It displays period-wise, account-wise budget and encumbrance balances in Release 11i and Release 12 for a fiscal year.</p>

## Subledger Security

The following table displays the Release 11i tables that are obsolete in Release 12. The data in these tables is automatically migrated to new tables by the IGI: SLS Upgrade Program.

**Note:** You must secure the tables before upgrading to Release 12.

Old Table	Owner of the Old Table	New Table	Owner of the New Table
PO_VENDORS	Purchasing	AP_SUPPLIERS	Payables
PO_VENDOR_CONT ACTS	Purchasing	AP_SUPPLIER_CON TACTS	Payables
PO_VENDOR_SITES _ALL	Purchasing	AP_SUPPLIER_SITES	Payables

The new tables will be secured and allocated to the same group as the old tables and the security on the transactions that are secured earlier is also retained

## Upgrade Steps

The steps for Subledger Security for upgrading to Release 12 in Oracle Public Sector Financials (International) are as follows:

1. Confirm if any prerequisite upgrade steps are required. Refer to Upgrade Issues: Issue 1, page 1-6
2. Apply the Release 12 Oracle Public Sector Financials (International) Subledger Security Upgrade patch and run the IGI: SLS Upgrade Program.

**Note:** Run the program in the preliminary mode. This is a mandatory step as it carry a few important initialization steps needed in R12, independent of tables secured by the user. If the output of the concurrent program states: Your current setup does not need any changes. Upgrade completed successfully, then you need not run the concurrent program in the final mode. Proceed to step 4. If the output is different, then run the program in the final mode and check the log file for errors.

3. Proceed to Upgrade Issues: Issue 2, page 1-8.

## Upgrade Issues: Issue 1

Optimise SQL is an feature used by 11i customers to improve performance for subledger security. Perform the following preupgrade steps to upgrading to subledger security:

1. Check if the Optimise SQL feature is used by executing this query: **SELECT 'Y' FROM dual WHERE EXISTS(SELECT 'Y' FROM igi\_sls\_secure\_tables WHERE optimise\_sql='Y')**. If the above query does not returns any rows, then it indicates

that the Optimize SQL feature is not available. Skip the following preupgrade steps.

2. Check if a table that will be secured needs to be upgraded by executing this query:  
**SELECT 'Y' FROM dual WHERE EXISTS(SELECT 'Y' FROM igi\_sls\_allocations  
WHERE sls\_allocation in  
( 'PO\_VENDORS','PO\_VENDOR\_SITES\_ALL','PO\_VENDOR\_CONTACTS'))**. If  
this query does not return any rows, then skip the following preupgrade steps.

Perform the following preupgrade steps if you are using the Optimise SQL feature:

1. Apply the patch on the current instance.  
  
This patch includes this script: **\$IGI\_TOP/patch/115/sql/igislsbp.sql** that migrates subledger security (SLS) marked group information from the subledger security (SLS) column into extended table (SLS\_SEC\_GRP). To verify, run the following query, which must not return any rows. **SELECT 'Y' FROM dual WHERE EXISTS (SELECT 'Y' FROM igi\_sls\_secure\_tables WHERE optimise\_sql='Y')**.
2. Log into Oracle E-Business Suite and run the Apply Security concurrent program in the Refresh mode and proceed with upgrading to Release 12.

After upgrading to Release 12, you can set up the Optimise SQL feature, if needed.

Perform the following steps to set up the Optimise SQL feature:

1. Run the script **\$IGI\_TOP/patch/115/sql/igislsop.sql**.  
  
This script sets the column Optimise\_SQL in the IGI\_SLS\_SECURE\_TABLES table to 'Y'. This indicates to the SLS Apply Security process that an alternate solution must be implemented.
2. To verify, execute this query: **Select table\_name,sls\_table\_name,optimise\_sql  
From igi\_sls\_secure\_tables**.
3. Run the Apply Security concurrent process in the REFRESH mode from Oracle E-Business Suite and check the log for any errors.
4. Check that a new column is created by executing this query: **Select  
igi\_sls\_sec\_group From <Secure table name>**. For example, the secure table name could be **PO\_HEADERS\_ALL**
5. Check that the triggers named IGI\_SLS\_% on the secured tables populate the new column in the INSERT trigger.
6. Check that all the policy functions refer to the new column while building the predicate by executing this query: **Select \* from all\_source Where name like  
IGI\_SLS%FUN**.
7. Run this script: **\$IGI\_TOP/patch/115/sql/igislsup.sql**.

This script copies the data from the extended subledger security table to the new subledger security column in the core tables.

8. Verify that the data is copied properly by executing this query: **Select a.rowid,a.igi\_sls\_sec\_group,b.sls\_sec\_grp From <secured table> a, <ls\_extended\_table> b Where a.rowid=b.sls\_rowid And Nvl(igi\_sls\_sec\_group,X)≠Nvl(sls\_sec\_grp,X).**

#### Upgrade Issues: Issue 2

Due to architectural changes in Release 12, the existing security model may not work for a few tables. A consolidated list of tables is provided in this section that needs attention if you have secured any of the following tables in Release 11*i*. For each table, you must consider re-implementing the security as per the new Release 12 business model. upgrade scenarios are provided as needed. However, you must implement the security again based on the Release 12 architectural changes for the following scenarios, if it is not feasible to upgrade. The following tables are obsolete in Release 12 for Payables, Receivables , Purchasing and Self-Service Applications. The data in these tables is migrated to new tables.

Table Name	Owner of the Table	Description
AP_ACCOUNTING_EVENTS_ALL	Payables	Replaced by Subledger Accounting uptake
AP_AE_HEADERS_ALL	Payables	Replaced by Subledger Accounting uptake
AP_AE_LINES_ALL	Payables	Replaced by Subledger Accounting uptake
AP_LIABILITY_BALANCE	Payables	Replaced by Subledger Accounting uptake
AP_SELECTED_INVOICE_CHECKS_ALL	Payables	No longer used
AP_CHARGE_ALLOCATIONS	Payables	Data moved to the AP_INVOICE_DISTRIBUTIONS_ALL table
AP_BANK_ACCOUNTS	Payables	Replaced by Banks uptake
ICX_CAT_ITEMS_B	Self-Service Applications	No longer used

<b>Table Name</b>	<b>Owner of the Table</b>	<b>Description</b>
ICX_CAT_ITEMS_CTX_TLP	Self-Service Applications	No longer used
ICX_CAT_ITEMS_GT	Self-Service Applications	No longer used
ICX_CAT_ITEMS_TLP	Self-Service Applications	No longer used
ICX_CAT_ITEM_PRICES	Self-Service Applications	No longer used
ICX_CAT_ITEM_SRC_DETAILS	Self-Service Applications	No longer used
ICX_CAT_STORES_B	Self-Service Applications	Replaced
ICX_CAT_STORES_TL	Self-Service Applications	Replaced
ICX_POR_ITEM_SOURCES	Self-Service Applications	Replaced
ICX_POR_ITEM_SOURCES_TL	Self-Service Applications	Replaced
ICX_CAT_ITEM_SRC_DETAILS	Self-Service Applications	Replaced
ICX_CAT_STORE_ORG_ASSIGNMENTS	Self-Service Applications	Replaced
ICX_CAT_STORE_CATALOGS	Self-Service Applications	Replaced
RA_CUSTOMERS	Receivables	Replaced by Trading Community Architecture uptake
RA_ADDRESSES	Receivables	Replaced by Trading Community Architecture uptake
RA_SITE_USES	Receivables	Replaced by Trading Community Architecture uptake

Table Name	Owner of the Table	Description
RA_CONTACTS	Receivables	Replaced by Trading Community Architecture uptake
RA_CONTACT_ROLES	Receivables	Replaced by Trading Community Architecture uptake
AR_LOCATION_COMBINATIONS	Receivables	Replaced E-Business Tax uptake
AR_LOCATION_RATES	Receivables	Replaced E-Business Tax uptake
AR_LOCATION_VALUES	Receivables	Replaced E-Business Tax uptake

**Important:** In the above list, tables that are marked "No longer used" are not used in Release 12. You must identify and secure the corresponding new tables for each of the tables in the list that are mentioned as "Replaced". Securing the replaced table does not impact the data in the core tables, but the data security currently provided by subledger security is lost. Perform these steps after upgrading to Release 12 as the new tables will be available only after upgrading to Release 12.

### Upgrade Issues: Issue 3

In Release 12, subledger security provides support for the following products in addition to Payables, Receivables, Purchasing and Self-Service Applications.

- Subledger Accounting
- Oracle Payments

You must analyze the business needs and implement the security model, if the above products impact the existing security. It is not feasible to provide an upgrade script for these products due to the complex business flows, which may result in data corruption.

In addition to the above, uptakes from the following products in Release 12 may also impact the existing security:

- Banks

- E-Business Tax
- Trading Community Architecture

## Oracle Public Sector Financials (International) Features Setup Checklist

The setup steps in this checklist are organized by feature. All required setup steps must be completed if the feature is enabled. Specific information for each setup step is described in Oracle Public Sector Financials (International) Setup Steps, page 1-12.

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

### *Oracle Public Sector Financials (International) Setup Checklist*

Step Number	Setup Step	Step Type	Oracle E-Business Suite
Step 1	Set Up Menus	required	System Administration
Step 2	Set Up Contract Commitment and Commitment Budgetary Control	optional	System Administration
Step 3	Specify Site-Level and Application-Level Profile Options Procedure	required	System Administration
Step 4	Set Up Oracle E-Business Suite Help System	optional	System Administration
Step 5	Enable Oracle Public Sector Financials (International) Multiple Organization Features	required	Application Object Library

Step Number	Setup Step	Step Type	Oracle E-Business Suite
Step 6	Enabling Oracle Public Sector Financials (International) Features Procedure	required	Application Object Library
Step 7	Generating OPSF(I) Feature Status Reports Procedure	optional	Application Object Library

## Oracle Public Sector Financials (International) Setup Steps

### 1. Set Up Menus

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

#### *System Administration Menu*

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

Attaching the System Administration menu attaches the Subledger Security feature.

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

**Note:** Menus for the Contract Commitment and Commitment Budgetary Control features are attached using a separate responsibility. For information on setting up the Contract Commitment responsibility, see Set Up Contract Commitment and Commitment Budgetary Control, page 1-18.

### Lookups Menu

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



### ***Lookups Menu***

<b>Menu</b>	<b>User Menu Name</b>	<b>Description</b>
IGI_LOOKUPS	IGI_LOOKUPS	IGI_LOOKUPS

### **General Ledger Menus**

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

#### ***General Ledger Menus***

<b>Menu</b>	<b>User Menu Name</b>	<b>Description</b>
IGI_GL_MAIN_MENU	IGI: General Ledger Main Menu	IGI: General Ledger Main Menu
IGI_GL_ITR_MAIN	OPSF(I) Internal Trading	IGI: General Ledger (Internal Trading)
IGI_GL_BUD_MAIN_MENU	OPSF(I) Budgeting Extensions	IGI: General Ledger (Budgeting Extensions)
IGI_GL_BUD_ENTER	IGI: General Ledger (Budgeting: Enter)	IGI: General Ledger (Budgeting: Enter)
IGI_GL_BUD_JOURNAL	IGI: General Ledger (Budgeting: Journal)	IGI: General Ledger (Budgeting: Journal)
IGI_GL_BUD_INQUIRY	IGI: General Ledger (Budgeting: Inquiry)	IGI: General Ledger (Budgeting: Inquiry)
IGI_GL_BUD_SETUP	IGI: General Ledger (Budgeting: Setup)	IGI: General Ledger (Budgeting: Setup)
IGI_GL_BUD_PROFILE_SETUP	IGI: General Ledger (Budgeting: Profile Setup)	IGI: General Ledger (Budgeting: Profile Setup)
IGI_GL_HGL_MAIN	OPSF(I) Hierarchical Drill-Down	IGI: General Ledger (Hierarchical General Ledger)

Menu	User Menu Name	Description
IGI_GL_HGL_SETUP	IGI: General Ledger (Hierarchical General Ledger: Setup)	IGI: General Ledger (Hierarchical General Ledger: Setup)
IGI_GL_COM_SETUP	IGI: General Ledger (Cash & Accruals: Setup)	IGI: General Ledger (Cash & Accruals: Setup)
IGI_GL_INT_MAIN	OPSF(I) Generic Interface	IGI: General Ledger (Generic Interface)
IGI_GL_INT_SETUP	IGI: General Ledger (Generic Interface: Setup)	IGI: General Ledger (Generic Interface: Setup)
IGI_GL_DOS_MENU	OPSF(I) Dossier	IGI: General Ledger (Dossier)
IGI_GL_DOS_SETUP_MENU	IGI: General Ledger (Dossier: Setup)	IGI: General Ledger (Dossier: Setup)

Attaching the General Ledger main menu, IGI\_GL\_MAIN\_MENU, attaches these submenus:

- Internal Trading
- Budgeting Extensions
- Hierarchical Drill-Down Inquiry
- Generic Interface
- Dossier

You can attach individual submenus, if you do not want to attach General Ledger menus.

## Receivables Menus

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

**Receivables Menus**

Menu	User Menu Name	Description
IGI_AR_MAIN_MENU	OPSF(I)	OPSF(I)
IGI_AR_INS_MENU	OPSF(I) Installment Terms	Installment Terms Menu
IGI_AR_RPI_MENU	OPSF(I) Standing Charges	Standing Charges Menu
IGI_AR_STP_MENU	OPSF(I) Single Third Party	IGI: Receivables (Single Third Party)
IGI_AR_SETUP_MENU	OPSF(I) Receivables Setup	Receivables Global Menu

Attaching the Receivables main menu, IGI\_AR\_MAIN\_MENU, attaches these submenus:

- Installment Terms
- Standing Charges
- Single Third Party
- Receivables setup

You can attach individual submenus, if you do not want to attach Receivables menus.

**Payables Menus**

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

**Payables Menus**

Menu	User Menu Name	Description
IGI_AP_MAIN_MENU	IGI: Payables Menu	IGI: Payables Menu
IGI_AP_EXP_MENU	OPSF(I) Exchange Protocol	Exchange Protocol Menu
IGI_AP_SIA_MENU	OPSF(I) Secondary Invoice Approval	Secondary Invoice Approval Menu

Menu	User Menu Name	Description
IGI_CIS_MAIN	OPSF(I) Construction Industry Scheme	Construction Industry Scheme Main Menu

Attaching the Payables main menu, IGI\_AP\_MAIN\_MENU, attaches these submenus:

- Exchange Protocol
- Secondary Invoice Approval
- Construction Industry Scheme

You can attach individual submenus, if you do not want to attach Payables menus.

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

***Attaching Internal Contract Commitment Releases to Payables***

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

## Purchasing Menus

To enable the integration of Commitment Budgetary Control with Purchasing, the functions shown in this table must be attached to the Purchasing menu used, for example PO\_SUPERUSER\_GUI.

**Attaching Commitment Budgetary Control Functions to Purchasing**

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

**Fixed Assets Menus**

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

**Fixed Assets Menus**

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

Attaching the Assets main menu, IGI\_FA\_MAIN\_MENU, attaches these submenus:

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

You can attach individual submenus, if you do not want to attach Fixed Assets menus.

## 2. Set Up Contract Commitment and Commitment Budgetary Control

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

Set up the Contract Commitment responsibility in the Responsibilities window, selecting Commitment Administration in the Application field.

For information on defining responsibilities, see *Defining a Responsibility, Oracle E-Business Suite Security Guide*.

For information on the Responsibilities window, see *Responsibilities Window, Oracle E-Business Suite User's Guide*.

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

The common user profile options for Oracle E-Business Suite must be specified as part of Oracle E-Business Suite System Administration setup. A profile can be set at these levels:

- Site
- Application
- Responsibility
- User

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

**To set up profile options for active features:**

1. Navigate to the System Profile Values window.
2. Query the profile options to be set.
3. Click Find.
4. Set up profile options at the appropriate level.

For information on setting profile options, see *Setting User Profile Options, Oracle E-Business Suite Setup Guide*; and *Overview of Setting User Profiles, Oracle E-Business Suite Setup Guide*.

For specific Oracle Public Sector Financials (International) profile options, see the *Profile Options*, page B-1.

## 4. Set Up Oracle E-Business Suite Help System

To enable the Oracle E-Business Suite help system for Oracle Public Sector Financials (International), set the Help System Root system profile as shown in this table.

### *System Profile Values*

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

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

Before you enable organization related features in a multiple organization enabled environment, you must define at least one organization.

For more information, see Organizations, *Oracle Receivables User Guide*. Multiple organization setup steps must be completed before enabling operating unit dependent features.

For information on operating unit dependent features, see Operating Unit Dependent Features, page 1-3.

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

**Enable OPSF(I) Features**

Operating Unit Dependent Features

Operating unit:

Feature	Description	Organization	On/Off
CC	Contract Commitment	OPSA1	<input checked="" type="checkbox"/>
CIS	Construction Industry Scheme	OPSA1	<input checked="" type="checkbox"/>
EXP	Exchange Protocol	OPSA1	<input type="checkbox"/>
INS	Installment Terms	OPSA1	<input checked="" type="checkbox"/>
RPI	Standing Charges	OPSA1	<input checked="" type="checkbox"/>
SIA	Secondary Approval	OPSA1	<input type="checkbox"/>
STP	Single Third Party	OPSA1	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

Application Wide Features

- ☒ Budgeting Extensions
- ☒ Hierarchical Drill-Down
- ☒ Internal Trading
- ☒ Commitment Budgetary Control
- ☒ Generic Interface
- ☒ Dossier Management
- ☒ Inflation Accounting

### To enable Oracle Public Sector Financials (International) features:

1. Navigate to the Enable OPSF(I) Features window.

2. To enable operating unit dependent features:

If a multiple organization structure is not used:

- Leave the Operating unit field blank.
- Select the Tools menu, and select Enable OPSF.
- Select On/Off to activate a feature.

If a multiple organization structure is used:

- Select a relevant operating unit.

By default, available operating units are queried.



- Select the Tools menu, and select Enable OPSF.
- Select On/Off to activate a feature.

**Warning:** The On/Off status for an operating unit dependent feature can be updated at any time. Changing the status of a feature does not adjust the historical data retrospectively. If transactions are entered, a status change may cause data inconsistency. Call the Oracle Support representative before changing the status of a feature.

3. To enable an application-wide feature, select the relevant check box.

**Warning:** You can update the On/Off status for an applications-wide feature at anytime. Changing the status of a feature does not retrospectively adjust the historical data. If transactions were entered, a status change may cause data inconsistency. Call the Oracle Support Representative before changing the status of a feature.

**Note:** You can enable application-wide features independently of operating unit dependent features.

## 7. Generating OPSF(I) Feature Status Reports

Oracle Public Sector Financials (International) provides these reports on the feature status:

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

Both reports are added to the OPSF(I) AOL request group and you can submit them using the OPSF(I) AOL responsibility.

### OPSF(I) Operating Unit Dependent Feature Status Report

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

This table shows the optional parameters provided for this report.

***OPSF(I) Operating Unit Dependent Feature Status Report Parameters***

Parameter Name	Type	Description
Organization Name From	optional	Operating unit name
Organization Name To	optional	Operating unit name
Feature Name From	optional	Operating unit dependent feature
Feature Name To	optional	Operating unit dependent feature
Order By	optional	Options include: Feature Description, Feature Short Name, Organization Name, Status

**OPSF(I) Application Wide Feature Status Report**

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

---

# Budgeting Extensions Setup

## Overview

Budgeting Extensions lets you:

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

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

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

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

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

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

Budgets can also be uploaded from spreadsheets.

## Budgeting Extensions Setup Steps

This table lists setup steps for Budgeting Extensions.

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

## Enabling Enforced Balanced Budgeting

The Enabling Enforced Balanced Budgeting window enables budget control settings to be defined for each accounting flexfield combination for budgeting extensions.

Accounting Flexfield	Description	Enforce Balanced Budget
01-520-5250-0000-000	Operations-M1, Seattle Manufact-Physical Inventory Adjust-No Sub Account-No	<input checked="" type="checkbox"/>
01-510-1590-0000-000	Operations-Vision Operations In-CIP Clearing-No Sub Account-No Product	<input type="checkbox"/>
01-740-7330-0000-000	Operations-Controllers Office-Depreciation Machinery & -No Sub Account-No P	<input type="checkbox"/>
01-440-7350-0000-000	Operations-Sales Central-Depreciation Vehicles-No Sub Account-No Product	<input type="checkbox"/>
01-CEO-1550-0000-000	Operations-CEO Office Managemen-Vehicles-No Sub Account-No Product	<input type="checkbox"/>

Clear

### To enforce balanced budgeting for an accounting flexfield code combination:

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

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

When the Enforce Balance Budget option is set for an accounting flexfield combination, balanced journal entry is enforced for the account combination.

## Defining Reason Codes

Reason codes are used to describe the reason for each budget transaction. Reason codes are used for reporting purposes only.

Reason Code	Description	Start Date Active	End Date Active
Initial	Initial Reason Code	22-NOV-2007	20-NOV-2008

**To define reason codes:**

1. Navigate to the Reason Codes window.
2. 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.

**Note:** A single ledger can have multiple reason codes.

3. Enter a unique reason code.
4. Enter a reason code description.
5. Select the date that you want the reason code to be active.

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

**Note:** Once defined, you cannot delete or rename reason codes.

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

## Defining Profile Codes

Profile codes define how an annual budget amount is automatically spread across the periods in the accounting calendar. In the Profile Code window, you create a profile and define the percentages (ratios) of the annual budget amount to be assigned to the periods. Profile Codes are also assigned a start and end date. Profile Codes defined here are made available in the Oracle General Ledger data entry windows such as reprofiling.

Ledger Name	Profile Code	Description	Start Date Active	End Date Active
Vision Operations (US)	FLAT	Flat		

Period	Ratio
Jan	1
Feb	1
Mar	1
Apr	1
May	1
Jun	1
Jul	1
Aug	1
Sep	1
Oct	1
Nov	1
Dec	1

### To define profile codes:

1. Navigate to the Profile Codes window.
2. 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.

**Note:** This window allows you to create unique profile code for each ledger accessible by the responsibility.

3. Enter a unique profile code.
4. Enter a profile code description.
5. Select the date that you want the profile code to be active.

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

**Note:** Once defined, you cannot delete or rename profile code.

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

## Defining Budget Range Codes

Budget range codes are used to group ranges of accounting flexfield combinations for easier budget maintenance using the budget maintenance procedures. The codes are assigned an active start and end date.

Ledger Name	Range Code	Description	Start Date Active	End Date Active
Vision Operation	C1	C1	28-NOV-2007	27-NOV-2008

Accounting Flexfield Low	Accounting Flexfield High
01-000-1000-0000-000	01-000-1120-0000-000

### To define budget range codes:

1. Navigate to the Budget Range Codes window.
2. 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.

**Note:** The available flexfields are limited to the chart of account for the selected ledger.

3. Enter a unique range code.
4. Enter a range code description.



5. Select the date that the budget range code must be active.

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

**Note:** Once defined, you cannot delete or rename budget range code.

6. To disable a range code, select an end date.
7. In the Accounting Flexfield Low field, select the low end of range.
8. In the Accounting Flexfield High field, select the high end of range.

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

## Assigning Default Profile Codes

The default profile codes are applied while defining a journal in the Balanced/Unbalanced Journal window. If set, the Primary Profile Code is used initially. The Default Profile Code contains the last Profile Code used for the accounting flexfield.

Default Profile Codes (A1\_LEDGER1)

Ledger Name: ARFinQA\_04

Accounting Flexfield	Primary Profile Code	Default Profile Code
01-000-2210-0000-000		

Accounting Flexfield Description: Operations-No Department-Accounts Payable-No Sub Account-No Product

#### To assign default profile codes:

1. Define the profile codes.

For information on defining profile codes, see Defining Profile Codes Procedure, page 2-5.

2. Navigate to the Default Profile Codes window.

3. 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.

4. Select the accounting flexfield.

5. Select the primary profile code. The default profile code is automatically set to the primary profile code.

**Note:** If a primary profile code or default profile code are not set, the default profile code for the accounting flexfield is automatically updated to the last profile code used for the accounting flexfield in the journal entry windows.

---

# Commitment Budgetary Control Setup

## Overview

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

## Enabling Dual Budgetary Control

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

## Related Topics

Commitment Model, *Oracle Public Sector Financials (International) User Guide*

Commitment Budgetary Control Process, *Oracle Public Sector Financials (International) User Guide*

## Setting the Funds Check Level

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

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

Use Oracle General Ledger to set up organizations and budgetary control options for the secondary ledger that sets the budgetary control for the commitment budget.

## Prerequisites

Before setting up commitment budgetary control, you must:

- Set up the primary and secondary ledger in Oracle General Ledger.
- Enable the commitment budgetary control feature.
- Enable standard budgetary control before enabling dual budgetary control.
- Define budgets.
- Define budget organizations.
- Assign account ranges to budget organizations and set budgetary control options for the account ranges.

## Related Topics

- Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20
- Enabling Standard Budgetary Control, *Oracle General Ledger User Guide*
- Defining Budgets, *Oracle General Ledger User Guide*
- Defining Budget Organizations, *Oracle General Ledger User Guide*
- Setting Up Account Ranges and Budgetary Control Options, *Oracle General Ledger User Guide*
- Detail Level Budgetary Control, *Oracle General Ledger User Guide*
- Summary Level Budgetary Control, *Oracle General Ledger User Guide*
- Commitment Budgetary Control Process, *Oracle Public Sector Financials (International) User Guide*

## Commitment Budgetary Control Setup Steps

This table lists setup steps for Commitment Budgetary Control.

Step Number	Step Description	Required or Optional
1	Set up secondary ledger	Required
2	<b>Enable Dual Budgetary Control</b> , page 3-3	Required
3	<b>Prepare Budgets</b> , page 3-4	Required

## Enabling Dual Budgetary Control

Enable Dual Budgetary Control

Operating Unit: OPSA1

Primary Ledger: IGI\_Ledger

Secondary Ledger:

☐ Enable Dual Budgetary Control for Oracle Contract Commitment

☐ Enable Dual Budgetary Control for Oracle Purchasing

### To enable dual budgetary control:

1. Navigate to the Enable Dual Budgetary Control window.
2. Select the operating unit
3. Select the primary ledger.

**Note:** The list of values in the Primary Ledger field depends on the selected operating unit.

4. Click Enable Dual Budgetary Control for the Contract Commitment to enable dual budgetary control for the Contract Commitment feature.
5. Click Enable Dual Budgetary Control for Oracle Purchasing to enable dual budgetary control for Oracle Purchasing.

## Preparing Budgets

Prepare budgets for both standard and commitment budgets using Oracle General Ledger.

## Related Topics

Defining Ledgers, *Oracle General Ledger Implementation Guide*.

---

# Construction Industry Scheme Setup

## Overview

Construction Industry Scheme (CIS) is a withholding tax scheme that applies to contractors and subcontractors in the construction industry.

## Prerequisites

Before you set up Construction Industry Scheme, you must:

- Enable the Construction Industry Scheme feature
- Migrate suppliers and invoices

## Data Migration

You migrate the existing Construction Industry Scheme suppliers by running the IGI: CIS2007 Data Migration Process. This process migrates the subcontractor Unique Taxpayer Reference (UTR), which is the first 10 digits of the certificate number, and the National Insurance Number (NINO).

### To run the Data Migration process:

1. Click CIS: Processes and Reports in the OPSF(I) Construction Industry Scheme 2007 menu.
2. Select the Single Request radio button.
3. Click **OK**.  
The Submit Request window appears.
4. In the Name field, select IGI : CIS2007 Data Migration Process from the list of values.

5. Click **Submit**.

After completing this process, contractors must continue with the subcontractor verification process.

## CD-ROM Data Upload Process

Contractors must verify the subcontractor's status. To ease the verification process, Inland Revenue provides a CD-ROM that contains a list of verified subcontractors who need not be verified for payment in the Construction Industry Scheme. This list of verified subcontractors is available on the CIS33 CD-ROM. See: Subcontractor CD-ROM, page C-1 for more information.

To verify the subcontractor's status, insert the CD-ROM and run the CD-ROM Upload Process. The CD-ROM Upload Process tries to match each subcontractor with the subcontractor in PO\_VENDORS using the CD-ROM subcontractor UTR. The CD-ROM upload process updates matched subcontractors and reports any unmatched subcontractors. If a match is found, then the PO\_VENDORS and PO\_VENDOR\_SITES\_ALL tables are updated with the Withholding Tax Group, National Insurance Number, or Company Registration Number.

**Note:** You must rectify the errors, if any before running the CD-ROM Upload Process again. Due to potential data corruption issues, the subcontractor name or trading name on the CD-ROM is never updated for any matching subcontractors.

It is recommended that you run the CIS Registered Suppliers Listing report to obtain a list of subcontractors before executing the CD-ROM Data Upload Process.

### To run the CD-ROM Upload process:

1. Click CIS: Processes and Reports in the OPSF(I) Construction Industry Scheme 2007 menu.
2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select IGI : CIS2007 CD-ROM Data Upload Process from the list of values.

The Parameters window appears.

5. Select the Upload Option as follows:
  - **Compare and Log Report:** Select this option if you want to review the results of the CD-ROM Data Upload Process before the process updates the matched



subcontractor records.

- **Compare, Upload and Log Report:** Select this option to update the matched subcontractors records and print the results of the upload process.

**Note:** Use this option only if the system the date is equal to or greater than the date specified by the IGI: CIS2007 Activation Date profile option.

6. Click **OK**.

7. Click **Submit**.

### CD-ROM Update Process Report (CP output)

A report is generated after the CD-ROM Data Upload Process processes all the uploaded subcontractors. The subcontractors are assigned the following categories in the report:

- **Matched:** Subcontractors in the system match the CD-ROM records.
- **Unmatched:** Subcontractors records in the CD-ROM and the system do not match.
- **HMRC enabled subcontractors:** Lists the subcontractors that are present in the system but are not part of the CD-ROM provided by HMRC.

### Related Topics

Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20

## Construction Industry Scheme Setup Steps

This table lists setup steps for Construction Industry Scheme. These steps are listed in order of completion.

Step Number	Step Description	Required or Optional
1	Define Tax Authority, page 4-4	Required
2	Define Tax Codes and Withholding Tax Groups, page 4-4	Required

Step Number	Step Description	Required or Optional
3	<b>Define Withholding Tax Special Calendar</b> , page 4-4	Required
4	<b>Define Contractor Details</b> , page 4-5	Required
5	<b>Define Suppliers</b> , page 4-7	Required
6	<b>Define Keystore</b> , page 4-13	Required
7	<b>Set Up Profile Options</b> , page B-1	Required

## Define Tax Authority

The tax authority is required for the withholding tax reporting process and payment of taxes withheld from the subcontractors to the Inland Revenue. Define Inland Revenue as a supplier in Oracle Payables with a supplier type and business type of tax authority.

### Related Topics

Entering Suppliers, *Oracle Payables User Guide*

## Define Withholding Tax Codes and Groups

Withholding tax codes and groups are used to store the tax rates to be used for calculating the withholding tax for a subcontractor. There are three standardized tax codes or groups for Construction Industry Scheme: Gross, Net and Unmatched.

Define the withholding tax codes and groups in Oracle Payables for Construction Industry Scheme tax codes or groups by selecting the Create Tax Group in the Withholding Tax Details window.

**Note:** You must assign the defined withholding tax groups to the IGI: CIS Withholding Tax Group profile options.

### Related Topics

Tax Codes, *Oracle Payables Implementation Guide*

## Define Withholding Tax Special Calendar

The Construction Industry Scheme tax reporting year is from April to April and the

reporting month is from the sixth of the current month to the fifth of the following month. For example, the reporting month for April runs from April 06 to May 05.

Select the Special Calendar option to define a special calendar for Construction Industry Scheme in Oracle Payables.

**Note:** Assign the CIS special calendar to the IGI: CIS Calendar profile option.

## Related Topics

Special Calendar, *Oracle Payables Implementation Guide*

## Define Contractor Details (Reporting Entity)

Contractor information is required to verify subcontractor, file monthly returns, and reports. Define contractors as a Reporting Entity in Oracle Payables. The Construction Industry Scheme filing process requires additional contractor details for Inland Revenue.

The standard reporting entity window is extended to capture this additional information. Use the Extended Reporting Entity window to define the additional contractor details.

**Note:** If necessary, you can define a reporting entity for each organization.

### Extended Reporting Entity Window

Operating Unit	Vision Operations
Name	Vision Operations
Unique Taxpayer Reference	4325648151
Accounts Office Reference Number	123PP87654321
Tax Office Number	123
Paye Reference Number	R058
CIS Sender ID	CIS058

### Extended Reporting Entity Window Description

The following table describes the Extended Reporting Entity window.

#### Extended Reporting Entity Window

Field	Description
Operating Unit	operating unit that the reporting entity belongs to
Name	reporting entity name
Unique Taxpayer Reference	unique 10 digit numeric number assigned to the company when the company is set up as a tax payer; unique taxpayer reference is not the same as the VAT Registration Number or the Company Registration Number; Inland Revenue validates this reference number using an algorithm.

Field	Description
Accounts Office Reference	<p>reference provided to companies by Inland Revenue when they register for Pay As You Earn (PAYE) or Construction Industry Scheme. The format for this field must be as follows:</p> <ul style="list-style-type: none"> <li>• Characters 1-3 must be numeric. Leading zeros should be used to pad out characters 1-3 and 6-13, if necessary.</li> <li>• Character 4 must be P.</li> <li>• Character 5 must be an alphabet.</li> <li>• Characters 6-13 must be alphanumeric. Leading zeros should be used to pad out characters 1-3 and 6-13, if necessary.</li> </ul> <p>For example, you can enter the value 931PQ123456 in this field.</p>
Tax Office Number	tax office number that Inland Revenue provides and must be included in the IRHeader of the XML request.
PAYE Reference Number	PAYE reference number that Inland Revenue provides, which must be included in the IRHeader of the XML request.
CIS Sender ID	required if the contractor uses online XML submissions. Inland Revenue provides CIS Sender ID when the contractor registers for online XML submissions.

## Define Suppliers

Before verifying subcontractors with Inland Revenue, you must define subcontractors as Suppliers for Construction Industry Scheme using the Suppliers page in Oracle Payables and enter additional information specific to Construction Industry Scheme using the Extended Suppliers window. The following table describes the information that you must enter or select in the standard suppliers window:

Field	Description
Type (in the Classification tab)	Enter Sole Trader, Partnership, Trust, or Company.
Primary Pay Site	Enter at least one address line and country. The characters in the address line must not exceed 35.
Allow Withholding Tax (in the Withholding Tax tab)	<p>Enable the Allow Withholding Tax field to report payments from this site in the Monthly Returns, Subcontractor Statement of Payment and Deduction, and Subcontractor Verification reports.</p> <p>At the supplier level, the value for both Invoice Withholding Tax Group and Payment Withholding Tax Group should be same.</p> <p><b>Note:</b> 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.</p>
Nominees and Debt Factors	<p>Nominees and Debt Factors are setup as suppliers and then associated to a subcontractor as the parent supplier. For example if Subcontractor A and Nominee A are set up as Construction Industry Scheme suppliers and Subcontractor assigns payments to Nominee A, then in Nominee A's supplier window, the Parent Supplier Name field contains Subcontractor A's name. This step associates the relationship between the two suppliers.</p> <p>The classification type for a nominee must be Company, Sole Trader, Partnership, or Trust. The classification type for a Debt Factor can be anything other than Company, Sole Trader, Partnership, or Trust.</p>

Use the Extended Suppliers window to enter additional subcontractor details that Inland Revenue requires.

### Extended Suppliers Window

The screenshot shows a software window titled "CIS: Extended Suppliers". Inside the window, there is a tab labeled "Suppliers". The form contains the following fields and values:

Field	Value
Supplier Name	Arnold Printed Communications
Supplier Number	20120
Business Type	Supplier
CIS Enabled	<input checked="" type="checkbox"/>
Subcontractor Trading Name	
Salutation	
Subcontractor First Name	
Subcontractor Second Name	
Subcontractor Surname	
Subcontractor Unique Taxpayer Reference	
Subcontractor Company Registration Number	
National Insurance Number	
Partnership Unique Taxpayer Reference	
Partnership Name	
Matched / Unmatched Status	
Verification Number	
Withholding Tax Group	
CIS Verification Date	
Verification Request ID	
CIS Parent Vendor Name	

The following table describes the Extended Supplier Window.

Field	Description
Supplier Name	Displays the supplier name.
Supplier Number	Displays the supplier number.
Business Type	Additional business types are Nominee and Debt Factor when subcontractors assign their payments.

Field	Description
CIS Enabled	<p>Select this option to indicate that suppliers are subject to the Construction Industry Scheme. The combination of the CIS Enabled and Allow Withholding Tax indicates a CIS supplier.</p> <p><b>Note:</b> During the upgrade process, the CIS Enabled option is automatically selected when migrating the old suppliers to the Extended Suppliers window.</p>
Subcontractor Trading Name	Enter the partner's trading name for partnership
Salutation	Enter the salutation to address the subcontractor.
Subcontractor First Name	Enter the subcontractor's first name.
Subcontractor Second Name	Enter the subcontractor's second name.
Subcontractor Surname	Enter the subcontractor's surname.
Subcontractor Unique Taxpayer Reference	<p>Enter the partners's Unique Taxpayer Reference for partnership business type. For existing Construction Industry Scheme subcontractors, the Unique Taxpayer Reference (UTR) is derived from the CIS vouchers. UTR is the first 10 digits of the Certificate Number on CIS23 or CIS25, or all 10 digits of the Reference Number on CIS25. HRMC validates this reference number using an algorithm.</p> <p><b>Note:</b> This field is required if the business type is Sole Trader, Company, Trust, or Partnership.</p>



Field	Description
Subcontractor Company Registration Number	<p>Company Registration Number is created when registering a company and is used for filing corporate financial statements. This field is required if the business type is company.</p> <p>The format must be either of the following:</p> <ul style="list-style-type: none"> <li>• Characters 1-2 must be alpha and characters 3-8 must be numeric. The numeric field must have at least one digit and not more than six. For example: AA345678.</li> <li>• Characters 1-8 must be numeric and at least one digit and must be lesser than 8. For example: 77777777.</li> </ul>
National Insurance Number (NINO)	<p>The National Insurance Number (NINO) is required if the subcontractor is an individual in a partnership.</p> <p><b>Note:</b> For contractors using the CD-ROM provided by Inland Revenue, the NINO serves as a cross-reference for Construction Industry Scheme suppliers.</p> <p>The format must be as follows:</p> <ul style="list-style-type: none"> <li>• First character must be alpha excluding D, F, I, Q, U, V.</li> <li>• Second character must be alpha excluding D, F, I, O, Q, U, V.</li> <li>• Last character must be A-D or space. For example: AANNNNNNA</li> </ul>
Partnership Unique Tax Reference Number	Enter the partnership unique tax reference number only if the business type is Partnership.
Partnership Name	Enter partnership name only if the business type is Partnership.

Field	Description
Matched / Unmatched Status	<p>This field indicates if the subcontractor's details match with the Inland Revenue. If the records match, then the Withholding Tax Group, Verification Number, CIS Verification Date, and Verification Request ID fields are automatically updated. An unmatched status indicates that Inland Revenue is unable to match the subcontractor details with their records. If the subcontractor is submitted with a Verify Action Indicator, then the above fields are populated. However, if the subcontractor's Action Indicator is set to Matched, no record appears and no fields populate. This is an important field as it identifies the subcontractor's verification status. This field automatically populates when an XML response is received from Inland Revenue for any AWT-enabled site. If the subcontractor is verified manually, the contractor must update this field.</p>
Verification Number	<p>If the subcontractor is verified manually, then you must enter the contractor details in the following format:</p> <ul style="list-style-type: none"> <li>• First character must be V followed by 10 numbers including zero and one or two letters.</li> <li>• If the last two characters are letters, then the acceptable letter for a 12 and 13 character verification format is A-Z except I &amp; O.</li> </ul> <p>This field automatically populates if the subcontractor is verified by the XML reply from Inland Revenue for any AWT-enabled site in above format.</p> <p><b>Note:</b> You must enter the unique verification number for subcontractors paid at the Higher Deduction rate.</p>

Field	Description
CIS Verification Date	This field automatically populates if the subcontractor was verified by the XML reply from Inland Revenue for any AWT enabled site.
Verification Request ID	The concurrent request ID for generating and sending the Verification XML request to the HMRC. This field automatically populates if the subcontractor is verified by the XML reply from Inland Revenue for any AWT-enabled site.
Withholding Tax Group	The rate that designates the subcontractor's rate of deduction.

## Related Topics

Entering Suppliers, *Oracle Payables User Guide*

## Define Keystore

A keystore is a database of private keys and certificates. The keystore holds the public certificate issued by Inland Revenue. This certificate authenticates any communication between the client server and the Inland Revenue gateway server.

Before creating a keystore, you must:

- Download the public key CA Certificate
- Download Certificate Revocation List (CRL) file

### To download the CA certificate:

1. Navigate to the secure URL: <https://secure.gateway.gov.uk/submission>.
2. Double click on the lock icon.

The browser displays the Certificate dialog box that describes the Certificate used for this web site.

3. Click the Certificate Path tab and select the first entry from the list of certificates.
4. Click View Certificate to display a second Certificate dialog box.
5. Click the Details tab on the Certificate window.

6. Click Copy to File to display the Certificate Manager Export wizard.
7. In the Certificate Manager Export wizard, select Base64 encoded X.509 (.cer) as the export format. Save the certificate to a text file.

The Certification Revocation List (CRL) contains expired certificates. You must download the Certification Revocation List and store it in the specified path.

**To download the CRL:**

1. Navigate to the secure URL: <https://secure.gateway.gov.uk/submission>.
2. Double click on the lock icon.  
The browser displays the Certificate dialog box that describes the Certificate used for this web site.
3. Click the Certificate Path tab and select the second entry in the list of certificates.
4. Click View Certificate to display a second Certificate dialog box.
5. Click the Details tab on the Certificate window.
6. Toggle down to see the CRL Distribution Points.
7. Copy the URL.
8. Open the location.
9. Save the file to the required path.

**To create a keystore:**

1. Download the public key CA certificate.
2. Download Certificate Revocation List (CRL) File.
3. Create the keystore using Keytool.
4. Import the Certificate.

Keytool is a key and certificate management utility to create the keystore that holds the private keys and certificates. The keystore protects the private keys with a password. Usage of the Keytool syntax can be viewed by typing keytool from **java/bin** prompt. The keytool syntax is as follows:

```
keytool -genkey -alias <subjectkey>-keypass <mykeypasswd>  
-keystore <mykeystore> -storepass <storepass>
```

The above syntax creates a key entry referenced by the alias <subjectkey>, protected by the password <mykeypasswd>, in the keystore <mykeystore>.

You need the key entry password to use the alias <subjectkey> every time. The store password <storepass> protects the keystore <mykeystore>. The profile options for storing the password are as follows:

- **IGI: CIS Keystore Password:** Keystore file password (<storepass>)
- **IGI: CIS Key Password:** Key entry (alias) password (<mykeypasswd>)
- **IGI: CIS Keystore Path:** Keystore path and name (<mykeystore>)

To create the keystore and hold the Inland Revenue certificate, use the keytool syntax as mentioned and specify the following:

- **Subjectkey:** Alias for the value in the keystore that holds Inland Revenue's Certificate and this is any user-defined string.
- **Mykeypasswd:** User-defined password for the keystore value that holds Inland Revenue's certificate. This value must be stored in the IGI: IS Key Password profile option.
- **Mykeystore:** Name and path of the keystore. Create a new keystore if there is none. This value must be stored in the IGI: CIS Keystore Path profile option.
- **Storepass:** User-defined password that controls access to the keystore itself. This value must be stored in the IGI: CIS Keystore Password profile option.

The next step is to import the certificate that you downloaded into the keystore. The keytool syntax is used again and the syntax is as follows:

```
keytool -import -keystore <mykeystore> -file <mycertificate>-alias  
<subjectkey1>
```

The alias must be different from the subjectkey to create the keystore as in the following example:

```
keytool -import -keystore /home/ciskeystore -file /home/newcer.cer -  
alias cis2007cert
```

## Web ADI Setups

Before working on the monthly returns resubmit process, the following configurations have to be made to your web browser and Microsoft Excel.

### Macro Security Settings for Microsoft Excel and Word

1. Click **File**, then **Options**.
2. Click the **Trust Center** link in the **Excel Options** window.

3. Click the **Trust Center Settings** button.
4. In the **Trust Center** window, click the **Macro Settings** link from the menu on the left.
5. Under **Macro Settings**, select **Disable all macros with notification**.
6. Under **Developer Macro Settings**, select the **Trust Access to the VBA project object model** checkbox.
7. Click the **OK** button to close the **Trust Center** window.
8. Click the **OK** button to return to the spreadsheet.

#### **Microsoft Excel and Word 2007**

1. Click the **Office** button.
2. Click the **Options** button.
3. Click the **Trust Center** link from the menu on the left.
4. Click the **Trust Center Settings** button.
5. In the **Trust Center** window, click the **Macro Settings** link from the menu on the left.
6. Under **Macro Settings**, select **Disable all macros with notification**.
7. Under **Developer Macro Settings**, select the **Trust Access to the VBA project object model** checkbox.
8. Click the **OK** button to close the **Trust Center** window.
9. Click the **OK** button to return to the spreadsheet.

## **Browser Configuration Requirements for Web ADI Interface**

### **Firefox Users**

Firefox users can run on the default browser settings.

### **Internet Explorer Users**

Internet Explorer users must use the following settings to run Web ADI.

### **File Download Setting**

To allow the workbook to be downloaded, ensure **File download** is enabled. Having this disabled can prompt the security alert: *Your current settings do not allow this file to be downloaded*. Perform the following steps to enable **File download**:

1. From the browser menu, select **Tools**, then select **Internet Options**. Select the **Security** tab.
2. Select **Trusted Sites**. Click the **Custom Level** button.
3. Under the **Downloads** section, set **File download** to **Enable**.

### Scripting Setting

Without this setting the template will not open in the Excel workbook, and will display the following Visual Basic error:

```
Run-time error '1004'  
method 'VBProject' of object '_workbook' failed
```

Perform the following steps:

1. From the browser menu, select **Tools**, then select **Internet Options**. Select the **Security** tab.
2. Select **Trusted Sites**. Click the **Custom Level** button.
3. Under the **Scripting** section, set **Allow Status bar updates via script** to **Enable**.





---

## Contract Commitment Setup

### Overview

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

### Commitment Calendar Periods

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

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

This table describes the status options for calendar periods.

#### *Status Options for Contract Commitment Calendar Periods*

Status Option	Description
Never Opened	Default status; indicates period was never opened; contract commitment journal entries not allowed
Future	Indicates future contract commitment period to be opened; transaction entry allowed

Status Option	Description
Open	Opens contract commitment period; transaction entry allowed
Closed	Closes contract commitment period; reversible; transaction entry not allowed
Permanently Closed	Closes contract commitment periods; irreversible; transaction entry not allowed

This table describes the options allowed per status.

***Accounting Calendar Allowed Option***

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

## Contract Commitment Numbering

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

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

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

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

## Related Topics

Internal Release Contract Commitment Procedures, *Oracle Public Sector Financials (International) User Guide*.

## Tax Defaults

Tax information defaults from the tax setup in E-Business Tax to contract commitment documents to invoices.

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

## Tax Default Process

The tax default process includes these steps:

1. In E-Business Tax, set up the tax using the rate-to-regime flow.
2. The tax defaults as defined in the previous step. Contract Commitment uses the tax information set up in E-Business Tax for tax calculation.

## Tax Information

Contract Commitment lets you:

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

Contract Commitment and Payables let you:

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

## Related Topics

Setting Profiles Options, *Oracle E-Business Suite Setup Guide*:

Tax Classification Codes in Oracle E-Business Tax, *Oracle E-Business Tax Implementation Guide*

Evaluating Your Tax Configuration, *Oracle E-Business Tax User Guide*

Using Tax Classification Codes in Tax Rules, *Oracle E-Business Tax User Guide*

## Rate Type Defaults

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

## Validation Rules

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

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

If rate type is User, users enter the rate.

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

#### ***Rate Type Scenarios***

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

## **Enforced Supplier Holds**

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

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

#### ***Supplier Hold Scenarios***

<b>Purchase Order Hold</b>	<b>Enforce Supplier Hold</b>	<b>Document Actions Not Allowed in Contract Commitment</b>
No	No or Yes	No restrictions
Yes	No	No restrictions
Yes	Yes	Approve contract commitment

A window shows you that the supplier is on hold when you perform these tasks:

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

## Related Topics

Entering Suppliers, *Oracle Payables User Guide*

## Assign Contract Commitment Types

Select these options in the Assign Commitment Types window to specify routing controls per contract commitment type and state:

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

The contract commitment types are:

- Standard Contract Commitment, page 5-7
- Cover Contract Commitment and Releases Against a Cover Contract Commitment, page 5-7

## **Standard Contract Commitment**

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

## **Cover Contract Commitment and Releases Against a Cover Contract Commitment**

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

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

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

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

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

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

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

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

## Contract Commitment Document States

A contract commitment goes through several states in its life cycle. The contract commitment states are Provisional, Cancelled, Confirmed, or Completed.

### Provisional

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

These rules apply to a provisional contract commitment:

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

### Cancelled

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

These rules apply to a cancelled contract commitment:

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

### Confirmed

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

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

These rules apply to a confirmed contract commitment:

- To approve a confirmed contract commitment, all contract commitment details



must be complete, including the supplier except for cover contract commitments.

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

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

## Completed

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

Once the contract commitment is completed, it is impossible to modify the contract commitment in any way or to match invoices against it. The value of the completed contract commitment must equal the value of the total invoiced amount. When completing a contract where the value of the contract is greater than the value of the total invoiced amount, the difference is referred to as the unbilled amount of the contract. The unbilled amount is liquidated against the commitment budget in the year of completion. The unbilled amount increases the funds available on the standard budget in the completed year and possibly in future years.

## Approval Groups

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

**Note:** Approval groups must be defined.

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

## Defining Approval Groups

In the Assign Commitment Types windows described in the Setting Up Contract Commitment Types Procedure, page 5-19, users specify whether the preparer or owner can approve or encumber a contract commitment or position hierarchies are to be used for approval. In the Approval Groups window, approval groups are defined with a group name and a descriptive name.

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

## Assigning Approval Groups

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

## Security Groups

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

Every contract commitment is secured at the contract commitment general information level, which means the entire contract commitment and its components are secured. Different levels of access, modify, and read-only are granted to users individually or through an access group. Access is granted by the contract preparer or owner and the access groups are administered by key users. If no access is granted, only the preparer and the owner can view or modify the document.

## Security Groups Setup

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

## Related Topics

Maintain Contract Commitment Procedures, *Oracle Public Sector Financials (International) User Guide*.

## Prerequisites

Before you set up Contract Commitment, you must:

- Define the accounting calendar.
- Place suppliers on hold in Payables to enforce supplier holds in Contract Commitment.
- Define conversion rate types in Oracle General Ledger.
- Define tax classification codes in E-Business Tax.
- Define employees.
- Define jobs.
- Define positions.
- Define position hierarchies.
- Define job and position names and their values.
- Define multiple organizations security profile.
- Define users in Oracle E-Business Suite System Administration.
- Set up security in Oracle E-Business Suite System Administration.

## Related Topics

Defining Calendars, *Oracle General Ledger User's Guide*

Placing a supplier on hold, *Oracle Payables User's Guide*

Defining Conversion Rate Types, *Oracle General Ledger User's Guide*

Defining Tax Codes, *Oracle Payables User's Guide*

Defining Financial Options, *Oracle Payables User's Guide*

Entering a New Person, *Managing People Using Oracle HRMS (UK)*

Defining a Job, *Using Oracle HRMS - The Fundamentals (UK)*

Defining a Position, *Using Oracle HRMS - The Fundamentals (UK)*

Creating a Position Hierarchy, *Using Oracle HRMS - The Fundamentals (UK)*

Defining Job and Position Names Keyfields, *Using Oracle HRMS - The Fundamentals (UK)*

Define Security Profile and Multiple Organizations (MO) Profile Options, *Oracle E-Business Suite Multiple Organizations Implementation Guide*

Setting User Profile Options, *Oracle E-Business Suite Setup Guide*:

Setting up Oracle E-Business Suite Security, *Oracle E-Business Suite Security Guide*

## Contract Commitment Setup Steps

The following table lists the setup steps for Contract Commitment.

Step Number	Step Description	Required or Optional
1	Define Multiple Organizations Security Profile, page 5-13	Required
2	Define Secondary Ledger, page 5-13	Required
3	Define Subledger Accounting Options, page 5-13	Required
4	Set Up E-Business Tax, page 5-13	Required
5	Enable Withheld Amounts, page 5-15	Required
6	Decide How to Use the Account Generator, page 5-16	Required
7	Set Up Payment Terms, Tax Names, and Bill-To Location, page 5-16	Required
8	Define Suppliers, page 5-16	Required
9	Set Up Accounting for Recoverable Taxes	Required
10	Define Commitment Period Status, page 5-17	Required
11	Define Contract Commitment Options, page 5-17	Required
12	Set Up Contract Commitment Types, page 5-19	Required
13	Define Approval Groups, page 5-20	Required
14	Assign Approval Groups, page 5-21	Required
15	Set Up Contract Commitment Level Security, page 5-22	Required

**Note:** For setting up taxes, ensure that the tax setup is updated with the

required E-Business Tax steps for setting tax information. When creating cover contracts in the funds check process, the operating unit address is used along with the tax rules.

## **Define Multiple Organizations Security Profile**

You must define the multiple organizations security profile to allow users to access to multiple operating units.

For more information see Define Security Profile and Multiple Organizations (MO) Profile Options, *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

## **Define Secondary Ledger**

You must define secondary ledger and use the secondary ledger for contract commitment only by setting the Subledger Accounting Enabled to **Yes**.

You must define secondary ledger and use the secondary ledger for contract commitment only by setting the Subledger Accounting Enabled to Yes. Multiple Funding Budgets must be enabled for the Secondary Ledger. This can be done from the Accounting Setup Manager in General Ledger by selecting the Mark Funding Budget as Commitment Budget option.

## **Define Subledger Accounting Options**

Subledger accounting options are used to define how journal entries are generated from subledger transactions at the subledger application level.

For more information, see Subledger Accounting Options Setup Overview, *Oracle Subledger Accounting Implementation Guide*.

## **Set Up E-Business Tax**

Use E-Business Tax to set up and maintain your transaction tax requirements. You can set up tax configurations to include the rules, default values, and other information necessary for each separate tax requirement. At transaction time, E-Business Tax uses your tax configuration to determine the taxes that apply to each transaction and to calculate the tax amounts.

For more information, see Setting Up Taxes in Oracle E-Business Tax, *Oracle E-Business Tax User Guide*.

## **Using Application Tax Options**

Use application tax options to create new taxes or update the migrated tax setup based on the Release 11i default hierarchy model. You use the Release 11i model to default a tax classification code to a transaction line. E-Business Tax uses the tax classification

code to determine the tax applicable and tax rate for the tax or taxes associated with the transaction, as defined in the appropriate direct tax rate determination rule.

The following application tax options are available for the migrated Receivables transaction tax data:

- Customer tax exemption override
- Service provider override
- Latin Tax Engine options

E-Business Tax creates application tax options for Release 11*i* migrated data using a combination of the operating unit and application. The application tax options reflect the setup as defined in Payables, Purchasing, Receivables, and Projects. You update this setup per your requirements. Application tax options always apply to a combination of operating unit and application, even if the operating unit is attached to a legal entity.

A defaulting hierarchy specifies the source for the tax classification codes and the order that E-Business Tax searches the sources to find a valid tax classification code at the time of transaction. If E-Business Tax does not find a valid tax classification code in the hierarchy, or if a defaulting hierarchy is not defined for the operating unit or application, then you optionally enter a tax classification code on the transaction line, else the direct tax rate determination rule based on tax classification does not apply.

The migrated data associated with the defaulting hierarchies for the operating unit or application combination retains the tax code that is originally assigned in the Release 11*i* application as a tax classification code. You can update the tax classification code assignment or create a new assignment in some cases.

Before you create or update application tax options, you must do the following:

- Set up tax classification lookup codes (optional)
- Enable tax exemptions for the applicable taxes (optional)

The following table indicates the pages in E-Business Tax for creating the tax classification code for Release 11*i* tax code assignment:

Release 11 <i>i</i> Tax Code Assignment	Page in E-Business Tax
Supplier	Main or Account Tax Details region in the Third Party Create Tax Profile page
Supplier Site	Main or Customer Account Site Business Purpose Tax Details region in the Third Part Site Create Tax Profile page

After creating the application tax options, you must enable the migrated direct tax rate determination tax rules or set up new tax rules that use tax classification codes as determining factors.

**To set up application tax codes:**

1. Navigate to the Create Application Tax Options page.
2. Enter the operating unit and application name.
3. Select the defaulting order hierarchy for the operating unit or application combination. The length of the hierarchy reflects the application hierarchy available in Release 11i.
4. If the defaulting order includes Oracle Payables Financial Options or the Receivables System Options, assign the financial options tax classification to this default hierarchy.

**Note:** You can also use the Application Tax Options page to update an operating unit and application combination.

**Inactivating a Defaulting Order**

You can inactivate the tax classification defaulting order for a specific operating unit and application. Use this option if you do not want to use the tax classification codes to determine the tax and calculate tax calculation transactions of an operating unit and application combination.

**Note:** Inactivating a defaulting order is an irreversible process. If an operating unit and application defaulting order is inactivated, you cannot reactivate the same defaulting order or create a new defaulting order for the same operating unit and application combination.

**Related Topics**

Evaluating Your Tax Configuration, *Oracle E-Business Tax User Guide*

**Enabling Withheld Amounts**

Withheld amounts form part of guarantee commitments, which occur when a user is

required to underwrite the cost of a contract but does not expect to pay the party with whom the contract was made. This functionality is enabled with the IGC: Enable Withheld Amount profile option.

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

- Site
- Responsibility
- User

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

### Related Topics

Specify Site-Level and Application-Level Profile Options Procedure, page 1-18

Guarantee Commitments, *Oracle Public Sector Financials (International) User Guide*

## Deciding How to Use the Account Generator

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

### Related Topics

Contract Commitment Account Generator Process, *Oracle Public Sector Financials (International) User Guide*

## Setting Up Payment Terms, Tax Names, and Bill-To Location

Use Oracle Payables to define payment terms, tax names should be defined and bill-to locations.

**Note:** Tax names must be defined for each operating unit.

### Related Topics

Payment Terms, *Oracle Payables User Guide*

Defining Tax Names, *Oracle Payables User Guide*

## Defining Suppliers

Use Oracle Payables to define suppliers for contract commitments.



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

#### To define suppliers:

1. In Contract Commitment, navigate to the Suppliers window.
2. Define the suppliers as required.

### Related Topics

Entering Suppliers, *Oracle Payables User Guide*

### Defining Commitment Calendar Period Status

To define the commitment calendar period status, navigate to the Contract Commitment Periods window, select the operating unit and assign the appropriate contract commitment calendar status to the available ledger periods.

The screenshot shows the 'Contract Commitment Periods' window. At the top, there is a label 'Operating Unit' with a text box containing 'EOPSA3'. Below this is a table with columns: 'Period Status', 'Period Number', 'Fiscal Year', 'Period Name', 'Start Date', and 'End Date'. The table lists 12 periods, all with a status of 'Open'. The first row is highlighted in yellow.

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	12	2008	12-08	01-DEC-2008	31-DEC-2008
Open	11	2008	11-08	01-NOV-2008	30-NOV-2008
Open	10	2008	10-08	01-OCT-2008	31-OCT-2008
Open	9	2008	09-08	01-SEP-2008	30-SEP-2008
Open	8	2008	08-08	01-AUG-2008	31-AUG-2008
Open	7	2008	07-08	01-JUL-2008	31-JUL-2008
Open	6	2008	06-08	01-JUN-2008	30-JUN-2008
Open	5	2008	05-08	01-MAY-2008	31-MAY-2008
Open	4	2008	04-08	01-APR-2008	30-APR-2008
Open	3	2008	03-08	01-MAR-2008	31-MAR-2008
Open	2	2008	02-08	01-FEB-2008	29-FEB-2008
Open	1	2008	01-08	01-JAN-2008	31-JAN-2008

### Defining Contract Commitment Options

Use the Contract Commitment Options window to set up document numbering, the default rate type and enforce supplier holds.

Contract Commitment Options

Operating Unit

Numbering

Entry  Type  Next Number

Control

Rate Type  ☐ Enforce Supplier Hold

**To define the contract commitment options:**

1. Navigate to the Contract Commitment Options window.
2. Select an operating unit.
3. Select the appropriate numbering entry.

**Note:** If the numbering method is manual, select the numbering type.

4. Choose a rate type that is used when a currency other than functional or EMU currency is selected.
5. Select Enforce Supplier Hold if you want to enforce payables supplier holds.

## Setting Up Contract Commitment Types

Assign Commitment Types (EOPSA Ledger1)

Operating Unit:

Contract Commitment

Preparer/Modifier Can

Type	State	Approve	Encumber	Approval Name	Approval Flow	Approval List
Cover	Cancelled	No	No	IGC Approval W	Approval Workfl	IGI Approval
Cover	Confirmed	Yes	Yes			
Cover	Completed	Yes	No			
Cover	Provisional	Yes	Yes			
Release	Cancelled	Yes	No			
Release	Confirmed	Yes	No			
Release	Completed	Yes	No			
Release	Provisional	Yes	No			

### To set up Contract Commitment types:

1. Navigate to the Assign Commitment Types window.
2. Select the operating unit.
3. Select the contract commitment type and state.
4. Use the Approve field to indicate whether the approver or modifier can approve their own contracts.
5. Use the Encumber field to indicate whether the approver or modifier can encumber their own contracts.
6. Select the name of the approval workflow to be executed.
7. Select the approval process executed to run approval workflow.
8. In the Approval List field, select the position hierarchies to be used for approvals.

## Defining Approval Groups

Operating Unit: EOPSA5

Group Name:

Description:

Total Amount Limit:

Inactive Date:

☒ Enabled

Approval Rules

Type	Amount Limit	Low Value	High Value	

### To define an approval group:

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

## Assigning Approval Groups

Operating Unit: EOPSA5  
Position:   
Job:   
Organization:

Approval Assignments

Effective

CC Type	CC State	Approval Group	From	To	

### To assign approval groups to contract commitment types:

1. Navigate to the Assign Approval Groups window.
2. Select the operating unit.
3. Select the position and job to which the approval group is to be assigned.
4. Select the contract commitment type and state.
5. Select the approval group assigned to the job.

**Note:** Only enabled approval groups are available for selection.

6. Enter the period during which the assignment must be active.

## Setting Up Contract Commitment Level Security Group

**Define Security Groups**

**Groups**

Group Name

Description

**Users**

	User Name	Description	Start Date	End Date
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### To set up Contract Commitment level security:

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

---

# Contract Commitment Template Setup

## Definition

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

## Overview

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

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

## Entering Template General Information

The screenshot shows the 'Contract Commitments' window. At the top, there are fields for 'Operating Unit' (EOPSA3), 'Number' (55), 'Version' (0), 'Commitment Type' (Template), 'Total Amount' (100.00), 'Currency' (GBP), 'Release Against' (empty), and 'Guarantee Commitment' (unchecked). Below these are tabs for 'General' and 'Accounting'. The 'General' tab is active, showing 'State' (Provisional), 'Approval Status' (Incomplete), and 'Control Status' (Entered). Underneath is a sub-tabbed area with 'Parties', 'Details', and 'Action History'. The 'Parties' sub-tab is active, showing a 'Third Party' section with fields for 'Supplier' (empty), 'Contact' (empty), 'Site' (empty), and 'Number' (empty). Below this are fields for 'Preparer' (IGI-DIRECTOR), 'Employee' (Abhishek Kumar), 'Terms' (empty), 'Owner' (ABERTHIE), 'Employee' (Berthier, Mr. Alain), and 'Bill To Location' (empty). At the bottom of the 'Parties' section is an 'Effective' section with 'Start Date' (29-DEC-2008) and 'End Date' (empty). At the very bottom of the window are buttons for 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'.

### To enter template general information:

1. Navigate to the Contract Commitments window.
2. Select an operating unit.
3. In the Number field if the document numbering is manual, enter a unique contract commitment identification number.
4. Select Guarantee Commitment to define the contract commitment as a guarantee commitment.

**Note:** If the commitment type is Standard and the user's responsibilities allow the creation of guarantee commitments then Guarantee Commitment is automatically selected.

5. Select the General tab and then the Parties tab.
6. Optionally, in the Supplier field, enter the name of the supplier with whom the contract commitment is made.



7. Optionally, enter the supplier location and contact name information.
8. In the Owner field, enter the contract commitment owner user identifier.
9. Optionally, in the Terms field, indicate when the payment is due.
10. Optionally, enter the bill-to location for contract commitments with the exception of cover contract commitments.
11. In the Start Date field, enter the effective start date for the contract commitment.
12. Optionally, enter an end date.
13. To enter a different currency, click Currency.
14. Enter the currency type.
15. If the currency is different than the functional currency, enter the exchange rate type, the conversion rate between the entered currency and the functional currency, and the date from which the currency conversion rate is effective.

**Note:** If the rate type is User, you must enter the rate for the contract commitment.

16. Select the Details tab.
17. Enter a description, access type, group, user name, and security access level.

**Note:** The same access level cannot be assigned to a group or user more than once.

Two different access levels cannot be assigned to the same user or group.

18. Select the Accounting tab and proceed with the next section.

## Contract Commitments Window Description, General Tab

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

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

<b>Field Name</b>	<b>Description</b>
Commitment Type	template contract commitment document type
Number	system-generated or manually entered unique contract commitment identification number; numeric or alpha numeric; numeric if automatically entered unless defined differently at setup
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
Release Against	not applicable
Total Amount	total sum of all the entered amounts in the Accounting tab
Currency	currency code for currency to be used in contract commitment
Guarantee Commitment	if selected, defines the contract commitment as a guarantee commitment; defaults to deselected; enabled if commitment type is Standard and user responsibilities allow creation of guarantee commitments
Descriptive Flexfield	user customized field
State	provisional contract commitment state; only state applied to templates
Approval Status	incomplete approval status; only status applied to templates
Control Status	entered contract commitment control status

Field Name	Description
Supplier	supplier name; supplier with whom contract commitment made  <b>Note:</b> A pop-up window informs users that the supplier is on hold.
Site	supplier location
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
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; no bill-to location for cover contract commitments
Start Date	effective contract commitment start date; defaults to current date
End Date	effective contract commitment end date

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

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

Field Name	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  <b>Note:</b> The same access level cannot be assigned to a group or user more than once.  Two different access levels cannot be assigned to the same user or group.
Currency...	opens the Currency window
Transition	Transition window; disabled if document type is Template
Encumbrance	Encumbrance window; disabled if document type is Template
Approve...	Approval window; disabled if document type is Template

The following table describes the Currency window.

**Contract Commitments Window Description, Currency Window**

Field Name	Description
Currency	currency type; defaults to ledger currency of current ledger

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
Rate Date	date currency conversion rate to be used
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 selected rate type is User  <b>Note:</b> If rate type is User, users must enter the rate for the contract commitment.

## Related Topics

Creating a Contract Commitment from a Template Procedure, *Oracle Public Sector Financials (International) User Guide*.

## Entering Template Accounting Information

Contract Commitments

Operating Unit: EOPSA3    Number: 55    Version: 0  
 Commitment Type: Template    Total Amount: 100.00    Currency: GBP  
 Release Against:    Guarantee Commitment: ☐

General    **Accounting**

Distributions    **Projects**    More

Line	Cover Line	Project	Task	Type	Expenditure Organization
1	123	1.1		11600 - Lab Equipment	EOPSA3

**Account Description**  
 Charge: Default.No Department.Default.No Sub    Budget: Default.No Department.Default.No Sub

Payment Schedule

Currency...    Transition    Encumbrance    Approve...

### To enter template accounting information:

1. Select the Distributions tab.
2. Optionally, enter a description.
3. Enter an amount for each line. This amount must be more than the billed amount when doing adjustments. If the currency entered is different than the functional currency, Contract Commitment converts the amount to the functional currency.
4. Optionally, if the commitment type is Standard, enter an amount for the part of the commitment which might not be paid.

**Note:** This field has no connection with the Withheld Amount field on the Payables Invoice Workbench.

5. Select the Projects tab.
6. Optionally, enter a project identifier.
7. If the Project field is enabled, enter the task number, expenditure type, organization,

and date related to the selected project.

8. Select the More tab.
9. 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.
10. Optionally, enter the charge account accounting flexfield.
11. If budgetary control is enabled, enter the budget account accounting flexfield.
12. Select Taxable to indicate if the account is taxable.
13. Optionally, enter the tax name.
14. To enter payment forecast information, proceed to the next section.

## Contract Commitments Window Description, Accounting Tab

The following table describes the Contract Commitments window, Accounting and Distributions Tabs. For information on the header and footer regions, see the Contract Commitments Window Description, Header Region and General and Parties Tab table, page 6-4, and the Contract Commitments Window Description, General and Details Tabs and Footer Region table, page 6-6.

***Contract Commitments Window Description, Accounting and Distributions Tabs***

Field Name	Description
Line	system-generated line number generated for every new line
Cover Line	cover line number against which release is matched and selected; disabled if document type is Template
Description	user-entered line description
Entered Amount	user-entered amount for each line; must be more than billed amount when doing adjustments. If currency entered is different than functional currency, Contract Commitment converts the amount to the functional currency.

Field Name	Description
Withheld Amount	<p>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</p> <p><b>Note:</b> This field has no connection with the Withheld Amount field on the Payables Invoice Workbench.</p>
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 releases
Descriptive Flexfield	user-customizable field
Charge	displays description of the charge account entered in the Charge Account field of the Accounting tab - More tab in the Contract Commitments window
Budget	displays description of the budget account entered in the Budget Account field of the Accounting tab - More tab in the Contract Commitments window
Payment Schedule	opens Contract Commitments, Forecast tab window for selected contract commitment account; enabled after charge account entered

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



***Contract Commitments Window Description, Accounting and Projects Tabs***

<b>Field Name</b>	<b>Description</b>
Project	project identifier
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
Descriptive Flexfield	user-customizable field

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

***Contract Commitments Window Description, Accounting and More Tabs***

<b>Field Name</b>	<b>Description</b>
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 defaults apply
Tax Name	tax name; tax defaults apply
Descriptive Flexfield	user-customizable field

## Entering and Viewing Template Payment Forecast Information

Line	Cover Line	Date	Entered Amount	Unencumbered Amount	Billed Amount
1		29-NOV-2007	100.00	0.00	0.00

Buttons: Invoices Drilldown, Close

### To enter and view template payment forecast information:

1. Click Payment Schedule in the Accounting tab of the Contract Commitments window.
2. If standard budgetary control is enabled, enter the date for reserving funds on the appropriate standard budget.

**Note:** This date cannot be modified for releases and other modifications.

3. In the Entered Amount field, enter the payment forecast value in the entered currency. The sum of all payment forecasts must be equal to the entered amount of the account information plus the withheld amount.

The amounts shown in this table are automatically displayed:

Amount	Description
Unencumbered Amount	Unencumbered amount is the computed functional amount minus encumbered amount.

Amount	Description
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.

4. Select the Summary tab to view forecast information..

## Contract Commitments Window Description, Forecast Tab

### *Contract Commitments Window Description, Forecast Tab*

Field Name	Description
Line	<p>system-generated payment forecast number; dependent on account line</p> <p><b>Note:</b> Each account line has a separate set of payment forecasts.</p>
Cover Line	field enabled only if commitment type is Release; cover line number against which release is selected; disabled if document type is Template
Date	if standard budgetary control is enabled, indicates date for reserving funds on the appropriate standard budget; cannot be modified for releases and other validations; default is current date.
Entered Amount	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.

Field Name	Description
Unencumbered Amount	Unencumbered amount is the computed functional amount minus encumbered amount.
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
Close	closes Forecast window and returns to the account line where <b>Payment Schedule</b> clicked

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## Dossier Setup

### Overview

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

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

### Prerequisites

Before setting up Dossier, you must:

- Enable Dossier in the Enable OPSF(I) Features window.
- Define fiscal years in the Accounting Calendar window.
- Define the accounting flexfield structure before creating dossier numbering schemes.

### Related Topics

- Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20.
- Defining Calendars, *Oracle General Ledger User Guide*
- Defining Your Account Structure, *Oracle General Ledger User Guide*

## Dossier Setup Steps

This table lists setup steps for Dossier.

Step Number	Step Description	Required or Optional
1	<b>Create Additional Users</b> , page 7-2	Required
2	<b>Define Jobs</b> , <i>Oracle Human Resources User's Guide</i>	Required
3	<b>Define Positions</b> , <i>Oracle Human Resources User's Guide</i>	Required
4	<b>Define Position Hierarchies</b> , <i>Oracle Human Resources User's Guide</i>	Required
5	<b>Define Budgets</b> , <i>Oracle General Ledger User Guide</i>	Required
6	<b>Define Budget Organizations</b> , <i>Oracle General Ledger User Guide</i>	Required
7	<b>Set Up Dossier Numbering</b> , page 7-3	Required
8	<b>Set Up Dossier Types</b> , page 7-4	Required

### Create Additional Users

Enable new or existing users to access Oracle Public Sector Financials (International).

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

### Related Topics

Creating Users, *Oracle E-Business Suite User's Guide*:

## Set Up Dossier Numbering

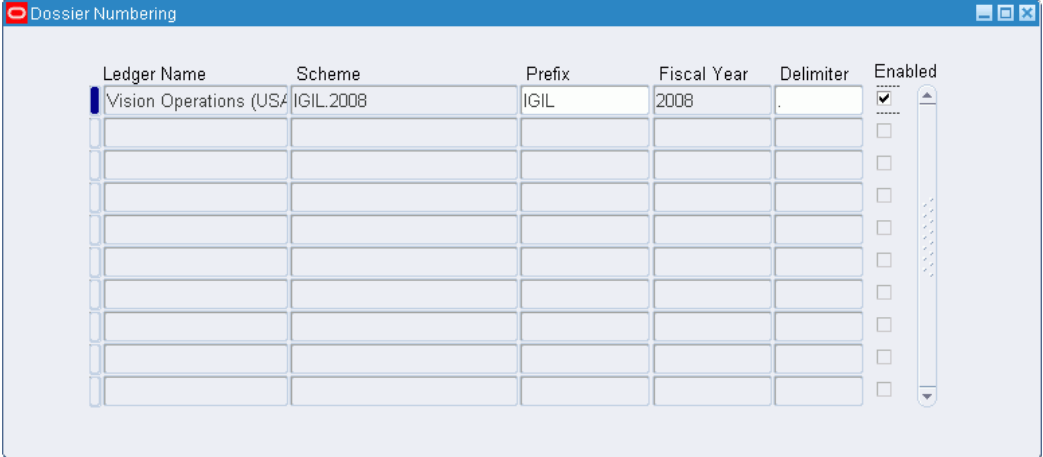
Dossier lets you number dossiers uniquely and sequentially.

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

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

For information, see Setting Up Dossier Numbering Procedure, page 7-3.

### Setting Up Dossier Numbering Procedure



Ledger Name	Scheme	Prefix	Fiscal Year	Delimiter	Enabled
Vision Operations (USA)	IGIL2008	IGIL	2008	.	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

#### To set up dossier numbering:

1. Navigate to the Dossier Numbering window.
2. Select the ledger name.
3. Enter a prefix of no more than five characters as the first part of the sequence number.
4. Select the fiscal year.
5. You can enter a delimiter to separate the Prefix, Fiscal Year, and the sequence number.
6. Select the Enabled check box to activate the dossier numbering.
7. Click Save.

The Scheme field is populated with the numbering scheme.

**Note:** A numbering scheme cannot be disabled after assigning to a dossier type.

## Set Up Dossier Types

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

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

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

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

Examples of dossier types are:

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



### ***Relationships between Dossier Types***

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

You can define different types of dossier transactions using combinations of settings. An example is shown in this table.

### ***Dossier Type Example***

<b>Dossier Purpose</b>	<b>Define Type</b>	<b>Budget Type</b>
Transfer expense budget amounts from source account to destination account	Define Source and Destination	Balanced; debit destination account and credit source account

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

For information, see *Setting Up Dossier Types Procedure*, page 7-6.

## Setting Up Dossier Types Procedure

**Dossier Types (Vision Operations (USA))**

Ledger Name	Dossier Name	Description	Relationship	Related Dossier Type	Numbering Scheme
Vision Operation	DOSSIER		Parent		IGIL-2008

**Sources**

Line Number	Budget Organization	Budget	From Account	To Account
1	Budget ENC	B1	01-999-5900-0000-000	01-999-6900-000

**Destinations**

Line Number	Budget Organization	Budget	From Account	To Account
1	Budget ENC	B1	01-999-5900-0000-000	01-999-6900-000

### To set up dossier types:

1. Navigate to the Dossier Types window.
2. Select the ledger name.
3. Enter a unique dossier type name and a description, if required.
4. Select a dossier relationship.
5. If the dossier type is not *Parent*, select the parent dossier name.
6. Select a numbering scheme that is not yet allocated to any dossier.
7. In the Approval Hierarchy field, select the HR position hierarchy for the dossier type.
8. In the Amount Type field, select the way in which you wish to view the funds in the Dossier window.
9. Check the Multi Annual check box to enable multiple-year budgeting.
10. Check the Balanced check box to enable balanced budgeting.

The Sources line number for the selected dossier type is displayed.

**Note:** Do not select the Enabled check box until the entire setup procedure is completed.

11. In the Sources tab, select the budget organization name as defined in the Define Budget Organization window.
12. Select the budget assigned to the selected budget organization.
13. Select the accounting flexfield range required for the budgetary transfer source. The range must fall within the selected budget organization's account ranges.  
The Destinations line number is displayed.
14. In the Destination tab, select the budget organization name.
15. In the Budget Organization field, select the budget assigned to the budget organization.
16. Select the accounting flexfield range required for the budgetary transfer destination. The range must fall within the selected budget organization's account ranges.
17. Click Save.
18. To define the source accounting flexfield segment defaults, click the current record drill-down button in the Source usage region.

The screenshot shows the 'Source Usages' window with a table titled 'Source Usage'. The table has five columns: 'Source Usage', 'Visible', 'Default Type', 'Default Value', and 'Updatable'. The 'Visible' and 'Updatable' columns contain checkboxes. The 'Default Type' column contains the word 'Segment'. The 'Default Value' column contains empty text boxes. The 'Source Usage' column lists 'Company', 'Department', 'Account', 'Sub-Account', 'Product', and an empty row. All checkboxes in the 'Visible' and 'Updatable' columns are checked. A vertical scroll bar is on the right side of the table. At the bottom of the window are 'Cancel' and 'OK' buttons.

Source Usage	Visible	Default Type	Default Value	Updatable
Company	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Sub-Account	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Product	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>

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

Destination Usage	Visible	Default Type	Default Value	Updatable
Company	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Sub-Account	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
Product	<input checked="" type="checkbox"/>	Segment		<input checked="" type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>

20. Select Visible to view the segment in the Dossier window.

The check box can be deselected only if a default type exists.

21. Select the default type.

The Parent Destination type can only be assigned to Child dossier destination segments.

22. Select the default value.

**Note:** The default value is required for Segment and Profile default types.

23. Check Updateable.

- If the Default Type field is blank and the Visible check box is selected, you must select Updateable.
- The Updateable check box should be unchecked for the default type Parent Destination.

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

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

deleted in the Dossier Types window.



---

# Exchange Protocol Setup

## Overview

Exchange Protocol provides a secured approval framework for separating the authorizing and accounts departments to ensure effective control over public finances. The authorizing department controls and executes the budget. The accounts department handles payments and financial accounting.

Exchange Protocol circulates accounting documents such as invoices and credit memos between authorizers through user-definable approval hierarchy workflows. Workflow ensures accounting transactions are approved before they are paid.

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

These components must be set up for Exchange Protocol:

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

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

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

Workflow circulates dialog units using transmission units. Each transmission unit can

consist of one or more dialog units.

## Exchange Protocol Numbering

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

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

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

- Order numbers
- Legal numbers

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

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

## Approval Workflow

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

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

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

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

## Approval Workflow Notification

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

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

The approver receives a notification to validate dialog units in the transmission unit.



After validating and closing the notification, the approver receives another notification listing the approvers if there is more than one person at the next level. The approver selects the next approver on the list and closes the notification.

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

## Prerequisites

Before setting up Exchange Protocol, you must:

- Enable the Exchange Protocol feature.
- Enable Oracle Workflow in the Oracle E-Business Suite environment.
- Check Use Approval Hierarchies in the Human Resources region of the Financials Options window in Payables.
- Check if setup is complete for each operating unit in case of multiple organizations support.

## Related Topics

Defining Financials Options, *Oracle Payables User Guide*

Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20

## Exchange Protocol Setup Steps

Complete the following steps before proceeding with the Exchange Protocol Setup Checklist, page 8-4.

Step Number	Step Description	Required or Optional
1	<b>Create Additional Users</b> , page 8-4	Required
2	Set <b>Profile Options</b> , page B-1	Required
3	<b>Defining Jobs</b> , page 8-5	Required
4	<b>Define Positions</b> , <i>Oracle Human Resources User's Guide</i>	Required

Step Number	Step Description	Required or Optional
5	Fill Employee Hierarchy, page 8-4	Required

## Create Additional Users

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

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

### Related Topics

Creating Users, *Oracle E-Business Suite User's Guide*:

## Fill Employee Hierarchy

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

### Related Topics

Filling Employee Hierarchy, *Oracle Purchasing User Guide*

## Exchange Protocol Setup Checklist

The Exchange Protocol setup checklist is shown in this table.

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

All setup steps designated as Conditionally required are necessary for special conditions.

### *Exchange Protocol Setup Checklist*

Step Number	Setup Step	Type
Step 1	Define Approval Profiles as follows:	Required
Step 1	A. Define Jobs	Required

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

## Defining Jobs

Define specific Exchange Protocol jobs in Oracle Purchasing.

**Note:** Approval profiles can only be defined after relevant jobs, positions, and position hierarchies are defined.

## Related Topics

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

## Defining Positions

Define Exchange Protocol positions in Oracle Purchasing.

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

## Related Topics

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

## Assigning Jobs and Positions to an Employee

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

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

## Related Topics

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

## Assigning Employees to Users

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

**To assign an Exchange Protocol employee to a user:**

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

**Note:** An employee must be assigned to one user.

## Related Topics

Creating Users, *Oracle E-Business Suite User's Guide*:

## Defining Position Hierarchies

Define the hierarchy of positions for the same Exchange Protocol role in the Position Hierarchy window in Purchasing.

**Note:** The same user cannot belong to more than one position in a single position hierarchy.

**Note:** All positions designated in the approval workflow must be present in the position hierarchy.

## Related Topics

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

## Filling Employee Hierarchy

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

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

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

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

## Related Topics

Filling Employee Hierarchy, *Oracle Purchasing User Guide*

## Defining Approval Profiles

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

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

### Approval Profiles Window

The screenshot shows the 'Approval Profiles' window. It contains the following fields and controls:

- Operating Unit:** A dropdown menu with 'OPSF1' selected.
- Name:** A text input field.
- Position Hierarchy:** A dropdown menu.
- Final Approver Position:** A dropdown menu.
- Legal Document Position:** A dropdown menu.
- Enabled:** A checkbox that is currently unchecked.
- View Hierarchy:** A button located at the bottom right of the window.

#### To define the approval profile:

1. Navigate to the Approval Profiles window.
2. Select the operating unit.
3. Enter an approval profile name.
4. Select the appropriate hierarchy.
5. Select the position of the person authorized to finally approve transmission units.
6. Select the position where legal numbering is attached to the dialog and transmission unit during the approval process.

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

7. select the Enabled check box to activate the approval profile.

8. Click View Hierarchy to display the Human Resources Position Hierarchy window to view details of the selected position hierarchy.

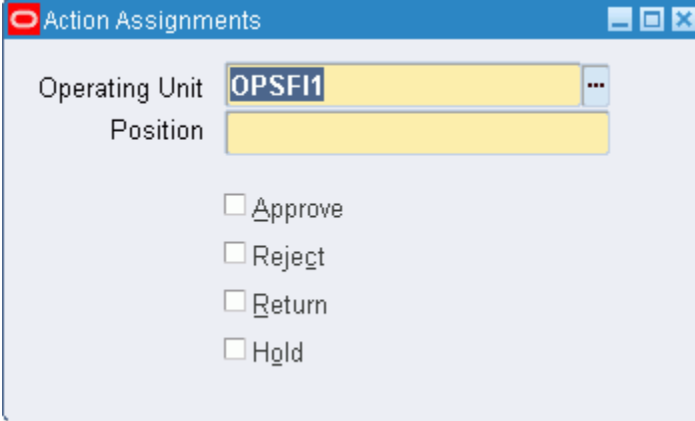
## Related Topics

Creating Position Hierarchies, *Oracle Human Resources User Guide*

## Defining Position Actions

Define at least one action for each of the positions in the Exchange Protocol position hierarchy.

### Action Assignments Window



### To define position actions:

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

## Defining Dialog Unit Types

Define the structure and content of dialog unit types.

### *Dialog Unit Types Window*

The screenshot shows the 'Dialog Unit Types' window with the following fields and options:

- Operating Unit:** A dropdown menu with 'OPSF11' selected.
- Dialog Unit Type:** A text input field.
- Application:** A text input field.
- Description:** A text input field.
- Effective Dates:** A section with 'From' and 'To' date pickers. 'From' is set to '26-JUN-2008'.
- Single Third Party:** A checkbox.
- Single Third Party Site:** A checkbox.
- Transaction Types:** A list box with a scroll bar, currently showing one empty row.

### **To define a dialog unit type:**

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



## Defining Transmission Unit Types

*Transmission Unit Types Window*

The screenshot shows the 'Transmission Unit Types' window. It contains the following fields and controls:

- Operating Unit:** A dropdown menu with 'OPSF1' selected.
- Transmission Unit Type:** An empty text field.
- Description:** An empty text field.
- Approval Profile:** An empty text field.
- Effective Dates:** A group box containing 'From' (set to '26-JUN-2008') and 'To' (empty) date pickers.
- Allow Override:** An unchecked checkbox.
- Dialog Unit Types:** A list box with four empty rows for selecting dialog unit types.

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

### **To define a transmission unit type:**

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

## Defining Exchange Protocol Numbering Schemes

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

### Exchange Protocol Schemes Window

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

#### To define exchange protocol numbering:

1. Navigate to the Exchange Protocol Schemes window.
2. Select the operating unit.
3. Select a numbering type.
4. Select the numbering class.
5. Select the dialog unit or transmission unit type.
6. Enter either a prefix or suffix.
7. Select a fiscal year.
8. Enter the next available sequence number.

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

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

---

## Generic Interface Setup

### Definition

The Generic Interface setup windows are used to identify and map a relationship between an external system, such as a payroll system, and corresponding elements in the General Ledger system.

This chapter describes the journal source and feeder book windows only.

### Overview

The following Oracle Public Sector Financials (International) and Oracle General Ledger windows are described:

- System Profile Values window
- Journal Categories window
- Feeder Book Mapping window
- Feeder Period Mappings window
- Feeder System Descriptors window

The setup windows identify external sources for data and ensure journal lines are imported correctly into the appropriate journals and period in the correct ledger.

A profile option can be set at site, application, responsibility, or user level to control access to secure feeder system data.

The layout of feeder system data files must conform to the file specification. The following table shows how field names in the feeder system data file relate to General Ledger items.

### ***Mapping Feeder System Data File Fields to General Ledger***

<b>Feeder System Data File Element Record Type</b>	<b>Feeder System Data File Element Field Name</b>	<b>Maps to General Ledger Item</b>	<b>In Window ...</b>
FH, file header	Feeder Book ID	Ledger ID	Feeder Book Mapping
FH, file header	Source Period Name	General Ledger period name	Feeder Period Mappings
JH, journal header	Category Name	Journal entry category	Define Journal Categories
TL, transaction line	Feeder System Descriptors	Detail fields in corresponding General Ledger area	Feeder System Descriptors

## **Related Topics**

3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-18.

Defining Journal Categories, *Oracle General Ledger User's Guide*

## **Prerequisites**

Accounting periods must be defined in the General Ledger. Journal categories must be defined in the General Ledger.

To define accounting periods and journal categories see *Setting Up, Oracle General Ledger User's Guide*.

If using Generic Interface, the source must be defined as Import References and set to Yes.

## **Generic Interface Setup Steps**

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:

- Set Profile Options, page 9-3

- Define Additional Journal Entry Sources, page 9-3
- Define Map Feeder Books, page 9-3
- Define Map Feeder Periods, page 9-4
- Define Feeder System Descriptors, page 9-6

## Set Profile Options

Generic Interface provides one profile option - Generic Interface: View Secure Sources - that controls access to secure source feeder system detail transactions.

For information on setting profile options, see the following:

- 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-18.
- Setting Profile Options, page B-1.

## Define Additional Journal Entry Sources

This step is recommended.

There are no predefined journal entry sources available for Generic Interface. Users can define journal sources as required.

### To define journal sources:

1. In General Ledger, navigate to the Journal Sources window as follows:

#### **Setup - Journal - Sources**

2. Define journal entry sources to uniquely identify journals imported using the generic interface.

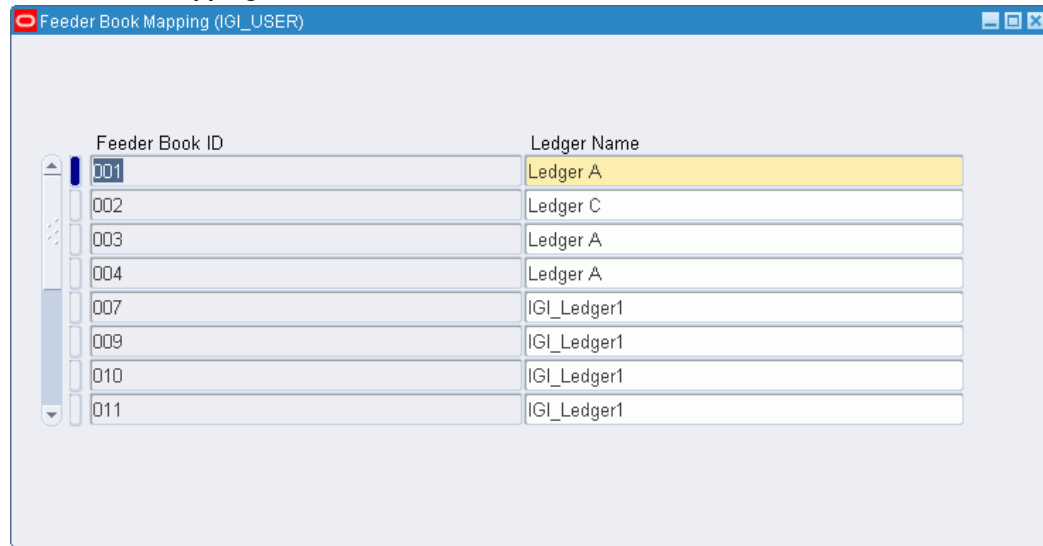
For information on defining journal sources, see *Defining Journal Sources, Oracle General Ledger User's Guide*.

**Note:** Users must select the Import Journal References check box for each journal source to be used.

## Define Map Feeder Books

This step is required.

### Feeder Book Mapping Window



The screenshot shows a window titled "Feeder Book Mapping (IGI\_USER)". Inside, there is a table with two columns: "Feeder Book ID" and "Ledger Name". The table contains the following data:

Feeder Book ID	Ledger Name
001	Ledger A
002	Ledger C
003	Ledger A
004	Ledger A
007	IGI_Ledger1
009	IGI_Ledger1
010	IGI_Ledger1
011	IGI_Ledger1

To map book IDs from the feeder system to the ledger:

1. Navigate to the Feeder Book Mapping window as follows:  
**OPSF(I) Generic Interface - Setup - Book Mapping**
2. In the Feeder Book ID field, enter the feeder book identifier as defined in the feeder system.
3. In the Ledger Name field, enter the ledger to map to the ledger in the feeder system.

### Feeder Book Mapping Window Description

#### Feeder Book Mapping Window Description

Field Name	Description
Feeder Book Id	Feeder book identifier as defined in feeder system
Ledger Name	Ledger name to be mapped to feeder book specified by Feeder Book Id

### Define Map Feeder Periods

This step is required.

### Feeder Period Mappings Window

Ledger Name  ...

Source Name  Description

**Period Mapping**

Source Period Name	Ledger Period Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

#### To map periods from the feeder system to General Ledger periods:

1. Navigate to the Feeder Period Mappings window as follows:

#### OPSF(I) Generic Interface - Setup - Period Mapping

2. In the Ledger Name field, enter the name of the ledger to map the feeder system periods.
3. In the Source Name field, enter the name of the feeder system that supplies transactions for this journal.
4. In the Source Period Name field, enter the period name as it appears in the feeder system.
5. In the General Ledger Period Name field, enter the General Ledger period name that corresponds to this period in the feeder system.

## Feeder Period Mappings Window Description

### *Feeder Period Mappings Window Description*

Field Name	Description
Ledger Name	Corresponding ledger to map feeder system periods
Source Name	Feeder system journal source name
Description	Feeder system journal source description
Source Period Name	Feeder system period name
General Ledger Period Name	Corresponding General Ledger period name

## Define Feeder System Descriptors

This step is required.



### Feeder System Descriptors Window

Source Name  ... Description

**Transaction Descriptors**

☒ Secure Source

Date Picture

Descriptor 1

Descriptor 2

Descriptor 3

Descriptor 4

Descriptor 5

Descriptor 6

Descriptor 7

#### To define system descriptors:

1. Navigate to the Feeder System Descriptors window as follows:

#### **OPSF(I) Generic Interface - Setup - Feeder Descriptors**

2. In the Source Name field, enter the name of the feeder system that supplies transactions for this journal.
3. If some users are not allowed access to transaction details imported from this feeder system, select Secure Source.

This option is available only if the Generic Interface: View Secure Sources profile option is set to No.

For information on setting profile options, see 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-18.

4. In the Date Picture field, enter the format used by the feeder system for displaying dates. Typical values are as follows:
  - DD/MON/YYYY, the Oracle Public Sector Financials (International) standard date format
  - DDMMYYYY
  - DD/MM/YYYY

5. Enter the transaction descriptor names used by the feeder system.  
Transaction descriptors correspond to General Ledger field names.

## Feeder System Descriptors Window Description

### *Feeder System Descriptors Window Description*

Field Name	Description
Source Name	Feeder system source name
Description	Feeder system source description
Secure Source	Restricts access to journal source feeder information
Date Picture	Feeder system date format
Descriptor	Transaction descriptors

---

## Hierarchical Drill-Down Inquiry Setup

### Overview

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

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

- Set up Drill-Down levels for the ledgers associated to the responsibility in Data Access Set using the profile option GL: Data Access Set.
- Define the chart of accounts segments for a ledger to create drill-down inquiry mapping.
- Submit a concurrent request to generate drill-down mapping.

### Hierarchical Drill-Down Example

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

This table shows an example of a hierarchical viewing structure.

#### *Hierarchy Viewing Structure Example*

Inquiry Level	Segment	View Balances for Combination of Segments
1	A	-
2	B	-

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

## Prerequisites

Before setting up Hierarchical Drill-Down Inquiry, the Hierarchical Drill-Down Inquiry feature must be enabled.

To enable the Hierarchical Drill-Down Inquiry feature, see Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20.

## Setting Up Drill-Down Levels

Setup Drill-Down Levels (IGI\_USER)

Ledger Name: IGI Ledger

Segment

Level	Name	Number
1	Company	1
2	Department	2
3	Account	3
4	Sub-Account	4
5		
6		

**To define accounting flexfield segments for a ledger:**

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

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

6. Save your work.

A concurrent request ID that creates a mapping view for drill-down inquiries is generated.

**Note:** A ledger can have only one drill-down. When a drill-down setup is saved for a ledger, the new setup overwrites the existing setup.



---

# Inflation Accounting for Assets Setup

## Overview

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

## Setting Up Price Indexes

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

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

## Inflation Accounting Options

The Inflation Accounting Options window enables corporate books to be used with inflation accounting. You can perform these tasks:

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

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

## Setting Up the Import/Export Process

Inflation Accounting for Assets includes migrating from Modified Historic Cost Accounting and corporate books in Oracle Assets. These profile options are available:

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

For information on the migration process, see *Inflation Accounting for Assets Implementation Procedures*, page 12-1.

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

## Prerequisites

Before implementing Inflation Accounting for Assets, you should read the Inflation Accounting for Assets process information.

For information on inflation accounting, see *Inflation Accounting for Assets Process, Oracle Public Sector Financials (International) User Guide*.

## Inflation Accounting for Assets Setup Steps

This table describes the setup steps for Inflation Accounting for Assets which include Oracle Assets and General Ledger setup.

Step Number	Step Description	Required or Optional
1	Descriptive Flexfield Concepts, <i>Oracle E-Business Suite Flexfields Guide</i>	Optional
2	<b>Account Generator:</b> See: Overview of the Account Generator, <i>Oracle E-Business Suite Flexfields Guide</i>	Required
3	Define Default Accounting Rules, page 11-6	Required



Step Number	Step Description	Required or Optional
4	<b>Asset Key Flexfields:</b> See:Key Flexfield Segments Window, <i>Oracle E-Business Suite Flexfields Guide</i>	Required
5	<b>Asset Category Flexfields:</b> See: Segment Values Window, <i>Oracle E-Business Suite Flexfields Guide</i>	Required
6	<b>Location Flexfields:</b> See: Segment Values Window, <i>Oracle E-Business Suite Flexfields Guide</i>	Optional
7	Set UpProfile Options, page B-1	Required
8	<b>Define Ledgers:</b> See Ledgers Window, <i>Oracle General Ledger User Guide</i>	Required
9	Define Journal Sources, <i>Oracle General Ledger User Guide</i>	Required
10	Define Journal Categories, <i>Oracle General Ledger User Guide</i>	Required
11	Define Unit of Measure Classes, <i>Oracle Inventory User's Guide</i>	Optional
12	Define Unit of Measure Classes, <i>Oracle Inventory User's Guide</i>	Optional
13	Define Suppliers, <i>Oracle Payables User's Guide</i>	Optional

Step Number	Step Description	Required or Optional
14	Enter Person, <i>Oracle HRMS HR Foundation</i>	Optional
15	Set Up Security, <i>Oracle Human Resources Management Systems User's Guide</i>	Optional
16	<b>Set Up Numbering:</b> See: Specifying System Controls, <i>Oracle Fixed Assets User Guide</i>	Optional
17	Specifying System Controls, <i>Oracle Fixed Assets User Guide</i>	Required
18	Define Locations, <i>Oracle Assets User Guide</i>	Required
19	Define Asset Keys, <i>Oracle Assets User Guide</i>	Optional
20	Enter Quick Codes, <i>Oracle Assets User Guide</i>	Optional
21	Create Fiscal Years, <i>Oracle Assets User Guide</i>	Required
22	Specify Dates for Calendar Periods, <i>Oracle Assets User Guide</i>	Required
23	Set Up Security by Book, <i>Oracle Assets User Guide</i>	Required

Step Number	Step Description	Required or Optional
24	<p><b>Define Book Controls:</b></p> <p>See: Asset Books Setup, <i>Oracle Public Sector Financials (International) User's Guide</i>,   Historic or Corporate Books Setup, <i>Oracle Public Sector Financials (International) User's Guide</i>, and   Defining Depreciation Books, <i>Oracle Assets User Guide</i>.</p>	Required
25	<p><b>Enable Intercompany Accounting:</b></p> <p>See Entering Accounting Rules for a Book, <i>Oracle Assets User Guide</i></p>	Optional
26	<p>Define Additional Depreciation Methods, <i>Oracle Assets User Guide</i></p>	Required
27	<p>Set Up Depreciation Ceilings, <i>Oracle Assets User Guide</i></p>	Optional
28	<p><b>Investment Tax Credit:</b></p> <p>See Tax Workbench, <i>Oracle Assets User Guide</i></p>	Optional
29	<p>Specify Dates for Prorate Conventions, <i>Oracle Assets User Guide</i></p>	Required
30	<p>Define Price Indexes, <i>Oracle Assets User Guide</i></p>	Optional
31	<p>Set Up Asset Categories, <i>Oracle Assets User Guide</i></p>	Required
32	<p>Define Distribution Sets, <i>Oracle Assets User Guide</i></p>	Optional

Step Number	Step Description	Required or Optional
33	Enter Leases, <i>Oracle Assets User Guide</i>	Optional
34	Define Asset Warranties, <i>Oracle Assets User Guide</i>	Optional
35	<b>Insurance:</b>  See: Fixed Assets Insurance Window Reference, <i>Oracle Assets User Guide</i>	Optional
36	Set Up Calendar Price Indexes for Inflation Accounting Procedure, page 11-9	Required
37	Enable Corporate Books, page 11-11	Required
38	Specify Directory Location for Export/Import Data Files, page 11-12	Optional

## Define Default Accounting Rules

Oracle Assets includes the following Application Accounting Definitions (AAD):

- **Assets Standard Accounting with Inflation Accounting:** New AAD for users using Inflation Accounting for Assets.
- **Assets Standard Accounting:** For users not using Inflation Accounting for Assets.

Inflation Accounting for Assets does not use the default subledger accounting method and, therefore, you must modify the seeded subledger accounting method and assign the new AAD to Oracle Assets. The Assets Standard Accounting with Inflation Accounting AAD is the same as Assets Standard Accounting Application Accounting Definition except for a new Journal Line Definition (JLD) called Inflation Standard Accounting JLD, which performs additional calculations for inflation by creating a common set or subset of journal entries for each event. The Journal Line Definition applies to all event classes and event types.

The following table describes the journal line types that are defined and assigned to the Inflation Standard Accounting JLD:

<b>Journal Line Type</b>	<b>Debit (Dr) or Credit (Cr)</b>
Cost	Dr
Depreciation Expense	Dr
Depreciation Reserve	Cr
Backlog Reserve	Cr
Operating Expense	Dr
General Fund	Cr
Revaluation Reserve	Cr
Revaluation Reserve Retire	Cr

The following are the default account derivation rule for each journal line type:

<b>Journal Line Type</b>	<b>Account Derivation Rules</b>
Cost	CCID defined for Asset Category
Depreciation Expense	CCID defined for Asset Category
Depreciation Reserve	CCID defined for Asset Category
Backlog Reserve	CCID defined in Inflation Accounting Options for an Asset Category
Operating Expense	CCID defined in Inflation Accounting Options for an Asset Category
General Fund	CCID defined in Inflation Accounting Options for an Asset Category
Revaluation Reserve	CCID defined in Inflation Accounting Options for an Asset Category

Journal Line Type	Account Derivation Rules
Revaluation Reserve Retire	CCID defined in Inflation Accounting Options for an Asset Category

The following are the seeded journal entry descriptions from source:

- **Inflation Journal Entry Description:** This constitutes transaction meaning and the account date. For example, Addition 14-Dec-2007 13:00:00
- **Inflation Journal Entry Line Description:** This constitutes transaction meaning, adjustment meaning and accounting date. For example, Depreciation Expense Backlog 14-Dec-2007 13:00:00

Accounting Methods Builder (AMB) Overview, *Oracle Subledger Accounting Implementation Guide*

Application Accounting Definitions, *Oracle Subledger Accounting Implementation Guide*

Subledger Accounting Method, *Oracle Subledger Accounting Implementation Guide*

Journal Line Types, *Oracle Subledger Accounting Implementation Guide*

Account Derivation Rules, *Oracle Subledger Accounting Implementation Guide*

Journal Entry Descriptions, *Oracle Subledger Accounting Implementation Guide*

## Event Models

Accounting events are transactions that have a financial accounting impact. Examples of accounting events are issuing an invoice and disposing an asset. Financial accounting information are recorded for these events. Accounting events must be captured when transactions are committed in the subledgers. Accounting events are categorized into event types. Event types are grouped into event classes that in turn are grouped into event entities.

Inflation Accounting for Assets uses the following event entities of Oracle Assets:

- Depreciation
- Transaction

Inflation Accounting for Assets uses the following event classes of Oracle Assets in addition to its own event class Inflation Revaluation:

- Depreciation
- Additions
- Adjustments

- Category Reclass
- Retirements
- Transfers

**Note:** Inflation Accounting for Assets creates a process category called Inflation Revaluation for its event class.

Inflation Accounting for Assets uses the following event types of Oracle Assets in addition to its own event type Inflation Revaluation:

- Depreciation
- Additions
- Adjustments
- Category Reclass
- Retirements
- Reinstatements
- Transfers

Event Model, *Oracle Subledger Accounting Implementation Guide*

## Setting Up Calendar Price Indexes for Inflation Accounting

**Setup Calendar Price Indexes**

**Price Index**

Price Index

**Calendars**

Calendar	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Price Index Values**

Date From	Date To	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Latest Rebase Details**

Rebase Period	Rebase Date	Value Before Rebase	Value After Rebase
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### To set up calendar price indexes for inflation accounting:

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

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

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

In the Price Index Values region, the Date From and Date To fields are automatically populated.

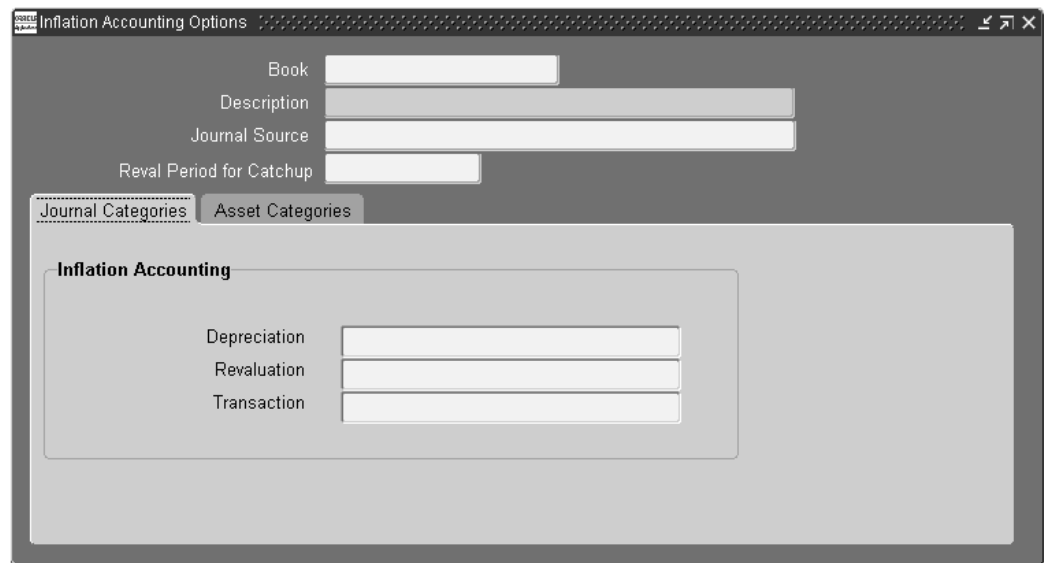
4. In the Value field, overwrite the initial value and enter a price index value for the



displayed dates.

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

## Enabling Corporate Books



The screenshot shows the 'Inflation Accounting Options' window. It has a title bar with standard window controls. Inside, there are several input fields: 'Book', 'Description', 'Journal Source', and 'Reval Period for Catchup'. Below these fields are two tabs: 'Journal Categories' (which is selected) and 'Asset Categories'. Under the 'Journal Categories' tab, there is a section titled 'Inflation Accounting' containing three input fields: 'Depreciation', 'Revaluation', and 'Transaction'.

### To enable corporate books for use with inflation accounting:

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

**Note:** The default value is inflation accounting. The journal source cannot be changed once saved.
4. In the Reval Period for Catchup field, select a fiscal period number for the book.
5. Select the Journal Categories tab.

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

**Note:** If the Allow Indexed Revaluation profile option is set to No, deselect it.

18. To enable professional revaluation, select Allow Prof Reval.

**Note:** If the Allow Professional Revaluation profile option is set to No, deselect it.

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

## Specifying Directory Location for Export/Import Data Files

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

1. Navigate to the Profile window.
2. Select User.
3. Select the user name.
4. In the Profile field, select Inflation Accounting: Implementation Import/Export File Location.
5. Click Find.
6. In the Site field, enter the full pathname of the directory location in which to store the export and import data files, for example, /home/user/IHP/.

## **Specifying Method for Exporting/Importing Data Files**

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

1. Navigate to the Profile window.
2. In the Profile field, select Inflation Accounting: Use WebADI to Import/Export.
3. Click Find.
4. In the Site field, select Yes to import and export data using a WebADI spreadsheet template.



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# Inflation Accounting for Assets Implementation Procedures

## Overview

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

## Data Preparation

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

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

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

Before starting the data preparation process for the corporate book, you must complete these tasks:

- Complete Oracle General Ledger setup.
- Complete Oracle Assets setup, including book controls and category information.
- Set up inflation accounting price indexes for the corporate book.
- Submit the Inflation Accounting Asset Exceptions Report and analyze the exceptions to ensure that any manual modifications to asset data are performed prior to starting the data preparation process.

- Complete all pending transactions and close the period in Oracle Assets.
- Complete inflation accounting options setup for the corporate book.

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

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

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

## Data Migration

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

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

## Cost Revaluation

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

## Depreciation Revaluation

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

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

- If an asset has a supplied accumulated depreciation and/or a year to date value

which have been entered in the current fiscal year, these values plus any subsequent Oracle Assets-generated depreciation values are taken at face value. The year to date value is deducted from the current accumulated depreciation value to derive the prior year portion of accumulated depreciation. These values are revalued according to the price indices for the appropriate categories.

- If the asset has never had a supplied accumulated depreciation or one was supplied in previous fiscal years, the current accumulated depreciation is split between current year and prior years on a linear basis from the date placed in service to the last closed period immediately prior to the implementation process. These prorated values are revalued according to the price indices for the appropriate categories.

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

### **Year to Date Proration and Transfer to Inflation Accounting for Assets**

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

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

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

### **Implementation Reconciliation**

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

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

- Asset cost differs in the tax and corporate books

- Asset file differs in the tax and corporate books
- Date placed in service differs in the tax and corporate books
- Salvage value differs in the tax and corporate books

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

## Exporting and Importing Data

### Exporting Data

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

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

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

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

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

### Importing Data

The Import Data button is enabled if data for the category has previously been



exported, and the Inflation Accounting: Use Web ADI to Import/Export profile option is set to No. Clicking Import Data submits the Import Data process and imports the balances for all assets for the chosen book and category from the files created by the Export Data process. The Import Data process may be run multiple times for the same category. If the process completes successfully, any existing balance figures created by the Data Preparation process are overwritten, even if they were previously updated online in the Inflation Accounting: Implementation Reconciliation window.

The naming convention of the import data file is  
<Book>\_<Category\_Name>\_<Group\_ID>.in.csv.

If the Inflation Accounting: Use Web ADI to Import/Export profile option is set to Yes, assets can be imported by selecting Upload from the Oracle menu on the Web ADI spreadsheet template.

**Note:** The Import Data feature using Web ADI does not support security by book. The Export Data and the Transfer to Inflation Accounting features are security by book compliant; if security by book is enabled, you can only export and transfer data associated with books having access responsibility.

### Example of an Export or Import Data CSV file

An example of the format of the export or import data CSV file is as follows:

The data CSV file should always be in the following column order and this column order should not be modified by the user.

1. ASSET\_ID
2. ASSET\_NUMBER
3. BOOK\_TYPE\_CODE
4. CATEGORY\_ID
5. COST\_MHCA
6. YTD\_MHCA
7. ACCUM\_DEPRN\_MHCA
8. REVAL\_RESERVE\_MHCA
9. BACKLOG\_MHCA
10. GENERAL\_FUND\_MHCA



tables.

## Prerequisites

Before you implement Inflation Accounting for Assets, you must:

- Ensure that a minimum of version 11.5.10 of Oracle E-Business Suite is implemented with Oracle Public Sector Financials (International) Release 11*i*.
- Set up General Ledger.
- Set up Oracle Assets setup.
- Enable Inflation Accounting for Assets.
- Set up Inflation Accounting for Assets.
- Create manual journals for adjustments to the General Ledger so that adjustments for the general fund, operating account, and revaluation reserve are reported correctly.
- Enable the Inflation Accounting: Implementation Import/Export File Location profile option.

## RXi: Inflation Accounting Asset Exceptions Report

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

### Parameters

#### Attribute Set

Select the default or exception report attribute set.

#### Output Format

Select a report output format, for example, CSV, HTML, tab delimited, or text.

#### Book

Select the required inflation accounting book.

#### Period

Select the required period.

The Inflation Accounting Asset Exceptions report is automatically submitted when assigning an asset book to categories using the Inflation Accounting Options window.

Alternatively it can be submitted manually at an earlier stage.

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

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

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

#### ***Exception Processing***

<b>Exception</b>	<b>Implementation Processing</b>
Asset cost differs between the tax and corporate books. Amend this manually.	The asset will still be processed and revalued, and will be displayed in the Implementation Reconciliation Report.
Asset life differs between the tax and corporate books. Amend this manually.	The asset will still be processed and revalued, and will be displayed in the Implementation Reconciliation Report.
Assets with a Date Placed in Service after the last revaluation catch-up period will not be processed.	The asset will not be revalued by the implementation process and will not be displayed in the Implementation Reconciliation Report.
Assets with negative cost will not be processed by Inflation Accounting for Assets.	The asset will not be revalued by the implementation process and will not be displayed in the Implementation Reconciliation Report.
Date Placed in Service differs between the tax and corporate books. Amend this manually.	The asset will still be processed and revalued by the implementation process, and will be displayed in the Implementation Reconciliation Report. At a later stage the asset can be processed through the Inflation Accounting occasional revaluation process.

Exception	Implementation Processing
Fully retired assets will not be processed by Inflation Accounting for Assets.	The asset will not be revalued by the implementation process and will not be displayed in the Implementation Reconciliation Report.
Non-depreciating asset contains depreciation amounts. Only the cost will be revalued.	The asset cost will be revalued by the implementation process, but asset depreciation amounts will not be revalued. The asset will be displayed in the Implementation Reconciliation Report.

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

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

## Preparing Data for Implementation

### To prepare corporate or tax book data for implementation:

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

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

5. Click Prepare Data.

## Reconciling Data

The screenshot shows the 'Inflation Accounting: Implementation Reconciliation' window. It features a top section with input fields for 'Book', 'Category', 'Transfer Status', 'Transfer Date', 'Transfer Run', 'Output Format' (set to 'TEXT'), and 'Attribute Set' (set to 'Implementation'). Below these are three tabs: 'Corporate', 'Inflation Accounting' (which is selected), and 'Export / Import Details'. The 'Inflation Accounting' tab displays a table with four columns: 'Asset Number', 'Cost', 'Accumulated Depreciation', and 'Life in Months'. The table contains six rows, each with a checkbox in the first column. Below the table is a scroll bar and an 'Exception Reason' text field. An 'Actions' button is located at the bottom right of the window.

**To reconcile prepared data with actual General Ledger balances:**

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled.
3. Enter the book and category names.
4. Run the query.

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

**Note:** If the Transfer Status field indicates the transfer is COMPLETED or RUNNING, all fields in the tabbed regions are display only. If the Transfer Status field indicates that the transfer is

NOT TRANSFERRED or ERROR, you can update any of the fields on the Inflation Accounting tab.

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

**Note:** These values are displayed:

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

**Note:** Only displayed if export data process successfully exported

balances for assets.

16. Optionally enter the import file name and date.

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

## Exporting and Importing Data

**To export or import implementation reconciliation data:**

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled.
3. Enter the book and category names.
4. Run the query.

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

5. Click Actions.

## Exporting Data

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

**To export data:**

Click Export Data.

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

The export data file name format is as follows: <Book\_Type\_Code>\_<Category\_Name>\_<Group\_ID>\_out.csv

## Importing Data

The Import button is disabled if the Inflation Accounting: Use Web ADI to



Export/Import profile option is set to Yes.

**To import data:**

1. Click Import Data.

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

The imported data file name format is as follows: <Book\_Type\_Code>\_<Category\_Name>\_<Group\_ID>\_in.csv

2. View the request in the concurrent manager.

## **Submitting the Inflation Accounting: Implementation Reconciliation Report**

**To run the Inflation Accounting: Implementation Reconciliation Report:**

1. Navigate to the Inflation Accounting: Implementation Reconciliation window.
2. Query the book and category to be reconciled.
3. Enter the book and category names.
4. Run the query.

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

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

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

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

## **Transferring Data to Inflation Accounting for Assets**

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

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

3. Enter the book and category names.

4. Run the query.

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

5. To export balances for all assets for the chosen book and category, click Export Data.

**Note:** The export data process can be run as many times as required for the same category.

6. To import balances for all assets for the chosen book and category from files created by the Export Data process, click Import Data.

**Note:** This button is only enabled if data exists for the category previously exported.

**Note:** The import data process can be run as many times as required for the same category. The original balance figures created by the data preparation process are overwritten each time the process is run.

7. To generate the Inflation Accounting: Implementation Reconciliation Report, click Report.

8. To transfer inflation accounting asset balances to the new inflation accounting system, click Transfer to Inflation Accounting.

**Note:** This process can only be run once for each category.

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

9. View the request in the concurrent manager.

## Inflation Accounting: Load Customized Data from Data Files Process

The Inflation Accounting: Load Customized Data from Data Files process imports data from a user-specified CSV data file to the Inflation Accounting Implementation interface table.

### Parameters

**File Name**

Enter the full path name of the data file.

**Inflation Accounting: Purge Implementation Data**

The Inflation Accounting: Purge Implementation Data process deletes data from the interface table in respect to the nominated book. The Implementation Data Preparation process can be re-run for that book. You can only run this process if no assets from the book were transferred to Inflation Accounting for Assets.

**Parameters****Book**

Select the required book.

**Inflation Accounting: Purge Inflation Accounting Data**

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

**Parameters****Book**

Select the required book.

**Major Category**

Select a major asset category.

**Minor Category**

Select a subsidiary asset category.

**Related Topics**

Define Price Indexes, page 11-5.

Inflation Accounting Options, page 11-1

General Ledger Setup Steps, *Oracle General Ledger User Guide*

Setup Steps, *Oracle Assets User Guide*

Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20

Inflation Accounting Options, page 11-1

Define Price Indexes, page 11-5

Defining Depreciation Books, *Oracle Assets User Guide*

Setting Up Asset Categories, *Oracle Assets User Guide*.

Entering Journals , *Oracle General Ledger User Guide*

Profile Options, page B-1

Enabling Corporate Books Procedure, page 11-11

RXi Reports Administration Tool, *Oracle Public Sector Financials (International) User Guide*

Inflation Accounting : Transfer Implementation Data in the Integration Repository  
(<http://www-apps.us.oracle.com:1100/irep/>).

Using Standard Request Submission, *Oracle E-Business Suite User's Guide*

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## Internal Trading Setup

### Overview

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

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

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

Internal Trading setup procedures are used to perform these tasks:

- Define whether automatic creation of encumbrance journals is required for the selected ledgers
- Define the encumbrance type for internal trading encumbrance journals
- Define whether Workflow approval is required for each ledgers
- Define a time limit within which cross charges must be authorized before they are automatically authorized
- Define charge center service types
- Define charge centers for each ledger
- Query and update information for charge centers associated with each ledger
- Define account ranges for a charge center
- Define an authorizer for each account range

- Link originators to the appropriate charge center
- Link service types to charge centers

## Prerequisites

Before setting up Internal Trading, you must:

- Define ledgers.
- Enable the Internal Trading feature for the required ledgers as specified in the GL: Data Access Set profile option.

## Related Topics

Defining Ledgers, *Oracle General Ledger User Guide*

Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20

## Internal Trading Setup Steps

This table lists the setup steps for Internal Trading.

Step Number	Step Description	Required or Optional
1	<b>Define Journal Sources</b> See Defining Journal Sources, <i>Oracle General Ledger Implementation Guide</i>	Required
2	<b>Define Journal Categories</b> See Defining Journal Categories, <i>Oracle General Ledger User Guide</i>	Required
3	<b>Define Automatic Posting Criteria.</b> See Posting Journal Batches Automatically, <i>Oracle General Ledger User Guide</i>	Optional, but recommended
4	<b>Define Encumbrance Types</b> See Defining Encumbrance Types, <i>Oracle General Ledger User Guide</i>	Optional, but recommended

Step Number	Step Description	Required or Optional
5	<b>Set Up Internal Trading Setup Options</b> , page 13-3	Required
6	<b>Set Up Internal Trading Service Types</b> , page 13-6	Required
7	<b>Set Up Internal Trading Charge Centers</b> , page 13-7	Required

## Setting Up Internal Trading Setup Options

The screenshot shows a software window titled "Internal Trading Setup - IGI\_Ledger2354(USD)". Inside the window, there is a "Ledger Name" field containing "IGI\_Ledger". Below this are three tabs: "Segments", "Approval", and "Encumbrance". The "Segments" tab is selected. Under the "Segments" tab, there are two input fields: "Segment Name" with the text "Account" and "Segment Prompt" with the text "Acc".

### To set up Internal Trading Setup options:

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

This prompt is displayed on the Enter Cross Charges window.

5. Select the Approval tab.

Internal Trading Setup - Vision Operations

Ledger Name: Vision Operations (USA)

Segments | **Approval** | Encumbrance

Auto Approval Limit:

Use Workflow: ☐

Originator can approve: ☐

Use Double Timeout: ☐

Find Approver Method:

6. In the Auto Approval Limit field, enter the number of days after which a cross charge is automatically approved if it was not manually approved or rejected.

**Note:** The time limit begins after the internal cross charge lines are submitted for authorization.

7. Select Use Workflow to enable the Workflow approval process.

**Warning:** If Workflow is enabled, it cannot be disabled if any cross charge is submitted in Workflow.

8. Select Originator Can Approve to enable a cross charge originator to approve that cross charge.
9. Select Use Double Timeout to enable double timeout before a charge is automatically approved.
10. In the Find Approver Method field, select an approval method.
11. Select the Encumbrance tab.



Internal Trading Setup - Vision Operations

Ledger Name Vision Operations (USA)

Segments Approval Encumbrance

Use Encumbrance ☐

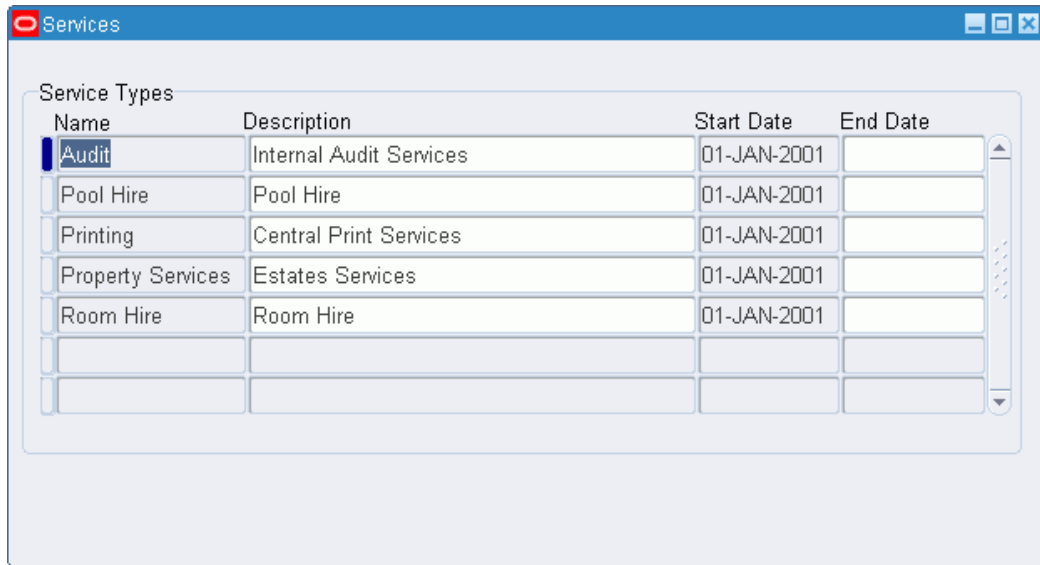
Encumbrance Type

12. Select Use Encumbrance to enable encumbrancing for raised cross charges.

**Warning:** If encumbrancing is enabled, you cannot disable it after creating the first cross charge.

13. Select an encumbrance type.

## Setting Up Internal Trading Service Types



The screenshot shows a window titled "Services" with a table of "Service Types". The table has four columns: "Name", "Description", "Start Date", and "End Date". The first five rows are populated with data, and the last two rows are empty. The "Name" column has a blue selection bar on the first row.

Name	Description	Start Date	End Date
Audit	Internal Audit Services	01-JAN-2001	
Pool Hire	Pool Hire	01-JAN-2001	
Printing	Central Print Services	01-JAN-2001	
Property Services	Estates Services	01-JAN-2001	
Room Hire	Room Hire	01-JAN-2001	

### To set up Internal Trading service types:

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

## Defining Charge Centers

Setup Charge Centers (IGL\_Ledger)

Charge Center

Ledger Name IGL\_Ledger ... Start Date

Charge Center Name End Date

Description

Ranges Service Originator

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

### To set up Internal Trading charge centers:

1. Navigate to the Setup Charge Centers window.
2. Select a ledger.

**Note:** An originator can be assigned to multiple charge centers across ledgers, but an originator is limited to one charge center per ledger.

3. Enter a charge center name and its description.
4. Enter a date range within which the charge center must remain active.
5. Select the Ranges tab.
6. Place the cursor in the Account Low field.
  - Entering a value in the Low field populates both the High and Low fields, indicating that one accounting flexfield is assigned to that row.
  - The account range must be unique to the charge center and must not overlap another active range in any charge center.

7. Select the authorizer's name.
8. Select Active to mark the account range as active.
9. Select the Service tab.

Setup Charge Centers (Vision Operations (USA))

Charge Center

Ledger Name: Vision Operations (USA) Start Date: 03-JUL-2008

Charge Center Name: End Date:

Description:

Ranges Service Originator

Name	Description	Creation Account	Receiving Account	Start Date	End Date

Creation Account Desc:

Receiving Account Desc:

10. In the Name field, select the service type.
11. Select the creation account to be assigned to the service type.
12. Select the receiving account to be assigned to the service type.
13. Enter a date range within which the service type for this charge center must remain active.
14. Select the Originator tab.

Setup Charge Centers (Vision Operations (USA))

Charge Center

Ledger Name Vision Operations (USA) Start Date 03-JUL-2008

Charge Center Name End Date

Description

Ranges Service Originator

Name	Segments	Start Date	End Date

Description

15. In the Name field, select the originator's name.
16. In the Segments field, select the segment values associated with the originator.
17. Enter a date range within which the originator must remain active.



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## Secondary Invoice Approval Setup

### Overview

Secondary Invoice Approval for Payables lets you enforce additional levels of approval within departments before an invoice or purchase order is released for payment.

You can create departmental groups, assign departmental approvers and invoice clerks to departmental groups, assign flexfield ranges to departmental approvers, and deactivate departmental approvers and invoice clerks in the Maintain Secondary Approval Relationships window.

### Prerequisites

Before setting up Secondary Invoice Approval, you must define departmental approvers and invoice clerks as valid application users.

### Secondary Invoice Approval Setup Steps

This table lists setup steps for Secondary Invoice Approval.

Step Number	Step Description	Required or Optional
1	Create Additional Users, page 14-2	Required
2	Set Profile Options, page B-1	Required

Step Number	Step Description	Required or Optional
3	<b>Maintain Secondary Approval Relationships,</b> page 14-3	Required

## Creating Additional Users

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

You must define users assigned to these roles:

- Departmental approvers
- Invoice clerks
- Central finance group user, conditionally required if payment approvals are used

## Related Topics

Creating Users, *Oracle E-Business Suite User's Guide*:

Maintaining Secondary Approval Relationships Procedure, page 14-3

## Set Profile Options

Secondary invoice approval provides the following profile options:

- Secondary Invoice Approval: Payment Approvals Required - Determines if there are two level of approvals.
- Secondary Invoice Approval: Central Finance Group User - Indicates if users are authorized to release payment approval holds.

For information on setting profile options, see the following:

- 3. Specify Site-Level and Application-Level Profile Options Procedure, page 1-18.
- Setting Profile Options, page B-1.



## Maintaining Secondary Approval Relationships

Departmental Group

Operating Unit: Vision Corporation

Group Name: VISION CORP

Departmental Approvers ☒

User Name	Employee Name	Start Date	End Date
KBROCK	Brock, Mr. Kim	31-OCT-2007	
SPETERS	Peters, Mr. Samuel	31-OCT-2007	

Assign Flexfield Ranges

Invoice Clerks

User Name	Employee Name	Start Date	End Date

**To create a departmental group, define departmental approvers and invoice clerks, and assign flexfield ranges to approvers:**

1. Navigate to the Maintain Secondary Approval Relationships window.
2. Select the operating unit.
3. Enter a unique departmental group name.
4. Select the user names of the departmental approvers permitted to authorize invoices.

**Note:** Each department can have multiple departmental approvers assigned to it. A single departmental approver can be assigned to multiple departments. All departmental approvers within a group can approve invoices created by any invoice clerk within that group.

5. Enter a date range within which the authorization must remain active.

**Note:** Leave the End Date blank if the end date is unrestricted.

6. To assign flexfield ranges to an approver, click Assign Flexfield Ranges.

**Note:** Save the changes before defining the flexfield ranges.

Departmental Group	
Group Name	VISION CORP
Departmental Approvers	
User Name	SPETERS
Employee Name	Peters, Mr. Samuel
Flexfield Ranges	
From Flexfield	To Flexfield

**Note:** If no flexfield ranges are assigned, approvers can approve transactions for all accounts.

7. Place the cursor in the From Flexfield field.
8. Enter the lowest and highest flexfields in the range.  
The flexfield numbers are automatically displayed in the From Flexfield and To Flexfield fields.
9. In the Invoice Clerks User Name field, select the user names of the invoice clerks permitted to enter invoices.

**Note:** Each department can have multiple invoice clerks assigned to it. A single invoice clerk can be assigned to multiple departments.

10. Enter a date range within which the assignment is active.

**Note:** Leave the End Date blank if the end date is unrestricted.



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## Single Third Party Setup

### Overview

Single Third Party treats a customer or supplier as a single entity and provides a netting facility between a single third party's receivable and payable transactions to arrive at a net balance position.

**Warning:** Netting is legal only in certain countries.

For information on where netting is allowed, see International Implications, *Oracle Public Sector Financials (International) User Guide*.

You can use the Single Third Party feature to complete these tasks:

- Maintain a single entry point for customers and suppliers.
- Support various types of payable and receivable netting at transaction level.
- Provide an inquiry facility to view the outstanding balance of a third party and to support drill-down to individual transactions.
- Reconcile the net balance position due to, or from, a third party by automatically creating netting transactions and resulting journal entries.
- Provide an audit trail by maintaining sequential numbering for netting transactions.
- Enforce security by restricting netting access to authorized users.

You can use the Single Third Party feature with Oracle E-Business Suite global accounting engine to utilize the country-specific accounting rules applicable to third party transactions. The global accounting engine provides country-specific legal reports and accounting treatment, subledger transactions by control account, gapless numbering of accounting lines, and online drill-down to original subledger documents.

## Related Topics

Subledger Accounting Options Setup, *Oracle Subledger Accounting Implementation Guide*

Netting Types, page 15-2

Netting Transactions and Journal Entries, page 15-3

Netting Transaction Class and Type Usage, page 15-3

Netting Security, page 15-4

## Netting Types

The following table displays netting types supported by Single Third Party for accounts officers.

### ***Netting Types***

<b>Netting Types</b>	<b>Description</b>
Objections to Payment	Netting the payable invoices owed to a third party by creating an invoice for another third party called the objecting third party. This applies when payment is owed to a third party who also owes money to another third party. The objecting third party is paid the netting amount and the third party receives a net settlement.
Assignments	Netting the payable invoices owed to a third party by creating an invoice for another third party, called the debt beneficiary. This applies when payment is owed to a third party who has a debt beneficiary in a factoring agreement. The debt beneficiary is paid the netting amount and the third party receives a net settlement.
Payment Excesses	Netting a third party's credits or overpayment in Receivables by refunding the overpayment in Payables.
Supplier Reimbursements	Netting a third party's credit memo in Payables by receiving a refund in Receivables.

**Note:** The Adjust AR Balance and Adjust AP Balance netting types are available in Receivables and Payables respectively.

## Netting Transactions and Journal Entries

Single Third Party offsets a third party's outstanding balances by creating netting transactions in Payables, Receivables, or both, depending on the netting type. Single Third Party performs netting at the balance level, or at the transaction level to complete the accounting cycle of those transactions that are offset.

- Credit memo in Payables to reduce the balance due to the third party
- Credit memo in Receivables to eliminate the balance due from the third party

## Related Topics

Payables and Receivables Netting, *Oracle Receivables User Guide*

Payables and Receivables Netting, *Oracle Payables User's Guide*

## Netting Transaction Class and Type Usage

Single Third Party predefines the appropriate combinations of transaction classes for each netting type based on the accounting principles adopted by the French public sector.

This table shows the combinations of transaction classes supported by Single Third Party.

### *Netting Transactions Class and Type Usage*

Netting Types	Receivable Transaction Class Usage	Payable Transaction Class Usage	Payable Transaction Type
Objection to Payment	Not Applicable	Credit Memo	Credit Memo
Objection to Payment	Not Applicable	Invoice	Invoice
Assignment	Not Applicable	Credit Memo	Credit Memo
Assignment	Not Applicable	Invoice	Invoice
Payment Excess	Debit Memo	Invoice	Invoice

Netting Types	Receivable Transaction Class Usage	Payable Transaction Class Usage	Payable Transaction Type
Reimbursement	Debit Memo	Invoice	Invoice

You can define Receivable transaction types for netting for each supported receivable transaction class. Available transaction types are those defined in the Transaction Types window in Receivables for the same transaction class.

Single Third Party uses this rule to determine the accounting flexfield used to create journal entries.

The clearing netting account is used as a clearing account for netting transactions and can be defined in the Netting Types window.

For information on defining a netting account, see Define Netting Transaction Types Procedure, page 15-9.

## Netting Security

Single Third Party provides restrictive access to these functions:

- Creating objecting third party
- Creating objection to payment netting

Use the Single Third Party: Objecting STP Allowed profile option to specify whether to grant access to the functions.

Single third parties can only be entered and maintained in the Single Third Party - Main window.

## Prerequisites

Before setting up Single Third Party, you must:

- Enable the Single Third Party feature in the Enable OPSF(I) Features window.
- Define Receivables netting transaction types in the Transaction Types window.
- Enter the accounting flexfield used for the clearing netting account as an account combination, if dynamic insert is not enabled for the accounting flexfield structure.
- Define document sequences and assign them to relevant transaction types, if document sequences are implemented for netting transactions.
- Define these profile options:



- Single Third Party: AP Term Default
- Single Third Party: AR Term Default
- Single Third Party: Unit of Measure Default
- Single Third Party: Interface Content
- Single Third Party: Payables Source
- Single Third Party: Pay Group Default
- Single Third Party: Receivables Batch Source

Optionally, define these profile options:

- Single Third Party: Netting Prefix
  - Single Third Party: Objecting STP Allowed
- Set up the Oracle E-Business Suite global accounting engine, if required.

## Related Topics

Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20

Defining Transaction Types, *Oracle Receivables User Guide*

Enabling Dynamic Inserts, *Oracle E-Business Suite User's Guide*:

Defining Accounts, *Oracle General Ledger User Guide*

Document Sequences, *Oracle E-Business Suite Setup Guide*:

Specify Site-Level and Application-Level Profile Options Procedure, page 1-18

Profile Options, page B-1

Subledger Accounting Options Setup, *Oracle Subledger Accounting Implementation Guide*

## Single Third Party Setup Steps

This table lists the setup steps for Single Third Party.

Step Number	Step Description	Required or Optional
1	Set Profile Options, page B-1	Required

Step Number	Step Description	Required or Optional
2	<b>Define Grouping Rules</b> , page 15-6	Optional
3	<b>Generate Line Transaction Flexfields</b> , page 16-4	Required
4	<b>Define Transaction Types</b> , page 15-6	Required
5	<b>Define Transaction Sources</b> , page 15-7	Required
6	<b>Define Netting Transaction Types</b> , page 15-9	Required

## Defining Grouping Rules

Define the transaction grouping rules for Oracle Receivables AutoInvoice to determine how lines are grouped to form a single invoice.

### To define grouping rules:

1. In Receivables, navigate to the Grouping Rules window.
2. Create a rule called, for example, PERIODICS.
3. For the Transaction Class of Invoice, create the following Group By rules in the Optional Grouping Characteristics region:
  - INTERFACE\_LINE\_ATTRIBUTE1
  - INTERFACE\_LINE\_ATTRIBUTE2

## Related Topics

Defining AutoInvoice Grouping Rules, *Oracle Receivables User Guide*

## Defining Transaction Types

Define at least one transaction type of invoice class for standing charges. Define at least one transaction type of class Invoice, Credit Memo, and Debit Memo for the single third party.

Define transaction types in Receivables.

## Related Topics

Defining Transaction Types, *Oracle Receivables User Guide*

## Defining Transaction Sources

Invoice sources of the type Imported are required for Single Third Party.

### To define invoice batch sources in Receivables:

1. Navigate to the Transaction Sources window.
2. Ensure that automatic batch numbering is enabled and automatic transaction numbering is disabled.
3. In the Name field, enter a batch source name, for example, STP NETTING.

**Note:** The name defined here is used in the profile option Single Third Party: Receivables Batch Source.

Enter these values in other fields:

Field	Value
Type	Imported
Effective Date	Valid Date
Active	Enabled
Automatic Batch Numbering	Yes
Automatic Transaction Numbering	No

4. Select the AutoInvoice Options tab. Enter these values:

Field	Value
Invalid Tax Rate	Reject
Invalid Line	Reject Invoice

Field	Value
GL Date in a Closed Period	Reject
Grouping Rule	DEFAULT

5. Select Customer Information from. Enter these values:

Field	Value
Sold To Customer	Value, ID
Bill To Customer	ID
Bill To Address	ID
Bill To Contact	None, ID
Ship To Customer	None, ID
Ship To Address	None, ID
Ship To Contact	None, ID
Payment Method Rule	ID
Customer Bank Account	ID

6. Select Accounting Information. Enter these values:

Field	Value
Invoicing Rule	None
Accounting Rule	None
Accounting Flexfield	ID

Field	Value
Derive Date	Enabled
Payment Terms	ID
Revenue Account Allocation	Amount, Percent

## Related Topics

Setting Up Transaction Sources in Receivables, *Oracle Receivables User Guide*

## Defining Netting Transaction Types

**Netting Transaction Types**

**Netting Types**

Operating Unit	Netting Transaction	Enabled
OPSA1	Objections to Payment	<input checked="" type="checkbox"/>
OPSA1	Payment excesses	<input checked="" type="checkbox"/>
OPSA1	Assignments	<input checked="" type="checkbox"/>
OPSA1	Supplier Reimbursements	<input checked="" type="checkbox"/>

**Transaction Type Usage**

Application	Transaction Class	Document Category Code	Transaction Type	Clearing Netting Account
Payables	Credit Memo		Credit Memo	01-000-2220-0000-000
Payables	Invoice		Standard invoice	01-000-2220-0000-000

Operations-No Department-Accounts Payable Clearing-No Sub Account-No Product

Use the Netting Transaction Types window to enable a netting types for an operating unit and to define the netting control account, document category for sequence numbering, and transaction types for the netting type.

### To define netting transaction types:

1. Navigate to the Netting Transaction Types window.
2. Select Enabled to the right of the relevant Netting Transaction field.

**Note:** A netting type cannot be enabled until all required values for the netting type definitions are entered. A netting type must be disabled before the definitions can be updated. Only enabled netting transaction types can be used for netting batch creation.

3. The Transaction Type Usage region of the window changes depending on which netting transaction the cursor points to. The Application and Transaction Class columns are predefined and not updateable.
4. In the Document Category Code field, select a document category code, if sequential numbering is required.

**Note:** A numbering sequence for netting transactions must already be assigned to this category code in the Sequence Assignments window.

5. Select a Receivables transaction type.

**Note:** A transaction type that applies to the same transaction class must be selected. For example, the transaction type for class of debit memo must be selected when the Transaction Class Code is Debit Memo. For Payables, values are predefined as listed in the Netting Transactions Class and Type Usage table, page 15-3.

6. Select a clearing netting account.

**Note:** The clearing netting account for Payables and Receivables must be the same. Only one netting account is allowed for the netting type.

## Related Topics

Netting Transactions Class and Type Usage, page 15-3

---

## Standing Charges Setup

### Overview

Standing Charges is an extension to standard Receivables that lets you enter standing charge agreements and use them as a source to create and accurately control periodic invoices. You can then run the Receivables AutoInvoice program to import standing charge invoices and invoice lines.

### Prerequisites

Before setting up Standing Charges, you must:

- Enable the Standing Charges feature.
- Set up the following in Receivables:
  - AutoAccounting (optional)

**Note:** Standing charges do not work with the Standard Lines table name.

- Payment terms
- Payment method (optional)
- Transaction types

**Note:** Standing charges use invoice class transaction types.

- Salesperson

- Tax codes, if tax is required

**Note:** Tax codes defined for standing charges must allow ad hoc changes.

- Customers

**Note:** Each customer must have an active bill-to site.

- AutoInvoice grouping rule

## Related Topics

Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20

## Standing Charges Setup Steps

The following table lists setup steps for Standing Charges.

Step Number	Step Description	Required or Optional
1	<b>Enter Extended System Options</b> , page 16-3	Required
2	<b>Populate Standing Charge Data</b> , page 16-4	Required
3	<b>Generate Invoice Transaction Flexfield</b> , page 16-4	Required
4	<b>Generate Line Transaction Flexfield</b> , page 16-4	Required
5	<b>Define Transaction Sources</b> , page 16-4	Required
6	<b>Create Periodic Periods</b> , page 16-6	Required



## Entering Extended System Options

This information is needed by AutoInvoice to identify and import the standing charge invoice headers and lines and is also displayed in the descriptive flexfields of the transactions created.

You can set up Standing Charges feature for each operating unit and also set up the context and header, which you cannot change once assigned.

### Entering Extended System Options

Extended System Options

Operating Unit

☒ Standing Charges Enabled

**Context**

**Header**

**Sequence**

**Line Number**

**Price Break Number**

### To populate the descriptive flexfields for AutoInvoice:

1. Navigate to the Extended System Options window.
2. Select the operating unit.
3. Ensure that Standing Charges Enabled is selected.  
See: Enabling Oracle Public Sector Financials (International) Features Procedure, page 1-20 to enable the Standing Charges feature.
4. Enter the context, header, and sequence, and then the line number and price break number.

The Charge Line Details region is populated with the data entered in the Standing Charges region.

## Running the Receivables Global: Populate Data Process

The Receivables Global: Populate Data process creates the context field values for the invoice transaction descriptive flexfield and the line transaction descriptive flexfield using the information in the Extended System Options window.

Use the Standard Request Submission process to populate standing charge data. In the Name field, select Receivables Global: Populate Data and choose Standing Charges as the source type.

### Related Topics

Running Reports and Programs, *Oracle E-Business Suite User's Guide*

## Generating Invoice Transaction Flexfield

Use the Descriptive Flexfields Segments window in Receivables to generate an invoice transaction flexfield and compile the invoice transaction flexfield that is used in AutoInvoice.

### Related Topics

Descriptive Flexfield Segments Window, *Oracle E-Business Suite Flexfields Guide*

## Generating Line Transaction Flexfield

Use the Descriptive Flexfields Segments window in Receivables to generate a line transaction flexfield and compile the line transaction flexfield that is used in AutoInvoice.

### Related Topics

Descriptive Flexfield Segments Window, *Oracle E-Business Suite Flexfields Guide*

## Defining Transaction Sources

To use Standing Charges, define at least one imported invoice source for batches.

### To define invoice batch sources:

1. In Receivables, navigate to the Transaction Sources window and enter the batch source name.
2. Enter the Batch Source Name and choose the type Imported.

3. On the Batch Source tab, ensure that automatic batch numbering and automatic transaction numbering are enabled and enter a standard transaction type.

**Note:** Standing charges only uses invoice class transaction types.

4. In the AutoInvoice Options tab, set all invalid lines to Reject, and enter a grouping rule.
5. In the Customer Information tab, set the values for the fields as follows:

Field	Value
Sold to Customer	ID
Bill to Customer	ID
Bill to Address	ID
Bill to Contact	ID
Ship to Customer	ID, None
Ship to Address	ID, None
Ship to Contact	ID, None
Payment Method Rule	ID
Customer Bank Account	ID

6. In the Accounting Information tab, set the values for the fields as follows:

Field	Value
Invoicing Rule	ID, None
Accounting Rule	ID, None
Accounting Flexfield	ID

Field	Value
Payment terms	ID
Revenue Account Allocation	Percent

7. In the Other Information tab, set all options to ID or None.
8. In the Sales Credit Validation tab, set the values for the fields as follows:

Field	Value
Salesperson	ID
Sales Credit Type	ID
Sales Credit	Percent

## Related Topics

Setting Up Transaction Sources in Receivables, *Oracle Receivables User Guide*

## Create Periodic Periods

Use periodic periods to create different types of periods for billing periods or charge periods on entering standing charge agreements. If periods with different components are used as billing periods and charge periods on a given standing charge agreement, they must be set up as related periods on the Period Relation window.

Periodic Invoices Period Maintenance

Component	Description	Enabled
DAY	DAY	<input checked="" type="checkbox"/>
WEEK	WEEK	<input checked="" type="checkbox"/>
MONTH	MONTH	<input checked="" type="checkbox"/>
YEAR	YEAR	<input checked="" type="checkbox"/>

Period Details

Name	Enabled	Description	Unit Of Measure	Factor	Use Schedules
Day	<input checked="" type="checkbox"/>	1 Day Period	Day	1	<input type="checkbox"/>
7Day	<input checked="" type="checkbox"/>	7 Day Period	Day	7	<input type="checkbox"/>
Quarter Days 20	<input checked="" type="checkbox"/>	Quarter Days 2002	Day	0	<input checked="" type="checkbox"/>
Quarter Days 20	<input checked="" type="checkbox"/>	Quarter Days 2001	Day	0	<input checked="" type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/>

Schedules      Period Relations

**To set up billing and charging periods:**

1. Navigate to the Periodic Invoices Period Maintenance window.
2. Select the required component.
3. Enter a name and description for the period.
4. Select the unit of measure.
5. Enter the multiplication factor required.
6. To define quarter days, click Schedules.

**Note:** The factor must be set to zero to access the Schedules window.

**Schedules**

Period Schedules

Description: Quarter Days 2002

First Date: 31-MAR-2002

Second Date: 30-JUN-2002

Third Date: 30-SEP-2002

Fourth Date: 31-DEC-2002

7. In the Schedules window, enter the quarter dates.

**Note:** All date fields must be entered and be in the same year.

8. Close the Schedules window and click Period Relations.

**Note:** Set up period relations if periods using different components are used together.

**Inter Component Period Relationships**

Period Relationships

Billing Period Name	Charge Period Name	Enabled
Month	Week	<input checked="" type="checkbox"/>
Quarter Days 2001	Annual	<input checked="" type="checkbox"/>
Quarter Days 2002	Annual	<input checked="" type="checkbox"/>
Week	Month	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

9. Enter the billing period name and charge period name.

---

# Subledger Security Setup

## Overview

Subledger Security is an extension of Oracle E-Business Suite enabling organizations to selectively partition data in a single install of Oracle E-Business Suite.

Subledger Security is primarily a technical implementation of a business security policy. Subledger Security is implemented by a systems administrator.

**Note:** Read the Subledger Security topical essay before completing any procedures.

Before using Subledger Security, you should consider:

- Determine Overall Security Policy

A business analyst must determine the organization's requirements and translate the business requirements into subledger security architecture.

- Physical Definition of Security Policy

Systems administration must define the Subledger Security architecture using Subledger Security features.

- Application of Security Policy

Systems administration must make Subledger Security architecture available to users of Oracle Financials modules.

- Maintenance of Security Policy

Continuous maintenance of the Subledger Security system is required. The security policy may be altered according to the organizational changes.

## Related Topics

Subledger Security Process, *Oracle Public Sector Financials (International) User Guide*

Security Group Consolidation Example, *Oracle Public Sector Financials (International) User Guide*

## Subledger Security Setup Steps

This table lists setup steps for Subledger Security.

Step Number	Step Description	Required or Optional
1	<b>Set Up Application Level Profile Options.</b> See Profile Options, page B-1 and Setting Application Level Profile Options, page 17-3	Required
2	<b>Set Up Site Level Profile Options.</b> See Profile Options, page B-1.	Required
3	<b>Define Security Groups.</b> See Defining Security Groups, page 17-4 and Maintaining Security Groups, page 17-4	Required
4	<b>Define Responsibilities.</b> See Responsibilities Window, <i>Oracle E-Business Suite Security Guide</i>	Required
5	<b>Set Up Responsibility Level Profile Options.</b> See Set Profile Options, page B-1.	Required
6	<b>Define Users,</b> page 17-6	Optional
7	<b>Define Secure Tables.</b> See Defining Secure Tables, page 17-7 and Maintaining Secure Tables, page 17-7	Required



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8	<b>Define Process Groups.</b> See Defining a Process Group, page 17-8 and Maintaining Process Groups, page 17-8	Optional
9	<b>Allocate Secure Tables and Process Groups.</b> See Table Allocation to Security Groups, page 17-11, Table Allocation to Process Groups, page 17-13, and Process Group Allocation to Security Groups, page 17-15	Required
10	<b>Copy Allocations from Security Groups,</b> page 17-18	Optional
11	<b>View Tables,</b> page 17-19	Optional
12	<b>Apply Security,</b> page 17-20	Required
13	<b>Consolidate Security Groups</b> , page 17-21	Optional
14	<b>Secure Existing Data,</b> page 17-22	Optional

---

## Setting Application Level Profile Options

To set the application level profile options:

1. Navigate to the System Profile Values window.
2. Select Application.
3. In the Application field, select the Oracle application that requires Subledger Security to be applied.
4. In the Profile field, select Initialization SQL Statement - Custom.
5. Click Find.
6. In the Application field, type the following command line:  

```
begin igi_sls_context_pkg.set_sls_context; end;
```

For information on storing runtime database variables in memory, see Application Context, *Oracle Public Sector Financials (International) User Guide*.

## Maintaining Security Groups

### Defining Security Groups

**To define a security group:**

1. Navigate to the Maintain Groups window.
2. Enter the name of a security group, for example, the cost center name.
3. In the Type field, select Security.
4. Run the Apply Security concurrent program.

### Disabling Security Groups

**To disable a security group:**

1. Navigate to the Maintain Groups window.
2. To query, enter the security group name in the Name field.
3. Deselect the Enable check box.
4. Run the Apply Security concurrent program.

**Note:** The Apply Security concurrent program disables security on all database tables belonging to this security group only.

### Re-enabling Security Groups

**To re-enable a security group:**

1. Enter query mode.
2. To query, enter the security group name in the Name field.
3. Select the Enable check box.
4. Run the Apply Security concurrent program.

**Note:** The Apply Security concurrent program re-enables security on all database tables belonging to this security group only.

## Deleting Security Groups

**To delete a security group:**

1. Navigate to the Maintain Groups window.
2. To query, enter the security group name in the Name field.
3. Select the Delete check box.
4. Run the Apply Security concurrent program.

**Warning:** This step is irreversible. The Apply Security concurrent program removes all security information associated with this security group from all database tables belonging to this security group

## Viewing Security Group History

Maintain Groups			Security Applied		
Name	Description	Type	Enable	Delete	
		<b>Security</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

History

**To view security group history:**

1. Navigate to the Maintain Groups window.
2. In the Name field, enter the name of the security group, for example, the cost center name.
3. Click History.

## Related Topics

Applying Security Procedure, page 17-20

## Defining Users

Defining users is optional as users may already be defined within the organization.

**Note:** The previously defined Subledger Security responsibilities must be assigned to application users.

## Related Topics

Users Window, *Oracle E-Business Suite Security Guide*

Application Users, *Oracle Public Sector Financials (International) User Guide*

## Maintaining Secure Tables

Using subledger security, you can define, re-enable, and delete secure tables.

### Defining Secure Tables

The screenshot shows the 'Maintain Tables' window. It contains a table with the following columns: Owner, Secure Table, Description, SLS Table, Secure Update, Enable, Delete, and Security Applied. The first row is highlighted with Owner 'AR' and Secure Table 'ADS\_HZ\_CUSTOM\_ACCOUNTS'. The 'Enable' checkbox is checked. There are 15 empty rows below the first one. A 'History' button is at the bottom right.

Owner	Secure Table	Description	SLS Table	Secure Update	Enable	Delete	Security Applied
AR	ADS_HZ_CUSTOM_ACCOUNTS			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### To define a secure table:

1. Navigate to the Maintain Tables window.
2. Select the owner.
3. In the Secure Table field, select the database table name.
4. Optionally, enter a description.

**Note:** This process provides the Subledger Security extended table name in the SLS Table field for the required secure database table

and makes the database table available for allocation to a security group.

5. Run the Apply Security concurrent program.

## Disabling Security on Tables

**To disable security on tables:**

1. Navigate to the Maintain Tables window.
2. Select the table owner.
3. Deselect the Enable check box.
4. Run the Apply Security concurrent program.

**Warning:** Running the Apply Security concurrent program disables security on the table across the subledger security system.

## Re-enabling Security on Tables

**To re-enable security on tables:**

1. Navigate to the Maintain Tables window.
2. Enter query mode.
3. Select the table owner to be disabled in the Owner field.
4. Select the Enable check box.

## Related Topics

Applying Security Procedure, page 17-20

## Maintaining Process Groups

Using subledger security, you can define, disable, re-enable, delete, and view the process groups history.

## Defining a Process Group

**To define a process group:**

1. Navigate to the Maintain Groups window.
2. In the Name field, enter the process group name, for example, Requisitions.
3. Optionally, enter a description.
4. In the Type field, select Process.
5. Select the Enable check box to disable the group from security restrictions.
6. Save your work.
7. Close the window.
8. Run the Apply Security concurrent program.

## Disabling Process Groups

**To disable a process group:**

1. Navigate to the Maintain Groups window.
2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Deselect the Enable check box.
6. Save your work.
7. Close the window.
8. Run the Apply Security concurrent program.

**Note:** The Apply Security concurrent program disables security on all database tables belonging to this process group only.

## Re-enabling Process Groups

**To re-enable a process group:**

1. Navigate to the Maintain Groups window.
2. Query the process group name.

3. Select the Enable check box.
4. Save your work.
5. Close the window.
6. Run the Apply Security concurrent program.

**Note:** The Apply Security concurrent program re-enables security on all database tables that belong only to this process group.

## Deleting Process Groups

**To delete a process group:**

1. Navigate to the Maintain Groups window.
2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Delete check box.
6. Save your work.
7. Close the window.
8. Run the Apply Security concurrent program.

**Warning:** This step is irreversible. The Apply Security concurrent program removes all security information associated with the allocated secured database tables from the security group or groups to which the process group belongs. The Apply Security concurrent program can only remove security information if the secured database table does not already belong to the security group, either directly or through another process group.

## Viewing Process Group History

**To view process group history:**

1. Navigate to the Maintain Groups window.



2. In the Name field, enter the process group name.
3. Click History.

The window shows when the process group was enabled or disabled and shows the date that security was applied.

## Related Topics

Applying Security Procedure, page 17-20

## Maintaining Allocations

In Subledger Security, you can allocate tables to security groups or process groups, and allocate process groups to security groups as described in these sections:

### Table Allocation to Security Groups

#### Allocating Tables to Security Groups

**Maintain Allocations**

**Group**

Name: AP Security Group for Dept A      Type: Security Group

Description: AP Security Group for Dept A

Find Allocations   Copy From   All Tables   Distinct Tables

**Allocations**

Type	Name	Description	Security Applied	
			Enable	Delete
Table			<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

History

#### To allocate tables to security groups:

1. Navigate to the Maintain Allocations window.
2. In Group Name, select the security group name.

3. To display the allocated tables, click Find Allocations.

Tables allocated to the security group are displayed in the Allocations region.

**Note:** Performing this function enables the system administrator to view process groups allocated to the security group.

4. In the Allocations region, select the table name in the Name field to add a table to the security group.
5. Ensure Type is set to Table.
6. Save your work.
7. Close the window.
8. Run the Apply Security concurrent program.

### Disabling Tables from Security Groups

**To disable tables from security groups:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.
3. To display allocated tables, click Find Allocations.

**Note:** Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Deselect the Enable check box.
5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

### Re-enabling Tables to Security Groups

**To re-enable a table to a security group:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.

3. Click Find Allocations.

**Note:** Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Enable check box.
5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

### Deleting Tables from Security Groups

**To delete tables from security groups:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.
3. To display allocated tables, click Find Allocations.

**Note:** Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Delete check box.
5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

**Warning:** This step is irreversible. Running the Apply Security concurrent program removes information relating to the table for this security group.

### Related Topics

Applying Security Procedure, page 17-20

### Table Allocation to Process Groups

In Subledger Security, you can allocate tables to or delete tables from the process groups

as described in these sections:

### Allocating Tables to Process Groups

**To allocate tables to process groups:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the process group name.
3. Click Find Allocations.
4. Select the table name in the Name field to add tables to the process group.
5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

### Deleting Tables from Process Groups

**To delete tables from a process group:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the process group name.
3. Click Find Allocations.
4. Select the Delete check box.
5. Save your work.
6. Run the Apply Security concurrent program.

**Note:** Tables can be deselected before running the Apply Security concurrent program to prevent deletion.

**Warning:** This step is irreversible. The Apply Security concurrent program removes all security information, associated with the allocated secured database tables, from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

## Related Topics

Applying Security Procedure, page 17-20

## Process Group Allocation to Security Groups

In Subledger Security, you can allocate process groups to security groups, disable, re-enable, and delete process groups, as described in these sections:

### Allocating Process Groups to Security Groups

**To allocate process groups to security groups:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

**Note:** Performing this function enables system administrators to view tables allocated to the security group.

4. To add process groups, select Process in the Type field.
5. In the Name field, enter the name of the process group.
6. Save your work.
7. Close the window.
8. Run the Apply Security concurrent program.

### Disabling Process Groups from Security Groups

**To disable a process group from a security group:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

**Note:** Performing this function enables the systems administrator to view tables allocated to the security group.

4. Deselect the Enable check box.

5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

### Re-enabling Process Groups to Security Groups

**To re-enable a process group to a security group:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

**Note:** Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Enable check box.
5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

### Deleting Process Groups from Security Groups

**To delete a process group from a security group:**

1. Navigate to the Maintain Allocations window.
2. In the Group Name field, select the security group name.
3. Click Find Allocations.

**Note:** Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Delete check box.

**Note:** Deleting a process group deletes the tables associated with the process group from the security group. The record is permanently deleted when the Apply Security concurrent program

is run.

5. Save your work.
6. Close the window.
7. Run the Apply Security concurrent program.

## Related Topics

Applying Security Procedure, page 17-20

## Maintain Allocations Window

### *Maintain Allocations Window Description*

Field Name	Description
Name	security group name
Type	group type; valid values: Process Group or Security Group
Description	user-defined name description
Find Allocations	displays tables allocated to security group
Copy From	displays list of security groups; select security group to copy from
All Tables	displays All Tables window
Distinct Tables	displays Distinct Tables window
Type	allocation type; valid values are: Table or Process; Table selected by default
Name	table name
Description	user-defined name description
Enable	if selected, enabled; if deselected, disabled

Field Name	Description
Delete	if selected, indicates record marked for deletion
Security Applied	system generated showing if security is applied; selected by default; if selected, security applied
History	displays History window; displays date enabled, date disabled, and date security applied

## Copying Allocations from Security Groups

Allocations can be copied to a new security group or an existing group with no allocations.

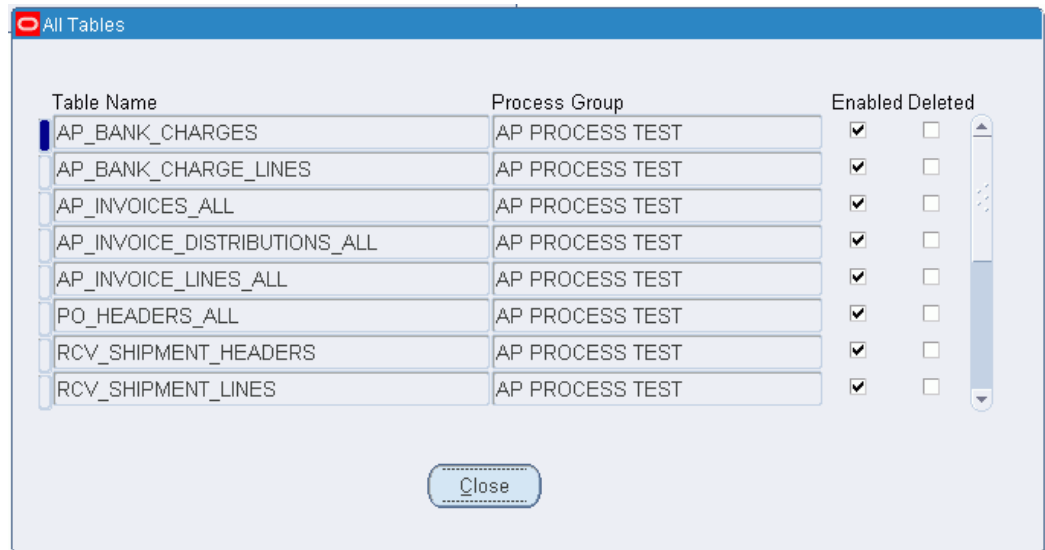
### To copy allocations from an existing security group:

1. Navigate to the Maintain Allocations window.
2. In the Name field, select a security group name.
3. Click Copy From.
4. Select a security group name.
5. Click OK.

**Note:** All copied allocations are enabled by default.



## Viewing Tables



In Subledger Security, you can view all allocated tables or distinct allocated tables. You can view tables allocated to more than one process group. Viewing distinct tables displays tables once though the table is allocated to more than one process group. A table should not be allocated to more than one process group to facilitate maintenance

### To view tables:

1. Navigate to the Maintain Allocations window.
2. In the Name field, select a security group name.
3. To view all tables, click All Tables.
4. To view all distinct tables, click Distinct Tables.

## All Tables Window

### *All Tables Window Description*

Field Name	Description
Table Name	table name
Process Group	process group name

Field Name	Description
Enabled	if selected, enabled; if deselected, disabled
Deleted	if selected, deleted; if deselected, not deleted
Close	closes All Tables window

## Distinct Tables Window

### *Distinct Tables Window Description*

Field Name	Description
Table Name	table name
Secured	if selected, tables secured; if deselected, tables unsecured
Close	closes Distinct Tables window

## Applying Security

### **To apply security:**

Use the Standard Request Submission process to run the apply security program.

1. Navigate to the Submit Request window.
2. Place the cursor in the Name field.  
The Subledger Security - Apply Security concurrent program name is automatically displayed.
3. In the Mode field, select Create or Refresh.
  - To recompile triggers or policy functions that are invalid or disabled, select Refresh.
  - To change subledger security architecture, select Create.

**Note:** Refresh is used only to recompile invalid triggers or policy functions. Create is used at all other times.

4. To apply the parameters, click OK.
5. To run the Apply Security concurrent program, click Submit.

## Related Topics

Running Reports and Programs, *Oracle E-Business Suite User's Guide*

## Consolidating Security Groups

Name	Description	Date Security Applied	Security Applied
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Subledger Security enables you to map changes to the organization by consolidating security groups.

### To consolidate security groups:

1. Navigate to the Security Group Consolidations window.
2. Select the name in the Destination Security Group Name field.

The destination security group is where the source security groups are consolidated.

3. Click Find.
4. Select the Source Security Group(s) Name to be consolidated into the destination security group.
5. Save your work.
6. Run the Apply Security concurrent program.

**Warning:** This step is irreversible after the Apply Security concurrent program has run successfully.

## Related Topics

Applying Security Procedure, page 17-20.

## Security Group Consolidations Window

### *Security Group Consolidations Window Description*

Field Name	Description
Name	destination security group name
Description	destination security group description
Find	displays source security groups in Source Security Group(s) region
Name	source security group name
Description	source security group description
Date Security Applied	date security applied
Security Applied	indicates if security applied; if selected, security applied; if deselected, security not applied

## Subledger Security - Securing Existing Data Process

Use the Standard Request Submission process to secure existing data.

**To secure existing data:**

1. Navigate to the Submit Request window.  
The Submit a New Request window appears.
2. Place the cursor in the Name field.
3. Select the Subledger Security - Secure Existing Data concurrent program.
4. In the SLS Group Name field, select the security group to secure the existing data.
5. To apply the parameters, click OK.
6. To run the Apply Security concurrent program, click Submit.

**Related Topics**

Running Reports and Programs, *Oracle E-Business Suite User's Guide*



# Oracle Public Sector Financials International Navigation Paths

## Navigation Paths

Window	Navigation Path	Responsibility
Action Assignments	OPSF(I) Payables > OPSF(I) Exchange Protocol > Setup > Position Action Assignments	Payables
Approval Groups	Setup > Approvals > Approval Groups	Contract Commitment
Approval Profiles	OPSF(I) Payables > OPSF(I) Exchange Protocol > Setup > Approval Profiles	Payables
Assign Approval Groups	Setup > Approvals > Approval Assignments	Contract Commitment
Assign Commitment Types	Setup > Options > Assign Commitment Types	Contract Commitment
Budget Range Codes	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Setup > Range Codes	General Ledger

Window	Navigation Path	Responsibility
Commitment Budgetary Control Account Ranges	Setup > Options > Commitment Budgetary Control Override > Budget Organization	Contract Commitment
Commitment Budgetary Control - Summary Accounts Severity Level	Setup > Options > Commitment Budgetary Control Override > Summary Template	Contract Commitment
Contract Commitment Options	Setup > Options > Contract Commitment Options	Contract Commitment
Contract Commitment Periods	Setup > Financials > Accounting > Contract Commitment Periods	Contract Commitment
Contract Commitments	Contract Commitments > Enter	Contract Commitment
Default Profile Codes	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Setup > Profiles > Default Profile Codes	General Ledger
Define Security Groups	Setup > Security > Define Security Groups	Contract Commitment
Dialog Unit Types	OPSF(I) Payables > OPSF(I) Exchange Protocol > Setup > Dialog Unit Types	Payables
Dossier Numbering	OPSF(I) General Ledger > OPSF(I) Dossier > Setup > Dossier Numbering	GL Dossier
Dossier Types	OPSF(I) General Ledger > OPSF(I) Dossier > Setup > Dossier Types	GL Dossier
Enable Dual Budgetary Control	Setup > Options > Dual Budgetary Control	Contract Commitment
Enable OPSF(I) Features	OPSF(I) System Administration > Enable IGI Options	System Administrator
Exchange Protocol Schemes	OPSF(I) Payables > OPSF(I) Exchange Protocol > Setup > Numbering Schemes	Payables



<b>Window</b>	<b>Navigation Path</b>	<b>Responsibility</b>
Extended System Options	OPSF(I) Receivables > OPSF(I) Receivables Set Up > Extended System Options	Receivables
Inflation Accounting Options	Inflation Accounting > Setup > Inflation Accounting Options	Fixed Assets
Inflation Accounting : Implementation Data Preparation	OPSF(I) Inflation Accounting Implementation> Data Preparator Parameters	Fixed Assets
Inflation Accounting : Implementation Reconciliation	OPSF(I) Inflation Accounting Implementation> Implementation Reconciliation	Fixed Assets
Internal Trading Setup	OPSF(I) General Ledger > OPSF(I) Internal Trading > Setup > Setup Options	General Ledger
Maintain Allocations	OPSF(I) System Administration > Subledger Security > Maintain Allocations	System Administrator
Maintain CIS Certificates	OPSF(I) Payables > OPSF(I) Construction Industry Scheme > Maintain Certificates	Payables
Maintain Groups	OPSF(I) System Administration > Subledger Security > Maintain Groups	System Administrator
Maintain Secondary Approval Relationships	OPSF(I) Secondary Invoice Approvals > Setup SIA Relationships	Payables
Maintain Tables	OPSF(I) System Administration > Subledger Security > Maintain Tables	System Administrator
Netting Transaction Types	OPSF(I) Receivables > OPSF(I) Single Third Party > Netting Transaction Types	Receivables
Periodic Invoices Period Maintenance	OPSF(I) Receivables > OPSF(I) Standing Charges > Maintain Periods	Receivables
Position Hierarchy	Setup > Personnel > Position Hierarchy	Contract Commitment

Window	Navigation Path	Responsibility
Profile Codes	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Setup > Profiles > Profile Codes	General Ledger
Range Codes	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Setup > Range Codes	General Ledger
Reason Codes	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Setup > Reason Codes	General Ledger
Security Group Consolidations	OPSF(I) System Administration > Subledger Security > Security Group Consolidation	System Administrator
Select Commitment Budgetary Control Budget Organization	Setup > Options > Commitment Budgetary Control Override > Budget Organization	Contract Commitment
Services	OPSF(I) General Ledger > OPSF(I) Internal Trading > Setup > Setup Service Types	GL Dossier
Setup Balanced Budgeting	OPSF(I) General Ledger > OPSF(I) Budgeting Extensions > Setup > Code Combinations Update	GL Dossier
Setup Calendar Price Indexes	OPSF(I) Inflation Accounting for Assets > Set Up > Price Indexes	Fixed Assets
Setup Charge Centers	OPSF(I) General Ledger > OPSF(I) Internal Trading > Setup > Setup Charge Center	GL Dossier
Setup Drill-Down Levels	OPSF(I) General Ledger > OPSF(I) Hierarchical Drill-Down > Setup > Drill - Down Setup	General Ledger
Transmission Unit Types	OPSF(I) Payables > OPSF(I) Exchange Protocol > Setup > Transmission Unit Types	Payables

## 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*



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# Oracle Public Sector Financials (International) Profile Options

## Profile Options Overview

During implementation, set a value for each Oracle Public Sector Financials (International) profile option to specify how Oracle Public Sector Financials (International) controls access to and processes data.

You may also have additional user profile options on your system that are specific to other applications. Generally, your system administrator sets and updates profile values.

You can govern the behavior of many of your forms using user profile options. Profile options can be set at the following levels:

- **Site:** This is the lowest profile level. Site level profile option values affect the way all applications run at a given site.
- **Application:** These profile option values affect the way a given application runs.
- **Responsibility:** These profile option values affect the way applications run for all users of a given responsibility.
- **User:** These profile option values affect the way applications run for a specific application user. The values you enter for options at the User level supersede the values that your system administrator has entered for you for these options.

The values that you enter for these options at the user level supersede the preset values that your system administrator has entered for you for these options.

## Related Topics

Defining Preferences with User Profile Options, *Oracle E-Business Suite User's Guide*

## Required Profile Options

This section lists the required profile options and their available settings. Use the System Profile Values window to define these profile options.

**Note:** *Required* profile options are needed to run Oracle Public Sector Financials (International) and require you to provide a value. An *Optional* profile option already provides a default value which you can change.

The following table provides profile option information as follows:

- The Default column displays either the default profile option value in italics, or No Default if none exists.
- The User Access column indicates whether you can view or update the profile option.
- The System Administration: Site, Application, Responsibility, and User columns indicate at which levels the system administrator can update these profile options.

The key for the table is as follows:

- **Update:** You can update the profile option.
- **View Only:** You can view the profile option but cannot change it.
- **No Access:** You cannot view or change the profile option value.

### Oracle Public Sector Financials (International) Required Profile Options

Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
Budgeting Extensions: Unbalanced Journal Totals Checking	No default	No Access	Update	Update	Update	Update

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
Budgeting Extensions: Average Non – Balance Enforced Account Value	No default	No Access	Update	Update	Update	Update
Budgeting Extensions: Allow Prior Period Budgeting	No default	No Access	Update	Update	Update	Update
Budgeting Extensions: Default Code for Unbalanced Budget Entry	No default	No Access	Update	Update	Update	Update
Construction Industry Scheme: Tax Group	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: Tax Code	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: CIS4P Tax Percentage	No default	No Access	Update	No Access	No Access	No Access

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
Construction Industry Scheme: CIS4T Tax Percentage	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: CIS5 Tax Percentage	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: CIS6 Tax Percentage	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: Factored CIS4P Tax Percentage	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: Factored CIS4T Tax Percentage	No default	No Access	Update	No Access	No Access	No Access
Construction Industry Scheme: Factored CIS5 Tax Percentage	No default	No Access	Update	No Access	No Access	No Access



<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
Construction Industry Scheme: Factored CIS6 Tax Percentage	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS CD-ROM Data File Path	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS CRL Path	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Calendar	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Gateway Test	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Gross Withholding Tax Group	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Key Password	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Keystore Password	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Keystore Path	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Net Withholding Tax Group	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Poll Limit	No default	No Access	Update	No Access	No Access	No Access

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
IGI: CIS Proxy Server	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Sender Password	No default	No Access	Update	No Access	No Access	No Access
IGI: Sender Type	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Submit Monthly Returns XML Request	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS Unmatched Withholding Tax Group	No default	No Access	Update	No Access	No Access	No Access
IGI: CIS XML Server	No default	No Access	Update	No Access	No Access	No Access
Generic Interface: View Secure Sources	No default	No Access	Update	Update	Update	Update
Inflation Accounting: Implementation Import/Export File Location	No default	No Access	Update	Update	Update	Update
Inflation Accounting: Revaluation Tolerance	No default	Update	No Access	Update	Update	Update

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
Inflation Accounting: Use Web ADI to Import/Export	No default	No Access	Update	No Access	Update	No Access
Internal Trading: Authorization Time Limit in Days	No default	No Access	No Access	No Access	No Access	Update
Internal Trading: Encumbrance Type ID	No default	No Access	No Access	No Access	No Access	Update
Secondary Invoice Approval: Payment Approvals Required	No default	No Access	Update	No Access	Update	Update
Secondary Invoice Approval: Central Finance Group User	No default	No Access	Update	No Access	Update	Update
Single Third Party: AR Term Default	No default	Update	Update	Update	Update	No Access
Single Third Party: Interface Context	No default	Update	Update	Update	Update	Update

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
Single Third Party: Pay Group Default	No default	Update	Update	Update	Update	Update
Single Third Party: Receivables Batch Source	No default	Update	Update	Update	Update	No Access
Single Third Party: Unit of Measure Default	No default	No Access	Update	No Access	No Access	No Access
Single Third Party: AP Term Default	No default	Update	Update	Update	Update	No Access
Single Third Party: Payables Source	No default	Update	Update	Update	Update	No Access
Subledger Security: Default Security Group	No default	No Access	Update	No Access	No Access	No Access
Subledger Security: Maintain History	No default	No Access	Update	No Access	No Access	No Access
Subledger Security: SLS Responsibility	No default	No Access	No Access	No Access	Update	No Access

Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
Subledger Security: Security Group	No default	No Access	No Access	No Access	Update	No Access

## GL: Data Access Set

Before using the ledgers for transaction processing, you must assign a data access set to a General Ledger responsibility using the profile option, GL: Data Access Set. Data access sets control which ledgers can be accessed by different responsibilities. Data access sets also limit a user from accessing certain balancing segment values or management segment values or grant read-only or read and write access to data in a ledger. If you are using Oracle Subledgers, the data access set should include the ledger that is assigned to the GL Ledger Name profile option that controls ledgers used by subledger applications.

See:

- GL Profile Options, *Oracle General Ledger Reference Guide*.
- Data Access Sets, *Oracle General Ledger Implementation Guide*.

## Multiple Organizations Profile Options

If you use multiple organizations access control feature, you can assign operating units to responsibilities by using the following profile options:

- **MO: Default Operating Unit:** Use this profile option to specify a default operating unit that defaults in your transaction entry pages from the list of operating units assigned to your application responsibility through the MO: Security Profile.

**Note:** If the MO: Operating Unit is set or you are assigned only one operating unit in the MO: Security Profile profile option, then the single operating unit becomes your default operating unit.

For operating unit dependent features, the access to the operating unit access depends on whether the feature is enabled for the operating unit(s) in the MO: Security Profile profile option.

- **MO: Operating Unit:** Assign this profile option to an application responsibility to provide a user with this responsibility access to one operating unit.
- **MO: Security Profile:** Assign this profile option to an application responsibility to provide a user with this responsibility access to multiple operating units.

**Note:** Public Sector Financials (International) does not own the Multiple Organizations profile options.

See: Setting Up a Multiple Organization Enterprise, *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

## FA: Enable Depreciation Override

The profile option FA: Enable Depreciation Override must be set to *No* for the Modified Historic Cost Accounting feature. Depreciation Override functionality is not compatible with MHCA.

## Budgeting Extensions: Unbalanced Journal Totals Checking

Unbalanced Journal Totals Checking profile option defines batch control total criteria for entering transactions in unbalanced budget journals.

Select *Credit* so that users enter the sum of all credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals credits entered.

Select *Debit* so that users enter the sum of all debit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits entered.

Select *Hash Total* so that users enter the sum of combined debit and credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits and credits entered.

## Budgeting Extensions: Average Non – Balance Enforced Account Value

Controls how a user can enter unbalanced budget amounts in budget journals and how the system displays the year-to-date figures for non-balanced enforced accounting flex fields. Yes displays year-to-date figures as average of the periods. No displays year-to-date in standard Oracle General Ledger way.

## Budgeting Extensions: Allow Prior Period Budgeting

Enables budget transactions to be posted in prior periods, where prior periods are periods older than the oldest open period. Yes enables users to amend budgets held in prior periods.

## **Budgeting Extensions: Default Code for Unbalanced Budget Entry**

A responsibility level profile that specifies a default profile code for unbalanced budget journal entry.

## **Construction Industry Scheme: Tax Group**

Indicates withholding tax group defined for Construction Industry Scheme.

For information on defining withholding tax groups, see *Withholding Tax Overview, Oracle Payables User Guide*.

## **Construction Industry Scheme: Tax Code**

Select a withholding tax code to indicate the withholding tax code defined for Construction Industry Scheme.

For information on defining withholding tax codes, see *Tax Codes, Oracle Payables Implementation Guide*.

## **Construction Industry Scheme: CIS4P Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for CIS4P holders.

## **Construction Industry Scheme: CIS4T Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for CIS4T holders.

## **Construction Industry Scheme: CIS5 Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for CIS5 holders.

## **Construction Industry Scheme: CIS6 Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for CIS6 holder.

## **Construction Industry Scheme: Factored CIS4P Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for factored CIS4P holders.

### **Construction Industry Scheme: Factored CIS4T Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for factored CIS4T holders.

### **Construction Industry Scheme: Factored CIS5 Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for factored CIS5 holders.

### **Construction Industry Scheme: Factored CIS6 Tax Percentage**

Select a percentage to indicate the percentage of Construction Industry Scheme tax to withhold for a factored CIS6 holder.

### **IGI: CIS CD-ROM Data File Path**

This profile option stores the location and the name of the CD-ROM CSV data file.

### **IGI: CIS CRL Path**

This profile option stores the Certificate Revocation List path. Download the Certificate Revocation List from the Inland Revenue server and store in the specified path. This profile option is only required if the contractor communicates with Inland Revenue electronically.

### **IGI: CIS Calendar**

This profile option assigns the Construction Industry Scheme special calendar to use in the monthly returns user interface and reports.

### **IGI: CIS Gateway Test**

This profile option sets the value for the GatewayTest element in the Verification and Monthly Returns XML request. Any XML request or file sent to Inland Revenue must contain the GovTalkHeader in accordance with the latest Gateway protocol. The gateway test is identified by the GatewayTest element in the GovTalkHeader structure of the XML request. This profile option is only required if the contractor communicates with Inland Revenue electronically.

### **IGI: CIS Gross Withholding Tax Group**

This profile option stores the CIS gross withholding tax group. The verification response from Inland Revenue contains the tax treatment status (Net, Gross, Unmatched) for each successfully matched or verified subcontractor. If the tax



treatment is Gross, then the verification program retrieves the withholding tax group assigned to this profile option and updates the vendor and vendor sites with the gross withholding tax group.

### **IGI: CIS Key Password**

This profile option stores the certificate password and is only required if the contractor communicates with Inland Revenue electronically.

See: Define Keystore, page 4-13 for more information.

### **IGI: CIS Keystore Password**

This profile option stores the keystore password and is only required if the contractor communicates with Inland Revenue electronically.

See: Define Keystore, page 4-13 for more information.

### **IGI: CIS Keystore Path**

This profile option stores the name and path of the keystore and is only required if the contractor communicates with Inland Revenue electronically.

See: Define Keystore, page 4-13 for more information.

### **IGI: CIS Net Withholding Tax Group**

This profile option stores the CIS net withholding tax group. If the tax treatment is Net, then the verification program retrieves the withholding tax group assigned to this profile option and updates the vendor and vendor sites with the net withholding tax group.

### **IGI: CIS Poll Limit**

This profile option stores the number of times the verification or the monthly returns request polls the Govtalk Gateway before the request terminates. To set the interval between polling, the PollInterval attribute on the ResponseEndPoint element must be set to a positive numeric value. This attribute indicates the numbers of seconds the client application waits before polling again. For example, if the Poll Interval attribute is set to five and the IGI: CIS Poll Limit is set to 20, then the polling process occurs every five seconds for 20 attempts before terminating in an error. This profile option is only required if the contractor communicates with Inland Revenue electronically.

### **IGI: CIS Proxy Server**

This profile option stores the proxy server information that the contractor uses for secure internet communications. The proxy server address must be similar to http:

//<proxy server>:<port> for this profile option. This profile option is only required if the contractor communicates with Inland Revenue electronically.

### **IGI: CIS Sender Password**

This profile option stores the password of the XML sender ID. The password is provided to the contractor when registering with HMRC. Any XML request or file sent to Inland Revenue must contain the GovTalkHeader as per the latest protocol. The sender password is identified by the Value element in the GovTalkheader structure of the XML request. The Government and Gateway Submission protocol validates the sender password. This profile option is only required if the contractor communicates with Inland Revenue electronically.

### **IGI: Sender Type**

Sets the value for the Sender Type element in the Verification and Monthly Returns XML request. Any XML request or file sent to Inland Revenue must contain the Sender element in the XML body, which the Government and Gateway Submission protocol validates. This profile option is only required if the contractor communicates with Inland Revenue electronically.

### **IGI: CIS Submit Monthly Returns XML Request**

This profile option enables using XML requests for submitting the Monthly Returns instead of manually submitting the Monthly Returns.

### **IGI: CIS Unmatched Withholding Tax Group**

This profile option stores the CIS unmatched withholding tax group. If the tax treatment is Unmatched, the verification program retrieves the withholding tax group assigned to this profile option and updates the vendor and vendor sites with the unmatched withholding tax group.

### **IGI: CIS XML Server**

This profile option stores the location of the government gateway and is only required if the contractor communicates with Inland Revenue electronically. The location information is available on the HMRC web site: [http://www.hmrc.gov.uk/schemas/Gateway\\_Document\\_Submission\\_Protocol\\_V7.0.pdf](http://www.hmrc.gov.uk/schemas/Gateway_Document_Submission_Protocol_V7.0.pdf)

### **IGI: CIS2007 Activation Date**

This profile option sets the date from which the new Construction Industry Scheme Library code is enabled.

## Generic Interface: View Secure Sources

The profile option Generic Interface: View Secure Sources determines if users can retrieve details of transactions imported from secure feeder systems. Setting the value to *Yes* enables users to retrieve details. If users are not allowed to view data from specific feeder systems, the system administrator must set the View Secure Sources profile option to *No* at Site, Application, Responsibility, or User level.

**Note:** Setting this option to *No* enables the Secure Source check box on the Feeder System Descriptors window. Selecting the Secure Source check box for a feeder system restricts users from viewing details of transactions imported from that feeder system.

## Inflation Accounting: Implementation Import/Export File Location

Sets the full directory pathname for the input and output file locations when using SQL loader. This profile option is only required if the SQL Loader import/export routine is used in the implementation process.

## Inflation Accounting: Revaluation Tolerance

Sets the revaluation tolerance percentage.

## Inflation Accounting: Use Web ADI to Import/Export

Determines if Web ADI is used to import or export data in the Implementation Toolkit.

## Secondary Invoice Approval: Payment Approvals Required

Determines if there are two levels of approval holds.

Select *Yes* to allow payment approval holds for invoices in addition to secondary approval holds.

Select *No* to allow secondary approval holds only.

## Secondary Invoice Approval: Central Finance Group User

Indicates if users are authorized to release payment approval holds. The Secondary Invoice Approval: Payment Approvals Required profile option must also be set to *Yes*.

Select *Yes* at user or responsibility level to indicate that users are authorized to release payment approval holds.

This profile option is usually set to *No* at site level.

### **Single Third Party: AR Term Default**

Indicates default payment terms for netting transactions automatically generated in Oracle Receivables. Payment terms must be predefined in the Payment Terms window in Oracle Receivables before the terms can be selected for this profile.

For information on payment terms, see Define Payment Terms, *Oracle Receivables Implementation Guide*.

### **Single Third Party: Interface Context**

Specify the user-definable context field value assigned to the AutoInvoice line transaction flexfields for Single Third Party. The suggested Context Field Value is STP NETTING. This context name is predefined in the Descriptive Flexfield Segments window.

For information on defining the transaction flexfields for Single Third Party, see Descriptive Flexfield Segments Window, *Oracle E-Business Suite Flexfields Guide*.

### **Single Third Party: Unit of Measure Default**

Indicates default unit of measure for the netting transactions automatically generated in Oracle Receivables. The unit of measure must be predefined in the Units of Measure window before it can be selected for this profile.

For information on defining units of measure, see Units of Measure, *Oracle Receivables Implementation Guide*.

### **Single Third Party: Receivables Batch Source**

Selects the Receivables batch source defined for single third party on the Transaction Sources window.

For information on defining batch sources, see Define Transaction Sources, page 15-7.

### **Single Third Party: AP Term Default**

Indicates default payment terms for netting transactions automatically generated in Oracle Payables. Payment terms must be predefined in the Payment Terms window in Oracle Payables before the terms can be selected for this profile.

For information on payment terms, see Payment Terms, *Oracle Payables User Guide*.

### **Single Third Party: Payables Source**

Indicates name of the Payables lookup code defined for Single Third Party on the Payables Lookups window.

For information on defining lookups for single third party see Lookups, *Oracle Payables*

### Subledger Security: Default Security Group

Determines which security group a user belongs to by default, if not assigned at responsibility level.

Select CEN to let an Oracle application user view data belonging to all security groups for the secured tables.

Select security group to let an Oracle application user view data belonging to the assigned security group only for the secured tables.

Select null to prevent an Oracle application user from viewing data for any security group for the secured tables.

### Subledger Security: Maintain History

Determines if data entered in database tables, where security is enabled, is still secure when security is re-enabled.

Select Y to indicate that data is secured when re-enabling the security.

Select N to indicate that data is not secured when re-enabling the security. This is the default value.

### Subledger Security: SLS Responsibility

Determines if the responsibility is treated as a Subledger Security responsibility.

Select Y to indicate that data is secured when using this responsibility.

Select N to indicate that this responsibility is not considered for subledger security.

**Note:** A null value indicates a full security scenario and the responsibility cannot view any data in the secured tables.

### Subledger Security: Security Group

Specifies the security group associated with this responsibility.

Select *Central* to indicate that the user can view data belonging to all security groups.

Select *security group* to indicate the secured security group associated with this responsibility.

If the Subledger Security: SLS Responsibility profile option is set to Y, then the Subledger Security Default Security Group profile option is checked at site level and takes that value. A null site level value implies a full security scenario and this responsibility cannot view any data in the secured tables.

## Optional Profile Options

This section lists the optional profile options and their available settings for Oracle Public Sector Financials (International). Use the System Profile Values window to define these profile options.

**Note:** *Required* profile options are needed to run Oracle Public Sector Financials (International) and require you to provide a value. An *Optional* profile option already provides a default value which you can change.

The following table provides profile option information as follows:

- The Default column displays either the default profile option value in italics, or No Default if none exists.
- The User Access column indicates whether you can view or update the profile option.
- The System Administration: Site, Application, Responsibility, and User columns indicate at which levels the system administrator can update these profile options.

The key for this table is as follows:

- **Update:** You can update the profile option.
- **View Only:** You can view the profile option but cannot change it.
- **No Access:** You cannot view or change the profile option value.

### Oracle Public Sector Financials (International) Option Profile Options

Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
Budgeting Extensions: Allow Prior Period Budgeting	No default	No Access	Update	Update	Update	Update

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Administration: Site</b>	<b>System Administration: Application</b>	<b>System Administration: Responsibility</b>	<b>System Administration: User</b>
Budgeting Extensions: Average Non-Balance Enforced Account Value	No default	No Access	Update	Update	Update	Update
Budgeting Extensions: Default Code for Unbalanced Budget Entry	No default	No Access	No Access	No Access	Update	No Access
Exchange Protocol: Allow Create Dialog Unit	No default	No Access	Update	No Access	Update	Update
Exchange Protocol: Allow AR Transaction Completion	No default	No Access	Update	No Access	No Access	No Access
Exchange Protocol: Allow Create Transmission Unit	No default	No Access	Update	No Access	Update	Update
Exchange Protocol: Allow Hierarchy Update	No default	Update	Update	Update	Update	Update

Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
Exchange Protocol: Legal Numbering Required	No default	No Access	Update	No Access	No Access	No Access
Internal Trading: Encumbrance Required	No default	No Access	No Access	No Access	No Access	Update
Modified Historic Cost Accounting : Debug Mode	No default	No Access	Update	No Access	No Access	No Access
Single Third Party: Netting Prefix	No default	No Access	Update	No Access	No Access	No Access
Single Third Party: Objecting STP Allowed	No default	No Access	Update	Update	Update	Update

### Budgeting Extensions: Allow Prior Period Budgeting

Enables budget transactions to be performed in prior periods. Prior periods are periods older than the oldest open period. Select *Yes* to enable users to amend budgets held in prior periods.

### Budgeting Extensions: Average Non-Balance Enforced Account Value

Determines how you enter unbalanced budget amounts in budget journals and how the system displays year-to-date figures for non-balanced enforced accounting flexfields. Select *Yes* to display year-to-date figures as an average of the periods or *No* to display year-to-date figures in the standard way.



### **Budgeting Extensions: Default Code for Unbalanced Budget Entry**

Specifies default profile code for unbalanced budget journal entry.

For information on defining profile codes for Budgeting Extensions, see Defining Profile Codes Procedure, page 2-5.

### **Exchange Protocol: Allow Create Dialog Unit**

Select *Yes* or *No* to indicate whether creation of dialog units is allowed.

### **Exchange Protocol: Allow AR Transaction Completion**

Select *Yes* or *No* to indicate whether manual completion of Receivables transactions is permitted.

### **Exchange Protocol: Allow Create Transmission Unit**

Select *Yes* or *No* to indicate whether creation of transmission units is allowed.

### **Exchange Protocol: Legal Numbering Required**

Select *Yes* or *No* to indicate whether a legal document is required.

### **Modified Historic Cost Accounting: Debug Mode**

Controls debug messages for Modified Historic Cost Accounting. If set to *Yes*, debug messages are printed to the concurrent log file. This profile option should be set to *No* to improve performance.

### **Single Third Party: Netting Prefix**

Used to automatically assign numbering to netting transactions, optionally used to specify the sequence prefix for the netting transactions.

### **Single Third Party: Objecting STP Allowed**

Used to enhance netting security, by specifying whether the access to create and select objecting third parties is granted; also controls if objection to netting payment type is available for creation.



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# HMRC Subcontractor CD-ROM

## Overview

Inland Revenue provides a CD-ROM containing a list of verified subcontractors who do not require verification for payment thereby simplifying the verification process. The CD-ROM format is comma separated values (CSV) and contains information about contractor and subcontractor details. The information in the CSV file is human-readable and machine-readable (since not all recipients load the data). The information is in the form of two rows of literals (column headings) and multiple rows of data. The CD-ROM contains a minimum of 126 and 125 rows of contractor and subcontractors details respectively. One CD contains information relating only to a single Contractor UTR and Scheme ID.

**Note:** Entries preceding with an asterisk (\*) indicate the name as on Inland Revenue's records and not their trading name. You must remove the asterisk before storing it locally.

## CSV Data Layout

The data in the CSV file is represented schematically as follows:

- Row 1 (Literals)
  - Contractor Name
  - Contractor UTR
  - Scheme ID
- Row 2 (Data)
  - <Contractor Name>

- <Contractor UTR>
- <Scheme ID>
- Row 3 (Blank Line)
- Row 4 (Literals)
  - Subcontractor's UTR
  - Subcontractor's Name
  - National Insurance Number or Company registration number
  - Tax month last paid
  - Tax treatment
- Row n+5 (Data)
  - <Subcontractor's UTR>
  - <Subcontractor's Name>
  - <National Insurance Number or Company registration number>
  - <Tax month last paid>
  - <Tax treatment>

#### **Row 2 Contractor Scheme Details**

Field Name	Description
Contractor's Name	<p>Displays the first 28 characters of the contractor's name as in Inland Revenue records.</p> <p>The character set is A-Z, a-z, 0-9, and any of the following: Hyphen (-), tilde (~), exclamation mark (!), quotes ("), ampersand (@), hash (#), dollar sign (\$), percent sign (%), ampersand (&amp;), apostrophe ('), brackets (), asterisk (*), plus sign (+), comma (,), minus sign (-), full stop (.), colon (:), semi-colon (;), lesser-than sign (&lt;), equals sign (=), greater-than sign (&gt;), question mark (?), square brackets ([]), backward slash (\), forward slash (/), caret (^), underscore (_), braces ({}), pound sign (£), euro sign</p>
Contractor's UTR	Numeric, ten digits.
Scheme ID	Up to three digits 0-999. Scheme ID is not zero padded, that is if the scheme ID of the contractor is 001, the value displays as 1.

#### Row 5 onwards Subcontractor Details

Field Name	Description
Subcontractor's UTR	Ten digits.
Subcontractor's Name	<p>Displays the first 28 characters of the subcontractor's name.</p> <p>The character set is A-Z, a-z, 0-9, and any of the following: Hyphen (-), tilde (~), exclamation mark (!), quotes ("), ampersand (@), hash (#), dollar sign (\$), percent sign (%), ampersand (&amp;), apostrophe ('), brackets (), asterisk (*), plus sign (+), comma (,), minus sign (-), full stop (.), colon (:), semi-colon (;), lesser-than sign (&lt;), equals sign (=), greater-than sign (&gt;), question mark (?), square brackets ([]), backward slash (\), forward slash (/), caret (^), underscore (_), braces ({}), pound sign (£), euro sign</p>

Field Name	Description
National Insurance number (NINO) or Company Registration Number (CRN)	<p>Prints the NINO if the subcontractor is an individual else the CRN if the subcontractor is a company. The NINO and CRN contain nine characters. The NINO is represented as XX999999X where X denotes a letter and 9 a number. The CRN is represented as follows:</p> <ul style="list-style-type: none"> <li>99999999 for England and Wales, where 9 denotes a number, of which one must be between three to eight</li> <li>XX999999 for Scotland and Northern Ireland, where X denotes a letter and 9 a number, of which one must be between one to eight.</li> </ul> <p>This field Is empty if the subcontractor does not have a valid NINO or CRN.</p>
Tax month last paid	Date format is DD/MM/YYYY
Tax treatment	Gross or Net

## Example

The following is an example of the CSV file in the CD-ROM:

```
Contractor name, Contractor UTR, Contractor Scheme ID
XXXXXXXXXXXXXXXXXXXXXXX, 999999999, 111
Subcontractor UTR, Subcontractor Name, National Insurance number or
Company registration number, Tax Month last paid, Tax Treatment
999999999, XXXXXXXXXXXXXXXXXXXXXXXX, XX999999X, DD/MM/YYYY, GROSS
999999999, XXXXXXXXXXXXXXXXXXXXXXXX, XX999999X, DD/MM/YYYY, NET
999999999, *XXXXXXXXXXXXXXXXXXXXXXX, XX999999X, DD/MM/YYYY, GROSS
999999999, XXXXXXXXXXXXXXXXXXXXXXXX, 999999, DD/MM/YYYY, GROSS
```

The length of this Subcontractor List will be variable.

The following is an example with sample data:

Contractor name, Contractor UTR, Contractor Scheme ID  
 GREAT BUILDERS ARE US,1733357917,1  
 Subcontractor's UTR,Subcontractor's Name,National Insurance Number or  
 Company registration number,Tax month last paid,Tax treatment  
 GREAT BUILDERS ARE US,1733357917,1  
 Subcontractor's UTR,Subcontractor's Name,National Insurance Number or  
 Company registration number,Tax month last paid,Tax treatment  
 4906914055,QUICK FIXERS,55172839,05/04/2005,GROSS  
 1728191178,GEOFF ELF,NS224455,05/06/2004,NET  
 1730093254,WILL WET,XC203370V,05/10/05,NET  
 1732698337,ANDREW ANGUS,XC203371V,05/06/04,NET  
 1733358017,PRESTIGE DAMP AND TIMBER,,05/10/05,GROSS  
 1743187734,\*MR S GILL OF A VERY BIG NAM,WS203383P,05/10/05,NET  
 1858415362,FRAN K. HOWARD's,,05/09/05,GROSS  
 2145030002,CHRIS PANE,,05/06/04,NET  
 2145030051,TREVOR THOMAS,,05/09/05,NET  
 2742855706,R RUPERT,,05/10/05,NET  
 4854278454,AMENDED NAME FOR TRUST,,05/09/05,GROSS  
 6145044332,D HASSLEHOF,,05/09/05,NET  
 2145030051,\*MR T THOMAS,,05/10/05,NET





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# 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*.

**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*.

**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.

**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*.

**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.

**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 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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