

Oracle® Receivables

Implementation Guide

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Oracle Receivables Implementation Guide, Release 12.2

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

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Receivables 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 x for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

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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.
- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.
- **Oracle 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 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 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 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 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 a Release 11i 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 guides provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12.2. 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 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 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 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 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 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 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 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 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 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 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 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 Approvals Management Implementation Guide:

Use this guide to learn how to implement Oracle Approvals Management (AME). AME is a self-service Web application that enables users to define business rules governing the process for approving transactions in Oracle Applications where AME has been integrated.

Oracle HRMS Documentation Set:

This documentation set includes these books:

- **Oracle HRMS Compensation and Benefits Management Guide:**

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and

reporting on compensation across your enterprise.

- **Oracle HRMS Configuring, Reporting, and System Administration Guide:**

Learn about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

- **Oracle HRMS Enterprise and Workforce Management Guide:**

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage your budgets and costs.

- **Oracle HRMS Implementation Guide:**

Learn about the setup procedures you need to carry out in order to successfully implement Oracle HRMS in your enterprise.

- **Oracle HRMS Payroll Processing Management Guide:**

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

- **Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide:**

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on your workforce.

Oracle Inventory User's Guide:

This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.

Oracle Order Management Documentation Set:

Use the *Oracle Order Management User's Guide* and *Oracle Order Management Implementation Manual* to learn about credit checking and credit usage rule sets.

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 and 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 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.

Integration Repository

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

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

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

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.

Setting Up

Overview of Setting Up

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

You can set up Receivables a number of different ways. For a complete description of each setup step, see: *Setup Steps*, page 1-7.

If you use the Oracle E-Business Suite Multiple Organization Support feature, please refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide* before proceeding.

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

Related Topics

Oracle Financials Concepts Guide

Oracle Financials Implementation Guide

Related Product Setup Steps

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

Set Up Underlying Oracle Applications Technology

In addition to the setup steps that follow, be sure to set up underlying Oracle

Applications technology, including:

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

General Ledger Setup Steps

Refer to the Setup Checklist in the *General Ledger Implementation Guide* to complete the setup steps listed below.

- Define Chart of Accounts
- Define Currencies
- Define Calendars
- Define Calendar Periods
- Define Calendar Period Types
- Define Document Sequencing
- Define Ledger
- Assign Ledgers to a Responsibility
- Define Daily Conversion Rate Types
- Define Multiple Reporting Currencies Ledgers
- Define Ledger Specification
- Define Accounting Flexfield and Accounting Flexfield Combinations

Oracle Inventory Setup Steps

Refer to the Overview of Setting Up section in the *Oracle Inventory User's Guide* to complete the setup steps listed below.

- Define Inventory Organizations
- Define Items

- Define Item Catalog
- Define Item Category
- Define Units of Measure and Unit of Measure Classes

Oracle E-Business Suite System Administration Setup Steps

Refer to the *Oracle E-Business Suite Maintenance Guide*, *Oracle E-Business Suite Security Guide*, and *Oracle E-Business Suite Setup Guide* to complete the setup steps listed below.

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

Oracle Subledger Accounting Setup

See: Subledger Accounting Setup for Receivables, page 7-1.

Oracle Human Resources Management Systems Setup

Refer to the *Oracle HRMS Implementation Guide* to complete the setup step listed below.

- Define Organizations (single or multiple organization)

Related Topics

Oracle E-Business Suite Maintenance Guide

Oracle E-Business Suite Security Guide

Oracle E-Business Suite Setup Guide

Oracle Workflow Administrator's Guide

Oracle Workflow API Reference

Oracle Workflow Client Installation Guide

Oracle Workflow Developer's Guide

Oracle Workflow User's Guide

Setup Checklist

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

Step Num	Required	Step
Step 1	Required	Define Ledgers, page 1-7
Step 2	Required	Decide How to Use the Account Generator, page 1-8
Step 3	Optional	Define Transaction Flexfield Structure, page 1-8
Step 4	Optional	Define Descriptive Flexfields (System Items and Territory flexfields), page 1-9
Step 5	Required	Define Organizations, page 1-10
Step 6	Optional	Define AutoCash Rule Sets, page 1-10
Step 7	Optional	Define Receivables Lookups, page 1-10
Step 8	Optional	Define Demand Class Lookups, page 1-11
Step 9	Optional	Define Invoice Line Ordering Rules, page 1-11
Step 10	Optional	Define Grouping Rules, page 1-11
Step 11	Optional	Define Application Rule Sets, page 1-11
Step 12	Required	Define System Options, page 1-12
Step 13	Optional	Define Flexible Address Formats, page 1-12
Step 14	Optional	Maintain Countries and Territories, page 1-12
Step 15	Required	Define Payment Terms, page 1-12

Step Num	Required	Step
Step 16	Optional	Assign Reporting Ledgers, page 1-13
Step 17	Optional	Define Accounting Rules, page 1-13
Step 18	Required	Open or Close Accounting Periods, page 1-13
Step 19	Required	Define AutoAccounting, page 1-14
Step 20	Optional	Set Up Cash Basis Accounting Method, page 1-14
Step 21	Optional	Set Up Multi-Fund Accounts Receivable, page 1-14
Step 22	Required	Define Transaction Types, page 1-15
Step 23	Required	Define Transaction Sources, page 1-15
Step 24	Required	Define Collectors, page 1-15
Step 25	Required	Define Approval Limits, page 1-16
Step 26	Required	Define Remittance Banks, page 1-16
Step 27	Optional	Distribution Sets, page 1-16
Step 28	Required	Define Receivables Activities, page 1-16
Step 29	Optional	Define Receipt Programs, page 1-16
Step 30	Required	Define Receipt Classes, page 1-17
Step 31	Required	Define Receipt Methods, page 1-17
Step 32	Required	Define Receipt Sources, page 1-17

Step Num	Required	Step
Step 33	Optional	Define Aging Buckets, page 1-17
Step 34	Optional	Define Statement Cycles, page 1-18
Step 35	Optional	Define Standard Messages, page 1-18
Step 36	Optional	Define Territories, page 1-18
Step 37	Required	Define Salespersons, page 1-18
Step 38	Required	Define System Profile Options, page 1-19
Step 39	Required	Define Customer Profile Classes, page 1-19
Step 40	Required	Define Customers, page 1-19
Step 41	Required	Define Remit-To Addresses, page 1-19
Step 42	Optional	Define Customer Relationships, page 1-20
Step 43	Optional	Define Lockboxes, page 1-21
Step 44	Optional	Define Transmission Formats, page 1-21
Step 45	Optional	Define Unit of Measure Classes, page 1-21
Step 46	Optional	Define Units of Measure, page 1-21
Step 47	Optional	Define Standard Memo Lines, page 1-21
Step 48	Optional	Set Up Cross Currency Receipts, page 1-22

Step Num	Required	Step
Step 49	Required	Set Up Tax, page 1-22
Step 50	Optional	Set Up Tax Vendor Extension, page 1-22
Step 51	Optional	Set Up Document Sequences, page 1-22
Step 52	Optional	Set Up Balance Forward Billing, page 1-23
Step 53	Optional	Set Up Late Charges, page 1-23

Related Topics

Setup Steps, page 1-7

Setup Steps

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

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

Step 1 Define Ledgers (Required)

If you previously defined your ledger or ledgers while setting up a different Oracle E-Business Suite product, proceed to the next step.

You need to define at least one ledger before you can implement and use Receivables.

When defining a ledger, you also need to:

- Assign your Ledgers to a Responsibility
- Define your Accounting Flexfield
- Define your Accounting Flexfield Combinations (Optional)

- Define your Calendar Period Types
- Define your Calendar Periods
- Define your Currencies
- Define your Daily Conversion Rate Types
- Define your Daily Rates (Optional)

Context: Perform this step for each installation.

See: Defining Ledgers, *Oracle General Ledger Implementation Guide*.

Tip: If you use the Oracle E-Business Suite Multiple Organization Support feature, you can use multiple ledgers for one Receivables installation. See: Using the Multiple Organization Support Feature, page 2-24.

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

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

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

Context: Perform this step for each ledger.

See: Using the Account Generator in Oracle Receivables, page 7-7.

Step 3 Define Transaction Flexfield Structure (Optional)

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

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

Context: Perform this step for each installation.

See: Transaction Flexfields, *Oracle Receivables User Guide*.

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

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

Step 4 Define Flexfields

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

Define Key Flexfields (Required)

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

Note: You must enable at least one segment of your Territory flexfield.
See: Territory Flexfield, page 2-38.

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

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

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

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

Next, set your AR: Item Flexfield Mode profile option to choose your preferred method

of entry for this flexfield within Receivables. This default value is concatenated segment entry.

See: Setup Steps, *Oracle Inventory User's Guide*.

Define Descriptive Flexfields (Optional)

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

See: Descriptive Flexfields, page 2-1.

See: Planning Your Descriptive Flexfield, *Oracle E-Business Suite Flexfields Guide*.

Context: Perform this step for each installation.

Step 5 Define Organizations (Required)

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

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

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

Context: Perform this step for each business group.

See: Organizations, page 2-22.

Step 6 Define AutoCash Rule Sets (Optional)

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

Context: Perform this step for each installation.

See: AutoCash Rule Sets, page 6-3.

Step 7 Define Receivables Lookups (Optional)

Receivables provides several default lookups which are used throughout the application to provide validated default values and list of values choices. You can add or update these to customize your list of values and speed data entry. For example, you can define additional reasons for creating credit memos or enter the names of each freight carrier used by your business.

Context: Perform this step for each installation.

See: Defining Receivables Lookups, page 2-13.

Step 8 Define Demand Class Lookups (Optional)

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

Context: Perform this step for each installation.

See: Demand Class Lookups, page 2-21.

Step 9 Define Invoice Line Ordering Rules (Optional)

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

Context: Perform this step for each installation.

See: AutoInvoice Line Ordering Rules, page 4-3.

Step 10 Define Grouping Rules (Optional)

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

Context: Perform this step for each installation.

See: Grouping Rules, page 4-13.

Step 11 Define Application Rule Sets (Optional)

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

Context: Perform this step for each installation.

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

See: Receivables Application Rule Sets, *Oracle Receivables User Guide*.

Step 12 Define System Options (Required)

Define your accounting, discount, and invoice system options to control how Receivables works. System options determine your accounting flexfields, whether you use header or line-level rounding, and control the default operation of the AutoInvoice and Automatic Receipt programs.

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to define system options for each of your operating units. For more information about multiple organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Context: Perform this step for each operating unit.

See: Defining Receivables System Options, page 2-24.

Step 13 Set Up Flexible Address Formats (Optional)

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

Context: Perform this step for each installation.

See: Setting Up Flexible Addresses, page 3-33.

Step 14 Maintain Countries and Territories (Optional)

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

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

Context: Perform this step for each installation.

Step 15 Define Payment Terms (Required)

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

Context: Perform this step for each installation.

See: Payment Terms, page 3-1.

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

Step 16 Assign Reporting Ledgers (Optional)

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

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

Context: Perform this step for each ledger.

Step 17 Define Accounting Rules (Optional)

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

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

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

Context: Perform this step for each installation.

See: Accounting Rules, page 7-14.

Step 18 Open Accounting Periods (Required)

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

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

Context: Perform this step for each operating unit.

See: Opening and Closing Accounting Periods, *Oracle Receivables User Guide*.

Step 19 Define AutoAccounting (Required)

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

Context: Perform this step for each operating unit.

See: AutoAccounting, page 7-3.

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Step 20 Set Up Cash Basis Accounting Method (Optional)

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

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

Context: Perform this step for each operating unit.

See: Using Cash Basis Accounting, *Oracle Receivables User Guide*.

Step 21 Set Up Multi-Fund Accounts Receivable (Optional)

Oracle provides default seeded account derivation rules and journal entry descriptions. Attach seeded application accounting definitions (AAD) to a new subledger application method. You can create new account derivation rules and journal descriptions. In cases where multi-fund accounts receivable (MFAR) account pairs are needed, you can create mapping sets. Oracle does not provide default mapping sets for multi-fund accounts receivable.

If you set up Oracle Receivables to create accounting entries when receipts are cleared in Oracle Cash Management, then you must set the AR: Activate Multi Fund Accounting Extract profile option to *Yes* for MFAR.

Step 22 Define Transaction Types (Required)

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

Context: Perform this step for each operating unit.

See: Transaction Types, page 4-36.

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

Step 23 Define Transaction Sources (Required)

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

Context: Perform this step for each operating unit.

See: Transaction Batch Sources, page 4-29.

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Step 24 Define Collectors (Required)

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

Context: Perform this step for each installation.

See: Collectors, page 9-6.

Step 25 Define Approval Limits (Required)

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

Context: Perform this step for each installation.

See: Approval Limits, page 4-1.

Step 26 Define Remittance Banks (Required)

Context: Perform this step for each operating unit.

Define all of the banks and bank accounts you use to remit your payments. You define banks and bank accounts in Oracle Cash Management.

You can define as many banks and bank accounts as you need and define multiple currency bank accounts to accept payments in more than one currency.

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

See: Defining Internal Banks, page 6-9.

Step 27 Define Distribution Sets (Optional)

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

Context: Perform this step for each operating unit.

See: Distribution Sets, page 6-9.

Step 28 Define Receivables Activities (Required)

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

Context: Perform this step for each operating unit.

See: Receivables Activities, page 6-30.

Step 29 Define Receipt Programs (Optional)

To create Automatic Receipts, define additional receipt or remittance format programs that you use to send paper and electronic documents to your customers and remittance

banks. You can define as many receipt programs as you need.

Context: Perform this step for each installation.

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

See: Automatic Receipt Programs, page 6-7.

Step 30 Define Receipt Classes (Required)

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

Context: Perform this step for each installation.

See: Receipt Classes, page 6-25.

Step 31 Define Receipt Methods (Required)

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

Context: Perform this step for each installation.

See: Receipt Methods, page 6-15.

Step 32 Define Receipt Sources (Required)

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

Context: Perform this step for each operating unit.

See: Receipt Sources, page 6-28.

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Step 33 Define Aging Buckets (Optional)

Define aging buckets to review and report on open receivables based on the number of days each item is past due. For example, the 4-Bucket Aging bucket that Receivables

provides consists of four periods: -999 to 0 days past due, 1 to 30 days past due, 31-61 days past due, and 61-91 days past due.

Context: Perform this step for each installation.

See: Aging Buckets, page 9-1.

Step 34 Define Statement Cycles (Optional)

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

Context: Perform this step for each installation.

See: Statement Cycles, page 9-16.

Step 35 Define Standard Messages (Optional)

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

Context: Perform this step once for each installation.

See: Standard Messages, page 4-28.

Step 36 Define Territories (Optional)

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

Context: Perform this step for each installation.

See: Territories, page 2-38.

Step 37 Define Salespersons (Required)

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

Context: Perform this step for each operating unit.

See: Salespersons, page 4-22.

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple

organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Step 38 Define System Profile Options (Required)

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

Context: Perform this once for each installation.

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

Note: For more information, see: User Profiles and Profile Options in Oracle Application Object Library in *Oracle E-Business Suite Setup Guide*.

Step 39 Define Customer Profile Classes (Required)

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

Context: Perform this step for each installation.

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

See: Defining Customer Profile Classes, page 3-6.

Step 40 Define Customers (Required)

Proceed to the next step if you defined customers while setting up another Oracle E-Business Suite product.

Define customer accounts and customer site uses to enter transactions and receipts in Receivables. When you enter a new customer, you must enter the customer's name, profile class and number (if automatic customer numbering is set to No). You can optionally enter customer addresses, contacts, site uses and telephone numbers.

Context: Perform this step for each installation.

See: Entering and Updating Customer Information, *Oracle Receivables User Guide*.

Step 41 Define Remit-To Addresses (Required)

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

and NV with this address. Remit-to addresses are assigned based on the bill-to address on the transaction.

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

See: Remit-To Addresses, page 4-20.

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

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Step 42 Define Customer Relationships

You can define two types of relationships in Receivables:

- Customer account relationships
- Party paying relationships

Define Customer Account Relationships (Optional)

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

Context: Perform this step for each operating unit.

See: Defining and Updating Account Relationships, *Oracle Receivables User Guide*.

Define Party Paying Relationships (Optional)

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

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

Context: Perform this step for each installation.

See: Using Party Paying Relationships, *Oracle Receivables User Guide*.

See: Creating Relationships, *Oracle Trading Community Architecture Implementation Guide*.

Step 43 Define Lockboxes (Optional)

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

Context: Perform this step for each operating unit.

See: Lockboxes, page 6-10.

Step 44 Define Transmission Formats (Optional)

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

Context: Perform this step for each installation.

See: Transmission Formats, page 6-35.

Step 45 Define Unit of Measure Classes (Optional)

Proceed to the next step if you defined units of measure classes while setting up another Oracle E-Business Suite product.

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

Context: Perform this step for each installation.

See: Unit of Measure Classes, page 4-46.

Step 46 Define Units of Measure (Required)

Proceed to the next step if you defined units of measure while setting up another Oracle E-Business Suite product.

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

Context: Perform this step for each installation.

See: Units of Measure, page 4-47.

Step 47 Define Standard Memo Lines (Optional)

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

Context: Perform this step for each operating unit.

See: Standard Memo Lines, page 4-25.

Important: If you use the Oracle E-Business Suite Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

Step 48 Set Up Cross Currency Receipts (Optional)

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

Context: Perform this step for each operating unit.

See: Setting Up Cross Currency Receipts, *Oracle Receivables User Guide*.

Step 49 Set Up Tax (Required)

Oracle Receivables uses Oracle E-Business Tax as its tax engine.

See: Setting Up Tax, page 8-1.

Context: Perform this step for each operating unit.

Step 50 Set Up Vendor Extension (Optional)

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

Oracle E-Business Tax provides a tax vendor extension that integrates external tax calculation programs with Oracle E-Business Suite. This extension performs complex tax calculations to create and store tax data. You can implement either the Taxware Sales/Use Tax System or Vertex Q-Series with Oracle Receivables.

Context: Perform this step for each operating unit.

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

Step 51 Define Document Sequences (Optional)

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

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

Context: Define categories and sequences for each installation. Assign sequences to categories for each ledger.

See: Implementing Document Sequences, page 2-2.

Step 52 Set Up Balance Forward Billing (Optional)

Use balance forward billing to print a single bill that includes all of a customer's transactions for the billing period and any balance carried forward from the previous billing period. This lets you send one consolidated bill to a customer, instead of a separate invoice for each transaction.

See: Setting Up Balance Forward Billing, page 4-4.

Step 53 Set Up Late Charges (Optional)

You can calculate late charges against past due debit items for each customer, account, or site. Late charges are calculated according to your organization's late charge policy.

Your late charge policy indicates if you assess late charges against your customers and, if so, how those late charges are calculated.

See: Setting Up Late Charges, page 9-7.

General Receivables Setup Tasks

Descriptive Flexfields

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

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

Example of setting up a descriptive flexfield:

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

Note: If you do want to store context-sensitive information, for example to differentiate between headquarters and field employees, you can define the context value and its associated segments.

5. Navigate to the Context Field Values region and select Global Data Elements.
6. Press the Segments button. The Segments Summary window appears.

7. Press the New button. The Segments window appears.
8. Enter *Employee Name* in the Name field, *ATTRIBUTE1* in the Column field, and *1* in the Number field.
9. Press the Value Set button. The Value Sets window appears.
10. Enter *30 Characters* in the Value Set Name field.
11. Enter *30* in the Maximum Size field.

Note: If you want to validate against your HR table, select *Table* in the Validation Type poplist, press the Edit Information button for the Validation Table Information window, and provide a SQL statement for validation.
12. Save your work and close the Value Sets window.
13. In the Segments window, enter the value set that you just defined, *30 Characters*, in the Value Set field.
14. Make sure that the Enabled check box is checked for all items, save your work, and close the Segments and Segments Summary windows.
15. In the Descriptive Flexfield Segments window, check the Freeze Flexfield Definition check box.
16. Press the Compile button to run a concurrent request.
17. After the concurrent request successfully completes, you can enter information in the flexfield of the Receipts window.

Related Topics

Descriptive Flexfield Concepts, *Oracle E-Business Suite Flexfields Guide*

Descriptive Flexfield Segments Window, *Oracle E-Business Suite Flexfields Guide*

Implementing Document Sequences

Document sequence numbers are unique numbers that can be assigned to transactions you create in Receivables. Assigning unique numbers to transactions lets you account for every transaction you enter.

This essay is a discussion on how to implement document sequences in Receivables. Refer to the Defining Document Sequences chapter in the *Oracle E-Business Suite Setup*

Guide for more detailed information on using and defining document sequences and an explanation of the feature.

Receivables gives you the ability to track any transaction from creation to when it is posted. In addition:

- By assigning unique numbers to each transaction you can ensure that no transactions have been lost or not posted.
- Document sequences generate audit data so even if documents are deleted, their audit record remains.
- Document sequences provide an audit trail back from the General Ledger into the sub-ledger, and to the document that originally affected the account balance.

Automatic and Manual Sequences

Automatic sequences let you create an audit trail of unique, sequential document numbers without data entry.

Manual sequences let you decide which document numbers you want to assign to transactions at the time of data entry, while always ensuring that your numbers are unique.

Assign Sequences to Every Transaction

Unique, sequential document numbers can be assigned to imported, automatically generated, and manually entered transactions.

You can assign different sequences for every transaction type, receipt method, adjustment, and late charge activity you use.

Partial Sequencing

You can choose to enter document numbers for every transaction or for selected categories of transactions. You can also assign these numbers either manually or automatically.

Document Categories

When you define a new receipt method, transaction type, or receivables activity, Receivables automatically creates a corresponding document category with the same name.

Document categories store the sequence numbers assigned to your transactions to ensure that they are unique within each document type (for example, receipts, transactions, and adjustments).

Use Document Number as Transaction Number

You can control whether the document number and transaction number are the same for manually entered or imported transactions assigned to a specific batch source. The transaction batch source option Copy Document Number to Transaction Number determines whether these attributes are the same when the transaction is completed or if they are assigned different values.

Gapless Document Numbering

If the document sequence type for your application is set to Gapless, you can ensure that your transaction numbers are also gapless. Gapless numbering ensures that transaction numbers are sequential and that there are no missing numbers.

To generate gapless transaction numbers, check the Copy Document Number to Transaction Number check box when you define your transaction batch sources. When you complete transactions, Receivables always assigns the same value to both the document number and the transaction number. See: Transaction Batch Sources, page 4-29.

Related Topics

Overview of Document Sequencing, page 2-4

Setting Up Document Sequences, page 2-6

Sample Implementation, page 2-10

What is a Document Sequence?, *Oracle E-Business Suite Setup Guide*

Overview of Document Sequencing

Document sequencing is an optional feature within Receivables that can be activated using a profile option. The exception to this is if you are using the Receivables Automatic Receipts feature, in which case you *must* use document sequencing to sequence the automatically generated receipts.

You can enter document numbers in all of the transaction entry windows in Receivables. In addition, any program that creates transactions will automatically assign document numbers.

The following operations can assign document numbers. A sequence type of either manual or automatic can be used in any of these operations:

- Enter Bills Receivable
- Enter Commitments
- Enter Credit Memos

- Enter Invoice Adjustments
- Enter Invoices
- Enter Miscellaneous Receipts
- Enter Receipts
- QuickCash
- Reverse Receipts

If a transaction is not manually entered, Receivables assigns a document number to the automatically generated transaction. These transactions fall into two categories.

The first category are transactions that Receivables generates in order to perform an adjustment or reversal. For example, when you delete a receipt application that has a chargeback applied to it, Receivables will reverse out the chargeback. To do this, Receivables creates a new transaction to zero out the original. These transactions are used to ensure the correct accounting entries are made for the adjustments and reversals that you create. Receivables assigns document numbers to these items to ensure that every transaction has a unique document number.

The second category consists of the following programs that assign document numbers to the transactions they create:

- AutoInvoice
- AutoLockbox
- Automatic Adjustments
- Automatic Receipts

You can use the following windows to review document numbers that have been assigned to your transactions:

- Account Details
- Transactions

Related Topics

Setting Up Document Sequences, page 2-6

Sample Implementation, page 2-10

What is a Document Sequence?, *Oracle E-Business Suite Setup Guide*

Setting Up Document Sequences

To ensure that the document sequence feature works correctly, perform the following steps in the order listed.

Use the System Administrator responsibility to access all windows listed in this section.

Note: During an upgrade, Receivables automatically creates categories for each receipt method, transaction type, and receivables activity that you have defined. When installing Receivables for the first time, Receivables creates categories for each seeded adjustment activity and transaction type.

Step 1 Enable Sequential Numbering Profile Option

To implement document sequences, you must first enable the Sequential Numbering profile option. This can be set at the site and/or application level. To view the current setting of this option, navigate to the Personal Profile Values window and query the 'Sequential Numbering' profile option.

Note: This profile option can be viewed, but not updated, in the Personal Profile Values window. You can access this window from the Navigator.

Valid profile option values are:

- Not Used

You can always enter a transaction. The cursor will skip the Document Number field when you enter transactions. If you set this profile option to this value, you cannot use the Automatic Receipts feature.

- Always Used

You cannot enter a transaction if no sequence exists for it. This value requires that you enter a document number when entering transactions.

- Partially Used

You can enter a transaction even if no sequence exists for it. However, you will be warned. Use this value, for example, if you want to use sequential numbering for automatic receipts, but for nothing else.

Important: The Receivables Automatic Receipts feature uses document sequences when creating receipts. Consequently, if you are using this feature you must set this profile option to either

'Partially Used' or 'Always Used.'

Step 2 Define Document Number Generation System Option

The Document Number Generation Level system option lets you determine when Receivables generates a document number for your transactions (*except* bills receivable). You can choose to generate a document number when the transaction is committed, or when the transaction is completed. The default value is 'When the transaction is committed.'

If you are using bills receivable, then Receivables ignores this system option and generates a document number when the transaction is completed.

Step 3 Choose whether Document Number is same as Transaction Number

When you create or import transactions, the transaction batch source determines whether Receivables automatically generates the batch and transaction numbers or if you need to enter these numbers manually. The transaction batch source also determines whether Receivables uses the same number for both the document and the transaction number.

Note: If your application uses Gapless document sequencing, this option ensures that your transaction numbers are also gapless.

To ensure that the document number and transaction number are the same for transactions for a batch source:

1. Navigate to the Transaction Sources window.
2. Enter or query the transaction source. See: Transaction Batch Sources, page 4-29.
3. Check the Copy Document Number to Transaction Number box.

Important: If the Copy Document Number to Transaction Number option is set to Yes, it is possible to have more than one transaction with the same transaction number and batch source in Receivables. However, the document number and transaction number are always unique for any transaction type with a document sequence assignment.

Step 4 Define Sequences

Use the Document Sequences window to define the name, type, and initial value for your sequence. Use the System Administrator responsibility to access this window.

It is not necessary to define a different sequence for each transaction that you enter. You may decide, for example, to have just three sequences set up, one for invoices, one for receipts, and one for adjustments. Alternatively, you may want to assign a different sequence to each transaction type, receipt method, and adjustment activity.

The following Receivables transactions must have automatic sequence types. All other transactions can have manual or automatic sequences.

- Adjustment Reversals
- Automatic Adjustments
- Automatic Receipts
- Chargeback Adjustments
- Chargeback Reversals
- Credit Card Payments
- Commitment Adjustments
- Late Charge Adjustments
- LockBox Receipts

Receivables generates chargeback adjustments when you create a chargeback. The chargeback adjustment reduces the balance of the transaction to which the chargeback is applied by the amount of the chargeback. Similarly, commitment adjustments are generated when you invoice against a deposit or guarantee. The commitment adjustment reduces the balance of the invoice in the case of a deposit applied to an invoice, or reduces the balance of the guarantee in the case of a guarantee applied to an invoice.

Late charge adjustments are created when you calculate late charges. They are used to adjust the transaction balance by the amount of the late charge.

Adjustment and chargeback reversals are generated when you delete a receipt application that has an adjustment or chargeback associated with it.

Tip: If you are using AutoInvoice, you can manually enter sequential numbers in the AutoInvoice interface tables. However, Receivables automatically assigns sequence numbers to the transactions you import if you use an automatic sequence type for these transactions.

Step 5 Assign Sequences to Categories

Use the Document Sequences window to assign a sequence to one or more combinations of:

- Application
- Document Category
- Range of Transaction Dates

When you define a new receipt method, transaction type, or receivables activity, Receivables automatically creates a corresponding document category with the same name.

Note: Although Receivables creates a corresponding document category for each receivables activity that you define, only the document categories that were created for Adjustment or Late Charge receivables activities require sequence assignments.

Application and Document Category make up your document flexfield. Each active document flexfield combination must be unique for any given transaction date range.

Note: You can assign the same sequence to one or more document flexfield combinations, but all of the categories in the flexfield must point to the same application table.

For more information, see: Assigning a Document Sequence, *Oracle E-Business Suite Setup Guide*.

Step 6 Implement Document Sequences in Oracle General Ledger

If you have Oracle General Ledger installed and have sequential numbering enabled for this application, you must define sequences, categories, and assignments for your journal entry categories before you can post.

Receivables posts to the following General Ledger journal categories:

- Adjustments
- Bills Receivable
- Chargebacks
- Credit Memo Applications
- Credit Memos
- Cross Currency
- Debit Memos
- Miscellaneous Receipts

- Sales Invoices
- Trade Receipts

Note: It is possible to have document sequencing enabled for specific applications by setting your Sequential Numbering profile option at the application, rather than at the site, level.

Related Topics

Sample Implementation, page 2-10

Sample Implementation

The table below gives an example of how you might set up sequences, categories, and assignments within Receivables. Your implementation will depend on whether you want to perform any manual entry of document numbers and how many sequences you want to use for your transactions and receipts. Additionally, it will depend on whether you use the Receivables automatic receipts, AutoInvoice, AutoLockbox, and late charge features.

Sequence Name	Sequence Type	Document Category
Invoice	Automatic/Manual	Each Invoice Transaction Type
Debit Memo	Automatic/Manual	Each Debit Memo Transaction Type
Commitment	Automatic/Manual	Each Deposit Transaction Type
Commitment	Automatic/Manual	Each Guarantee Transaction Type
Chargeback	Automatic/Manual	Each Chargeback Transaction Type
Credit Memo	Automatic/Manual	Each Credit Memo Transaction Type
Lockbox Receipt	Automatic	Each Lockbox Receipt Method

Sequence Name	Sequence Type	Document Category
Automatic Receipt	Automatic	Each Automatic Receipt Method
Manual Receipt	Automatic/Manual	Each Manual Receipt Method
Automatic Adjustment	Automatic	Each Automatic Adjustment Activity (including seeded activities)
Automatic Adjustment	Automatic	Each Late Charge Activity
Manual Adjustment	Automatic/Manual	Each Manual Adjustment Activity

If you use the same receipt methods for your lockbox receipts as you do for your manually entered receipts, you must use an automatic sequence for both manual and lockbox receipts, as AutoLockbox requires an automatic sequence. Additionally, if you want to use automatic sequencing with AutoInvoice, you should assign an automatic sequence to the transactions types you assign to your imported transactions.

Solving Problems

Below is a list of errors you might encounter if you have set the sequential numbering profile option to either 'Partially Used' or 'Always Used,' but have not set up your document sequences correctly:

- No assignment exists for this set of parameters.
You must create an assignment for the document category associated with the transaction you are entering. This is done in the Sequence Assignments window (use the System Administrator responsibility).
- Sequential Numbering is always used and there is no assignment for this set of parameters.
You must create an assignment for the document category associated with the transaction you are entering.
- The assigned sequence is inactive.
The date of the transaction does not fall within the effective dates of the sequence assignment.
- The manual sequence value passed is not unique.

Enter a unique document number for the transaction.

Related Topics

Entering Transactions, *Oracle Receivables User Guide*

Implementing Document Sequences, page 2-2

Header and Line Level Rounding

When you create a foreign currency receipt or transaction, Receivables requires you to enter an exchange rate. Receivables uses this rate to convert the amount to your functional currency and create accounting entries in both currencies.

When you create a transaction with several line items, the total amount in the two currencies may vary slightly (usually by the minimum accountable unit defined for your functional currency). These differences occur due to *rounding*, the mathematical process of approximating an amount to a specific number of decimal places. Rounding differences can occur whenever you use an exchange rate to convert transaction amounts to a different currency.

Depending on legal requirements established in your home country, you may need to round amounts at the transaction header level and then account for and post the rounding difference in a separate account. You can do this in Oracle Receivables by enabling Header Level Rounding and defining a Header Rounding Account in the System Options window. If you do not enable Header Level Rounding, Receivables rounds amounts at the line level and posts any rounding difference to the Receivables account.

Note: If you enable Header Level Rounding, then Receivables displays a rounding distribution line for all transactions, regardless of currency. If the transaction is in your functional currency, then the amount of this line is zero.

Example

In this example, Header Level Rounding is set to Yes and a Header Rounding Account is defined.

You have an invoice in Euro, which consists of three line items. To convert the invoice to the US Dollar, you specify an exchange rate of 1.385999.

The following table shows the calculations Receivables performs to convert each amount when you save the invoice.

Item Description	Amount in Euro (EUR)	Exchange Rate	Amount in US Dollar (USD)	Comment
Paper	15.00	1.385999	10.82	rounded down
Pens	12.00	1.385999	8.66	rounded up
Envelopes	25.00	1.385999	18.04	rounded up
Subtotal:	52.00		37.52	sum of items
Rounding Difference			- 0.01	
Total Amount:	52.00		37.51	rounded down

In this example, Receivables first converts each line item and then adds them to give a total of 37.52 USD. The 0.01 is the rounding difference, which Receivables records in the Header Rounding Account that you define.

If Header Level Rounding is not enabled, Receivables converts amounts by first adding the line amounts in the invoice currency and then dividing by the exchange rate. Using the amounts in this example, the result is: $52/1.385999 = 37.51$

Setting Up

To enable Header Level Rounding, check the Header Level Rounding check box and define a Rounding Account in the System Options window. For more information, see: Accounting System Options, page 2-25.

Warning: After you enable Header Level Rounding and save your work, you cannot disable the feature.

Related Topics

Foreign Currency Transactions, *Oracle Receivables User Guide*

Cross Currency Receipts, *Oracle Receivables User Guide*

Defining Receivables Lookups

Lookup names display as list of value choices throughout Oracle Applications to help speed data entry and accuracy. Receivables provides many lookup types for you. Some lookup types can be updated to suit your business needs. You cannot update a lookup

type if Receivables requires those settings for its own internal use. For example, you cannot update attributes of the 'Tax Classification' lookup type.

You can create new lookup types and define as many additional lookups as you want in the Receivables Lookups window. For example, you can define additional lookups to the lookup type 'Collector Actions' to describe your collection actions. Receivables displays these lookups as list of values choices for the Action field in the Call Actions window.

You cannot change lookup name values after you save them. To remove an obsolete lookup you can: disable the code, enter an end date, or change the meaning and description to match a replacement code.

You can view all Receivables lookups in the Oracle Receivables Lookups window. However, you can't modify most lookups.

If you use Multiple Language Support, you can define lookups in multiple languages. Select Translations from the toolbar or menu to enter the lookup name and description in another language. When a user selects lookups from a list of values, the lookups on the list appear in the user's language.

The following sections group the predefined Receivables lookups by their function and provide a brief description of where each is used within Receivables.

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

Related Topics

Application Utilities Lookups and Application Object Library Lookups, *Oracle E-Business Suite Developer's Guide*

Reviewing and Updating Receivables Lookups, page 2-15

Customer Lookups, page 2-16

Customer Profile Lookups, page 2-17

Transaction Lookups, page 2-18

Collections Lookups, page 2-19

Receipt Lookups, page 2-20

Credit Management Lookups, page 2-21

Demand Class Lookups, page 2-21

Reviewing and Updating Receivables Lookups

You can review any predefined or new lookup types in the Receivables Lookups window. You can update a lookup type only if its access level is either User or Extensible. Receivables requires that lookup types that have an access level of System remain unchanged for its own internal use.

You can always update lookup types that you create. However, although you can make a lookup inactive, you cannot delete a record from a lookup type, regardless of its access level.

Note: When defining your organization types during Oracle Receivables setup, you need to switch to the Oracle Purchasing responsibility, navigate to the Lookups window, then define the ORG_TYPE lookup. Then, switch back to the Receivables responsibility to continue Oracle Receivables setup.

For detailed information about defining and updating lookups, see: Application Utilities Lookups and Application Object Library Lookups, *Oracle E-Business Suite Developer's Guide*.

Important: Lookups in Receivables are maintained by the FND_LOOKUP_VALUES table, which requires that values in both the LOOKUP_TYPE column and the MEANING column be unique. Since this requirement is new, you may have legacy data in the MEANING column that Receivables would now consider to be duplicate data.

In these situations, where you might have duplicate data in a lookup, Receivables will append the "at" sign (@) to all subsequent duplicates in order to differentiate the entries from each other and to satisfy the requirement that each entry be unique.

For example, you might have a LOOKUP_TYPE of "Flavors," a LOOKUP_CODE of "Vanilla," and a MEANING of "Ice Cream Flavor." This same MEANING, then, might be used in your LOOKUP_CODES for "Mint Chip," "Chocolate," and "Butter Pecan." Receivables will adjust the multiple "Ice Cream Flavor" entries in the MEANING column this way: @1@Ice Cream Flavor, @1@@Ice Cream Flavor, and @1@@@Ice Cream Flavor, and so on. Note that the number 1 (as in @1@) may change, depending upon the selected value.

Related Topics

Customer Lookups, page 2-16

Customer Profile Lookups, page 2-17

Transaction Lookups, page 2-18

Collections Lookups, page 2-19

Receipt Lookups, page 2-20

Credit Management Lookups, page 2-21

Demand Class Lookups, page 2-21

Customer Lookups

The following table lists customer lookup types. You can define lookups for these types in the Receivables Lookups and Demand Class windows. See: Demand Class Lookups, page 2-21.

Meaning/Type	Code	Where Used
Address Categories	ADDRESS_CATEGORY	Category in the Customer Addresses window.
Business purposes for a customer address	SITE_USE_CODE	Usage in the Business Purpose region and Description in the Contact Roles region.
Categories for Customers	CUSTOMER_CATEGORY	Category in the Classification region of the Customers window.
Customer Class	CUSTOMER_CLASS	Class in the Classification region of the Customers window.
Demand Class (Demand Class Lookups window)	DEMAND_CLASS	Demand Class in the Business Purpose Detail window.
FOB (free on board)	FOB	FOB in the Classification region of the Customers window.
Job Titles for Customer Contact	RESPONSIBILITY	Job in the Contact: Roles and Contact:Telephones regions.
Party Fiscal Classification for Leasing	AR_TAX_PARTY_FISCAL_CLASS	A tax determining factor assigned in the Tax Groups window.
Titles for contact persons at customer sites	CONTACT_TITLE	Title in the Contact: Roles and Contact:Telephones regions.

Meaning/Type	Code	Where Used
Types of communication used in contacting customers	COMMUNICATION_TYPE	Type in the Telephones and Contact: Telephones regions of the Customers window.
Types of documents to send to customers with this relationship to primary customer	RELATIONSHIP_TYPE	Type in the Relationships tabbed region of the Customers window.
SIC code types	SIC_CODE_TYPE	SIC Code Type in the Classification region of the Customers window.
State codes	STATE	State in the Customer Addresses window.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Customer Profile Lookups

The following table lists customer profile lookup types. You can define lookups for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Account Status	ACCOUNT_STATUS	Account Status in the Profile: Transaction region of the Customers window.
Credit rating for customers	CREDIT_RATING	Credit Rating in the Profile: Transaction region of the Customers window.
Customer credit risk	RISK_CODE	Risk Code in the Profile: Transaction region of the Customers window.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Transaction Lookups

The following table lists lookup types used for Receivables transactions. You can define lookups for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Adjustment Reason	ADJUST_REASON	Assigned to a manual adjustment in Adjustments window.
Approval Type	APPROVAL_TYPE	Status of approvals such as Approved, Pending approval and Rejected.
Batch Status	BATCH_STATUS	Status of batches such as Closed, New, Open, and Out of Balance.
Canadian Provinces	AR_CANADIAN_PROVINCE	Assigned to a tax code in the Tax Groups window.
Commitment Description	COMMITMENT_DESCRIPTION	Used when entering commitments in the Transactions workbench.
Credit Memo Reason	CREDIT_MEMO_REASON	Assigned to credit memos.
Credit Memo Request Status	CREDIT_MEMO_REQUEST_STATUS	Assigned to credit memo requests generated using iReceivables.
Invoice Reason	INVOICING_REASON	Assigned to an invoice line in the More region of the Lines window.
Location Qualifier	ARTAXVDR_LOC_QUALIFIER	Determines whether your tax vendor creates tax lines separately for state, county, and city or sums tax amounts into a single tax line.
Magnetic Format Codes	MAGNETIC_FORMAT_CODE	Assigned to bills receivable transaction types.
Product Fiscal Classification	AR_TAX_PRODUCT_FISCAL_CLASS	A tax determining factor assigned in the Tax Groups window.

Meaning/Type	Code	Where Used
Special Instructions	SPECIAL_INSTRUCTIONS	Assigned to bills receivable transactions created manually or in batch.
Tax Classification	AR_TAX_CLASSIFICATION	Assigned to a tax code in the Tax Groups window.
Tax Exemption Reason	TAX_REASON	Assigned to a tax exemption when entered manually or when importing transactions using AutoInvoice.
Tax Rate Exception reason	TAX_EXCEPTION_REASON	Assigned to a tax rate exception in the Item Tax Rate Exceptions window.
Tax Types	TAX_TYPE	Assigned to a tax code in the Tax Codes and Rates window.
Transaction Fiscal Classification	AR_TAX_TRX_BUSINESS_CATEGORY	A tax determining factor assigned in the Tax Groups window.
Types of Messages	STANDARD_MSG_TYPES	Used for Printing Statements.
Type of Standard Text Usage	STANDARD_TEXT	Used for Printing Statements.
Values for Special Instructions	SPECIAL_INSTRUCTIONS	Assigned to a transaction in the More tabbed region of the Transactions window.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Collections Lookups

The following table lists lookup types used for collections. You define lookups for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Type of data to include in a specific bucket	AGING_BUCKET_LINE_TYPE	Aging bucket line type in the Aging Buckets and Interest Tiers window. Also used in Aging reports. Also used by Oracle Advanced Collections.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Receipt Lookups

The following table lists lookup types used for receipts. You define values for these types in the Receivables Lookups window.

Meaning/Type	Code	Where Used
Credit Card Error Notes	AR_CC_ERROR_HANDLING	Receipt Classes window (receipt method setup)
Matching Method	ARLPLB_MATCHING_OPTION	Match Receipts By field in Lockboxes window.
Match on corresponding date	ARLPLB_USE_MATCHING_DATE	Match on Corresponding Date poplist in Lockboxes window.
Payment Type	CASH_RECEIPT_TYPE	Payment Type poplist in the Receipt Classes window.
Reason for Receipt Reversal	CKAJST_REASON	Used in the Reverse window as a reason for reversing a receipt.
Mandatory field prompt for message dictionary	MANDATORY_FIELD_PROMPT	Used in the Receipts and QuickCash windows to generate a message that the field must be entered.
Reverse Payment Reason	REVERSE_PAYMENT_REASON	Used in the Reverse window as a reason for reversing a receipt.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Credit Management Lookups

To view the lookup types used for Oracle Credit Management, see: Defining Lookups, *Oracle Credit Management User Guide*.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Demand Class Lookups

Use the Demand Class Lookups window to maintain existing and define additional lookups for your shared demand classes. Demand classes are categories you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently.

You can define up to 250 lookups for each demand class. You assign a demand classes to customers in the Customers windows.

You can disable a demand class lookup by either unchecking the Enabled check box or entering an effective end date, and then saving your work.

Access Levels

The Access Level for each demand class determines whether you can add new demand classes or modify existing demand classes of this type. The three levels are:

User: No restrictions on adding or modifying codes are enforced.

Extensible: New codes may be added, but you can only modify or disable seeded codes if the application of your responsibility is the same as the application of this demand class.

System: You can only modify code meanings and descriptions.

To define a demand class lookup:

1. Navigate to the Demand Class Lookups window.
2. Choose the Application associated with this demand class type. Choose 'Oracle Inventory' or 'Oracle Manufacturing.'
3. Enter the Code for your demand class. You cannot change this value after saving your work. If you are updating lookups with an access level of System, you cannot add new lookups to this lookup type.

4. Enter the Meaning and a Description of this demand class.
5. Enter a range of Effective Dates in the From and To fields (optional). If you do not enter a start date, this demand class is valid immediately. If you do not enter an end date, this demand class is valid indefinitely.
6. Save your work. To use your new lookups, exit, then reenter Receivables.

Related Topics

Reviewing and Updating Receivables Lookups, page 2-15

Organizations

Define organizations to describe the distinct distribution entities in your company, such as separate warehouses or manufacturing facilities.

You must define at least one organization to use Receivables. If other Oracle Manufacturing Applications that use organizations are installed, you should set up your organizations from within these products and use their product-specific documentation. If you have both Oracle Order Management and Receivables installed, you can set up your organizations from either application.

Note: When you create a new operating unit, run the Replicate Seed Data concurrent program. This program creates certain required data in Receivables setup tables for the new operating unit.

Prerequisites

- Define your ledgers, *Oracle General Ledger Implementation Guide*
- Define your organization types using the ORG_TYPE lookup, page 2-15
- Define your job key flexfield structures, segments, and segment values, *Oracle E-Business Suite Flexfields Guide*

To define an organization:

1. Navigate to the Organization window.
2. Enter a unique Name for this organization.
3. Enter a range of Dates for this organization (optional). The default start date is today's date, but you can change it. If you do not enter an end date, this organization will be valid indefinitely.

Note: The Location, Internal or External, Location Address, and Internal Address fields are not applicable to Receivables, so you can ignore them.

4. Save your work.
5. Enter the Organization Classifications Name for this organization.
6. To enable this organization classification, check the Enabled box.
7. Repeat steps 5 and 6 for each of your organization classifications, then save your work.
8. To enter additional organization classification information, choose Others.

Note: For an organization with an 'Inventory Organization' classification, you must first define your accounting and then your inventory information before you can enter additional information.

9. Select 'Accounting Information' to enter ledger information.
Select 'Inventory Information' to enter inventory setup options.
Select 'Receiving Information' to enter receiving setup options (this option is not applicable for an 'Inventory Organization' classification).
10. If you chose 'Accounting Information,' enter a ledger identifier. A ledger describes a group of accounts that share a common general ledger account structure, calendar, and functional currency. See: *Defining Ledgers, Oracle General Ledger Implementation Guide*.
If you chose 'Inventory information,' enter a unique Organization Code.

If you have Oracle Order Management installed:

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

The information in the Organization window is shared by all Oracle applications that you install. Consequently, you can query all the organizations set up within other products. If you can query other organizations, then you do not have to set up an organization specific to Receivables.

You can disable an organization classification by unchecking the Enabled box next to that classification, and then saving your work.

Note: You can use the Oracle E-Business Suite Multiple Organization Support feature to use multiple ledgers for a single Receivables installation. See: Using the Multiple Organization Support Feature, page 2-24.

Related Topics

Setting Up Receivables, page 1-1

Organization Parameters Window, *Oracle Inventory User's Guide*

Oracle E-Business Suite Multiple Organizations Implementation Guide

Using the Multiple Organization Support Feature

You can use the Oracle E-Business Suite Multiple Organization Support feature to use multiple ledgers within a single Receivables installation. You can then assign a unique ledger (with its unique calendar, chart of accounts, and ledger currency) to each organization that you define. When you assign responsibilities using function security, you can limit a user to one organization's ledger.

In addition to its original title, the organization name is displayed in the header of reports also.

With the Multiple Organization Support feature, you can segregate transactions by operating unit, yet you can still choose to share certain information (such as customers) between organizations, so the information needs to be entered only once.

You can access multiple operating units from a single responsibility to enter, process, view, and report on data. Receivables can display data within one operating unit or across all operating units.

Related Topics

Oracle E-Business Suite Multiple Organizations Implementation Guide

Defining Receivables System Options

Define system options to customize your Receivables environment. During Receivables setup, you specify your accounts, customer and invoice parameters, and how the AutoInvoice and Automatic Receipts programs will run.

Prerequisites

- Define your ledgers, *Oracle General Ledger Implementation Guide*
- Define your AutoCash Rule sets, page 6-3

- Define Grouping Rules, page 4-13
- Define Key Flexfield Segments, *Oracle E-Business Suite Flexfields Guide*

To define your Receivables system options:

1. Navigate to the System Options window.
2. Define your accounting, miscellaneous, and invoices and customers system options.

Related Topics

Accounting System Options, page 2-25

Transactions and Customers System Options, page 2-27

Claims System Options, page 2-32

Miscellaneous System Options, page 2-33

Setting Up Receivables, page 1-3

Using the Multiple Organization Support Feature, page 2-24

Accounting System Options

Use the Accounting tabbed region to define your accounting flexfields. You can also choose whether to use automatic journal import, enable header level rounding, and specify how many days should be included in each posting cycle.

To define your Receivables accounting system options:

1. Navigate to the System Options window.
2. Specify an operating unit.
3. Enter your Realized Gains and Realized Losses Accounts. Receivables posts changes in your functional currency to your Realized Gains or Losses account in your general ledger if there are differences in exchange rate gains or losses.

For example, if the exchange rate for a foreign currency invoice is 1.7 and the exchange rate of your payment for this invoice is 2.0, Receivables posts the difference as a gain to your Realized Gains account. Receivables provides descriptions of each segment, verifies that all flexfield segments are active, and ensures that you enter a valid combination.
4. Enter a default Tax Account.
5. Enter your Unallocated Revenue Account. Receivables uses this account when you

apply a cash receipt with a balance other than zero to an invoice with a zero balance.

6. In the Cross Currency Rate Type field, enter the default exchange rate type that Receivables uses when the receipt and transaction currency are different and the two currencies do not have a fixed rate relationship. (If the receipt and transaction do have a fixed rate relationship, then Receivables uses the exchange rate that you defined.)

The Applications and QuickCash windows use the value that you define here to calculate the Allocated Receipt Amount when you enter the Amount Applied and vice versa (if this system option is not defined, then you must manually enter both values).

Additionally, AutoLockbox uses this system option to apply cross currency receipts if the currencies do not have a fixed exchange rate and the program cannot automatically calculate the rate to use. See: Importing and Applying Cross Currency Receipts, *Oracle Receivables User Guide*.

7. Enter a Cross Currency Rounding Account. Receivables uses this account to record any rounding error amounts created during a cross currency receipt application for currencies that have a fixed rate relationship. You need to define a rounding error account if you create cross currency receipts. See: Cross Currency Receipts, *Oracle Receivables User Guide*.
8. Define a Header Rounding Account and enable Header Level Rounding (optional). Receivables uses this account to record any rounding differences that occur when converting foreign currency transactions to your functional currency. For more information, see: Header Level Rounding, page 2-12.

Warning: After you enable Header Level Rounding and save your work, you cannot disable the feature.

9. To import the batches of transaction records that you post into your general ledger, check the Automatic Journal Import box.
10. Enter the number of Days per Posting Cycle. This lets you process the transactions you are posting in smaller groups to ensure that you do not run out of rollback space during posting. For example, if your accounting period is 30 days and you set this value to 30, the posting program uses only one cycle. If your accounting period is 30 days and you set this value to 17, the posting program uses two cycles. We recommend that you set this field to a value that is less than the number of days in your accounting period.

Related Topics

Transactions and Customers System Options, page 2-27

Claims System Options, page 2-32

Miscellaneous System Options, page 2-33

Discounts, *Oracle Receivables User Guide*

Transactions and Customers System Options

Receivables lets you define several options for your invoices and use of the AutoInvoice program. You can choose whether to allow updates to printed invoices and whether you can apply payments to an unrelated customer's transactions. Receivables lets you define the segments to use for Accounting Flex Tuning, System Items Tuning, and Territory Tuning during AutoInvoice.

You can also specify whether to purge the interface tables that you use for AutoInvoice, the maximum number of bytes to use, whether SQL Trace is active for this program, and the grouping rule to use for the revenue and credit transactions you create through AutoInvoice.

To define your Receivables transaction and customers system options:

1. Open the Transactions and Customers tabbed region.
2. To allow updates to transactions that have been printed, check the Allow Change to Printed Transactions box. This option also determines whether you can update a customer's address when printed, posted, or applied transactions are assigned to that address. See: *Entering and Updating Customer Information, Oracle Receivables User Guide*.

Important: You cannot update a transaction if it has activity against it, regardless of how you set this option. Examples of activity include payments, credit memos, adjustments, and including the transaction on a balance forward bill.

3. To allow transactions to be deleted from Receivables after they have been saved, check the Allow Transaction Deletion box. If you set this option to Yes, you can still specify at the responsibility level which users can delete transactions by using function security. Setting this option to No prevents all Receivables users from deleting transactions; this is a requirement for installations that are legally required to number transactions sequentially with no missing transaction numbers.
4. To allow receipt applications to debit items of unrelated customers, or to allow bills receivable assignments to transactions of unrelated customers, check the Allow Payment of Unrelated Transactions box. If you check this box, Receivables lets you select debit items for unrelated customers and apply your receipts to them in the Applications window, and lets you select transactions of unrelated customers and assign them to bills receivable in the Assignments window or the Bills Receivable

Transaction Batches window. See: Applying Receipts, *Oracle Receivables User Guide* and Bills Receivable Creation, *Oracle Receivables User Guide*.

5. Check the Show Billing Number check box if you want Receivables to display the balance forward bill number on certain reports and windows. Receivables assigns a unique billing invoice number when you print a draft or final version of your balance forward bills.

Receivables windows that can display the balance forward bill number include the Receipts, Transactions, Credit Transactions, Transaction Overview, Applications, and Search and Apply windows.

Reports that can display the balance forward bill number include the Account Status, Aged Trial Balance, Billing and Receipt History, Disputed Invoice, Past Due Invoice, Sales Journal by GL Account, and Transaction Detail reports.

Note: The balance forward bill number field on the Transactions workbench always displays, regardless of this system option setting.

6. Enter the Tax Invoice Printing method to use. This is the method Receivables will use when printing tax amounts on your invoices. The value you enter here becomes the default for your customer profile classes. Choose one of the following methods:

European Tax Format: Does not itemize tax information for each line, but does print tax rates as the last column of invoice lines. Prints freight items last. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of taxable amounts and tax charged for each tax rate code.

Itemize and Sum: Itemizes tax information for each invoice line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax rate code.

Additionally, at the end of the invoice, Receivables prints the invoice subtotal, tax, shipping, and invoice total in a vertical format.

Itemize Taxes: Itemizes tax information for each invoice line.

Itemize With Recap: Itemizes tax information for each invoice line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax rate code.

Recap: Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax rate code.

Sum Taxes: Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax rate code.

Additionally, at the end of the invoice, Receivables prints the invoice subtotal, tax,

shipping, and invoice total in a vertical format.

Summarize By Tax Name: Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each printed tax name and rate.

Total Tax Only: Displays only the total tax amount at the bottom of the document.

7. From the Document Number Generation Level pulldown list, select the point at which Receivables generates a document number for your transactions. Choose one of the following:
 - When the transaction is committed
 - When the transaction is completed

For bills receivable, Receivables ignores this option and generates the document number when the bill is completed.

8. Select the Assess Late Charges box if you want to assess late charges on overdue transactions.

Receivables reviews this option first, before reviewing the various aspects of your late charge policies that are defined on the customer record, either defaulted from the customer profile class, or defined at the account or site level.

Note: If this system option is not selected, then Receivables will not create late charges for a customer, even if that customer is enabled for late charges at the account or site level.

See: Setting Up Late Charges, page 9-7.

9. During late charge policy definition, you can select the *Average Daily Balance* calculation method. Typically, you use this calculation method for balance forward bills.

If you are using the *Average Daily Balance* calculation method, then use the Average Daily Balance region to modify how Receivables calculates the average daily balance.

- Use the Balance Calculation field to include or exclude as part of the balance calculation any debit items that were billed after the most recently generated balance forward bill.

- *Include Post-Billing Debit Items*

The average daily balance formula includes debit items that were created after the previous balance forward bill cutoff date.

- *Exclude Post-Billing Debit Items*

The average daily balance includes only those debit items that were already included on the last balance forward bill.

- Use the Calculation Period field to specify the period that Receivables uses to calculate the average daily balance.

- *Due-Date to Run Date*

Receivables computes the sum of the applicable debits and credits for each day that falls between the balance forward bill due date and the Generate Late Charges program submission date. To calculate the average daily balance, Receivables divides the sum by the number of days.

- *Run-Date to Run-Date.*

Receivables computes the sum of the applicable debits and credits for each day that falls between the last submission date and current submission date of the Generate Late Charges program. To calculate the average daily balance, Receivables divides the sum by the number of days.

Open balances at any other time of the month, and number of days that a payment is late, are not included in the calculation.

10. During late charge policy definition, you decide how to present late charges to your customers (adjustment, debit memo, or interest invoice), and you define Receivables setup components to support that decision. Select those components that you previously defined.

- Interest Invoice Transaction Type

Select the transaction type that you defined for interest invoices.

- Debit Memo Charge Transaction Type

Select the transaction type that you defined for debit memos.

- Interest Charge Activity

Select the receivables activity that you defined for late charges.

The Generate Late Charges program will use this value, if none exists at the customer account or site.

- Penalty Charge Activity

Select the receivables activity that you defined for penalties.

- Late Charge Batch Source

Select the batch source that you defined for debit memo or interest invoice creation.

See: Step 3. Set Up Late Charge Documents and Accounting, page 9-8.

11. To automatically purge the AutoInvoice Interface tables after running AutoInvoice, check the Purge Interface Tables box. If you check this box, Receivables deletes the records that have successfully transferred into permanent Receivables tables. Do not check this box if you want to submit the AutoInvoice Purge program manually after running AutoInvoice. See: Importing Transactions Using AutoInvoice, *Oracle Receivables User Guide*.
12. Enter the Maximum Memory (in bytes) to allocate to AutoInvoice for validation. For best results, enter a value that is the maximum number of records that you import (rounded to an even number) multiplied by 1024. For example, if you use AutoInvoice to import no more than 100 records at a time, enter a value of 102400.
13. Enter a Log File Message Level. This number (from 0 to 3) indicates the amount of detail you want AutoInvoice to display in the AutoInvoice log file. The higher the number, the greater the detail.

Note: For more information about the AutoInvoice system options, see: Preparing Receivables for AutoInvoice, *Oracle Receivables User Guide*.

Enter the Accounting, System Items, and Territory Flexfield segments that are most often selected by AutoInvoice. Receivables uses this information to increase AutoInvoice performance.

14. To automatically assign a unique number to every new customer, check the Automatic Customer Numbering box. Do not check this box if you want to manually assign customer numbers.

Your Oracle Applications system administrator or developer can specify the initial number to be used for Automatic Customer Numbering.

- Switch to the Application Developer responsibility.
 - In the Navigator window select Application, then Database, and finally Sequence.
 - In the Name field of the Sequences window, query for HZ_ACCOUNT_NUM_S.
 - In the Start Value field of the Sequences window, enter the initial number to be used for Automatic Customer Numbering.
15. To automatically assign numbers to your customer's business purposes, check the Automatic Site Numbering box.

Tip: If you do not check the Automatic Site Numbering box, you can provide descriptive location names for your business purposes. For example, your customer has several addresses, but they want all invoices to be sent to their office in Chicago. For the Bill-To business purpose, enter a location name of 'Chicago-Bill To Site Only.' This will help you identify the correct address to enter when creating invoices.

16. Select the Create Reciprocal Customer box to automatically select by default the Reciprocal check box when creating new account relationships.
17. Enter the default Grouping Rule Name you want AutoInvoice to use. AutoInvoice uses grouping rules to group revenue and credit transactions into invoices, debit memos, and credit memos.

Related Topics

Accounting System Options, page 2-25

Claims System Options, page 2-32

Miscellaneous System Options, page 2-33

Entering and Updating Customer Information, *Oracle Receivables User Guide*

Defining Customer Profile Classes, page 3-6

Claims System Options

If using Oracle Trade Management, then use the Claims tabbed region to indicate how to evaluate, during Lockbox and Post QuickCash processing, your customers' remittances for claim creation.

You can choose which types of *unmatched* remittance lines that you want to create claims for.

You can also decide if you want to create claims for *matched* remittances. With matched remittances:

- Short payments generate invoice-related claims.
- Overpayments generate noninvoice-related claims.

If you want to create claims for matched remittances, then you can optionally exclude short payments of credit memos from claim creation.

Prerequisites

- Implement Oracle Trade Management. See: *Oracle Trade Management User Guide* or online help.

- For automatic claim creation via AutoLockbox, specify in your lockbox definition if you want to evaluate remittances for claim eligibility. See: Lockboxes, page 6-10.

To define your Receivables claims system options:

1. Open the Claims tabbed region.
2. In the Unmatched Remittance Lines region, indicate the type of remittance line that you want Receivables to create claims for.
3. In the Matched Remittance Lines region, select the Prepare for Claim Creation box if you want Receivables to create claims for matched remittances.
4. Select the Exclude Credit Memos box if you want Receivables to exclude credit memos from automatic claim creation.

Related Topics

Working with Claims, *Oracle Receivables User Guide*

Using AutoLockbox, *Oracle Receivables User Guide*

How AutoLockbox Creates Claims, *Oracle Receivables User Guide*

QuickCash, *Oracle Receivables User Guide*

Defining Receivables System Options, page 2-24

Miscellaneous System Options

Use the Miscellaneous tabbed region to specify your split amount and the number of days to use for your Days Sales Outstanding (DSO) Calculation in the Collection Effectiveness Indicators Report.

You can also:

- Choose whether you require a billing location for receipts, and salespersons and remit-to addresses for transactions
- Define the system level write-off limits for receipts
- Specify a chargeback due date
- Define your Automatic Receipts submission parameters,
- Choose a default Application Rule Set
- Set the Sales Credit Percent Limit

To define your miscellaneous Receivables system options:

1. Open the Miscellaneous tabbed region, then enter the Split Amount that Receivables will use when you generate the Collection Effectiveness Indicators Report. Receivables prints this amount as a selection option for this report.

Use the split amount to determine the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either \$300 or \$500. You choose \$400 as your split amount so that you can review how much of your open receivables are comprised of your \$300 business and how much corresponds to your \$500 business.

2. Enter the Discount Basis you want Receivables to use when calculating discounts for your invoices. Receivables uses this value as the default Discount Basis in the Payment Terms window. Choose one of the following discount methods:

Invoice Amount: Choose this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

Lines Only: Choose this option to calculate the discount amount based on only the line amounts of your invoices.

Lines, Freight Items and Tax: Choose this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

Lines and Tax, not Freight Items and Tax: Choose this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

3. Enter an AutoCash Rule Set (optional). Receivables uses this AutoCash Rule Set when you enter a receipt for a customer whose profile class has not been assigned an AutoCash Rule Set.

Your AutoCash Rule set and the Discount Grace Days you specify in a customer's credit profile determine the sequence of AutoCash Rules that Receivables uses when you run Post QuickCash to automatically apply receipts to this customer's open debit items. See: *AutoCash, Oracle Receivables User Guide* and *AutoCash Rule Sets*, page 6-3.

4. Enter the Number of Days to use when calculating your conventional Days Sales Outstanding for the Collection Effectiveness Indicators Report.

Conventional DSO = (total outstanding receivables / total sales for last DSO days) * (DSO days)

5. Enter a Sales Credit Percent Limit (optional). This setting applies only to sales credit adjustments that you make using the Revenue Accounting feature. The Sales Credit Percent Limit imposes a limit on the percentage of revenue plus non-revenue sales credit that a salesperson can have on any transaction line. If you do not enter a limit

here, then no validation is performed when using Revenue Accounting. See: Revenue Accounting, *Oracle Receivables User Guide*.

6. Enter the write-off limits per receipt.

You cannot write off receipt balances that are less than or greater than the system level write-off limits that you define here. You define the write-off limits range in your functional currency. See: Writing Off Receipts, *Oracle Receivables User Guide*.

7. To allow Receivables to accept unearned discounts, check the Allow Unearned Discounts box. Unearned discounts are discounts a customer takes after the discount period passes. You define discount periods when defining your payment terms. See: Payment Terms, page 3-1.
8. To allow discounts to be taken for partial payments, check the Discount on Partial Payment box. A partial payment is a payment that is less than the remaining amount due for a transaction. If this option is Yes, you can still choose to not allow discounts on partial payments at the transaction level when defining your Payment Terms. Set this option to No if you never allow discounts on partial payments.
9. To require that salespersons be entered when entering your transactions, check the Require Salesperson box.

If you plan to use the Revenue Accounting feature, you must check this box. See Revenue Accounting, *Oracle Receivables User Guide*.

10. To require that a bill-to location be associated with a cash receipt, check the Require Billing Location for Receipts box. If this option is Yes, the Post QuickCash program does not create receipts that do not have billing locations.

If you check this box, be sure that you also check the Require Billing Location box when defining your Lockboxes; otherwise, Receivables displays an error when you submit AutoLockbox.

Tip: If you have customers without statement sites, we recommend that you check this box. If you do not check this box and you have receipts for customers who do not have statement sites and who do not have a billing location associated with the receipt, the unapplied amount of the receipt will not appear on any of the statements for this customer.

11. To print your remit-to addresses on your customers' statements, check the Print Remit to Address box. You use remit-to addresses to inform your customers of where they should send their payments. See: Remit-To Addresses, page 4-20.

The width and height (in characters) of your customer's remit-to address in your printed dunning letters is 8 characters (height) by 30 characters (width).

12. To print your home country on your invoices and statements that refer to addresses in that country, check the Print Home Country box.

13. Enter an amount in the Minimum Refund Amount field. This field is used for automated receipt handling only.

AutoInvoice will automatically create refunds for credit memos that are imported against paid invoices, if the credit request amounts are equal to or greater than the minimum specified here.

AutoInvoice will place on account any credit amount that is less than the specified minimum.

See: Automatic Receipt Handling for Credits, *Oracle Receivables User Guide*.

14. Select the default Credit Card Payment Method for transactions to be paid by credit card.

This field is for use with iReceivables only.

15. Select the default Bank Account Payment Method for transactions to be paid by Automatic Clearing House bank account transfer.

Note: To accept bank account transfer payments via Oracle Payments and the ACH network, you must select an ACH Bank Account payment method from the list of values.

This field is for use with iReceivables only.

16. Enter the number of invoices you want the Automatic Receipt program to process before saving in the Invoices per Commit field.

17. Enter the number of receipts you want the Automatic Receipt program to process before saving in the Receipts per Commit field.

Tip: Set the Receipts per Commit option to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt batches. To help determine the numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this gives you the number of receipts marked for this batch. Enter this number in the Receipts per Commit field. You should only reduce the number if you run out of rollback segments.

18. Enter your default Chargeback Due Date. Receivables uses this date when you create a chargeback. Choose from the following:

Current Date: Use today's date as the default.

Deposit Date: Use the receipt deposit date as the default.

Open Invoice Due Date: Use the due date of the invoice or debit memo as the default.

Receipt Date: Use the receipt date as the default. This is the date that you entered the receipt.

19. Enter a Default Country. Receivables uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses. (You can override this value by setting the user profile option 'Default Country.' See: Profile Options in Oracle Application Object Library, page B-25).

20. In the Area field, enter the Source of Territory you want Receivables to default into the Salespersons, Transactions, and Customers windows. Receivables uses the value you enter here to determine the default territory for your invoices and commitments. Choose from the following sources:

Bill-To Site: Use your customer's Bill-To Address as the default.

Salesrep: Use the territory assigned to your customer's primary salesperson as the default.

Ship-To Site: Use your customer's Ship-To Address as the default.

None: Do not enter a default territory.

21. Enter an Application Rule Set or select one from the list of values. Your Application Rule Set determines the default payment steps when you use the Applications window or Post QuickCash to apply receipts. Receivables uses this rule set if none is assigned to the debit item's transaction type. See: Receivables Application Rule Sets., *Oracle Receivables User Guide*

Related Topics

Territories, page 2-38

Accounting System Options, page 2-25

Transactions and Customers System Options, page 2-27

Claims System Options, page 2-32

Entering Transactions, *Oracle Receivables User Guide*

Automatic Receipts, *Oracle Receivables User Guide*

Writing Off Receipts, *Oracle Receivables User Guide*

Printing Statements, *Oracle Receivables User Guide*

Revenue Accounting, *Oracle Receivables User Guide*

Territories

Receivables lets you define multiple customer territory combinations. You can assign territories to your customers, salespeople, invoices, and commitments. For example, you can divide your industry class into different types of businesses and your regions into North, South, East, and West to evaluate growth by location.

Receivables uses the value you enter in the Source of Territory field in the System Options window to determine the default territory for your invoices and commitments.

Active territories appear in the list of values in the Customers, Salespersons, and Transactions windows. Receivables does not display inactive territories in these windows.

Prerequisites

- Define system options, page 2-24
- Define your Territory Flexfield, page 2-38

To define a territory:

1. Navigate to the Territories window.
2. Enter a unique territory Name and Description.
3. Enter the territory Flexfield information for this territory.
4. Enter the range of Effective Dates that this territory will be active. The default Start date is the current date, but you can change it. If you do not enter an End date, this territory will be active indefinitely.

Related Topics

Defining Receivables System Options, page 2-24

Entering Transactions, *Oracle Receivables User Guide*

Salespersons, page 4-22

Territory Flexfield, page 2-38

Oracle E-Business Suite Flexfields Guide

Territory Flexfield

You can use the Territory Flexfield for recording and customized reporting on your territory information. Territory Flexfields are also displayed in the Transaction Detail and Customer Detail reports in Receivables. Receivables provides a default structure for

your Territory Flexfield. You can define up to twenty segments for this structure in the Key Flexfield Segments window.

Once you have defined your Territory Flexfield segments, you need to define value sets for these segments. Receivables does not provide any default value sets.

Next, you need to navigate to the Territories window to create your Territory Flexfield combinations. The Territory Flexfield does not allow dynamic insert, so you must ensure that you have defined all of your flexfield combinations before you assign them. See: Territories, page 2-38.

You can assign territories to your salespeople in the Resource window, to invoices and commitments in the Transactions window, and to customer business purposes in the Customers window.

You can choose to default the Territory Flexfield in your invoices and commitments using the Source of Territory field in the Miscellaneous tabbed region of the System Options window. You can choose from the following sources:

- **Bill-To Site:** Use the customer's Bill-To address as the default Territory Flexfield.
- **Salesrep:** Use the Territory Flexfield assigned to your customer's primary salesperson as the default.
- **Ship-to Site:** Use the customer's ship-to address as the default Territory Flexfield.
- **None:** Choose this value if you do not want Receivables to provide a default Territory Flexfield.

When you recur an invoice that has a Territory Flexfield assigned to it, the same Territory Flexfield will be copied to your recurred invoice. In addition, you can import Territory Flexfield information when importing your invoices through AutoInvoice. However, note that Receivables does not support the import of Territory Flexfields through the Customer Interface utility.

Important: The Territory Flexfield is optional, so if you do not wish to group your receivables data by territory, you do not have to implement this flexfield. However, you must enable at least one segment of your territory flexfield.

Territory Flexfield

Basic information about the territory flexfield includes:

- Owner: Oracle Receivables
- Used by: Oracle Receivables, Oracle Order Management, Oracle Project Accounting
- Flexfield Code: CT#

- Table Name: RA_TERRITORIES
- Number of Columns: 20
- Width of Columns: 25
- Dynamic Inserts Possible: No
- Unique ID Column: TERRITORY_ID
- Structure Column: None

Related Topics

Territories, page 2-38

Defining Descriptive Flexfields, *Oracle E-Business Suite Flexfields Guide*

Maintaining Countries and Territories, page 2-40

Maintaining Countries and Territories

Receivables lets you review and update your system's predefined country and territory information. You cannot enter new countries or territories, but you can update the name, description, Value Added Tax (VAT) member state code, or address style for any predefined countries.

The VAT member state code identifies a country or territory as belonging to the European Union (EU). There are special Value-Added Tax rules that apply to member states of the EU.

Prerequisites

- Define your Territory Flexfield, page 2-38

To maintain your country and territory information:

1. Navigate to the Countries and Territories window.
2. Update the predefined Description of the country or territory (optional).
3. Update the VAT Member State Code for a country belonging to the European Union. Receivables uses member state codes to determine which customers to include in the European Sales Listing. If a country does not belong to the European Union, you should not enter a VAT member state code. See: European Sales Listing, *Oracle Receivables User Guide*.
4. Update the Address Style to use for addresses within a country throughout Oracle Financials. If you leave this field blank, then Receivables uses the default address

style. Choose one of the following predefined address styles:

- **Japan:** Address Style used in Japan.
- **Northern Europe:** Address Style used in Northern Europe.
- **South America:** Address Style used in South America.
- **Southern Europe:** Address Style used in Southern Europe.
- **UK/Africa/Australasia:** Address Style used in the United Kingdom, Africa, and Australasia.

Note: You can also create your own address styles. See: Flexible Addresses, page 3-20.

Related Topics

Organizations, page 2-22

Territories, page 2-38

Customers

Payment Terms

Receivables lets you define standard payment terms for your customers to specify the due date and discount date for their open items. Payment terms can include a discount percent for early payment and you can assign multiple discounts to each payment term line. For example, the payment term '2% 10, Net 30' indicates that a customer is allowed a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the transaction date with no applicable discount.

You can define balance forward payment terms to bill customers periodically (daily, weekly, or monthly) at the account or site level using balance forward billing. The balance forward bill for a billing period shows the previous balance carried over from the last billing period, payment received, current charges and activities, and current total outstanding balance. See: Balance Forward Billing, *Oracle Receivables User Guide*.

You can also create split payment terms for invoice installments that have different due dates.

You can use payment terms to determine the amount of each installment. Receivables lets you either distribute tax and freight charges across all installments, or allocate all freight and tax amounts in the first installment of a split term invoice. You can use prepayment payment terms to indicate which business transactions require prepayment for goods and services. Receivables displays the active payment terms you define as list of values choices in the Customers, Customer Profile Classes, and Transactions windows.

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

Default Payment Terms Hierarchy

Receivables uses the following hierarchy to determine the default payment term for your transactions, stopping when one is found:

1. Bill-to site
2. Customer Address
3. Customer
4. Transaction Type

Predefined Payment Terms

Receivables provides the following predefined payment terms:

- **30 NET:** The balance of the transaction is due within 30 days.
- **IMMEDIATE:** The balance of the transaction is due immediately (i.e. on the transaction date). You can use this payment term with your chargebacks and debit memos.

To define a payment term:

1. Navigate to the Payment Terms window.
2. Enter the Name of this payment term.
3. Select the Prepayment check box if you are defining a prepayment payment term.

Receivables feeder systems, such as Oracle Order Management, can optionally implement business processes around prepayment payment terms to indicate that a particular business transaction requires the capture of funds before the delivery of a product or service.

See: Managing Prepayment Receipts, *Oracle Receivables User Guide*.

4. To associate a credit check with this payment term, check the Credit Check box. Oracle Order Management uses this information to determine when to place an order on hold.

In Oracle Order Management, if the profile for an address does not have credit checking limits defined in a particular currency but the customer does, then the order passes credit check. If the address does not have limits in the currency and neither does the customer, then the order is compared to the customer limit in that currency.

5. If you do not want to let your customers take discounts for partial payments on items associated with this payment term, then uncheck both the Allow Discount on Partial Payments check box as well as the check box for the Discount on Partial Payment system option.
6. Enter the Installment Option for items assigned to this payment term. This indicates how Receivables will allocate the freight and tax charged to transactions using this payment term. Choose 'Include tax and freight in first installment' to include all tax and freight charges in the first installment. Choose 'Allocate tax and freight' to distribute tax and freight charges across all installments.
7. Enter the Base Amount for this payment term. The default is 100, but you can change it. The base amount is the denominator for the ratio Receivables uses to determine the amount due for installments of invoices to which you assign this payment term. The sum of the relative amounts for all of the payment schedules that you define for these payment terms must be equal to the value that you specify as a base amount. See: Payment Terms Field Reference, page 3-6.
8. If you want to use this payment term for balance forward billing, select a balance forward billing cycle from the Billing Cycle list of values. See:
 - Balance Forward Billing, *Oracle Receivables User Guide*.
 - Balance Forward Billing Cycles, page 4-11.
 - Setting Up Balance Forward Billing, page 4-11.

Note: You cannot update the billing cycle, once a balance forward billing payment term is attached to a customer, account, or site profile.

Because balance forward bills cannot be split across installments, in the case of a balance forward payment term:

- Any value entered in Base Amount defaults to 100.
- Installment Options becomes disabled and any data entered before selecting a cycle defaults to *Include tax and freight in first installment*.
- You can populate only one row in the Payment Schedule section and the Sequence Number and Relative Amount values for the row default respectively to 1 and 100.
- Date Due becomes disabled. However, you can populate Days, Day of Month, and Months Ahead.

Note: You cannot change an existing payment term back and forth for use as both a non-balance forward billing and balance forward billing payment term.

9. If you want transactions assigned to this payment term to be printed before the due date, enter a number of Print Lead Days. Receivables will print this transaction x number of days before the due date, where x is the number of days you enter here.
10. Enter the Discount Basis you want Receivables to use when calculating discounts for your invoices. Choose one of the following discount methods:
 - Invoice Amount:** Choose this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.
 - Lines Only:** Choose this option to calculate the discount amount based on only the line amounts of your invoices.
 - Lines, Freight Items and Tax:** Choose this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.
 - Lines and Tax, not Freight Items and Tax:** Choose this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.
11. Enter a range of Effective Dates for this payment term. If you do not enter an end date, this payment term will be active indefinitely.
12. Enter a line number for the installment term that you are defining in the 'Seq' field. Enter a higher number for each installment term with a later due date. For example, if you create terms with 50% due in 15 days and 50% in 30 days, enter '1' in this field for the first line and '2' for the second line.
13. Enter the Relative Amount for this payment term. This is the numerator of the ratio that Receivables uses to determine the amount due for this installment of these payment terms. The sum of the relative amounts for all of the payment schedules that you define for each payment term must be equal to the base amount for this term.
14. Enter the number of Days after the invoice date that payment is due for this installment term (optional). For split payment terms, this number indicates the number of days after the invoice date that an installment is due.
15. Enter the Date on which payment is due for this installment term (optional). If you do not complete this field, enter a value for either Due Days or both Day of Month and Months Ahead.

16. If you are defining proxima terms, enter the Day of Month that payment is due for this installment term. For example, if payment is due on the fifteenth of each month, enter '15.'
17. If you are defining proxima terms and you entered a value for Day of Month, enter the Months Ahead to which this installment term of the proxima terms refer. For example, if you entered '15' for Day of Month and you enter '2' here, an invoice dated in May will have a due date of July 15.
18. Save your work. To assign discounts to each payment schedule line of your payment term, see: Entering Discount Information, page 3-5.

Related Topics

Payment Terms Field Reference, page 3-6

Entering Transactions, *Oracle Receivables User Guide*

Defining Customer Profile Classes, page 3-6

Payment Terms Listing, *Oracle Receivables User Guide*

Entering Discount Information

Receivables lets you assign discounts to your payment terms. You can also assign multiple discount line terms to each installment of your payment terms. For example, you might give your customer a 10% discount if they pay within 10 days, but only a 5% discount if they pay 11 to 20 days after the invoice date.

Discounts do not apply to Automatic Receipts. If you use the automatic receipts feature to create your Direct Debits, Receivables will not calculate discounts, even if your customers pay before the due date.

Prerequisites

- Define payment terms, page 3-1

To assign discount information to a payment term:

1. Navigate to the Payment Terms window.
2. Query or enter the payment term.
3. Choose Discounts.
4. Enter the discount percentage and number of Days for this payment term. For example, to give customers using this payment term a two percent discount if payment is received within ten days, enter '2' and '10' respectively.

5. To limit the period of time that the discount for this installment's discount line will be active, enter the Date, day of the Month, and the number of Months Ahead for this discount's expiration date. Receivables uses these values to calculate the discount date during invoice entry.

Related Topics

Discounts, *Oracle Receivables User Guide*

Discount Projection Report, *Oracle Receivables User Guide*

Payment Terms Field Reference

Base Amount: If the base amount is different from the relative amount, and you set the Installment Options field for this payment term to 'Allocate tax and freight', Receivables prorates the base amount across the relative amounts of this term's payment schedules based upon the ratio you define. Receivables uses the following equation to determine the original amount due for each installment of invoices to which you assign this payment term:

$$\text{Amount Due} = \text{Relative Amount} / \text{Base Amount} * \text{Invoice Amount}$$

If you select 'Include tax and freight in first installment' as the Installment Options field value for a payment term, the base amount and the relative amounts that you specify for this term's payment schedules only indicate how the original line amounts of the invoices to which you assign this term are distributed across different installments.

In this case, the original freight and tax amounts are included in the first installment in addition to the line amount allocated by the ratio of the base amount and the relative amount that you specify for the term's first payment schedule. Receivables uses the following equation to determine the original amount due for the first installment of invoices to which you assign this payment term:

$$\text{Amount Due} = (\text{Relative Amount} / \text{Base Amount} * \text{Base Line Amount}) + \text{Base Freight Amount} + \text{Base Tax Amount}$$

Defining Customer Profile Classes

Use Customer Profiles to group customer accounts with similar creditworthiness, business volume, payment cycles, and late charge policies. For each profile class you can define information such as credit limits, payment terms, statement cycles, invoicing, and discount information. You can also define amount limits for your late charges and statements for each currency in which you do business.

Define your standard customer profiles in the Customer Profile Classes window. These profiles contain generic options that you can use to group your customers into broad categories.

For example, you might define three categories: one for prompt paying customers; one

for late paying customers with high late charge rates; and a third for customers who mostly pay on time, with discount incentives for early payment. You can also use the profile class 'DEFAULT,' which Oracle Receivables provides.

You can assign a profile class to customer accounts and sites on the Create Customer page or the Account Profile subtab of the Account Overview page. The customer profile class you assign provides the default values, which you can optionally customize to meet specific requirements for each account or site.

Profile class options set at the account or site level take precedence over those defined at the customer profile class level.

For statement site, dunning site, and late charges site profile amounts, Receivables uses the profile amounts defined at the site level *only* if the site is assigned a dunning, statement, or late charge business purpose *and* you set the AR: Use Statement, Dunning, and Late Charges Site Profiles profile option to *Yes*. Otherwise, Receivables uses the profile amounts defined on the billing site.

Prerequisites

- Define customer profile lookups, page 2-17
- Define statement cycles, page 9-16
- Define collectors, page 9-6
- Define credit analysts, *Oracle Credit Management User Guide*
- Define payment terms, page 3-1
- Define AutoCash rule sets, page 6-3
- Define System Options, page 2-24
- Define grouping rules, page 4-13
- Define currencies, *Oracle General Ledger User's Guide*
- Optionally define interest tiers and charge schedules, if you are using charge schedules when calculating late charges.

See: Define Interest Tiers and Charge Schedules, page 9-10.

To define a new customer profile class:

1. Navigate to the Customer Profile Classes window.
2. Enter a Name and a brief description of this profile class.
3. Check the Active check box to make this profile class active.

Important: Active profile classes appear in the Profile Class list on the Create Customer page or the Account Profile subtab of the Account Overview page.

4. Enter other profile class information.

See: Customer Profile Class and Customer Account Profiles Field Reference, page 3-11.

5. Use the Late Charge Profile tab to enter default information for late charge calculations.

See: Setting Up Late Charges, page 9-7.

6. Open the Profile Class Amounts tabbed region, then enter the Currency in which customers assigned to this profile class will do business. For each currency that you enter, define the currency rates and limits for customers using this profile class, including Credit Limit and exchange rate information.

You also use this tab to continue defining your late charge policy. See: Setting Up Late Charges, page 9-7.

Important: If you do not assign an interest rate to a currency, Receivables does not calculate late charges for past due items in that currency. See: Currencies Without Rates, *Oracle Receivables User Guide*.

Note: If Credit Management is installed, then Credit Management matches the currencies assigned in the profile class with the credit usage rules in Order Management to identify the transactions to include in a credit review.

Related Topics

Customer Profile Class and Customer Account Profiles Field Reference, page 3-11

Assigning Profiles to Customers, Accounts, or Addresses, page 3-9

Updating a Customer Profile Class, page 3-9

Creating and Updating Customers, *Oracle Receivables User Guide*

Creating and Updating Accounts, *Oracle Receivables User Guide*

Creating and Updating Account Sites, *Oracle Receivables User Guide*

Discounts, *Oracle Receivables User Guide*

Assigning Profile Classes to Customers, Accounts, or Addresses

After you define your standard profile classes, you can assign them to your customers, accounts, and addresses. You can also update specific information for a customer when you assign a new profile class.

When you enter a new customer, Receivables assigns the profile class 'DEFAULT.' You can use this profile class, modify this profile class information, or choose one of the profile classes that you have defined.

Prerequisites

- Creating a Customer, *Oracle Receivables User Guide*
- Defining Customer Profile Classes, page 3-6

Procedure:

See:

- Adding and Updating Customer Profiles, *Oracle Receivables User Guide*.
- Adding and Updating Account Profiles, *Oracle Receivables User Guide*.
- Adding and Updating Account Site Profiles, *Oracle Receivables User Guide*.

Related Topics

Creating a Customer, *Oracle Receivables User Guide*

Creating an Account, *Oracle Receivables User Guide*

Creating an Account Site, *Oracle Receivables User Guide*

Defining Customer Profile Classes, page 3-6

Updating a Customer Profile Class, page 3-9

Updating a Customer Profile Class

You can modify an existing customer profile class in the Customer Profile Classes window. When you modify profile class information using this window, Receivables requires that you indicate whether and in what way your changes will affect other customers using this profile class.

To update profile class information for a specific customer, use the Customers window. See: Assigning Profile Classes to Customers, page 3-9.

Prerequisites

- Define profile classes, page 3-6

To update a customer profile class:

1. Navigate to the Customer Profile Classes window.
2. Query the profile class to update.
3. Update information in the Profile Class, Credit Profile, and Profile Class Amounts tabbed regions as necessary.
4. Save your work. Oracle Receivables displays a pop-up window that lets you decide how to apply your changes. Choose one of the following options:

Do Not Update Existing Profiles: Choose this option if you do not want to update existing customer profiles with your new profile class values. When you choose this option, Oracle Receivables only assigns the new profile values to new customers to whom you assign this profile class.

Update All Profiles: Choose this option to update your new profile class values for all existing customers whom you previously assigned to this profile class. To preserve your customizations to a customer's individual profile, this option does not update every field on a customer's profile with values from the newly modified profile class; only the fields you changed for this profile class will affect your customer's profile. When you choose this option, Oracle Receivables automatically generates the Update Customer Profiles report so you can review your changes.

Update All Uncustomized Profiles: Choose this option to update only customer profiles for which the corresponding options have the same original setting.

For example, you change the Statement Cycle for a profile class from Weekly to Monthly. When you choose Update All Uncustomized Profiles, Oracle Receivables selects all customers who are using the profile class that have a Statement Cycle currently set to Weekly and changes this option to Monthly. All of the other profile class options remain the same.

When you choose this option, Oracle Receivables generates the Update Customer Profiles report. Refer to the 'Exceptions' section of this report to review the customized profile classes that were excluded from the update process. You can then use the Account Profile subtab of the Account Overview page, to update customers whose profile classes were not automatically updated.

Related Topics

Assigning Profiles to Customers, Accounts, or Addresses, page 3-9

Update Customer Profiles Report, *Oracle Receivables User Guide*

Customer Profile Class and Customer Account Profiles Field Reference

This section provides a brief description of some of the fields in the Customer Profile Classes window, as well as in the Customer set of pages, both at the account and site levels.

See: Adding and Updating Account Profiles, *Oracle Receivables User Guide*.

Fields Available at the Customer Profile Class, Customer Account, or Site Level

Automatic Cash Rule Set: Determines the sequence of AutoCash Rules that Post QuickCash uses to update the customer's account balances. If an Automatic Cash Rule Set is not defined at the profile class or customer account or site level, then Receivables uses the Automatic Cash Rule Set that you specify in the System Options window.

AutoReceipts Include Disputed Items: Check the AutoReceipts Include Disputed Items check box to include debit items that have been placed in dispute when you create automatic receipts for customers.

Balance Forward Billing: To send a single, consolidated bill to customers assigned to this profile class, select the Enable check box. If you select the Enable check box, select the bill level and type of printing format for the balance forward bill. See: Balance Forward Billing, *Oracle Receivables User Guide*.

Bill Level: The level, account or site, at which you can generate balance forward bills.

Selecting Account as the Bill Level at the customer profile class or account profile level lets you generate a single consolidated account level bill for all sites (with Balance Forward Billing enabled) for an operating unit.

The Bill Level at the site profile level is a read-only field, defaulted from the account profile level. To generate site level bills, you must select Site as the bill level at the customer profile class or account profile level and enable Balance Forward Billing at the site profile level.

Collector Name: Enter a default Collector for customer accounts or sites.

Credit Analyst: Select the default credit analyst for customer accounts or sites. The credit analyst is responsible for monitoring the creditworthiness of the account and for assisting in the resolution of credit-related issues. Oracle Credit Management automatically assigns this analyst to credit review requests.

Credit Classification: Select the default credit classification for customers assigned to this profile class. Updated classifications are assigned to the customer, either in Credit Management or through the Assign Customer Credit Classification concurrent program. Credit Management uses the credit classification for credit reviews.

Note: When a credit review is performed for a customer who has relationships with other customer accounts and sites, Credit Management consolidates this information in the case folder.

Credit Check: If you select the Credit Check box, then Oracle Order Management will check the customer's credit before creating a new order, provided that the Payment Term and Order Type associated with the order also require credit checking. Receivables does *not* check your customer's credit when you create transactions in Receivables.

Credit Limit: The total amount of credit in this currency to give to customers with this profile. This field is used by Oracle Order Management. If credit checking is active for this customer and their outstanding credit balance exceeds this amount, then all new orders for this customer are automatically put on hold in Oracle Order Management.

A customer's outstanding credit balance is calculated using Credit Check Rules that you define in Oracle Order Management. For more information, see: Define Credit Checking Rules in the *Oracle Order Management Implementation Manual*.

Note: If you are using Oracle Credit Management, then you should update credit limits only via the submission of credit recommendations following a credit review.

Currency: The currency for which you want to define amount limits. You define currencies in the Currencies window.

Dunning: To enable Oracle Advanced Collections to send dunning letters to customers with past due items, check the Send Dunning Letters check box.

Enable Late Charges: To assess late charges for customer accounts or sites, select the Enable Late Charges box. See: Setting Up Late Charges, page 9-7.

Grouping Rule: Enter the grouping rule to use for customers. See: Grouping Rules, page 4-13.

Match Receipts By: Enter a Match Receipts By rule to indicate the document type that customers will use to match receipts with invoices during AutoLockbox validation (optional).

Minimum and Maximum Charge Per Invoice: If the late charge amount that Receivables calculates for a past due debit item in this currency is outside the entered range, then Receivables assesses the entered minimum or maximum charge.

Minimum Customer Balance: If the customer balance of past due items in this currency is less than the minimum amount that you specify here, then Receivables does not assess late charges. Receivables ignores this option when the selected late charge calculation method is Average Daily Balance.

Minimum Invoice Balance: If the balance of a past due invoice in this currency is less than the minimum invoice amount that you specify here, then Receivables does not assess late charges on this item.

Minimum Receipt Amount: Oracle Receivables does not generate automatic receipts in this currency that are less than this amount. You can also define a minimum receipt amount for a receipt method. Receivables will use the larger of the two minimum

receipt amounts when creating automatic receipts.

Minimum Statement Amount: The minimum outstanding balance in this currency that a customer must exceed in order for Receivables to generate a statement. For example, if you enter 100 in U.S. dollars, then Receivables does not generate a statement if the customer's outstanding balance is less than or equal to 100 USD. The default minimum statement amount is 0.

Order Credit Limit: The maximum amount of an individual order. This field is used by Oracle Order Management. If credit checking is active for this customer and they exceed this amount on a new order, all new orders for this customer are put on credit hold in Oracle Order Management.

The default order credit limit is the amount you enter in the Credit Limit field. If you enter a Credit Limit, you must either enter an Order Credit Limit or accept the default. The limit per order must be less than or equal to the Credit Limit. You must enter a Credit Limit before entering an Order Credit Limit.

Note: If you are using Oracle Credit Management, then you should update credit limits only via the submission of credit recommendations following a credit review.

Remainder Rule Set: Enter a Remainder Rule Set to specify how Post QuickCash applies any leftover receipt amounts created by a partial receipt application (optional). If you do not enter a Remainder Rule Set, Receivables marks the remaining amount Unapplied.

Review Cycle: Select a review cycle period from the list of values. The periodic review cycle specifies how often to perform a credit review in Credit Management. For example, you can specify that the creditworthiness of an account is reviewed each month.

Receipt Grace Days: Enter the number of Receipt Grace Days that you allow customers with this profile to be overdue on receipts before they will be assessed late charges. For example, if you enter 10, customers have 10 days beyond the transaction due date to pay before they incur a penalty or late charges.

Note: Receipt grace days affect whether late charges are calculated for balance forward bills using the Average Daily Balance method.

Send Credit Balance: To send statements to customers, even if they have a credit balance, select the Send Credit Balance check box.

Statements: To send statements to customers, select the Send Statement check box.

Statement Cycle: If you select the Send Statement check box, enter a Statement Cycle. Statement cycles indicate how often to print your statements.

Tax Printing: To indicate how to print tax on invoices for customers to whom you assign this profile class, enter a Tax Printing value. If you did not enter a default Tax

Printing value in the System Options window and you do not specify one here, then Receivables uses Total Tax Only as the default value when you print invoices. See: Transactions and Customers System Options, page 2-27.

Payment Terms: Enter the default payment terms for customers. The payment terms available for selection depend on whether you enabled balance forward billing. See: Setting Up Customer Profile Classes for Balance Forward Billing, page 4-5.

To enable the update of default payment terms when entering transactions for customers, check the Override Terms check box. To provide discount incentives for early payment to customers using this profile class, check the Allow Discount check box. If you allow discounts, enter the number of Discount Grace Days after the discount term date that customers using this profile class can take. If you do not allow discounts, Receivables skips this field. See: Discounts, *Oracle Receivables User Guide*.

Tolerance: Enter the credit check tolerance (percentage over the credit limit). If a customer account exceeds this tolerance when credit checking is performed, then new orders for this account are put on hold.

Fields Available Only at the Customer Account or Site Levels

These fields are available only at the customer account profile or customer account site profile level, in the Customer set of pages.

Account Status: The status of this account. You can define additional account statuses in the Receivables Lookups window by selecting the lookup type 'Account Status.'

Clearing Days: You can enter a number of Clearing Days (optional) in the Customer set of pages. This is the number of days that it will take for a bank to clear a receipt that has been remitted (for factored receipts, this is also the number of days after the maturity date when the customer risk of non-payment is eliminated).

Collectible (%): The percentage amount of this customer's account balance that you expect to collect regularly.

Credit Hold:

- If credit checking is active for your customer and the customer exceeds its credit limit, then all new orders for the customer are put on hold in Order Management, and Order Management automatically initiates a credit review request.
- If the credit analyst determines that a customer should be placed on credit hold, then Credit Management automatically places the customer on credit hold by selecting the Credit Hold check box on the Account Profile subtab of the Accounts Overview page.

After you place the credit hold, you cannot create new orders in Order Management, nor can you create invoices for this customer in Oracle Projects. However, you can still create new transactions for this customer in Receivables.

Important: You can use the Credit Hold check box to manually place customer accounts or sites on credit hold. If you use Credit Management, however, then do not make manual updates because Credit Management automatically updates this box. See: Credit Holds, *Oracle Receivables User Guide*.

Credit Rating: The credit rating for this customer. You can define additional credit rating names in the Receivables Lookups window by selecting the lookup type 'Credit rating for customers.'

Important: Credit Management does not use the credit rating for credit reviews. Instead, it uses the credit classification that is assigned to the customer either in Credit Management, or through the Assign Customer Credit Classification concurrent program.

Minimum Dunning Amount: If a customer has a past due balance in this currency that is greater than the minimum dunning amount specified for this currency, then Oracle Advanced Collections selects this customer for dunning, provided that the scoring engine or strategy uses this value.

Important: If you have defined a dunning site for a customer and have set the AR_USE_STATEMENTS_AND_DUNNING_SITE_PROFILE profile option to Yes, you must define a minimum dunning amount for the customer.

Minimum Dunning Invoice Amount: You can also define the minimum invoice amount in a specific currency for a customer account or site. If a customer does not have any past due items in a specific currency with balances greater than the minimum invoice amount that you specify for this currency, then Advanced Collections does not select this customer for dunning in this currency.

For example, a customer's site has a minimum dunning amount of \$100 and a minimum dunning invoice amount of \$40. If this site has four past due USD invoices, each with a balance of \$30, then Advanced Collections will *not* select this site for dunning in this currency, even though its total past due balance (\$120) exceeds its minimum dunning amount.

Next Credit Review: The next credit review date for an account is calculated based upon the last review date and the review cycle period. All eligible accounts meeting the criteria are selected when you submit the Periodic Credit Review concurrent program in Credit Management.

Risk Code: The credit risk code for your customer. You can define additional risk codes in the Receivables Lookups window by selecting the lookup type 'Customer credit risk.'

Related Topics

Defining Customer Profile Classes, page 3-6

Setting Up DQM

1. Define attributes and transformations.

See also: Defining Attributes and Transformations, *Oracle Trading Community Architecture Administration Guide*.

Note: The Customer Search page displays the attribute names from the User Defined Name field of the Attributes and Transformations page as the search criteria.

Important: The number of match rule attributes usable in the Customers set of pages is limited to 18.

2. Generate the staged schema and *interMedia* indexes.

See also: DQM Staging Program, *Oracle Trading Community Architecture Administration Guide*.

3. Optionally define match rules. You need to create separate match rules for search and duplicate identification.

Tip: To ensure accurate results from the DQM search, define all the acquisition attributes of a search match rule as scoring attributes also.

See also: Match Rules Overview, *Oracle Trading Community Architecture Administration Guide*.

When defining match rule thresholds, keep in mind that:

- A record must have a match score that exceeds the match threshold to be considered:
 - A search match to display on the Customer Search Page.
 - A potential duplicate to display on the Duplicate Customer page.
- Records with match scores that exceed the override threshold are exceptionally strong duplicates of the new customer account. In this case, the new account cannot be saved unless the HZ: Duplicate Allowed profile option is set to *Yes*.

4. Compile all match rules.

See also: DQM Compile All Rules Program, *Oracle Trading Community Architecture Administration Guide*.

5. Synchronize the staged schema with the TCA registry.

See also: DQM Synchronization Program, *Oracle Trading Community Architecture Administration Guide*.

6. Set up profile options:

- **HZ: Enable DQM Party Search:** Turn DQM on or off, and, therefore, accepts *Yes* or *No* values only. This profile option does not store match rules. If this profile option is set to *Yes*, the application looks at another set of profile options to determine match rules for search. See: DQM Deployment Category, *Oracle Trading Community Architecture Administration Guide*.
- **DQM Match Rule for Online Duplicate Identification:** Specify a seeded or user-defined match rule to use to identify potential duplicates.
- **DQM Search Profile Options:** Specify the match rule to use to search for parties and customer accounts using an appropriate DQM Search Profile option. See: DQM Deployment Category, *Oracle Trading Community Architecture Administration Guide*.

The acquisition attributes in this match rule determine which search criteria appear on the Customer Search page.

You can use a seeded or user-defined match rule. See: Seeded Search Match Rules, *Oracle Receivables Reference Guide*.

- **HZ: Duplicate Allowed:** Define whether new customer accounts can be saved or not when potential duplicates have match scores that exceed the override threshold.

Related Topics

Overview of Receivables Profile Options, page B-2

Profile Options and Profile Option Categories Overview, *Oracle Trading Community Architecture Administration Guide*

Seeded Match Rules, *Oracle Trading Community Architecture Reference Guide*

Enabling the Funds Capture Process

Funds capture refers to the automated funds capture process that enables the retrieval of customer payments (receipts) through electronic payment methods. To accomplish

this funds capture process, Oracle Receivables integrates with Oracle Payments, the Oracle Applications payment engine.

With this integration, Payments provides a central repository for your customers' payment information and uses that information when interacting directly with third party payment systems and financial institutions. Payments handles all funds capture processing for Receivables transactions that have automatic receipt methods.

Oracle Payments captures funds for these types of Receivables transactions:

- Bank account transfers

See: Remitting Electronic Payments, *Oracle Receivables User Guide*.

- Credit card transactions

See: Credit Cards, *Oracle Receivables User Guide*.

- Bills receivable remittances

See: Bills Receivable Remittance, *Oracle Receivables User Guide*.

For a description of the overall Payments process flow, see: Funds Capture Flow Overview, *Oracle Payments Implementation Guide*.

Setting Up Funds Capture by Oracle Payments

To enable the proper processing of electronic payments, complete the general Payments setup steps. See: *Oracle Payments Implementation Guide*.

In addition, be sure to complete these additional funds capture setup steps in Oracle Payments:

1. Define funds capture payment methods, *Oracle Payments Implementation Guide*.

The payment method is the payment medium which your customers use to remit payments.

2. Define funds capture process profiles, *Oracle Payments Implementation Guide*.

The funds capture process profile include processing rules for funds capture.

3. Set up first party payees, *Oracle Payments Implementation Guide*.

The first party payee is the company who is deploying Oracle Applications.

4. Set up credit card brands, *Oracle Payments Implementation Guide*.

Enable the credit card brands that the deploying company, or its organizations, accept for payment.

You must also complete these setup steps in Oracle Receivables:

1. Define automatic receipt methods, and assign a funds capture payment method.

An automatic receipt method is a receipt method whose assigned receipt class has an *Automatic* creation method. See: Receipt Methods, page 6-15.

2. Assign default payment details at the customer account or site level.

When you enter payment details, you create payment instruments (credit cards and customer bank accounts) for a customer account or site. This customer payment information that you create is actually stored in Payments for use during funds capture processing.

See: Entering and Updating Account Payment Details, *Oracle Receivables User Guide* and Entering and Updating Account Site Payment Details, *Oracle Receivables User Guide*.

Note: The payment details you enter at the customer account or site level default to that customer's transactions. You can also overwrite payment details at the transaction level. See: Entering Transactions, *Oracle Receivables User Guide*.

Correcting Funds Transfer Errors

Oracle Payments manages funds transfer error handling.

For errors that Payments cannot successfully resolve, you can enable the automatic correction of funds transfer errors in Receivables. If the automatic correction feature is not successful or not enabled for specific error codes, then failed transactions display on the Correct Funds Transfer Errors page for manual correction.

See: Enabling Automatic Funds Transfer Error Corrections, page 6-18 and Correcting Funds Transfer Errors, *Oracle Receivables User Guide*.

Related Topics

Understanding Funds Capture Bank Account Transfers, *Oracle Payments User Guide*

Understanding Credit Card Transactions, *Oracle Payments User Guide*

Automatic Receipts, *Oracle Receivables User Guide*

About Remittances, *Oracle Receivables User Guide*

Bank Account Validation by Country

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

Bank Branch Validation by Country

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

Flexible Addresses

Oracle Applications let you enter customer, supplier, bank, check, and remit-to addresses in country-specific formats. For example, if you have customers in Germany, you can enter German addresses in the format recommended by the Bundespost, or you can enter addresses for customers in the United Kingdom in the format recommended by the Royal Mail.

This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The flexfield window opens if the country you enter has a flexible address style assigned to it, which lets you enter an address in the layout associated with that country. If there is no address style associated with the country, Oracle Receivables uses the standard address format.

Address Style

An address style tells Oracle Applications how to format and arrange the address fields so that they best suit the address entry requirements of a particular country. Many countries can use the same address style, although a country can only use one address style at a time.

You assign address styles to countries using the Countries and Territories window. You can assign one of the address styles provided or you can create your own. See: Address Style Mappings, page 3-21.

Address Validation

You can define country-specific validation on any element of your address style. This controls the information you enter in these address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or restrict a postal code to a certain range of numbers. See: Defining Flexible Address Validation, page 3-43.

Customized Address Styles

You can define your own address formats if you have specific address entry requirements not covered by the address styles Oracle Receivables provides. You can also set up validation against any address styles you define. See: Creating Custom Address Styles, page 3-36.

Default Country

The Default Country profile option expedites address entry. For example, if most of the addresses you enter are in France, you can set the profile to 'France' so that this will be the default country for all addresses entered.

This profile is also used for Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation for banks, customers, and suppliers.

Related Topics

Entering Flexible Addresses, page 3-39

Oracle E-Business Suite Flexfields Guide

Address Style Mappings

Oracle Applications provides five predefined address styles. These address styles cover the basic entry requirements of many countries. The following address styles are provided:

- Default, page 3-22
- Japanese, page 3-23
- Northern European, page 3-25
- Southern European, page 3-26
- South American, page 3-28
- United Kingdom/Asia/Australasia, page 3-29
- United States, page 3-31

Address information is stored in different tables for different functions, so there are different mapping of address elements to the database columns for each of the following:

- Customer and remit-to addresses
- Bank addresses
- Supplier addresses
- Payment addresses

The following tables show the address elements contained in each of the seeded address styles and the mappings of these address elements to the database columns.

Default Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(50)
Address 2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(50)
Address 3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(50)
Address 4	HZ_LOCATIONS	ADDRESS4	VARCHAR2(50)
City	HZ_LOCATIONS	CITY	VARCHAR2(50)
County	HZ_LOCATIONS	COUNTY	VARCHAR2(50)
State	HZ_LOCATIONS	STATE	VARCHAR2(50)
Province	HZ_LOCATIONS	STATE	VARCHAR2(50)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(20)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		

User Prompt	Table Name	Database Column	Display Type (Size)
Address 3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 4	PO_VENDOR_SITES	ADDRESS_LINE4	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
County	PO_VENDOR_SITES	COUNTY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State	PO_VENDOR_SITES	STATE	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Province	PO_VENDOR_SITES	PROVINCE	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		

Japanese Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(20)
Province	HZ_LOCATIONS	STATE	VARCHAR2(25)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(20)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Province	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		

Northern European Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
Country Code	HZ_LOCATIONS	STATE	VARCHAR2(2)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Country Code	PO_VENDOR_SITES	STATE	VARCHAR2(2)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		

Southern European Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)
State	HZ_LOCATIONS	STATE	VARCHAR2(25)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		

User Prompt	Table Name	Database Column	Display Type (Size)
State	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		

South American Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
City	HZ_LOCATIONS	CITY	VARCHAR2(25)
Province	HZ_LOCATIONS	PROVINCE	VARCHAR2(25)
State	HZ_LOCATIONS	STATE	VARCHAR2(25)
State Code	HZ_LOCATIONS	COUNTY	VARCHAR2(2)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Province	PO_VENDOR_SITES	PROVINCE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State Code	PO_VENDOR_SITES	COUNTY	VARCHAR2(2)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		

United Kingdom/Africa/Australasia Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(35)
Address Line2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(35)
Address Line3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(35)
Town/City	HZ_LOCATIONS	CITY	VARCHAR2(25)
County	HZ_LOCATIONS	STATE	VARCHAR2(25)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(10)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address Line3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(35)
	AP_BANK_BRANCHES		
	AP_CHECKS		

User Prompt	Table Name	Database Column	Display Type (Size)
Town/City	PO_VENDOR_SITES	CITY	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
County	PO_VENDOR_SITES	STATE	VARCHAR2(25)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(10)
	AP_BANK_BRANCHES		
	AP_CHECKS		

United States Address Style

Customer and Remit-To Addresses

This table shows the mapping of the customer and remit-to address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	HZ_LOCATIONS	ADDRESS1	VARCHAR2(50)
Address 2	HZ_LOCATIONS	ADDRESS2	VARCHAR2(50)
Address 3	HZ_LOCATIONS	ADDRESS3	VARCHAR2(50)
Address 4	HZ_LOCATIONS	ADDRESS4	VARCHAR2(50)
City	HZ_LOCATIONS	CITY	VARCHAR2(50)
County	HZ_LOCATIONS	COUNTY	VARCHAR2(50)
State	HZ_LOCATIONS	STATE	VARCHAR2(30)
Postal Code	HZ_LOCATIONS	POSTAL_CODE	VARCHAR2(20)

Supplier, Bank and Payment Addresses

This table shows the mapping of the supplier, bank, and payment address elements to the database columns:

User Prompt	Table Name	Database Column	Display Type (Size)
Address 1	PO_VENDOR_SITES	ADDRESS_LINE1	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 2	PO_VENDOR_SITES	ADDRESS_LINE2	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 3	PO_VENDOR_SITES	ADDRESS_LINE3	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
Address 4	PO_VENDOR_SITES	ADDRESS_LINE4	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
City	PO_VENDOR_SITES	CITY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
County	PO_VENDOR_SITES	COUNTY	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		
State	PO_VENDOR_SITES	STATE	VARCHAR2(30)
	AP_BANK_BRANCHES		
	AP_CHECKS		

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	PO_VENDOR_SITES	ZIP	VARCHAR2(50)
	AP_BANK_BRANCHES		
	AP_CHECKS		

Related Topics

Setting Up Flexible Addresses, page 3-33

Creating Custom Address Styles, page 3-36

Entering Flexible Addresses, page 3-39

Remit-To Addresses, page 4-20

Setting Up Flexible Addresses

Flexible Address Formats let you enter and validate addresses in country-specific formats. Following are the setup steps you need to perform to implement this feature.

Prerequisites

If you are using Receivables, Order Management, or Projects:

- Define your Default Country system option. See: Miscellaneous System Options, page 2-33

If you are using Payables or Purchasing:

- Define the financials option member state. See: Financials Options, *Oracle Payables Implementation Guide*

To implement flexible address formats:

1. Choose an address style.

Before you can enter an address using the flexible addresses functionality, you must decide which address styles best suit your address entry requirements. Receivables provides five predefined address styles, but you can also create customized address styles. See: Creating Custom Address Styles, page 3-36.

2. Define address validation.

You can use specific validation for a particular country that uses a flexible address format. See: Address Validation, page 3-41.

3. Assign an address style.

Once a country has been assigned an address style, all addresses entered or modified for that country will use the flexible address functionality. See: Assigning an Address Style to a Country, page 3-34.

4. Assign a value to the Default Country profile option. See: Profile Options in Oracle Application Library, page B-25.

The flexible address formats feature checks the value in the Country field of the address region to determine which address style to use. The country assigned to the Default Country profile option will be the default for the Country field in this window.

The Default Country profile option is not mandatory; it lets you change the default country by user, responsibility, site, or application. If you do not set the profile, the default value is the Default (home) Country defined in the System Options window. See: Miscellaneous System Options, page 2-33.

If you are using Payables or Purchasing and do not set the Default Country profile option, the default value is the Member State in the VAT Registration Information region of the Financials Options window.

5. Assign a value to the AR: Item Flexfield Mode profile option. See: Overview of Receivables User Profile Options, page B-2.

If this option is set to 'Always Pop a Flexfield Window,' the descriptive flexfield opens automatically when you navigate to an address field. If it is set to 'Concatenated Segment Entry,' the descriptive flexfield will not open when you navigate through the field. If this option is set to 'No Window for a Single Segment Flexfield,' the descriptive flexfield will only open if it has more than one segment enabled.

Assigning an Address Style to a Country

To assign address styles to a country:

1. Navigate to the Countries and Territories window.
2. Query the countries to which you want to assign a flexible address.
3. Select the address style you want from the list of values for the address style field.

Note: Setting the Address Style back to a blank value will turn off the flexible address functionality for that country.

4. Save your work.

Note: Addresses within a country that is not assigned an address

style will use the standard address format.

Implementing Flexible Addresses for the Address Alternate Name Field

If you want to use the flexible address format with the Alternate Name field in the Customer Addresses window, perform the following setup steps.

To set up flexible address formatting for the Alternate Name field in the Addresses window:

1. Choose the Application Developer responsibility, then navigate to the Descriptive Flexfield Register window.
2. Query the descriptive flexfield 'Remit Address,' then choose Columns.
3. Check the Enabled check box for the column name 'ADDRESS_LINES_PHONETIC.'
4. Save your work.
5. Navigate to the Descriptive Flexfield Segments window.
6. In the Title field, query the descriptive flexfield 'Remit Address.'
7. Select the Context Field Value 'JP' (Japanese Address Style), then choose Segments.
8. Add the segment 'Alternate Address' and the column ADDRESS_LINES_PHONETIC, then choose Open.
9. Enter segment information. For example:
 - **Name:** Alternate Address
 - **Number:** 7
 - **Required:** No
 - **Security Enabled:** No
 - **Display Size:** 50
 - **Description Size:** 50
 - **List of Values:** Alternate Address
 - **Window:** Alternate Address
 - **Concatenated Description Size:** 25

Related Topics

Flexible Addresses, page 3-20

Entering Flexible Addresses, page 3-39

Profile Options, page B-1

Defining Value Sets, *Oracle E-Business Suite Flexfields Guide*

Descriptive Flexfield Concepts, *Oracle E-Business Suite Flexfields Guide*

Creating Custom Address Styles

If the five address styles that Receivables provides do not suit the requirements of the countries in which you do business, you can create your own, custom address styles. You can then use these custom address styles for entering addresses for your customers, banks, suppliers, payments, and remit-to sites.

To create a custom address style:

1. Choose address style database columns.

Important: When you set up a new address style you must decide which columns from the database you are going to use and how you are going to order them. See: Choosing address style database columns, page 3-36.

2. Map address style to database columns.

Define the appearance of your flexible address window and the information it will include. See: Mapping address style to database columns, page 3-38.

3. Add address style to the address style lookup.

Add the address style name to the Address Style Special lookup so that you will be able to assign the style to countries and territories. See: Adding a new style to the address style lookup, page 3-39.

4. Assign the address style to the appropriate country using the Countries and Territories window. See: Assigning an address style to a country, page 3-34.

Choosing address style database columns

To choose address style database columns:

Decide which columns from the database you are going to use and how you are going to order them.

All the seeded address styles use the following database columns. See: Address Style

Mappings, page 3-21.

- Bank Addresses
 - AP_BANK_BRANCHES.ADDRESS_LINE1
 - AP_BANK_BRANCHES.CITY
 - AP_BANK_BRANCHES.STATE
 - AP_BANK_BRANCHES.ZIP
- Customer and Remit-To Addresses
 - HZ_LOCATIONS.ADDRESS1
 - HZ_LOCATIONS.CITY
 - HZ_LOCATIONS.POSTAL_CODE
 - HZ_LOCATIONS.STATE
- Supplier Addresses
 - PO_VENDOR_SITES.ADDRESS_LINE1
 - PO_VENDOR_SITES.CITY
 - PO_VENDOR_SITES.STATE
 - PO_VENDOR_SITES.ZIP
- Payment Addresses
 - AP_CHECKS.ADDRESS_LINE1
 - AP_CHECKS.CITY
 - AP_CHECKS.STATE
 - AP_CHECKS.ZIP

For example, notice in the Japanese address style that the address element called Province maps onto the STATE database column and that in the United Kingdom/Africa/Australasia address style the address element called County also maps onto the STATE database column.

We recommend that all custom address styles also include at least the above database columns because these address columns are used extensively throughout Oracle Receivables for printing and displaying.

Warning: Most reports do not display the PROVINCE, COUNTY, or ADDRESS4/ADDRESS_LINE4 database columns for addresses.

Mapping address styles to database columns

To map address styles to database columns:

To do this mapping, you must create a new context value for each of the descriptive flexfields as described in this table:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit-to Address, Customers
Payment Address	Payment Summary, Payment Overview
Site Address	Suppliers

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield and uncheck the Freeze Flexfield Definition check box.
3. Navigate to the Context Field Values region. This region contains the address styles that have already been defined for the flexfield.
4. Enter a name and description for your new address style. The name should be a short, unique code similar to the ones already provided.
5. Choose Segments, then create address elements for your address style. Each segment consists of a database column, which will store the address information, and the prompt the user will see inside the address window. The columns you assign to your address elements are restricted to the address columns that have been predefined for the flexfield.

You can also define any validation you want to use on a particular segment of your address in this region. To do this, enter an existing Value Set, or choose Value Set, then enter a new value set. See: Address Validation, page 3-41.

6. Recheck the Freeze Flexfield Definition check box, then save your new address style.

7. Follow the above steps to set up the same address style for each address descriptive flexfield that you use.

The address styles must be identical across all address flexfields; otherwise, you risk creating addresses that are incompatible with different windows.

Adding a new style to the address style lookup

To add a new style to the address style lookup:

1. Using the Application Developer responsibility, navigate to the Application Object Library Lookups window.

2. Query the ADDRESS_STYLE lookup.

Receivables displays all of the address styles used by Flexible Addresses.

3. To add your new address style, enter the following information:

- Language
- Code

This must correspond *exactly* to the name you assigned your flexfield context value in the Context Field Values region of the Descriptive Flexfield Segments window.

- Meaning

This should correspond to the short description you provided for your address style in the Context Field Values region of the Descriptive Flexfield Segments window.

Note: Do not enter a start or end date.

4. Enable this style by checking the Enabled check box.

Related Topics

Flexible Addresses, page 3-20

Setting Up Flexible Addresses, page 3-33

Entering Flexible Addresses, page 3-39

Maintain Countries and Territories, page 2-40

Using Flexible Addresses

Prerequisites

- Set Up Flexible Addresses, page 3-33

Entering Flexible Addresses

To enter a flexible address:

1. Navigate to the window in which you want to enter your flexible address.

Flexible address regions are provided in the following windows:

- Customers (Receivables, Order Management, and Projects)
- Suppliers (Payables and Purchasing)
- Banks (Payables and Receivables)
- Remit-To Addresses (Receivables)
- Payments Summary (Payables)

2. To determine whether an address is to be entered using the standard layout or a flexible address format, you must first enter a value in the Country field.

If you enter the name of a country that does not have an address style assigned to it, the address will be entered using the standard layout. If you enter a country that has an address style assigned to it, a window opens containing the address elements defined for the address style associated with that country.

3. Enter the address, then choose OK.

Oracle Receivables displays the concatenated address in the standard address fields. Whenever you move the cursor into any of the address fields, the window opens. This prevents you from using the standard address entry for an address entered using flexible addresses.

To query a flexible address:

1. Navigate to the window in which you want to query your flexible address. For a list of windows in which flexible addresses are available, see: Entering Flexible Addresses, page 3-40.

Any addresses entered using the flexible address functionality can be queried using the standard querying methods. However, you can also query the address in the same format in which it was entered.

2. Select Enter from the Query menu.
3. Enter the Country name.
4. Execute the query to return all addresses for that country. Or, navigate to the

address fields to enter additional query criteria.

If the country you choose has a flexible address style assigned to it, Receivables opens a window when you navigate to the address fields.

5. Choose OK.
6. Execute the query.

Related Topics

Flexible Addresses, page 3-20

Setting Up Flexible Addresses, page 3-33

Creating Custom Address Styles, page 3-36

Address Validation, page 3-41

Remit-To Addresses, page 4-20

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Address Validation

You can define country-specific validation rules on any element of your address style. Validation rules determine the information you can enter in these address elements. The validation rules Oracle Receivables uses to verify your address information during address entry depend on the following:

- your home country and the country of the address you are entering
- the address validation level you choose
- the flexible address format and validation rules assigned to the country of the address you are entering

Home Country

You define your home country in the Default Country field of the System Options window. Oracle Receivables uses this information to specify the home country for flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses; however, you can override this value by setting the user profile option 'Default Country'. See: Overview of Receivables User Profile Options, page B-2.

Address Validation Level

You can choose how Oracle Receivables will respond when you enter an invalid

address. You can choose to display an error message, a warning, or simply choose 'No Validation'.

Flexible Address Format and Validation Rules

The Country field is the first field of the address region on every window because it determines the format and validation for the rest of the address fields.

If you implement the Flexible Address Formats feature, when you enter a value in the Country field that has been assigned to an address style, a window opens with the address elements defined for that style. See: Flexible Addresses, page 3-20.

Related Topics

Defining Receivables System Options, page 2-24

Address Validation Level, page 3-42

Address Validation Level

You set your address validation level in the System Options window. This information only validates addresses that are in your home country.

There are three levels of address validation:

Error	This level ensures that all components of your customer address are valid before you can save it in the Customer windows.
Warning	This level lets you save an address even if all of the locations do not exist, but displays a warning message informing you of locations that are not defined. If these locations do not exist, Oracle Receivables creates them for you, but does not create the corresponding rates for these new locations.
No Validation	This level lets you save an address without displaying a warning message, even if all of the locations do not exist. If these locations do not exist, Oracle Receivables creates them for you but does not create the corresponding rates for these new locations.

Related Topics

Defining Receivables System Options, page 2-24

Address Validation, page 3-41

Defining Flexible Address Validation, page 3-43

Defining Flexible Address Validation

Use the Flexible Address Formats feature to enter and validate addresses in country-specific formats. See: Flexible Addresses, page 3-20.

For each address style, you can define country-specific validation that controls the information you enter in certain address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or you may want to restrict a postal code to a certain range of numbers.

Validation can take the form of a simple list of values or a complex parent-child relationship between address elements. This section discusses how to implement list of value validation on your flexible address formats. Refer to the *Oracle E-Business Suite Flexfields Guide* for information on complex validation.

This section uses the Southern European address style for Spanish and French address entry to demonstrate how to set up a list of values on an address style. Assume that within this flexfield you want to have a list of values on the City field that will list either Spanish or French cities, depending upon the country of the address you are entering. For more information about the Southern European and other address styles, see: Address Style Mappings, page 3-21.

Prerequisites

- Set up flexible addresses, page 3-33
- Create custom address styles, page 3-36 (optional)

To define flexible address format validation:

1. Decide which values you want to display in your list of values.

This example uses the following locations: France, Spain, Bordeaux, Barcelona, Lyon, Balboa, Paris, and Madrid.

2. Navigate to the Countries and Territories window.
3. Query the countries for which you wish to validate address information.
4. Note the two character short code which identifies each of the countries you want to validate against in the list of values.

The country codes for Spain and France are 'ES' and 'FR', respectively.

Important: It is very important to identify the correct country code. Otherwise, the list of values will return no data for these countries and you will be unable to enter any information in the address element to which the value is assigned.

5. Create a valid list of values for each address component you wish to validate. See: Creating a valid list of values for address components, page 3-44.
6. Define a value set listing your location values, page 3-45. This value set will be attached to the appropriate segment of the address style.
7. Assign the value set to the appropriate address element in each of the address descriptive flexfields. See: Assigning a value set to an address element, page 3-46.

Warning: The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

Creating a valid list of values for address components

1. Using the Application Developer responsibility, navigate to the Special Lookups window.
2. Enter your new lookup Type.

The lookup should belong to the Application Object Library application and should have an Access Level of System.

You should name all of your flexible address lookups consistently to avoid confusion. For example, FAF_<column_name>, where <column_name> is the name of the address column to which you are assigning the list of values choice. In this example you would call your lookup type FAF_CITY.

Important: If more than one country uses a particular address style, you can only have one lookup type for each address element. For example, you can only have one City lookup type for all countries using the Northern European address style. It is advisable to adopt this policy for all lookup types, regardless of the number of countries using them, because they will be easier to maintain.

3. Enter a list of valid locations. You only need to enter three pieces of information: Language, Code, and Meaning.

The Code is a unique identifier which will enable Oracle Receivables to identify which city to select when it displays the list of values. Therefore, the Code column must be called <country_code><n>, where <country_code> is the two character short code for the country of the address information you are entering, and <n> is a sequential number which ensures the Code is unique.

4. Enter the actual information you wish to retrieve in the Meaning column.

In this example, the code and meaning values would look as follows in this table:

Code	Meaning
ES1	Barcelona
ES2	Balboa
ES3	Madrid
FR1	Bordeaux
FR2	Lyon
FR3	Paris

Defining a value set

1. Using the Application Developer responsibility, navigate to the Value Sets window.
2. Enter the name of your value set.
For example, FAF_<address_column>, where <address_column> is the name of the column that you will attach to the value set. In this example you would call your value set FAF_CITY.
3. Ensure that the Format Type and Maximum Size correspond to the type and size of the column you will be populating with this value set.
4. Set the Validation Type to Table.
5. Choose Edit Information.
6. Enter Application Object Library as the Table Application.
7. Enter FND_LOOKUP_VALUES as the Table Name.
8. Enter MEANING as the Value Column.
9. Enter the following statement in the WHERE / ORDER BY region:

```
WHERE LOOKUP_TYPE = '<lookup_name>' AND SUBSTR(LOOKUP_CODE,1,2)
=:GLOBAL.FLEX_COUNTRY_CODE
```

Where <lookup_name> is the name of the lookup you defined which contains the valid values you want to include in the list of values. See: Creating a valid list of values for address components, page 3-44.

In this example the following statement would be used:

```
WHERE LOOKUP_TYPE = 'FAF_CITY' AND SUBSTR(LOOKUP_CODE,1,2)
=:GLOBAL.FLEX_COUNTRY_CODE
```

The two-character country code of the country that you enter in all windows with flexible addresses is stored in the :GLOBAL.FLEX_COUNTRY_CODE field. Use this country code to develop country-specific validation within a flexfield that can be used in many countries.

Assigning a value set to an address element

In this example, we will assign the value set to the City segment in the Southern European address style for the Site Address descriptive flexfield.

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield, then uncheck the Freeze Flexfield Definition check box.

Oracle Receivables provides the following address descriptive flexfields, as described in this table:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit-to Address, Customers
Check Address	Payment Summary, Payment Overview
Site Address	Suppliers

3. Navigate to the Context Field Values tabbed region, then select the address style to which you are assigning the value set.

In this example the value set will be added to the Southern European address style.

4. Choose Segments, then select the relevant address segment.

In this example it is the City segment.

5. Enter the name of the Value Set that you created (in this example it is FAF_CITY).
6. Return to the Descriptive Flexfield window and check the Freeze Flexfield Definition check box.

7. Save your work.
8. Follow the above steps to set up the same validation for each address descriptive flexfield.

The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

Warning: Do not assign a value set to a flexfield if *any* of the countries using that flexfield do not have any data defined in the lookup. Using the list of values will return no data for these countries and you will be unable to enter any information in the address element on which the value set is used.

Related Topics

Flexible Addresses, page 3-20

Address Style Mappings, page 3-21

Setting Up Flexible Addresses, page 3-33

Creating Custom Address Styles, page 3-36

Entering Flexible Addresses, page 3-40

Maintaining Countries and Territories, page 2-40

Transactions

Approval Limits

Use the Approval Limits window to define approval limits for:

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

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

Define Adjustment approval limits by currency and amount.

To review your adjustments and adjustment statuses, see the: Adjustment Register, *Oracle Receivables User Guide*.

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

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

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

Define Credit Memo Refund approval limits by currency and amount.

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

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

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

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

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

Prerequisites

- Users Window, *Oracle E-Business Suite Security Guide*
- Define currencies, *Oracle General Ledger User's Guide*

To define approval limits:

1. Navigate to the Approval Limits window.
2. Enter the Username of the person for whom you are defining approval limits, or select from the list of values. You define valid user names and descriptions in the Users window. For more information, refer to *Oracle E-Business Suite Security Guide*.
3. Select a Document Type of either Adjustment, Credit Memo, Credit Memo Refund, or Receipt Write-off.
4. If the Document Type is Credit Memo, enter a Reason code for this approval limit. An approver can only approve credit memo requests with the same reason code. You can define additional reason codes in the Receivables Lookups window.
5. Enter a Currency code. You can define multiple user approval limits for each currency defined in your system.
6. Enter a minimum approval amount in this currency for this user. You can enter either a positive or negative amount, but the From Amount must be less than or equal to the To Amount.
7. Enter a maximum approval amount in this currency for this user. You can enter either a positive or negative amount, but the To Amount must be equal to or greater than the From Amount.

Note: Credit memo approval ranges cannot overlap for limits with the same reason type and currency. For example, the approval range for primary approver JSMITH is from -200 USD to -100 USD

and the reason code is Free Product. Therefore, you cannot define a credit memo approval range for primary approver AJONES from -250 USD to -150 USD and specify the same reason code.

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

Related Topics

About Adjustments, *Oracle Receivables User Guide*

Approving Adjustments, *Oracle Receivables User Guide*

Adjustment Approval Report, *Oracle Receivables User Guide*

Applying On-Account Credits, *Oracle Receivables User Guide*

Writing Off Receipts, *Oracle Receivables User Guide*

AutoInvoice Line Ordering Rules

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

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

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

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

To define an invoice line ordering rule:

1. Navigate to the AutoInvoice Line Ordering Rules window.
2. Enter the Name of this line ordering rule.

3. Enter a range of Effective Dates for this line ordering rule. The default start date is today's date, but you can change it. If you do not enter an end date, this line ordering rule will be active indefinitely.
4. Enter a Description of this line ordering rule (optional).
5. Enter the priority of the transaction attribute in the Sequence field. Enter a higher number to specify a lower priority transaction attribute for this invoice line ordering rule.
6. Enter the Transaction Attribute to use to order your invoice lines. Receivables uses the transaction attributes you specify to determine how AutoInvoice orders invoice lines when it groups the transactions that it creates into invoices, debit memos, and credit memos.
7. Enter the type of this line ordering attribute. Enter either 'Ascending' or 'Descending' to specify whether you want this transaction attribute to be ordered from least to greatest (Ascending), or greatest to least (Descending).

Related Topics

Grouping Rules, page 4-13

Importing Transactions Using AutoInvoice, *Oracle Receivables User Guide*

Using AutoInvoice, *Oracle Receivables User Guide*

Using Line Ordering Rules, *Oracle Receivables User Guide*

Ordering and Grouping Rules Listing, *Oracle Receivables User Guide*

Setting Up Balance Forward Billing

Perform the following to set up Receivables to create balance forward bills.

Step 1 Define Balance Forward Billing Cycles

The Balance Forward Billing program uses balance forward billing cycles:

- To determine the billing date of a balance forward bill.
- To select the transactions to include in the balance forward bill.

See: Balance Forward Billing Cycles, page 4-11.

Step 2 Define Balance Forward Billing Payment Terms

Create one or more payment terms for use with balance forward billing by assigning a

balance forward billing cycle to a payment term. See: Payment Terms, page 3-1.

Assign balance forward billing payment terms at the customer profile class, account, or site level. Receivables defaults the assigned payment term during transaction entry.

Step 3 Enable Balance Forward Billing

Enabling balance forward billing is a two step process:

- Setting Up Customer Profile Classes, page 4-5
- Setting Up Account and Site Profiles, page 4-6

Depending on setup, customers can generate balance forward bills consolidated at either the account or site level:

- Account Level Balance Forward Billing Example, page 4-8
- Site Level Balance Forward Billing Example, page 4-9

Setting Up Customer Profile Classes for Balance Forward Billing

To set up a customer profile class for balance forward billing, update an existing customer profile class with balance forward billing information, or define a new customer profile class.

Note: The balance forward billing information entered at the customer profile class level is defaulted at the account and site profile levels.

To update a customer profile class with balance forward billing information

1. Navigate to the Customer Profile Classes window.
See: Defining Customer Profile Classes, page 3-6.
2. Query the profile class to update.
3. In the Balance Forward Billing region, select Enable.

Note: When you select Enable, Bill Level and Type become required and the Payment Terms list of values displays only balance forward billing payment terms. If you do not select Enable, then Bill Level and Type are not required and the Payment Terms list of values displays only non-balance forward billing payment terms.

4. Select the Bill Level to indicate whether customers assigned to this profile class will receive balance forward bills consolidated at either the account or site level.

5. Select Type: Detail, Summary, or Import.

Select the bill format type to indicate the bill format.

- *Detail* lists the item description, quantity, and unit price for each item on each invoice.
- *Summary* lists only the total amount of each transaction.

Important: The Imported format supports the Imported Billing Number feature, and is available only if the bill level is set to Site. You cannot print the Imported format using the Balance Forward Billing Print program. Use custom invoices instead. See: Imported Billing Number, *Oracle Receivables User Guide*.

6. Select a balance forward billing payment term from the Payment Terms list of values.
7. (Optional) Select Override Terms only if you want to exclude some transactions in the balance forward bill for customers using this profile class. When you select Override Terms, only non-balance forward payment terms and the balance forward billing payment term associated at the profile class, account, or site level are available for selection in the Transactions workbench. You can select an appropriate non-balance forward payment term to exclude a particular transaction.

Tip: Not selecting Override Terms ensures that all transactions for a particular customer account or site share the same balance forward billing payment term, due date, and aging.

You can assign this customer profile class to new customers on the Create Customer page, and to existing customers on the Account and Site profile tabs. See:

- Creating a Customer, *Oracle Receivables User Guide*
- Adding and Updating Account Profiles, *Oracle Receivables User Guide*
- Adding and Updating Account Site Profiles, *Oracle Receivables User Guide*

Setting Up Account and Site Profiles for Balance Forward Billing

Use account and site profiles to:

- Generate balance forward bills consolidated at either the account or site level. See:
 - Account Level Balance Forward Billing Example, page 4-8

- Site Level Balance Forward Billing Example, page 4-9
- Generate individual invoices for regular billing.
- Disable balance forward billing. See: Disabling Balance Forward Billing, page 4-10.

Set up account and site profiles by selecting an appropriate customer profile class from the Account Overview page, and by updating the defaulted balance forward billing information.

The balance forward information entered at the customer profile class level is defaulted at the account profile. The same holds true for the site profile with the exception of Bill Level and Type, which are defaulted at the site profile from the account profile. Bill Level is displayed as a read-only field at the site profile level. When Bill Level is set to Site, you can update Type at the site profile. However, Type is not displayed at all at the site profile when Bill Level is set to Account.

Important: The modifications that you make to the defaulted values of a particular account or account site profile apply only to that particular account or site profile.

To update account and site profile classes with balance forward billing information:

1. Navigate to the Account or Site Profile subtab on the Account Overview page.
2. The remaining steps are same as that for updating a customer profile class with balance forward billing information. See: Setting Up Customer Profile Classes, page 4-5.

To define new account and site profile classes with balance forward billing information:

1. Navigate to the Account or Profile subtab on the Account Overview page.
2. See:
 - Adding and Updating Account Profiles, *Oracle Receivables User Guide*.
 - Adding and Updating Account Site Profiles, *Oracle Receivables User Guide*.

Important: You must enable balance forward billing for a customer both at the account and site profile level in order for Receivables to pick any transactions of the customer. If balance forward billing is enabled at the site profile level but not at the account profile level, the application does not recognize the site as a balance forward billing site. Although transactions for the site continue to inherit the balance forward billing payment term, Receivables never picks them up.

Account Level Balance Forward Billing Example

Account-level balance forward billing lets you send one bill for each operating unit of an account to the primary bill-to site of the account, instead of a separate bill for each site.

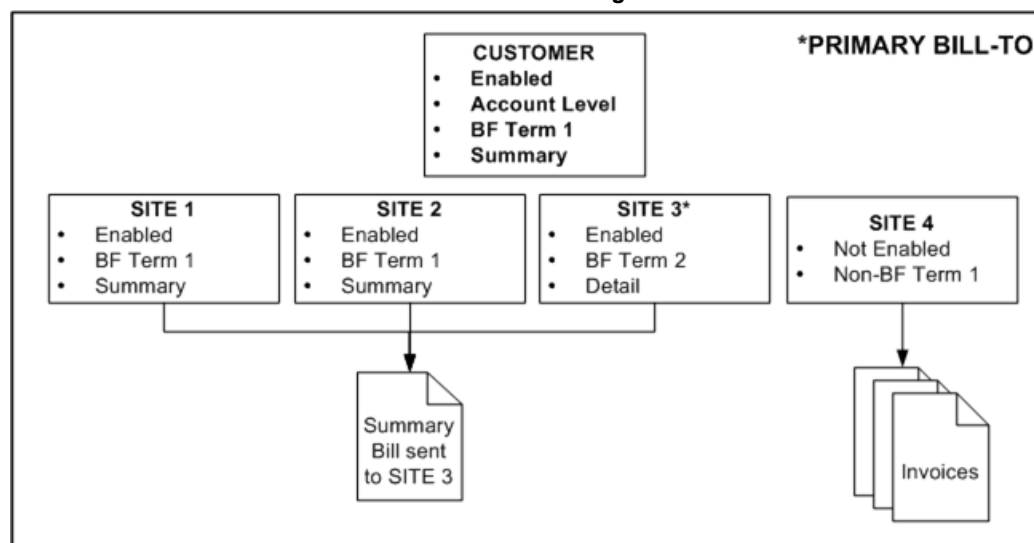
To generate account level bills, select Account as the Bill Level at the customer profile class and account profile level. The Bill Level at the site profile level is a read-only field, defaulted from the account profile level. The values for Type and Payment Term set at the account profile level are used for billing. Corresponding values set at the site profile level are ignored.

You need not set all sites under an account for balance forward billing. You can exclude activities for a site from an account level bill by not disabling balance forward billing at the site profile level. See: Disabling Balance Forward Billing, page 4-10.

You can also exclude specific transactions from an account level balance forward bill if you selected Override Terms while defining the balance forward billing payment terms. You can generate regular individual invoices for such transactions by assigning them an appropriate non-balance forward billing payment term.

The following diagram illustrates account level balance forward billing.

Customer with Account Level Balance Forward Billing



In this example, the customer has four sites under the same operating unit. While balance forward billing is enabled at sites 1, 2, and 3, site 4 is not enabled for balance forward billing. Consequently, the account level balance forward bill consolidates transactions for only sites 1, 2, and 3 and is sent to the primary bill-to site, which is designated as Site 3. Transactions for Site 4 are not included in the account level bill.

Because balance forward billing is set at the account level, Receivables generates the

account level balance forward bill using the payment term and the type (bill format) selected at the account profile level. Receivables ignores the payment terms and bill formats set at the site profile level.

Regular, individual invoices are sent to the bill-to addresses of Site 4's transactions. Additionally, if this customer's account profile has Override Terms selected, then any transactions with non-balance forward billing payment terms at Sites 1, 2, and 3 are excluded from the balance forward bill and also receive individual invoices.

Site Level Balance Forward Billing Example

Use site level balance forward billing to generate balance forward bills consolidated at site level.

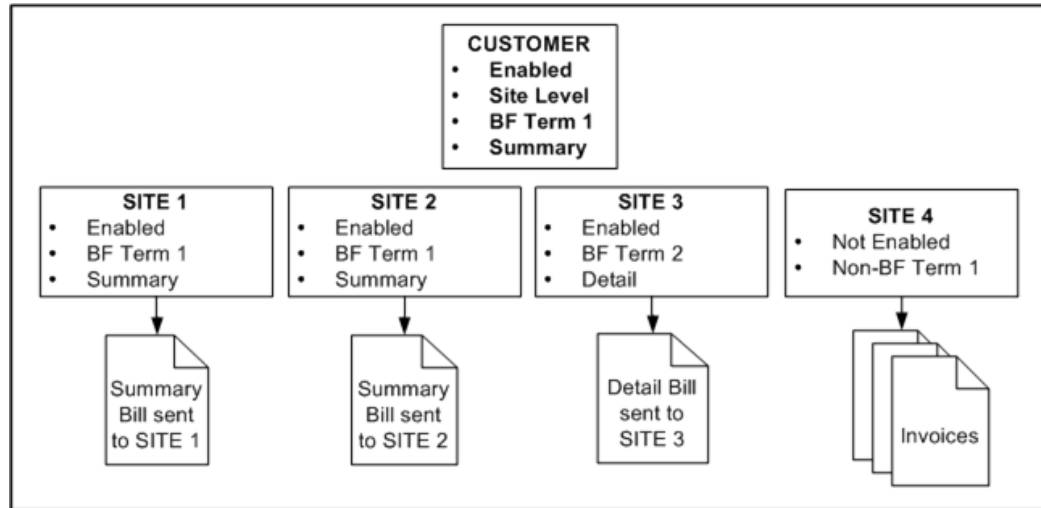
To generate site level bills, select Site as the bill level at the customer profile class and account profile level. The Bill Level at the site profile level is a read-only field, defaulted from the account profile level. The values for Type and Payment Term set at each site profile level are used for billing that site. These values can be different for each site.

Under site level balance forward billing, both balance forward billing and non-balance forward billing sites can exist under the same account. Receivables generates individual invoices for the non-balance forward billing sites and a bill per site for the balance forward billing sites. You can designate each site of the account as either balance forward billing or regular billing by enabling or disabling balance forward billing at the site profile level. See: Disabling Balance Forward Billing, page 4-10.

You can exclude specific transactions from a site level balance forward bill if you selected Override Terms while defining the balance forward billing payment term at the account profile level. You can generate regular individual invoices for such transactions by assigning them an appropriate non-balance forward billing payment term.

The following diagram illustrates site level balance forward billing.

Customer with Site Level Balance Forward Billing



In this example, the customer has four sites under the same operating unit. While balance forward billing is enabled at sites 1, 2, and 3, Site 4 is set up for regular billing.

Consequently, a unique and distinct balance forward bill will be generated for each site 1 through 3. However, Regular, individual invoices are sent to the bill-to addresses of Site 4's transactions. Additionally, if this customer's account profile has Override Terms selected, then any transactions with non-balance forward billing payment terms at Sites 1, 2, and 3 are excluded from the respective site-level balance forward bill and also receive individual invoices.

Disabling Balance Forward Billing

You can disable balance forward billing for a customer either at the site level or at both account and site level.

To disable balance forward billing at the site level:

1. Navigate to the Site Profile tab of the Account Site Overview page.
2. Deselect Enable.

To disable balance forward billing at both account and site level:

1. Navigate to the Account Profile tab of the Account Overview page.
2. Deselect Enable.

Important: You must disable balance forward billing for a customer both at the account and site profile level in order for Receivables to

pick any transactions of the customer for regular billing. If balance forward billing is disabled at the account profile level but not at the site profile level, the application does not recognize the site as a non-balance forward billing site. Although transactions for the site continue to inherit the balance forward billing payment term, Receivables never includes those transactions in the balance forward bill.

3. Disable balance forward billing at the site level.

Important: If balance forward billing is disabled for a customer, Receivables does not pick existing transactions with balance forward billing payment terms. To invoice these transactions, you can do either of the following:

- Before disabling balance forward billing, generate a final balance forward bill that picks up existing transactions with balance forward billing payment terms.
- After disabling balance forward billing, change the payment term to a non- balance forward billing payment term for every existing transaction.

Related Topics

Balance Forward Billing, *Oracle Receivables User Guide*

Balance Forward Billing Cycles, page 4-11

Payment Terms, page 3-1

How Receivables Selects Transactions for Balance Forward Billing, *Oracle Receivables User Guide*

Imported Billing Number, *Oracle Receivables User Guide*

Balance Forward Billing Cycles

Balance forward billing cycles determine:

- The date at which Receivable generates balance forward bills.
- The transactions that are included in balance forward bills.

A balance forward billing cycle is passed to the balance forward billing program as an attribute of the payment term. A payment term that has a balance forward billing cycle

associated with it is called a balance forward billing payment term. See:

- Payment Terms, page 3-1
- Balance Forward Billing, *Oracle Receivables User Guide*
- Setting Up Balance Forward Billing, page 4-11

Define balance forward billing cycles in Oracle Receivables, or externally in feeder systems. External cycles maintained in feeder systems trigger the bill generation program according to their own schedules, and are assigned the seeded External cycle.

To define a balance forward billing cycle in Oracle Receivables:

1. Navigate to the Balance Forward Billing Cycles window.
2. Enter the name, description, start date, and frequency of the balance forward billing cycle.
3. Enter the frequency of the balance forward billing cycle: daily, weekly, or monthly.

To define daily cycles:

1. Enter the number of days the billing should repeat.
2. (Optional) Select Exclude Saturdays and Sundays.

To define weekly cycles:

1. Enter the number of weeks the billing should repeat.
2. Select the day of the week the billing should occur.

To define monthly cycles:

1. Enter the number of months the billing should repeat.
2. Select the day of the month the billing should occur.

Billing can occur on more than one day. For cycles with a billing day between 29 and 31, Receivables considers the last day of the month as the billing day for months with fewer days.

3. Select either All Days or Exclude Saturdays and Sundays.

Freight Carriers

Define freight carriers to assign additional freight charges to your transactions. You use freight carriers for internal transfers between organizations as well as shipments to and from customers and vendors.

Prerequisites

- Define unit of measure classes, page 4-46
- Define accounts, *Oracle General Ledger Implementation Guide*

To define carriers:

1. Navigate to the Freight Carriers window.
2. Enter a unique Carrier Name.
3. Enter a Description for this carrier (optional).
4. Enter the general ledger Distribution Account that collects the costs associated with using this carrier. You use this account when you perform an inter-organization transfer and specify freight charges.
5. Enter the date that this carrier is Inactive After (optional). As of this date, you can no longer assign the freight carrier to any function within Receivables.

Related Topics

Overview of Setting Up, page 1-1

Grouping Rules

Define grouping rules that AutoInvoice will use to group revenue and credit transactions into invoices, debit memos, and credit memos. Grouping rules specify attributes that must be identical for lines to appear on the same transaction.

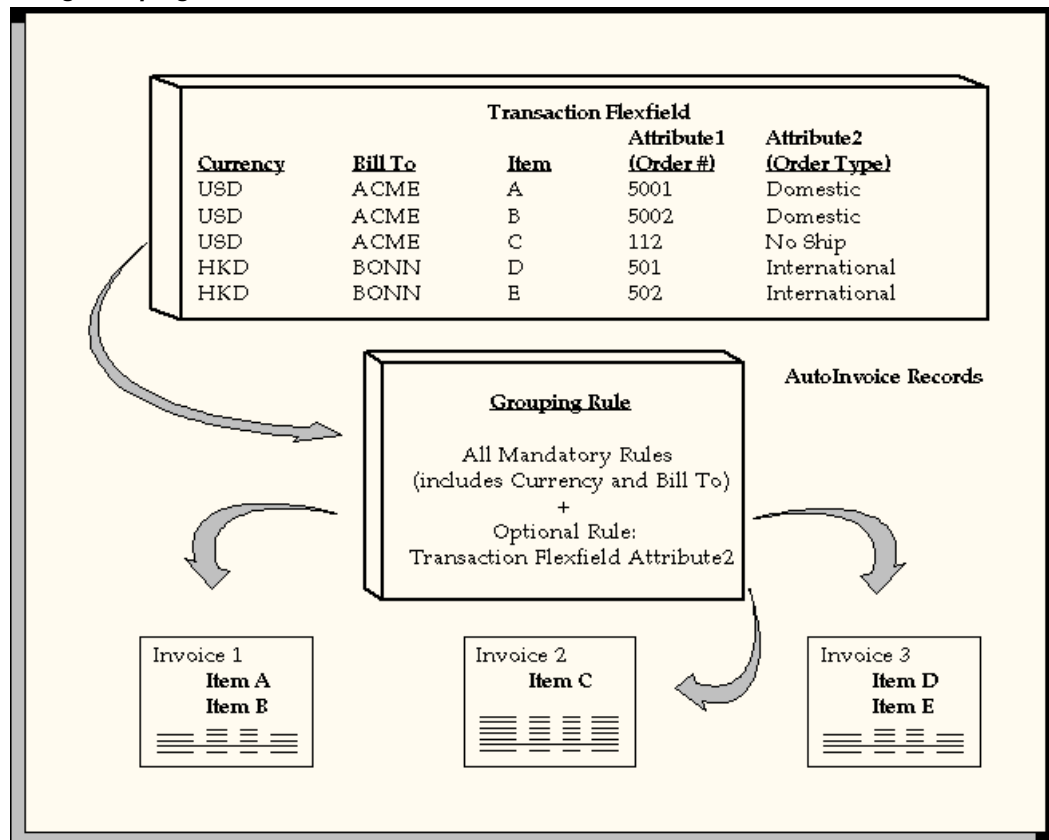
Grouping rules include mandatory attributes which are always included in all grouping rules, and optional attributes which may be included in a grouping rule. Optional attributes may be added to the mandatory attributes to create new grouping rules. To be included in a group a transaction must always match on all of the mandatory attributes as well as on all of the optional attributes included in a grouping rule. For complete lists of the mandatory attributes and the optional attributes see the section titled "Using Grouping Rules to Create Transactions" in the Transactions chapter. All attributes of the Transaction Flexfield are optional within a grouping rule, and you can assign these attributes as optional grouping characteristics in the Grouping Rules window.

Note: The Grouping Rules window only displays the optional attributes included in a grouping rule. This window does not display any mandatory grouping attributes. The mandatory attributes are the

same for all grouping rules. Use the Ordering and Grouping Rules Listing report to view all of the mandatory and optional attributes assigned to your grouping rules. See: Ordering and Grouping Rules Listing, *Oracle Receivables User Guide*.

In the diagram below, the grouping rule specifies that to appear on the same invoice items must match on all of the mandatory attributes, for example currency (CURRENCY_CODE) and bill-to address (ORIG_SYSTEM_BILL_ADDRESS_ID) and must also match on the optional attribute of order type (SALES_ORDER_SOURCE). For example, in the diagram, assume that all mandatory attributes match other than currency and bill-to address. Items A and B share the same currency and order type, so they appear on the same invoice (Invoice 1). Item C has the same currency as A and B, but it has a different order type, so it appears on its own invoice (Invoice 2). Items D and E share the same currency and Order Type, so they appear on the same invoice (Invoice 3).

Using Grouping Rules



For a text description of this graphic, see Text Description of the Using Grouping Rules Graphic, page D-1.

AutoInvoice uses the following hierarchy to determine which grouping rule to use for a transaction line:

- 1) The grouping rule specified in the Transaction Sources window for the batch source of the transaction line
- 2) The grouping rule specified in the Customer Profile Classes window for the bill-to site use of the transaction line
- 3) The grouping rule specified in the Customer Profile Classes window for the bill-to customer of the transaction line
- 4) If you do not specify a rule in either the Transaction Sources or Customer Profile Classes window, AutoInvoice uses the default grouping rule specified in the System Options window. See: Defining Receivables System Options, page 2-24.

Receivables provides the DEFAULT grouping rule which contains all of the mandatory attributes. If you upgrade from a previous version of Receivables, the DEFAULT grouping rule initially becomes your default grouping rule. If you use the DEFAULT rule to create transactions, Receivables does not require that you define any additional

grouping rules. You can add optional attributes to the DEFAULT grouping rule to create new grouping rules. You cannot delete any mandatory attributes from a grouping rule.

Important: If you are doing a fresh install of Receivables, you must enter a default grouping rule in the System Options window. You can enter the grouping rule that Receivables provides or one that you create.

Receivables lets you assign an invoice line ordering rule to each of your grouping rules. AutoInvoice uses the invoice line ordering rule to order your transaction lines when grouping revenue and credit transactions into invoices, debit memos, and credit memos. See: AutoInvoice Line Ordering Rules, page 4-3.

Note: You cannot view the required grouping on transaction attributes from the Grouping Rules window. Use the Ordering and Grouping Rules Listing report to view all grouping on transaction attributes that are assigned to your grouping rules. See: Ordering and Grouping Rules Listing Report, *Oracle Receivables User Guide*.

Prerequisites

- Define AutoInvoice Line Ordering Rules, page 4-3

To define a grouping rule:

1. Navigate to the Grouping Rules window.
2. Enter a Name for this grouping rule.
3. Enter a Description for this grouping rule (optional).
4. Enter the invoice line ordering rule for this grouping rule (optional). The invoice line ordering rule tells AutoInvoice how to order transaction lines within this grouping rule.
5. Enter a range of Effective Dates for this grouping rule. The default Start Date is today's date, but you can change it. If you do not enter an end date, this grouping rule will be active indefinitely.
6. Enter the Transaction Class to define for this grouping rule. Choose from the following classes: Invoice, Debit Memo, or Credit Memo.

Note: If AutoInvoice uses grouping rules and it is processing a transaction class that is not defined for this grouping rule,

AutoInvoice will only use the mandatory grouping transaction attributes.

7. Enter any Optional Grouping Characteristics you want to use to group your transactions. For example, if you enter the transaction flexfield attribute 'Attribute2' (order type), only transactions with the same order type can appear together on a transaction. Use the list of values to review the description and sources of each attribute.

Receivables ensures that you do not assign duplicate transaction class grouping characteristics to your grouping rule.

Related Topics

Importing Transactions Using AutoInvoice, *Oracle Receivables User Guide*

Using AutoInvoice, *Oracle Receivables User Guide*

Ordering and Grouping Rules Listing, *Oracle Receivables User Guide*

Item Status

Use the Item Status window to define statuses that you assign to items. You can also use item statuses to provide default values for some attributes when you define an item. Statuses you define appear as list of values choices in the Lines windows.

Important: When your current organization is not the item master organization, Receivables temporarily changes your current organization to the item master organization until you exit this window. This means that you can use the statuses you create here in any of the organizations you define.

To define item statuses:

1. Navigate to the Item Status window.
2. Enter a unique Status name.
3. Enter a Description for this status (optional).
4. Enter a Disable Date (optional). After this date you can no longer assign this status to an item. The status will remain valid for items to which it is already assigned.
5. Define attributes by checking the appropriate Value check boxes. Choose from the

following:

- BOM Allowed
- Build in WIP
- Customer Orders Enabled
- Internal Orders Enabled
- Invoice Enabled
- Transactable
- Purchasable
- Stockable

Note: For a complete description of all item attributes, refer to the *Oracle Inventory User's Guide*.

Related Topics

Items, page 4-18

Deleting Items, page 4-19

Items

Use the Items window to define and update your items and their associated attributes, such as physical description, lead time, and unit of measure. Items you define appear as list of value choices in the Lines window when you enter transactions or credit memos.

Much of the information you can define for an item is optional. You only need to enter the information required to maintain the item.

For a complete description of this window and its fields, refer to the *Oracle Inventory User's Guide*.

Tip: You can set up AutoAccounting to create account segments based on inventory items and warehouse. For example, define the Product segment of your Revenue account to use Standard Lines and specify a warehouse name when entering transaction lines.

Note: If your installation does not include Oracle Order Management

or Oracle Inventory, you can define standard memo lines to use instead of items when entering lines for your transactions and credit memos. See: Standard Memo Lines, page 4-25.

Prerequisites

- Define units of measure, page 4-47
- Define organizations, page 2-22

To define an item:

1. Navigate to the Items window.
2. Enter a Name for this item.
3. Enter a Description for this item.
4. To define additional information for this item, open the appropriate tabbed region.

Related Topics

Item Status, page 4-17

Deleting Items, page 4-19

Unposted Items Report, *Oracle Receivables User Guide*

Deleting Items

Use the Delete Items window to delete predefined items from Receivables. If the item you are deleting has a bill of material and routing from another product, you can also choose to delete these entities.

Prerequisites

- Define items, page 4-18

To delete an item:

1. Navigate to the Delete Items window.
2. Enter the Group name of the entities you are deleting.
3. Choose the information to delete. Choose to delete only Item information, or Item, Bill, and Routing information.
4. To save deleted entities in the archive tables, check the Archive check box.

5. Enter the Item to delete. Receivables displays the Description of this item.
6. To view the Organization from which you are deleting this item and the entity Type, open the Details tabbed region.
7. To verify that the information you are deleting is within your delete constraints, choose Check.

To delete the items, choose Delete. To view the delete Status and the Date that the concurrent program deleted this item, open the Results tabbed region.
8. Save your work. To view any errors that occurred during the concurrent program, choose Errors.

Related Topics

Entering Transactions, *Oracle Receivables User Guide*

Item Status, page 4-17

Remit-To Addresses

Define remit-to addresses to let your customers know where to send payment for their invoices. Receivables uses the addresses that you define in the Remit To Addresses window to provide default remit-to information when you enter transactions.

Note: Receivables does not provide default remit-to information when you enter credit memos.

If you use AutoInvoice but have not defined a remit-to address for a location, AutoInvoice will reject all invoices for which it could not determine a remit-to address. However, if you do not wish to set up a remit-to address for each location, you can set up one remit-to address with a default assignment. Receivables will then use this address for all locations or for any locations for which you do not have specific location assignments. This ensures that AutoInvoice will not reject invoices because it could not determine a remit-to address. See: *Defining a Default Remit To Address*, page 4-21.

If you check the Print Remit-To Address box in the System Options window, Receivables prints the remit-to address that you define here on your dunning letters and statements.

The width and height (in characters) of your customer's remit-to address in your printed dunning letters is 8 characters (height) by 30 characters (width).

Prerequisites

- Define system options, page 2-24

To define a remit-to address:

1. Navigate to the Remit-To Addresses window.
2. Enter the Country for this address. The default is the country you entered in the System Options window.

Note: If you have implemented flexible address formats and the country you enter has an address style assigned to it, Receivables opens a window in which you can enter address information in the style most appropriate for that country. See: Flexible Addresses, page 3-20.

3. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers - Enter Alternate Fields is Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes.
4. Enter a remit-to Address.
5. If the Country for this address is 'United States', enter a City and State; otherwise, these fields are optional.
6. Enter the Postal Code for this remit-to address. You must enter a postal code if you entered values for both the From Postal Code and the To Postal Code in the System Options window. This postal code appears when you print your remit-to address on either your statements or your dunning letters.
7. Enter each Country to assign to this remit-to address. Receivables assigns all of your customers who have bill-to addresses in the countries that you enter to this remit-to address.
8. Enter the State and range of Postal Codes for each country (optional). You can define multiple assignments for a remit-to address that has the same country or state, but different postal code ranges.

Defining a Default Remit-To Address

Define default remit-to addresses to ensure that:

- Receivables is able to provide a default remit-to address when you enter transactions
- AutoInvoice will not reject invoices because it is not able to determine a remit-to address

You can only have one default remit-to address for each country and state combination. For example, you can have one default remit-to address for United States/California, one for United States/Nevada, and so on.

To define a default remit-to address:

1. Perform steps 1-6 from 'To define a remit-to address' (see above).
2. Enter 'Default value' in the Country field, or select this from the list of values.

Related Topics

Reprinting Historical Dunning Letters, *Oracle Receivables User Guide*

Printing Statements, *Oracle Receivables User Guide*

Defining Receivables System Options, page 2-24

Salespersons

You set up your salespersons and assign sales territories using the Resource window, with most of the information you enter being on the Receivables tab. Receivables lets you define multiple salespersons to which you can assign sales credits when entering invoices. If AutoAccounting depends on salesperson, Receivables uses the general ledger accounts that you enter here in combination with your AutoAccounting rules to determine the default revenue, freight, and receivable accounts for your invoices.

Oracle Receivables uses No Sales Credit as the default in the Salesperson field when you enter transactions if the system option Require Salesperson is set to Yes and no salesperson is defined at the bill-to, ship-to, or customer level.

Note: If AutoAccounting is based on salesperson, then you must query the No Sales Credit record in the Resource window and enter revenue, freight, and receivable accounting information. These accounts are required when creating a debit memo reversal or when entering transactions with No Sales Credit.

Active salespersons appear in the list of values in the Transaction and Customers windows. You can make a salesperson inactive by unchecking the Active in Receivables check box and then saving your work, or by specifying an end date for this salesperson.

Note: Information that you enter in this window is shared by Oracle Customer Relations Management (CRM), Oracle Sales, and Oracle Sales Compensation.

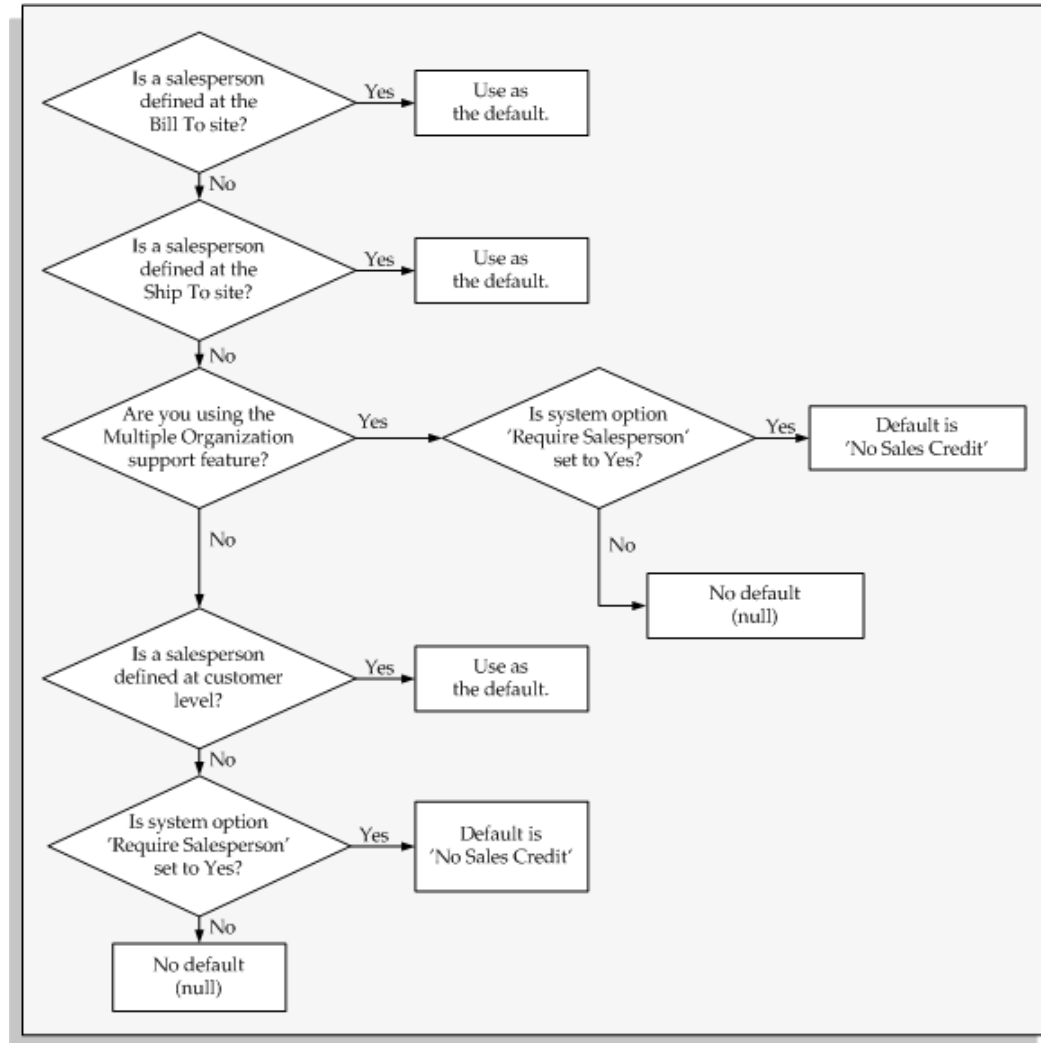
To set up a new or existing resource as a salesperson, see: Creating a Resource Manually, *Oracle Trading Community Architecture*

Administration Guide.

For more information, refer to the online documentation for these products.

The following figure shows how Receivables chooses the default salesperson when you enter transactions.

Determining the default salesperson during transaction entry



For a text description of this illustration, see: Text Description of the Default Salesperson Graphic, page D-1.

Sales Groups

You can organize salespeople into groups. A group is a unit of organization based on the similar function or roles of its members.

For example, a manufacturing company might have sales groups for different product models.

See: Managing Resources with Resource Manager, *Oracle Trading Community Architecture Administration Guide*.

Receivables captures the sales group attribute so that sales activity reporting can

include your enterprise's sales group hierarchy. This lets you present sales data to your management in a meaningful way.

Receivables captures the sales group attribute when:

- Importing transaction data from feeder systems, such as Oracle Order Management.
See: AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.
- Entering transactions in the Transactions workbench.
See: Entering Revenue Credits, *Oracle Receivables User Guide*.

Related Topics

Overview of Setting Up Resource Manager, *Oracle Trading Community Architecture Administration Guide*

Overview of the Oracle Resource Manager, *Oracle Trading Community Architecture User Guide*

Entering Transactions, *Oracle Receivables User Guide*

Entering and Updating Customer Information, *Oracle Receivables User Guide*

Territory Flexfield, page 2-38

Standard Memo Lines

Standard memo lines are lines that you assign to a transaction when the item is not an inventory item (for example, 'Consulting Services'). You can assign memo lines to debit memos, on-account credits, debit memo reversals, chargebacks, commitments, and invoices. Receivables displays your standard memo lines as list of values choices during credit memo entry in the Credit Transactions window and during invoice entry in the Lines window. When you create chargebacks and debit memo reversals, you can either use the standard line that Receivables provides or enter your own. You can create an unlimited number of standard memo lines.

If AutoAccounting depends on standard line items, Receivables uses the revenue account that you enter here along with your AutoAccounting setup to determine the default revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices with this line item.

Warning: When you enter a standard memo line in the Lines window, place the cursor in the Description field and then use the list of values to select a memo line. If AutoAccounting is based on Standard Lines and you *type* or *copy* the memo line information, Receivables will not generate the proper accounting entries for this line when you save.

Receivables lets you enter a tax product category, unit list price, and unit of measure

information for each standard memo line. You can also specify a standard invoicing and accounting rule for each standard memo line.

Note: If you have Multi Lingual Support (MLS), you can define standard memo lines in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle E-Business Suite Concepts Guide* or the *Oracle E-Business Suite User's Guide*.

Prerequisites

- Define units of measure, page 4-47
- Define invoicing and accounting rules, page 7-14

To define a standard memo line:

1. Navigate to the Standard Memo Lines window.
2. Select an operating unit.
3. Enter the Name and a Description of this memo line. Receivables prints this description on your debit memo, on-account credit, debit memo reversal, chargeback, commitment, or invoice.

Note: If you are modifying your chargeback or debit memo reversal standard line, Receivables lets you embed variables within the text of your description. For example, you may want to print the receipt number on your debit memo reversals. To do this, enter &receipt_number& within your the text of your description. Receivables then prints the corresponding receipt number on your debit memo reversal. The following are valid variable types: receipt_number for debit memo reversals and invoice_number for invoices, chargebacks, and debit memos.

4. Choose a line type of Chargeback Line, Charges, Debit Memo Receipt Reversal, Freight, Line, or Tax.
5. Select a default tax classification to associate with this standard line (optional).

Note: You use tax classifications only if you upgraded to Release 12 from Release 11i.

6. Select a default tax product category to associate with this standard line (optional).

Oracle E-Business Tax uses this value along with other transaction details to determine the correct taxes to apply.

7. Enter the Unit List Price for this memo line (optional). Receivables displays this price on the debit memos, on-account credits, chargebacks, and invoices you create using this standard line.
8. If the type of this memo line is 'Line,' enter a Unit of Measure. Receivables defaults the unit of measure to this value when you choose this standard line item during invoice or memo entry.
9. Enter the Revenue Account for this memo line (optional). When you create a debit memo or on-account credit, this revenue account will be the default for each standard memo line that you select. When you create debit memo reversals or chargebacks, Receivables uses the Revenue Flexfield from the original receivable item as the credit account. Therefore, Receivables does not let you specify a value for the Revenue Flexfield for your debit memo reversal and chargeback standard lines.

Note: AutoAccounting lets you use the values that you specify for the segments of your standard lines' revenue accounts to determine the revenue accounts of your invoices. Receivables uses these revenue account segment values in combination with the rest of your AutoAccounting structure to determine the default revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices which include this standard invoice line.

10. Enter the Invoicing Rule to use with this standard line (optional). Receivables does not currently use this information when you select a standard line (in the Lines window during invoice entry) to which you have assigned a standard invoicing rule. Oracle Order Management assigns standard invoicing rules to standard lines for orders that you import through AutoInvoice.
11. Enter the Accounting Rule to use with this standard line (optional). If you select a standard line during invoice entry to which you have assigned a standard accounting rule, Receivables uses this rule to determine this line's revenue recognition schedule. Oracle Order Management lets you assign standard accounting rules to standard lines for orders that you import through AutoInvoice.
12. Enter the range of Active Dates for this standard line. The start date is today's date, but you can change it. If you do not enter an end date, this memo line will be active indefinitely.

Note: You can have only one line type of Chargeback Line active at

a time.

Related Topics

Items, page 4-18

Standard Memo Lines Listing Report, *Oracle Receivables User Guide*

Standard Messages

Define standard messages to provide the text that Receivables prints on the bottom of your customer's statements, debit memos, and interest invoices. You can use messages to inform your customers of special promotions or to make your printed documents more personal.

Active standard messages appear as list of values choices in the Print Statements window and in the Customer Profile Classes window.

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

To define standard messages:

1. Navigate to the Standard Messages window.
2. Enter a Name for this message.
3. Enter the Type of message you are defining. Valid standard message types include 'Holiday' and 'Promotional'.
4. Enter the Start and End Dates during which this standard message will be active.
5. Enter the standard Message to appear on your customer's statement. The text of your standard message cannot exceed 255 characters.

Related Topics

Statement Cycles, page 9-16

Using Statements, *Oracle Receivables User Guide*

Printing Statements, *Oracle Receivables User Guide*

Transaction Batch Sources

Batch sources control the standard transaction type assigned to a transaction and determine whether Receivables automatically numbers your transactions and transaction batches. Active transaction batch sources appear as list of values choices in the Transactions, Transactions Summary, and Credit Transactions windows, and for bills receivable in the Bills Receivable and Bills Receivable Transaction Batches windows.

Note: A batch source provides default information, which you can optionally change at the transaction level.

You can define two types of transaction batch sources:

- **Manual:** Use manual batch sources with transactions that you enter manually in the Transactions and Transactions Summary windows, and for bills receivable transactions.

Credit memos that are created by the Credit Memo workflow also use manual batch sources.

- **Imported:** Use imported batch sources to import transactions into Receivables using AutoInvoice.

You can make a batch source inactive by unchecking the Active check box and then saving your work. Receivables does not display inactive transaction batch sources as list of values choices or let you assign them to your transactions.

Tip: If you have installed multiple organization support, define an imported batch source with the same name in each organization (these sources can have the same or different settings). This enables you to import order lines that belong to different organizations in Oracle Order Management into corresponding organizations into Receivables.

Bills receivable batch sources: After you define batch sources for bills receivable, enter a batch source in the profile option AR: Bills Receivable Batch Source. See: Profile Options, page B-1.

Prerequisites

- Define transaction types, page 4-36
- Define credit memo batch sources (optional)
- Define grouping rules, page 4-13 (optional)

To define a transaction batch source:

1. Navigate to the Transaction Sources window.
2. Select an operating unit and legal entity.

Receivables uses the selected legal entity to default for transactions using this transaction batch source, if the legal entity cannot be derived from the transaction type.

For more information about legal entities, see the *Oracle Financials Concepts Guide* and *Oracle Financials Implementation Guide*.
3. Enter a unique Name and a Description for this transaction source.
4. Enter a Type of 'Manual' or 'Imported.' For bills receivable batch sources, enter 'Manual.'
5. Enter the range of Effective Dates for this source. The Start date is the current date, but you can change it. If you do not enter an end date, this transaction batch source will be active indefinitely.
6. If this is a Manual source and you want to automatically number new batches you create using this source, or if this is a Manual source for bills receivable and you want to generate bills receivable automatically, check the Automatic Batch Numbering box and enter a Last Number. For example, to start numbering your batches with 1000, enter 999 in the Last Number field. If you are defining an Imported transaction batch source, Receivables automatically numbers the batch with the batch source name - request ID.
7. To automatically number new transactions you create using this source, check the Automatic Transaction Numbering box and enter a Last Number. You can use automatic transaction numbering with both Imported and Manual sources.

Note: For bills receivable transaction batch sources, you must use the Automatic Transaction Numbering box and Last Number field to number bills receivable generated automatically. If you are using a bills receivable creation receipt method that has Inherit Transaction Number set to Yes, the bill receivable number inherits the transaction number when there is a one-to-one relationship between the exchanged transaction, but uses Automatic Transaction Numbering when more than one transaction is assigned to a bill.

Note: Receivables automatically updates the Last Number fields, so

you can review this batch source later and see the last transaction number that was generated (note that this number is only an approximation due to caching).

8. To use the same value for both the document number and the transaction number for transactions assigned to this source, check the Copy Document Number to Transaction Number box (optional).

Tip: If your application uses Gapless document sequences, check this box if you require gapless transaction numbers. Checking this box ensures that transaction numbers are generated sequentially and there are no "missing" numbers. See: Implementing Document Sequences, page 2-2.

9. Select the Allow Duplicate Transaction Numbers box to allow duplicate transaction numbers within this batch source.

Selecting the Copy Document Number to Transaction Number box automatically selects this option.

This option and the Automatic Transaction Numbering box, however, are mutually exclusive.

10. Select the Copy Transaction Information Flexfield to Credit Memo check box if you want to copy an invoice's Transaction Information flexfield data to a related credit memo that uses this batch source (optional).

This check box is enabled only if this source's type is Manual.

Whenever you save a credit memo, Receivables checks the batch source. If the source type is Manual and the box is selected, then Receivables copies Transaction Information flexfield data, if available on the invoice, to the credit memo.

11. Select Generate Line Level Balances to calculate and populate the line level balances for invoices created using this transaction source.

Note: Receivables calculates and populates the line level balances for an invoice only if the invoice does not have multiple payment schedules.

12. Indicate your enterprise's policy for automatic receipt handling for imported credits against paid invoices (optional).

Set this option only if you want AutoInvoice to automatically evaluate imported credits for receipt handling.

- Select *On Account* if you want AutoInvoice to place any credit requests on account.
- Select *Refund* if you want AutoInvoice to automatically create a refund for the amount of the requested credit.

For credit card transactions, Receivables submits a refund request directly to Oracle Payments to create the disbursement. Payments applies the refund to the same credit card used on the original transaction.

For non-credit card transactions, Receivables submits a refund request to Oracle Payables, which uses Oracle Payments to create the disbursement.

By default, no option is selected.

Note: Only imported sources use this setting. Manual sources ignore any value entered here.

See: Automated Receipt Handling for Credits, *Oracle Receivables User Guide*.

13. In the Reference Field Default Value, enter the Invoice Transaction Flexfield attribute that you want to appear in the Reference field of the Transactions window. Receivables uses this to further identify the invoice and displays this value under the Reference column in the invoice list of values in the Applications window.

The default value is INTERFACE_HEADER_ATTRIBUTE1.

See: Transaction Flexfields, *Oracle Receivables User Guide*.

14. Enter the Standard Transaction Type for this batch source. When you choose a batch source during transaction entry, this is the default transaction type. You can define new transaction types in the Transaction Types window.

Tip: If you are using Oracle Cash Management, then optionally enter a standard transaction type for the seeded Debit Memo Reversal batch source. Cash Management automatically uses this transaction type when creating a debit memo reversal.

15. To number your credit memos created against invoices and commitments with this source differently than the invoices or commitments they are crediting, enter a Credit Memo Batch Source. Before you can assign a credit memo batch source, you must first define your credit memo batch sources using this window. If you do not specify a credit memo batch source, Receivables enters the invoice or commitment batch source here.

Tip: Will invoices with this batch source contain Transaction

Information flexfield data that should be copied to any credit memos that are manually created against these invoices in the future? If so, then you should enter a credit memo batch source that has the Copy Transaction Information Flexfield to Credit Memo check box selected (step 8, page 4-31).

16. If you are defining a Manual transaction batch source, then you have completed this task.

If you are defining an Imported transaction batch source, open the AutoInvoice Processing Options tabbed region.

17. Specify how you want AutoInvoice to handle imported transactions that have Invalid Tax Rates. An invalid tax rate is one in which the imported transaction's tax rate does not match its tax code. Enter 'Correct' if you want AutoInvoice to automatically update the tax rate that you supplied to the one that you defined previously for the tax code. Enter 'Reject' if you want AutoInvoice to reject the transaction.
18. Specify how you want AutoInvoice to handle imported transactions with Invalid Lines by entering either 'Reject Invoice' or 'Create Invoice.'
19. Specify how you want AutoInvoice to handle imported transactions that have lines in the Interface Lines table that are in a closed period. To have AutoInvoice automatically adjust the GL dates to the first GL date of the next open or future enterable period, enter 'Adjust' in the GL Date in a Closed Period field. Enter 'Reject' to reject these transactions.
20. Enter a Grouping Rule to use for a transaction line (optional). If you do not enter a grouping rule, AutoInvoice uses the following hierarchy to determine which rule to use:
 - The grouping rule specified in the Transaction Sources window for the batch source of the transaction line.
 - The grouping rule specified in the Customer Profile Classes window for the bill-to customer and bill-to site of the transaction line.
 - The grouping rule specified in the Customer Profile Classes window for the bill-to customer of the transaction line.
 - The default grouping rule specified in the System Options window.
21. Check the Create Clearing box if you want AutoInvoice to require that the revenue amount for each transaction line is equal to the selling price times the quantity specified for that line. Use this option to distribute revenue on an transaction in an

amount that is not equal to the transaction line amount.

If you check this box, AutoInvoice puts any difference between the revenue amount and the selling price times the quantity for a transaction into the AutoInvoice Clearing account that you have defined. Otherwise, AutoInvoice requires that the revenue amount be equal to the selling price times the quantity for all of the transactions it is processing. Define your clearing account in the Automatic Accounting window. See: AutoAccounting, page 7-3.

22. Indicate whether sales credits can be entered for transactions using this source by checking or unchecking the Allow Sales Credit box. This option and the Require Salesreps option in the System Options window determine whether sales credits are optional or required. See: Transaction Batch Sources Field Reference, page 4-35.

23. Open the Customer Information tabbed region, then choose either 'Value' or 'ID' for each option to indicate whether AutoInvoice validates your customer information for this batch source using a value or identifier. Choose 'None' for no validation.

Choose Value to import a record into AutoInvoice tables using its actual name; choose ID to use its internal identifier. For example, if Payment Term is set to Value, you must pass the name of the payment term, such as 'Standard-Check' when running AutoInvoice. If Payment Term is set to ID, you must pass the number that identifies the payment term (the term_id), not the name itself. Choose Value if you use this source to import data from a non-Oracle system.

24. Open the Accounting Information tabbed region, then choose ID, Value, or None to indicate how AutoInvoice validates your Invoice and Accounting Rule data for this batch source.

Note: If you choose 'None,' then AutoInvoice will not import this information into Receivables. However, AutoInvoice might still validate the data and could reject the containing line(s) if that data is invalid.

25. Choose either 'Id' or 'Segment' to indicate whether you want AutoInvoice to validate the identifier or the flexfield segment for this batch source.
26. Check the Derive Date check box to derive the default rule start date and default GL date from the ship date, rule start date, order date and the default date that you supply when you submit AutoInvoice.

Tip: If you use Oracle Inventory and Oracle Order Management for sales order shipments, you should elect to derive your dates and use the shipment date for your transaction general ledger date. In this way you can ensure that you have booked your revenue and cost to the same accounting period.

If you do not match revenue and cost in the same period, you violate basic GAAP principles, and may distort your profit. In addition, you are unable to run a meaningful Margin Analysis report. This report summarizes your revenue and cost of goods sold transactions by item and customer order and specifies a transaction date range. If your transactions are booked in the wrong period, this report reflects those incorrect transactions.

27. Choose either 'Id' or 'Value' to indicate whether AutoInvoice validates your Payment Terms for this batch source using identifiers or values.
28. Choose either 'Amount' or 'Percent' to indicate how you want AutoInvoice to validate your Revenue Account Allocation data for this batch source.
29. Open the Other Information tabbed region, then choose how you want AutoInvoice to validate data. Choose 'None' if you do not want AutoInvoice to import this information.

Note: Even if you choose 'None,' AutoInvoice might still validate the data and could reject the containing line(s) if that data is invalid.

30. Open the Sales Credits Data Validation tabbed region, then choose how you want AutoInvoice to validate data for salespersons, sales credit types and sales credit. Choose Number, ID, or Value to validate information using identifiers, numbers, or values for this batch source. Choose to validate Sales Credits based on either Amount or Percent.

Related Topics

Entering Transactions, *Oracle Receivables User Guide*

Importing Transactions Using AutoInvoice, *Oracle Receivables User Guide*

Transaction Batch Sources Field Reference, page 4-35

Transaction Batch Sources Listing, *Oracle Receivables User Guide*

Transaction Batch Sources Field Reference

Allow Sales Credit Check Box: Whether you must enter sales credit information depends on this check box and the Require Salesreps field in the System Options window. AutoInvoice will pass the information in the following table with your transaction, and validate it.

Allow Sales Credit Field	Your System Option Requires Salesperson	Enter Sales Credit Information
If set to Yes	Required	Must Enter
If set to Yes	Not Required	Can Enter
If set to No	Required	Must Enter
If set to No	Not Required	Cannot Enter**

** AutoInvoice ignores any values that you pass.

- If your system option requires salesperson and your transaction batch source allows sales credits, you must provide sales credit information.
- If your system option does not require salesperson, but your transaction batch source allows sales credits, you can provide sales credit information, but it is not mandatory.
- If your system option requires salesperson, but your transaction batch source does not allow sales credits, you must provide sales credit information.
- If your system option does not require a salesperson and your transaction batch source does not allow sales credits, do not provide sales credit information. AutoInvoice ignores any values that you pass.

Transaction Types

Use transaction types to define the accounting for the debit memos, credit memos, on-account credits, chargebacks, commitments, invoices, and bills receivable you create in Receivables. Transaction types also determine whether your transaction entries update your customers' balances and whether Receivables posts these transactions to your general ledger.

If AutoAccounting depends on transaction type, Receivables uses the general ledger accounts that you enter here, along with your AutoAccounting rules, to determine the default revenue, receivable, freight, tax, unearned revenue, unbilled receivable, and AutoInvoice clearing accounts for transactions you create using this type. For bills receivable, the accounts that you enter here determine the bills receivable, unpaid bills receivable, remitted bills receivable, and factored bills receivable accounts for a bill receivable.

Note: The default accounting that AutoAccounting creates is

considered interim accounting only. Receivables integrates with Oracle Subledger Accounting, the E-Business Suite's centralized accounting engine, which accepts the default accounts that AutoAccounting derives without change. However, you can modify the accounting rules in Subledger Accounting to create accounting that meets your business requirements. See: Accounting in Receivables, *Oracle Receivables User Guide*.

You can associate transaction types with your invoice sources in the Transaction Sources window to speed data entry in the Transactions and Credit Transactions windows. Active transaction types appear as list of values choices in the Transactions, Reverse Receipts, Credit Transactions, and Transaction Sources windows, and for bills receivable in the Bills Receivable and Receipt Classes windows.

You can also define credit memo and invoice transaction types to use with AutoInvoice.

You should define your transaction types in the following order:

- credit memo transaction types
- invoice, debit memo, and chargeback transaction types
- bills receivable transaction types
- commitment transaction types

You must define your invoice transaction types before you define your commitment types.

Tip: To be able to void a debit memo, credit memo, on-account credit or invoice, define a Void transaction type with 'Open Receivables' and 'Post to GL' set to No. Then, as long as there is no activity against the transaction and it has not been posted to your general ledger, you can make it invalid by simply changing the transaction type to 'Void'.

Natural Application and Allow Overapplication Rules

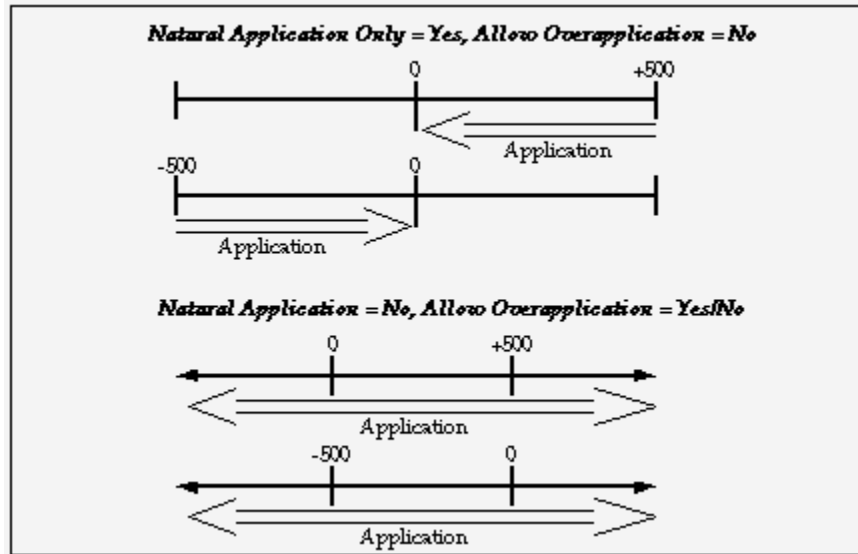
The transaction type that you assign to a transaction indicates the type of application that is permitted for that transaction: natural application only, or overapplication.

The Natural Application Only and Allow Overapplication options determine how applications can affect the balance due for transactions using this type. **Natural Application** refers to the type of application, either positive or negative, that a transaction requires to become closer to zero. For example, invoices have a positive balance, so to reduce the balance due you need to create a negative application (such as apply a receipt).

Overapplication indicates whether you can overapply transactions using this type. For example, if you apply a \$500 receipt to a \$400 invoice, you overapply the invoice and reverse its sign (from positive to negative).

The figure below shows how these rules affect your applications.

Natural Application and Overapplication



For a description of this graphic, see: Description of Natural Application and Overapplication, page D-2.

Whether or not a transaction allows overapplication determines the actions that you can take on that transaction.

For example, a fully paid transaction's transaction type allows natural application only (in other words, prohibits overapplication). To credit that transaction, you must first unapply the transaction from the receipt *before* you can create the credit. See: Unapplying Cash when Crediting a Transaction, *Oracle Receivables User Guide*.

Moreover, some features in Receivables work only with one option or the other:

- For example, to automatically create claims during AutoLockbox and Post QuickCash processing, the transaction type of the debit item to which you are applying the receipt must be set to allow natural application only. See: How AutoLockbox Creates Claims, *Oracle Receivables User Guide* and QuickCash, *Oracle Receivables User Guide*.
- To evaluate imported credit memos against paid invoices, and automatically determine how to treat the receipt, the transaction type of the debit item to which you are applying the credit memo must be set to allow natural application only. See: Importing Credit Memos, *Oracle Receivables User Guide* and Automated Receipt Handling for Credits, *Oracle Receivables User Guide*.

Note: When importing credit memos against transactions with this kind of transaction type, refer to Automated Receipt Handling for Credits, *Oracle Receivables User Guide* to learn how to prevent AutoInvoice errors.

Prerequisites

- Define your key segment values, *Oracle E-Business Suite Flexfields Guide*
- Define your key flexfield segments, *Oracle E-Business Suite Flexfields Guide*
- Define payment terms, page 3-1

To define a transaction type:

1. Navigate to the Transaction Types window.

2. Select an operating unit and legal entity for this transaction type.

Receivables uses the selected legal entity to default for transactions using this transaction type.

For more information about legal entities, see the *Oracle Financials Concepts Guide* and *Oracle Financials Implementation Guide*.

3. Enter a Name and Description for this transaction type.

Note: Select a transaction type name that is different from all the existing receipt method, adjustment, and receivable activity names. Oracle Receivables lets you create a transaction type only if there is no receipt method, adjustment, or receivable activity with the same name.

4. Enter a Class for this transaction type. Choose from the following classes: Invoice, Chargeback, Credit Memo, Debit Memo, Deposit, or Guarantee.

If you choose Deposit or Guarantee, Receivables sets Open Receivable and Post to GL to Yes, Allow Freight, Default Tax Classification, and Allow Overapplication to No, Creation Sign to 'Positive Sign,' and Natural Application Only to Yes. You cannot change these options. See: Define Your Commitment Transaction Types, *Oracle Receivables User Guide*.

To define a bills receivable transaction type, see: Bills Receivable Transaction Types, page 4-45.

5. Choose a Creation Sign. The default is Positive Sign for transaction types with a

class of either Guarantee or Deposit. You cannot update this field after you enter transactions with this type.

6. Choose a Transaction Status of Open, Closed, Pending, or Void. Use these statuses to implement your own invoice approval system. Enter 'Void' to void debit memos, on-account credits or invoices to which you assign this transaction type.
7. Choose a default Printing Option for transactions with this transaction type. Choose Print or Do Not Print. You can override this value when entering transactions.

Note: If you choose Do Not Print, *iReceivables* does not display the details for transactions with this transaction type.

8. If this transaction type's class is either Deposit or Guarantee, enter the Invoice Type to use for invoices entered against commitments or deposits with this transaction type. When you enter an invoice against either a deposit or a guarantee with this transaction type, the value you enter here is the default invoice transaction type.
9. If this transaction type's class is Deposit, Guarantee, Debit Memo, or Invoice, enter the Credit Memo Type to use when crediting items with this transaction type (optional). When you enter a credit memo against an invoice with this transaction type, the value you enter here is the default credit memo transaction type.
10. Enter an Application Rule Set for this transaction type or select one from the list of values (optional). An Application Rule Set determines the default payment steps when you use the Applications window or AutoLockbox to apply receipts to transactions using this type. If you do not enter a rule set, Receivables uses the rule set in the System Options window as the default. See: *Receivables Application Rule Sets, Oracle Receivables User Guide*.
11. Enter the payment Terms to use for transactions with this transaction type.

Any payment terms entered at the customer level will override the payment terms that you enter here.
12. Enter the range of dates that this transaction type will be active. The default Start Date is today's date, but you can change it. If you do not enter an End Date, this transaction type will be active indefinitely.
13. If this transaction type's class is not Deposit or Guarantee, indicate whether you want transactions with this type to update your customer balances by checking or unchecking the Open Receivable box.

If Open Receivable is set to Yes, Receivables updates your customer balances each time you create a complete debit memo, credit memo, chargeback, or on-account credit with this transaction type. Receivables also includes these transactions in the standard aging and collection processes.

If you are defining a 'void' transaction type, set Open Receivable to No.

Tip: You can use the Open Receivable option to implement an approval cycle for any temporary or preliminary debit memos, credit memos, on-account credits, chargebacks, and invoices that you may use in your business. For particularly sensitive debit memos, credit memos, on-account credits, chargebacks, and invoices that you may want to review, you can define a transaction type called Preliminary with Open Receivable set to No. This transaction type does not update your customer balances. When you review and approve the item, you can then change the transaction type to Final (a transaction type that you define with Open Receivable set to Yes) which will update your customer's balances.

14. To allow freight to be entered for transactions with this transaction type, check the Allow Freight box.
15. To be able to post transactions with this type to your general ledger, check the Post To GL box. The default is the value you specified for the Open Receivables option. This box must be checked if the class is Deposit or Guarantee. If you leave this box unchecked, then no accounting will be generated for transactions with this type. If you leave this box unchecked, then no accounting will be generated for transactions with this type.

If you are defining a 'void' transaction type, do not check this box.

16. To automatically assign a default tax classification on transaction lines, select the Default tax classification box.

Note: You use tax classifications only if you upgraded to Release 12 from Release 11i.

17. If this transaction type's class is not Deposit or Guarantee and you want to restrict the direction in which items with this transaction type can be updated by applications entered against them, check the Natural Application Only box. If you check this box, Receivables sets Allow Overapplication to No.

Note: If the Allow Overapplication box is checked and you then check the Natural Application Only box, Receivables automatically unchecks the Allow Overapplication box. To check the Allow Overapplication box again, you must first manually uncheck the Natural Application Only box. You can update these options.

If you want AutoInvoice to automatically evaluate imported credit memos for

receipt handling, then select the Natural Application Only check box. See: Automated Receipt Handling for Credits, *Oracle Receivables User Guide*.

18. If this transaction type's class is not Deposit or Guarantee, and you did not check the Natural Application Only box, choose whether to Allow Overapplication against items with this transaction type by checking or unchecking this box. You can update these options.
19. Select the Exclude from Late Charges Calculation box if you do not want to assess late charges on overdue transactions using this transaction type.

See: Calculating Late Charges, *Oracle Receivables User Guide*.
20. If this transaction type's class is Invoice, Chargeback, Credit Memo, Debit Memo, or Guarantee, then define the accounting for this transaction type in the Accounts tabbed region.

If this transaction type's class is Bills Receivable, then define the accounting for this transaction type in the Bills Receivable tabbed region.

If this transaction type's class is Deposit, then define the accounting for this transaction type in the Deposit tabbed region.
21. Enter the Receivable Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the receivable accounts for transactions with these types. Receivables creates a receivables transaction record using this account so you can transfer to your general ledger and create a journal entry if Post To GL is Yes for this transaction type.

Tip: For Guarantee transaction types, enter the Accounting Flexfield for your Unbilled Receivable account in the Receivable Account field. Receivables only uses the Unbilled Account field to determine the Unbilled Receivable account for invoices with the rule 'Bill in Arrears.'

Tip: For Chargeback transaction types, enter the Receivable Chargeback account. The offset to the Receivable account on the original debit transaction will be generated by the chargeback adjustment.

Note: Receivables does not require you to enter a Receivable account for Credit Memo transaction types if the profile option Use Invoice Accounting for Credit Memos is set to Yes; otherwise, you must enter a Receivable Account.

22. Enter a Freight Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the freight account for transactions with this transaction type. Receivables skips this field if this transaction type's class is Guarantee or if Allow Freight is set to No.
23. Enter a Revenue Account for transactions with this transaction type. Receivables skips this field if Allow Freight is set to No. Receivables uses this information, along with your AutoAccounting definition, to determine the revenue account for transactions with this transaction type.

Tip: For Guarantee transaction types, enter the Accounting Flexfield for your Unearned Revenue account in the Revenue Account field. Receivables only uses the Unearned Account field to determine the Unearned Revenue account for invoices with the rule Bill In Advance.

Note: Receivables does not require you to enter a Revenue Account for Credit Memo transaction types if the profile option Use Invoice Accounting for Credit Memos is set to Yes. Otherwise, you must enter a Revenue Account.

24. If this transaction type's class is Invoice or Debit Memo, enter a Clearing Account for transactions with this transaction type. Receivables uses this account to hold any difference between the revenue amount specified for the Revenue account and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for transaction sources that you use for your imported transactions.
25. If this transaction type's class is Invoice or Credit Memo, enter an Unbilled Receivable Account. When you use the Bill In Arrears invoicing rule, Receivables uses this information, along with your AutoAccounting definition, to determine the Unbilled Receivable account for transactions with this transaction type.

Tip: For transaction types with a class of Guarantee, enter the Accounting Flexfield for your unbilled receivable in the Receivable Account field, as described above.

26. If this transaction type's class is Invoice or Credit Memo, enter an Unearned Revenue Account. Receivables uses this information, along with your AutoAccounting definition, to determine the unearned revenue account for transactions with this transaction type. Receivables only uses this account when your transaction's invoicing rule is Bill In Advance.

Tip: For transaction types with a class of Guarantee, enter the Accounting Flexfield for your Unearned Revenue account in the Revenue Account field, as described above.

27. If this transaction type's class is Invoice, Credit Memo, or Debit Memo, enter a Tax Account. Receivables uses this information along with your AutoAccounting definition to determine the tax account for transactions with this transaction type.
28. If this transaction type's class is Deposit, then complete these fields in the Deposit tabbed region:
 - In the Allocation Basis field, indicate how you want to apply the balance of deposits with this transaction type to transactions.

You can select *Lines Only* to apply deposits to invoice lines only. Or, you can select *Lines, Tax and Freight* to include tax and freight amounts on invoices when applying deposits to transactions.

- Enter a Receivable Account for deposits with this transaction type.
- Enter an Offset Account for deposits with this transaction type.

If you set the AR: Deposit Offset Account Source profile option to *Transaction Type*, then Receivables uses the Offset Account that you specify here to derive the offset account for deposits. Otherwise, Receivables uses AutoAccounting to derive the deposit's offset account.

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

Note: The procedure for updating a transaction type is similar to that for defining a transaction type. Oracle Receivables lets you update the name of a transaction type only if:

- The name of the transaction type is used in only one operating unit and not across multiple operating units.
- The name of the transaction type is different from all the existing receipt method, adjustment, and receivable activity names. However, there is no restriction on updating other transaction type parameters.

Related Topics

Entering Transactions, *Oracle Receivables User Guide*

Entering Invoices with Rules, *Oracle Receivables User Guide*

Using AutoAccounting, *Oracle Receivables User Guide*

Transaction Types Listing Report, *Oracle Receivables User Guide*

Bills Receivable Transaction Types

Bills receivable transaction types indicate the type of bill receivable, such as accepted bill, promissory note, or unsigned bill, and define accounting and other attributes for bills receivable. You enter a transaction class of 'Bills Receivable' to enable the Bills Receivable tabbed region for entering bills receivable transaction type information.

To define a bills receivable transaction type:

1. Navigate to the Transaction Types window.
2. Select an operating unit and legal entity for this transaction type.
3. Enter a Name and Description for this bills receivable transaction type.
4. Enter Bills Receivable in the Class field.
5. Enter Print or Do Not Print in the Printing Option field.

Note: If you check the Signed box, then you must enter Print.

6. Enter an Application Rule Set for this transaction type. Receivables uses the rule set that you enter when receipts are applied against a bill receivable.
7. In the Start Date and End Date fields, enter the range of dates that this transaction type is active.
8. Open the Bills Receivable tabbed region.
9. In the Bills Receivable field, enter the account segment for open bills receivable with this transaction type.
10. In the Unpaid Bills Receivable field, enter the account segment for bills receivable with this transaction type that are unpaid at the maturity date.
11. Enter the default Format Program Name to use to format bills receivable for this transaction type. This field is mandatory if Printing Option is set to Print, or if the Signed box is checked.
12. In the Remitted Bills Receivable field, enter the account segment for bills receivable with this transaction type that were remitted to a remittance bank.

13. In the Factored Bills Receivable field, enter the account segment for bills receivable with this transaction type that were factored to a bank or other financial institution.
14. Use the Signed and Issued by Drawee boxes to identify the type of bill receivable for this transaction type according to the combinations in this table:

TYPE OF BILL	Signed	Issued by Drawee
Requires acceptance	Checked	Unchecked
Issued by drawee	Unchecked	Checked
Unsigned bill	Unchecked	Unchecked

Unit of Measure Classes

Define unit of measure classes to group units of measure with similar characteristics. For example, the unit of measure class 'Length' might contain the units of measure inches, feet, and yards. Use the Unit of Measure Classes window to define and update unit of measure classes and the base unit of measure for each class.

For a complete description of this window and its fields, see: Overview of Units of Measure, *Oracle Inventory User's Guide*.

You define and assign units of measure (other than the base unit) to a class in the Units of Measure window. See: Units of Measure, page 4-47.

To define a unit of measure class:

1. Navigate to the Unit of Measure Classes window.
2. Enter a unique unit of measure class Name.
3. Enter a Description for this class (optional).
4. Enter a unique Base Unit abbreviation. For example, you could use mnemonics such as 'EA' for each or 'HRS' for hours.
5. Enter a unique UOM abbreviation to define the unit of measure that acts as the base unit of measure in this class.
6. Enter the date this unit of measure class will become Inactive On (optional). If you do not enter an inactive date, this class will be valid indefinitely.

Related Topics

Units of Measure, page 4-47

Units of Measure

Define units of measure for tracking, issuing, purchasing, receiving, and storing inventory items. Receivables provides default units of measure from the items on invoice and credit memo lines. Valid units of measure are ones that are in the same class as the unit of measure on the item.

For a complete description of this window and its fields, see: Overview of Units of Measure, *Oracle Inventory User's Guide*.

Note: Receivables does not perform unit of measure conversions, so if you change your unit of measure in the Transaction or Credit Memo windows, the list price will not be updated.

Prerequisites

- Define unit of measure classes, page 4-46

To define units of measure:

1. Navigate to the Units of Measure window.
2. Enter a unique Name for this unit of measure.
3. Enter a unique UOM abbreviation.
4. If this is the base unit of measure you defined for the unit of measure class, check the Base box.
5. If you did not enter this window from the Unit of Measure Class window, enter the Class to assign to this unit of measure, or select from the list of values.
6. Enter the date this unit of measure will become Inactive On (optional). If you do not enter an inactive date, this unit of measure will be valid indefinitely.

Related Topics

Items, page 4-18

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

Revenue Management

Defining Revenue Contingencies

Using event-based revenue management, Receivables can automatically evaluate your invoices to determine whether to immediately recognize revenue, or temporarily defer revenue to an unearned revenue account. Revenue is subsequently recognized depending on certain events, such as customer acceptance or receipt of payment.

Receivables makes these automatic revenue recognition or deferral decisions based on your organization's established revenue policy, and the existence of any *revenue contingencies* on the invoice line. See: Defining Your Revenue Policy, page 5-5.

Revenue contingencies are terms and conditions in a sales contract or order that prevent revenue from being immediately recognized, based on strict revenue recognition requirements mandated by US GAAP and International Accounting Standards. Typical contingencies that can delay revenue recognition are fiscal funding clauses (for government contracts), cancellation clauses, customer acceptance clauses, customer creditworthiness, nonstandard payment terms, and nonstandard refund policies.

The extent of the revenue deferral, and subsequent timing of revenue recognition, depends on the revenue contingency. Each contingency has its own related contingency removal event:

- For example, if the customer is not creditworthy, then you can recognize revenue on that customer's invoice only in the amount of any payments received.
- Or, if the customer was offered a nonstandard refund policy on an order, then you can recognize revenue on that customer's invoice only after the refund policy has expired.

Receivables predefines a set of revenue contingencies that you can use with event-based revenue management. You cannot update or delete these predefined revenue contingencies, but you can create your own. Receivables also predefines contingency removal events, which you cannot delete or modify.

For a list of these predefined revenue contingencies, along with corresponding contingency removal events, see: Evaluating Invoices for Event-Based Revenue Management, *Oracle Receivables User Guide*.

For each contingency, you can define automatic defaulting rules to control which contingencies are assigned to which customer invoices. See: Assigning Contingencies, page 5-4.

To define a revenue contingency:

1. Navigate to the Revenue Contingencies page using the Revenue Management Super User responsibility.
2. Duplicate and then modify an existing contingency. Or, define a new contingency.

Tip: For easier contingency auditing, avoid modifying your user-defined contingencies. Instead, assign an end date to the existing contingency, and create a new contingency.

3. In the General Information region, enter basic details about the contingency, such as name, effective dates, and description.

Note: A contingency's last effective date controls only whether it can be defaulted to new order or invoice lines. An expired contingency on an order or invoice line remains valid, provided that it was valid on the day when originally defaulted.

4. In the Related General Policy region, select the revenue policy that Receivables will review when considering whether this contingency is applicable:

- *Refund Policy*

Receivables defaults this contingency if the invoice has a refund policy that violates your organization's standard policy.

- *Payment Term Policy*

Receivables defaults this contingency if the invoice has a payment term that violates your organization's standard policy.

- *Credit Classification*

Receivables defaults this contingency if the customer has a credit classification that matches one of the credit classifications defined in your organization's revenue policy.

- *None*

Receivables does not consider any details in your organization's revenue policy.

You define your revenue policies on the Revenue Policy page. See: Defining Your Revenue Policy, page 5-5.

Note: Receivables reviews the above details in conjunction with any defaulting rules that you define. See: Assigning Contingencies, page 5-4.

5. In the Contingency Removal Event region, select the event that will remove the contingency from the invoice:
 - Contingency Expiration
 - Customer Acceptance
 - Invoicing
 - Payment
 - Proof of Delivery

You can define multiple contingencies that have the same removal event.

6. Optionally enter removal event attributes and days that indicate the timeline for contingency removal. You can select these event attributes:
 - Fulfillment Date
 - Proof of Delivery Date
 - Ship Confirm Date
 - Transaction Date

Tip: If defining a pre-billing acceptance contingency whose removal event is Invoicing, do not select Transaction Date. This is because the order line will not be invoiced until *after* customer acceptance has been recorded in the feeder system.

For example, once 10 days have passed beyond an order's ship confirm date, you might want Receivables to automatically remove a customer acceptance contingency. (This is an example of implicit customer acceptance, as opposed to the Explicit Customer Acceptance contingency that Receivables predefines.)

You can set this up as follows:

- Removal Event: Customer Acceptance
- Event Attribute: Ship Confirm Date
- Days Added to Event Attribute: 10

Assigning Contingencies

You can define defaulting rules for automatic contingency assignment.

Important: You must define defaulting rules to enable automatic contingency assignment. However, do not define defaulting rules to address revenue policy violations, because Receivables automatically assigns the appropriate revenue contingencies if any revenue policy is violated. See: *Defining Your Revenue Policy*, page 5-5.

For each rule that you define, you can specify one or more matching criteria. If the rule's stated criteria is matched, then Receivables assigns the contingency that you select.

For example, you might want to require Customer ABC to always manually accept an item before revenue on its transactions can be recognized. To enforce this scenario, create a new rule, select the revenue contingency that is the desired result (in this case, Explicit Acceptance), select Bill To Customer as the rule parameter, and enter the customer condition.

With this defaulting rule in place, Receivables will assign the Explicit Acceptance contingency to all Customer ABC's transaction lines, and revenue will be deferred until customer acceptance is manually recorded.

You can define multiple rules with *different* matching criteria that return the same contingency. And, you can define multiple rules with the *same* matching criteria that return multiple contingencies.

Rule parameters that you can use during rule definition include:

- Accounting Rule
- Batch Source
- Bill To Customer
- Bill To Site
- Customer Profile Class
- Inventory Item
- Memo Lines

- Operating Unit
- Ship To Customer
- Ship to Site
- Transaction Type

Note: You cannot assign contingencies to transaction lines that have deferred account rules.

Related Topics

Event-Based Revenue Management, *Oracle Receivables User Guide*

Evaluating Invoices for Event-Based Revenue Management, *Oracle Receivables User Guide*

Defining Your Revenue Policy

Use the Revenue Policy page to specify your enterprise revenue policies. The Revenue Management Engine uses the information that you enter in this page to make automatic revenue recognition decisions for your manually entered and imported invoices.

The Revenue Management Engine compares each invoice against the revenue policy information that you state here. Any deviations cause the assignment of revenue contingencies to the invoice or invoice line, which impact the timing of revenue recognition for those invoices. See: Event-Based Revenue Management, *Oracle Receivables User Guide*.

Note: Even if you do not specify anything in this page, Receivables can still automatically defer or recognize revenue for your invoices. If one or more revenue contingencies exist on a billing line, then Receivables enables collectibility analysis for that line, and bases revenue decisions on the contingency. See: Evaluating Invoices for Event-Based Revenue Management, *Oracle Receivables User Guide*.

Use the Revenue Policy page to enter information about:

- The credit classifications that identify your high risk, noncreditworthy customers.
If you enter or import an invoice for a customer that is associated with one of these credit classifications, then:
 - Receivables assigns the Customer Creditworthiness contingency on the invoice.

- The Revenue Management Engine immediately defers revenue on the entire invoice.

Receivables recognizes revenue for this invoice only to the extent of payments received.

- The standard refund period that you typically offer to your customers.

When you enter or import an invoice with a line that is associated with a contract, the Revenue Management Engine analyzes the contract details. If the contract offers a refund period that exceeds the refund period specified here, then:

- Receivables assigns the Refund contingency on the invoice line.
- The Revenue Management Engine automatically defers revenue on that invoice line.

Receivables recognizes this line's revenue only after the refund policy period expires.

- The maximum time period before a payment term becomes extended.

If you enter or import an invoice with a payment term or installment schedule that exceeds the threshold specified here, then:

- Receivables assigns the Extended Payment Term contingency on the invoice.
- The Revenue Management Engine automatically defers revenue on the entire invoice.

For example, you enter a maximum payment term threshold of 180 days, and you later enter or import an invoice with a payment term that has four installments (Net 60, Net 90, Net 120, and Net 200). Receivables defers the entire revenue amount on the invoice because the last installment exceeds the 180-day threshold by 20 days.

Receivables recognizes revenue for this invoice only to the extent of payments received.

Prerequisites

- Optionally define credit classifications and assign them to your customers:
 - Use the Assign Customer Credit Classification program when you are first implementing event-based revenue management, or if you want to update multiple customers at once.

See: Assigning Credit Classifications to Accounts, *Oracle Credit Management User Guide*.

- Otherwise, assign the credit classification at the customer profile class level, or at the customer account or site level.

See: Defining Customer Profile Classes, page 3-6.

To define your Receivables revenue policy system options:

1. Navigate to the Revenue Policy page using the Revenue Management Super User responsibility.
2. Select the operating unit that you want to define this revenue policy for.
3. In the Credit Classifications region, select up to three credit classifications that identify your high risk, noncreditworthy customers.
4. In the Standard Refund Policy field, enter the standard refund period that you typically extend to customers.
5. In the Standard Payment Term field, enter the maximum time period before a payment term becomes extended.

Related Topics

Event-Based Revenue Management, *Oracle Receivables User Guide*

Defining Revenue Contingencies, page 5-1

Receipts

Application Rule Sets

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

Receivables provides the following application rules:

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

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

For more information, see: Receivables Application Rule Sets, *Oracle Receivables User Guide*.

To define an application rule set:

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

in this sequence, beginning with the lowest sequence number.

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

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

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

5. Enter Rule Details for this application rule. This section indicates the type of charges and the tax handling for this rule. Choose a Type of Line, Freight, or Charges. You need to enter at least one type for your rule set.
6. If you chose a Type of 'Line', choose a Tax Treatment. Choose one of the following:

Prorate: Choose this option to proportionately reduce the net amount of the line and associated tax amounts.

Before: Choose this option to first reduce the open tax amount, then apply any remaining amount to the line.

After: Choose this option to reduce the open line amount, then apply any remaining amount to the associated tax.

Note: The default Tax Treatment for your Freight and Charges types is None. This option ignores tax, since you cannot tax freight and charges in Receivables. You cannot choose None for your Line type.

7. To automatically adjust this line type to account for any rounding corrections within this rule set, check the Rounding Correction box. When an amount is prorated among several line types, Receivables must use one of the line types to account for the rounding adjustment. Each application rule set must have one and only one rounding correction line type.

Tip: Assign the Rounding Correction to the line type that is usually the largest portion of your invoices. By doing this, the rounding correction will have the least effect on the overall remaining and applied amounts for this line type.

8. Repeat the previous steps for each rule you want to add to this rule set.
9. When you are satisfied with this rule set definition, check the Freeze box. Receivables verifies that your application rule set is defined properly and that it does not violate any basic application guidelines. If this rule set fails validation, Receivables displays an error message. In this case, modify your rule set definition, then check the Freeze box again to revalidate it.

Important: A rule set must be 'frozen' before you can assign it to a transaction type or use it as your default rule in the System Options window. Additionally, after you freeze an application rule set, you cannot update or delete it.

Related Topics

Receivables Application Rule Sets, *Oracle Receivables User Guide*

Defining Receivables System Options, page 2-24

AutoCash Rule Sets

Define AutoCash Rule Sets to determine the sequence of AutoCash Rules that Post QuickCash uses to update your customer's account balances. You specify the sequence and the AutoCash Rules for each AutoCash Rule Set. The AutoCash Rule Sets you define display as list of values choices in the Customers, Customer Addresses, Customer Profile Classes, and the System Options windows. Post QuickCash first checks the customer site, then the customer profile class, and finally at the system options level to determine the AutoCash Rule Set to use.

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

If you have set up your system to use bank charges and a tolerance limit, Post

QuickCash will also consider these amounts if the current AutoCash rule fails (this is true for all rules except 'Apply to the Oldest Invoice First'). If it finds a match, Post QuickCash applies the receipt; otherwise, it looks at the next rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit., *Oracle Receivables User Guide*

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

Prerequisites

- Define system options, page 2-24

To define an AutoCash Rule set:

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

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

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

None: Your customer cannot take discounts (this is the default).
5. To include transactions in dispute when calculating your customer's open balance, check the Items in Dispute check box.
6. To include late charges when calculating your customer's open balance, check the Finance Charges check box.
7. Define the Automatic Matching Rule for this AutoCash Rule set.
8. If this rule set will include the Apply to the Oldest Invoice First rule, choose how you want to apply any Remaining Remittance Amount. Receivables uses this value to determine how to enter the remaining amount of the receipt if none of the AutoCash Rules within this rule set apply. Choose 'Unapplied' to mark remaining receipt amounts as Unapplied. Choose 'On-Account' to place remaining receipt

amounts On-Account.

9. To automatically apply partial receipts when using the Apply to the Oldest Invoice First rule, check the Apply Partial Receipts check box. A partial receipt is one in which the receipt minus the applicable discount does not close the debit item to which this receipt is applied.

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

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

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

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

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

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

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

Clear the Account: Post QuickCash uses this rule only if your customer's account

balance exactly matches the amount of the receipt. If the receipt amount does not exactly match this customer's account balance, Post QuickCash uses the next rule in the set. This rule calculates your customer's account balance by using the values you specified for this AutoCash Rule Set's open balance calculation and the number of Discount Grace Days in this customer's profile class. This rule also includes all of this customer's debit and credit items when calculating their account balance. This rule ignores the value of the Apply Partial Receipts option.

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

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

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

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

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

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

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

A debit item is considered past due if the invoice due date is earlier than the deposit

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

Match Payment with Invoice: This rule applies the receipt to a single invoice, debit memo, or chargeback that has a remaining amount due exactly equal to the receipt amount. This rule uses the values that you enter for this AutoCash Rule Set's open balance calculation to determine the remaining amount due of this customer's debit items. For example, if Finance Charges is No for this rule set and the amount of this receipt is equal to the amount due for a debit item minus its late charges, this rule applies the receipt to that debit item. If this rule cannot find a debit item that matches the receipt amount, Post QuickCash looks at the next rule in the set. This rule ignores the value of the Apply Partial Receipts option.

Related Topics

AutoCash, Oracle Receivables User Guide

Post QuickCash, Oracle Receivables User Guide

Assigning Profile Classes to Customers, page 3-9

Discounts, Oracle Receivables User Guide

Placing an Item in Dispute, Oracle Receivables User Guide

Calculating Late Charges, Oracle Receivables User Guide

AutoCash Rules Report, Oracle Receivables User Guide

Miscellaneous System Options, page 2-33

Automatic Receipt Programs

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

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

You specify whether each program is used for the creation, printing, or transmission of automatic receipts or remittances and provide a short, descriptive name for your receipt programs and the program name that you or Receivables defines in Oracle Application

Object Library. You choose a receipt or remittance program by the short name when you define your programs for printing and transmitting your receipts and remittances.

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

Prerequisites

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

Note: Only your System Administrator can register a program. For more information, refer to System Administration Setup Tasks, *Oracle E-Business Suite Setup Guide*.

To define an automatic receipt or remittance program:

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

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

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

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

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

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

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

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

4. Enter the Registered Name of this receipt program. This is the name that your

System Administrator used to register the program. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.

Related Topics

Automatic Receipts, *Oracle Receivables User Guide*

Automatic Receipts Awaiting Confirmation Report, *Oracle Receivables User Guide*

Automatic Receipt Batch Management Report, *Oracle Receivables User Guide*

Defining Internal Banks

Oracle Receivables integrates with Oracle Cash Management, which stores all remittance bank details.

Oracle Cash Management's bank account model allows users to define and keep track of all bank accounts in one place and explicitly grant account access to multiple operating units/functions and users. See: Bank Account Model Overview, *Oracle Cash Management User Guide*.

Use the Cash Management bank setup pages to enter and maintain your remittance bank account information.

Setting Up Banks

Complete these internal bank setup steps in Oracle Cash Management:

1. Define banks and bank branches.

Use the Manage Banks and Branches page to access pages to specify general information and define addresses and contacts for banks and bank branches. See: Create Banks, *Oracle Cash Management User's Guide* and Define Bank Branches, *Oracle Cash Management User's Guide*.

2. Define bank accounts.

Use the Manage Bank Accounts page to access pages to create account owners and use, controls, access, and contacts. Also specify general information for your bank accounts. See: Bank and Account Administration: Define Bank Accounts, *Oracle Cash Management User's Guide*.

Distribution Sets

Define distribution sets to account for your non-invoice related receipts. These receipts can include refunds, revenue from the sale of stock, as well as interest and investment income. Receipts that are not related to an invoice are known as miscellaneous receipts in Receivables.

Distribution sets are predefined groups of general ledger accounting codes that determine the credit accounts for positive miscellaneous receipt amounts and the debit accounts for negative receipt amounts. Distribution sets also let you speed your receivables accounting by reducing time spent on data entry. You can also use distribution sets to apply percentages of other receipts to different accounts.

You can create an unlimited number of distribution set lines for each distribution set. The total distribution lines must equal 100% before you can save your distribution set.

Receivables displays active distribution sets as list of values choices in the Transactions and Receivables Activities windows.

You can make a distribution set inactive by unchecking the Active check box, and then saving your work.

Prerequisites

- Define accounts, *Oracle General Ledger Implementation Guide*

To define a distribution set:

1. Navigate to the Distribution Sets window.
2. Select an operating unit.
3. Enter the Name for this distribution set.
4. Enter a Description of this distribution set (optional).
5. Enter the receipt percentage to allocate to this distribution set account.
6. Enter the Account segments for each distribution set account you create for your distribution set. Receivables generates general ledger distributions using the account information you assign here.
7. Enter a Description for this distribution set account (optional).

Related Topics

Entering Miscellaneous Receipts, *Oracle Receivables User Guide*

Miscellaneous Receipts Register, *Oracle Receivables User Guide*

Lockboxes

Define lockboxes to use the Receivables AutoLockbox program. AutoLockbox automatically creates receipts in Receivables using electronic information that your bank provides. Receivables lets you specify the receipt method for each Lockbox you define. Receipt methods provide the default accounting information for receipts you

create through AutoLockbox.

Receivables displays active Lockboxes as list of values choices in the Submit Lockbox Processing window.

You can disable a Lockbox by unchecking the Active box, and then saving your work.

Prerequisites

- Define banks
- Define receipt sources, page 6-28
- Define receipt methods, page 6-15

To define a lockbox:

1. Navigate to the Lockboxes window.
2. Select an operating unit.
3. Enter the lockbox Number provided by your bank.
4. Enter the receipt Batch Source for this lockbox. You must enter a batch source that uses automatic numbering. Receivables enters the bank name and account, address, contact person, and accounting flexfield information associated with this batch source.
5. Enter the Bank Origination Number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.
6. Open the Receipts tabbed region, then enter the Batch Size you want the Lockbox Validation program to assign to each receipt batch. For example, if you have 991 receipts, and you set Batch Size to 10, Receivables will create 99 batches with 10 receipts and 1 batch with 1 receipt. If you do not want Receivables to separate your lockbox batch into multiple receipt batches, enter a number that is larger than the number of receipts in your lockbox transmission for this lockbox, then check the Complete Batches Only box in the Submit Lockbox Processing window when you submit your lockbox transmission. See: *Running AutoLockbox, Oracle Receivables User Guide*.
7. Enter your GL Date Source. This source determines the general ledger date for your receipts in this lockbox. Choose from the following sources:
 - **Constant Date:** Receivables uses the date you enter in the GL Date field of the Submit Lockbox Processing window. If you do not enter a date when you choose Constant Date, Receivables does not validate your data.
 - **Deposit Date:** Receivables uses the date that your bank deposits your receipts.

If you choose this source and the lockbox transmission's deposit date is not defined, Receivables displays an error message indicating that you must define a deposit date to submit the lockbox.

- **Import Date:** Receivables uses the date on which you import your receipts.
8. If you are using this lockbox to transfer foreign currency receipts and you did not specify exchange rate type in the bank file, enter an Exchange Rate Type.
 9. Enter the Receipt Method to assign to this lockbox. The default is the receipt method associated with the receipt batch source you entered.
 10. If you want AutoLockbox to be able to transfer receipts without billing locations into Receivables, uncheck the Require Billing Location box. If this box is checked, AutoLockbox will only validate the receipt if the billing location is provided; otherwise, Lockbox will import and validate these receipts successfully.

Important: If the system option Require Billing Location for receipts is set to Yes, this option should also be set to Yes for your Lockbox. If the system option is set to Yes but it is set to No for your Lockbox, Receivables displays an error message when you submit AutoLockbox. The setting at the system options level determines whether Post QuickCash can process receipts without billing locations.

11. Choose a Match Receipts By method. Lockbox uses this value to determine what type of matching numbers will be used in this transmission. Choose one of the following methods:

- **Transaction Number:** Match receipts with transaction numbers.
- **Balance Forward Billing Number:** Match receipts with balance forward billing numbers. To use this method, the customer must be enabled for balance forward billing. See: Setting Up Balance Forward Billing, page 4-4.

Lockbox uses the balance forward billing number to identify the customer. Post QuickCash then uses this customer's AutoCash Rule Set to determine how to apply the receipt to each invoice. For more information, refer to the 'Clear Past Due Invoices Grouped by Payment Term' rule in: AutoCash Rules, *Oracle Receivables User Guide*.

- **Sales Order:** Match receipts with sales order numbers. Lockbox uses this number to determine the corresponding invoice number.

Note: Receivables allows more than one sales order number per

invoice because different invoice lines can be generated from different sales orders. Therefore, this method is valid even if other lines on the same invoice reference different sales orders.

- **Purchase Order:** Match receipts with purchase order numbers. Lockbox uses this number to determine the corresponding invoice number.

Note: Receivables allows more than one invoice per sales order or purchase order. If you choose a Match Receipt By method of Sales Order or Purchase Order, Lockbox will match with the first invoice that it finds.

- **Hook:** Match receipts to any other type of matching number that is passed with this transmission. This is a custom matching method that you define. Lockbox uses this number to determine the corresponding invoice number.

For more information, see: *How AutoLockbox Applies Receipts, Oracle Receivables User Guide*.

12. Choose whether to Match on Corresponding Date for transactions in this Lockbox transmission. The matching date will correspond to either the transaction, sales order, purchase order, or balance forward bill date, depending on the Match Receipts By method you choose. Choose one of the following:
 - **Always:** Always verify that the date for the transaction or other matched item is the same as the date specified in this transmission.
 - **Duplicates Only:** Only verify that the matching date and the specified date are the same if duplicate matching numbers were found and Lockbox needs to determine which is correct.
 - **Never:** Ignore the specified date. This is the default value.

Tip: If you have customers that match receipts using different methods and either Allow Payment of Unrelated Invoices is Yes for this Lockbox submission or AutoAssociate is Yes for this Lockbox, set Match on Corresponding Date to either Always or For Duplicates only. Because different customers can have transactions with the same number, setting the Match on Corresponding Date option to one of these values ensures that Lockbox will check both the transaction number *and* the date before matching it with a receipt.

13. If you do not want the Lockbox Validation program to use the debit item number to determine a customer, open the Transactions tabbed region, uncheck the Auto Associate box. By default, the Lockbox Validation program uses an invoice or debit memo number to determine the customer with which the receipt should be associated (if there is no customer information or MICR number in your Lockbox transmission). For more information, see: AutoAssociate, *Oracle Receivables User Guide*.

14. If using Oracle Trade Management, then select the Evaluate for Claim Eligibility check box if you want Lockbox to automatically create claims for eligible remittance lines.

A remittance line's eligibility for claim creation depends on your system options setup. See: Claims System Options, page 2-32.

If you select this box but the remittance line is *not* eligible for claim creation, then Lockbox handles receipts according to the selection that you make in the next step.

15. Choose how this Lockbox will handle receipts that were identified by the customer or MICR number but could not be fully applied because of invalid transaction numbers. For example, your receipt record indicates that Lockbox should apply the receipt to several invoices, but one of the invoices is invalid. Choose one of the following options:

- **Post Partial Amount as Unapplied:** Apply the receipt to the valid transactions, then transfer the receipt to the interim table with the remaining receipt amount Unapplied. You can then manually apply the receipt to the invalid transaction using the Applications window.
- **Reject Entire Receipt:** Do not import the receipt (it will remain in the AR_PAYMENTS_INTERFACE table). You need to edit the invalid record in the Lockbox Transmission Data window, then resubmit the Validation step for the receipt before Lockbox can import it into the Receivables interim table.

16. Select the appropriate line level cash application option:

- **None:** Receivables does not perform line level cash application for the Lockbox run. None is the default line level cash application option for new setups and migrated data.
- **Oracle Lease Management:** Receivables calls Oracle Lease Management to resolve the matching numbers and populate the invoice, invoice lines, and actual amounts to be applied to the invoice lines.
- **Custom:** Receivables calls a seeded custom program to resolve the matching numbers and populate the invoice, invoice lines, and the actual amounts to be applied to the invoice lines.

Related Topics

Transmission Formats, page 6-35

Using AutoLockbox, *Oracle Receivables User Guide*

Running AutoLockbox, *Oracle Receivables User Guide*

Maintaining Lockbox Transmission Data, *Oracle Receivables User Guide*

Receipt Methods

Receivables uses receipt methods to account for your receipt entries and applications. Receipt methods also determine a customer's remittance bank information.

Note: You define receipt methods in the Receipt Classes window.

You can assign multiple remittance banks to each receipt method, but only one bank account can be the primary account for each currency. For each remittance bank branch account assigned to a receipt method, you must define all of your receipt accounts. You can then assign your receipt methods to your receipt sources to use with your AutoLockbox and manually entered receipts.

If you remit receipts in several currencies for a single receipt method, then you must enter at least one remittance bank per currency. At least one of these remittance banks must be primary.

The receipt class you assign to each of your receipt methods determines the processing steps that Receivables requires for receipts that you create using this receipt method. These steps include whether to require confirmation, remittance, and bank clearance for receipts that you create with a specific receipt class. See: Receipt Classes, page 6-25.

Receivables requires that you specify a receipt method when you create your automatic receipts through the Receipt Batches window. You also assign receipt methods to invoices when you manually enter them in the Transactions window. If an invoice will be automatically paid by credit card, direct debit, or bills receivable, then you must assign an automatic receipt method to the invoice.

Note: Enable automatic correction of funds transfer errors by mapping error codes to corrective actions, for each automatic receipt method.
See: Enabling Automatic Funds Transfer Error Corrections, page 6-18.

You can assign all receipt methods to transactions in the Transactions window, except for bills receivable remittance receipt methods. You enter bills receivable remittance receipt methods in the Remittances window.

For bills receivable, define two types of receipt methods: creation receipt methods, which determine how Receivables automatically creates bills receivable from

transactions, and remittance receipt methods, which designate the remittance banks and accounting for bills receivable remittances.

Prerequisites

- Define receipt classes, page 6-25
- Define internal remittance banks. See: Bank Account Model Overview, *Oracle Cash Management User Guide*.

Number of Receipts Rules

When defining receipt methods for a receipt class with an Automatic creation method, you can choose from the following receipts rules:

One per Customer: Create one payment for each customer.

One per Customer Due Date: Create one payment for each customer and due date. This option creates several payments for a customer if a customer's invoices have several due dates.

One per Invoice: Create one payment for each invoice.

One per Site: Create one payment for each site.

One per Site Due Date: Create one payment for each customer site and due date.

To define a receipt method:

Note: To define a bills receivable creation receipt method, see: Defining a Bills Receivable Creation Receipt Method, page 6-21. To define a bills receivable remittance receipt method, see: Defining a Bills Receivable Remittance Receipt Method, page 6-23.

1. Navigate to the Receipt Classes window.
2. Query or enter the receipt class to assign to this receipt method. See: Receipt Classes, page 6-25.
3. Enter a unique Name for your receipt method, then enter how you want this receipt method to be printed on your statements in the Printed Name field. The default Printed Name is the receipt method name.

Note: Oracle Receivables lets you create a receipt method only if there is no transaction type, adjustment, or receivable activity with the same name.

4. Enter the range of Effective Dates for this receipt method. The default start date is

the current date, but you can change it. If you do not enter an end date, this receipt method will be active indefinitely.

5. To assign the same transaction number to the debit memo generated when you create a debit memo reversal, check the Debit Memo Inherit Receipt Numbers box. Do not check this box if you want Receivables to generate unique debit memo numbers automatically. See: Reversing Receipts, *Oracle Receivables User Guide*.
6. If the receipt class associated with this receipt method has a Manual or AP/AR Netting creation method, then skip to the last step.
7. To ensure that the receipt number is always the same as the transaction number to which it is applied, check the Receipts Inherit Transaction Numbers box. This option helps you track Automatic Receipts. Do not check this box if you want Receivables to generate document numbers for Automatic Receipts assigned to this receipt class and receipt method.
8. If the receipt class associated with this receipt method has an Automatic creation method, enter a Number of Receipts Rule (see Number of Receipts Rules above).
9. Enter a Receipt Maturity Date Rule. Receivables uses this rule to pay invoices that have different due dates with a single receipt using this receipt method. Enter Earliest if you want the receipt maturity date to be the earliest due date of all of the invoices that your receipt covers. Enter Latest if you want the maturity date to be the latest due date of all of the invoices that your receipt covers.
10. Enter the Automatic Print Program for transmissions using this receipt method. Receivables provides one standard receipt print program to format the output of your payment selection and creation programs when you physically create the receipt document. If you need a different receipt print program format, you must copy this standard receipt print program, and modify it accordingly.
11. Specify a number of Lead Days. Lead days indicate the number of days before the invoice due date that an invoice can be selected for application by the Automatic Receipts program using this receipt method.
12. Select a funds capture payment method. A funds capture payment method is a payment medium by which your customer chooses to remit payment to you. Oracle Payments predefines funds capture payment methods, but you can define your own. See: Setting Up Funds Capture Payment Methods, *Oracle Payments Implementation Guide*.
 - Select Credit Card for transactions to be paid by credit card.
 - Select Bank Account Transfer for transactions to be paid by ACH (Automated Clearing House) transfer.

- For transactions to be paid by direct debit, create a new receipt method or use an existing receipt method, and assign or define a new EFT-specific payment method.
13. Select Funds Transfer Error Handling to enable the automatic correction of funds transfer errors. See: Enabling Automatic Funds Transfer Error Corrections, page 6-18.
 14. Save your work. To assign a remittance bank to this receipt method, see: Assigning Remittance Banks, page 6-19.

Enabling Automatic Funds Transfer Error Corrections

When defined correctly, automatic receipt methods can *also* enable the automatic correction of funds transfer errors. This means that Receivables can automatically correct errors encountered during the credit card authorization or payment capture stage, or during a bank account transfer.

Enable this feature by navigating to the Funds Transfer Error Handling window from the Receipt Classes window. For each receipt method assigned to an automatic receipt class, map the error codes (obtained from your third party credit card processor or financial institution) to potential corrective actions in Receivables:

- **Change Instrument**
Enables the selection of a new payment instrument and expiration date. If the transaction's receipt method has a bank account transfer payment method, then the expiration date is not available for update.
- **Clear Payment Information**
Removes payment information from the transaction. Also enters a default note on the transaction and raises a business event.
- **Retry**
Transactions with funds transfer errors are not included in Automatic Receipts or Remittances batches. This option removes the error code from the transaction, which makes the transaction eligible for inclusion in the next Automatic Receipts or Remittances batch.
- **Reverse Receipt**
Reverses the receipt, reopens the original transaction, and removes payment information from the transaction. Also enters a default note on the receipt and related transaction, and raises a business event.

Map each error code to a corresponding action *for each category*, such as invoice, receipt, or refund. Different actions are available for each category, as illustrated in this table:

Category	Available Actions
Invoice, Debit Memo, Credit Memo	Change Instrument, Clear Payment Information, Retry
Receipt	Change Instrument, Retry, Reverse Receipt
Refund	Retry, Reverse Receipt

For example, for the Invoice category, map a credit card processor's error code of GW-0062 to an action such as Retry. If credit card authorization later fails and the credit card processor returns the error code of GW-0062 for multiple transactions, then Receivables will delete the error on all failed transactions in the Invoice category that have this error code. This error code removal makes all failed transactions eligible for inclusion in the next Automatic Receipts batch.

Optionally enter a subsequent action, and indicate how many days should pass before attempting the next action. For example, you might want to remove the credit card information after attempting reauthorization for two days.

If no subsequent action is specified, then the number of days indicates how many days should pass before failed transactions appear on the Correct Funds Transfer Errors page for manual correction.

Note: Transactions that still fail the automatic funds transfer correction process are displayed on the Correct Funds Transfer Errors page. Navigate to this page to manually correct funds transfer errors. See: *Correcting Funds Transfer Errors, Oracle Receivables User Guide.*

Optionally enter notes for automatic inclusion on the transaction that recorded the funds transfer error.

Assigning Remittance Banks

Assign remittance banks to your receipt methods to facilitate data entry and specify the General Ledger accounts Receivables will use when you enter or apply receipts.

You can assign multiple bank accounts to a receipt method, but you can only have one primary account for each currency defined for that receipt method.

Prerequisites

- Define internal remittance banks. See: *Bank Account Model Overview, Oracle Cash Management User Guide.*
- Define receipt classes, page 6-25.

- Define receipt methods, page 6-15.
- Define accounts, *Oracle General Ledger Implementation Guide*.
- Define Default Country profile option, page B-2.
- Define receivables activities, page 6-30.

To assign a remittance bank to a receipt method:

1. Navigate to the Receipt Classes window.
2. Query the receipt class or receipt method to which you want to assign this remittance bank.
3. Choose Bank Accounts.
4. Enter general Remittance Bank information, such as Bank, Branch, Account Name, and range of Effective Dates. You can only select active banks and bank branches.
5. If the creation method of the receipt class is Automatic, enter a Minimum Receipt Amount. This is the minimum amount in this currency that must be specified when you create automatic receipts with this receipt method.

Note: You can also define a minimum receipt amount at the customer profile level. Receivables uses the larger of the two minimum receipt amounts when creating automatic receipts.

6. If the remittance method for this receipt class is either Factoring or Standard and Factoring, specify the number of Risk Elimination Days for receipts created with this receipt class (optional). When you factor receipts, Receivables creates a short term debt to account for your risk in case of customer default. When you run the Automatic Clearing program to clear or risk eliminate these receipts, the debt is cleared y days after each receipt's maturity date, where y is the number of risk elimination days that you enter here.
7. If the remittance method is *not* No Remittance, enter the number of Clearing Days for receipts created with this receipt class (optional). Remitted receipts are cleared x days after their maturity date, where x is the number of clearing days that you enter here. Factored receipts are cleared immediately on the remittance date.
8. To be able to override this bank during the remittance process, check the Override Bank box.
9. If you do not want this to be the primary remittance bank account in this currency for this receipt method, uncheck the Primary check box. You can only assign one

primary remittance account per currency to your receipt method. Receivables ensures that at least one remittance account per currency is primary.

10. In the GL Accounts tabbed region, enter GL Account information for this remittance bank.
11. In the Unearned Discounts and Earned Discounts fields, select an unearned discount activity type and an earned discount activity type from the lists of values.
12. If using Oracle Trade Management, then in the Claim Investigations field, select a claim investigation activity type.
13. If the creation method of the associated receipt class is Automatic, open the Formatting Programs tabbed region, then enter formatting program information.
 - To run a printing program when you format remittance batches for receipts remitted to you using this receipt method, enter a Remittance Print program. When you factor your remittances, Receivables notifies your print program so that it functions accordingly. You can use this program to create and send remittance advice to customers to whom you assign this receipt method.
 - To run a factoring print program when you format your batches of remitted receipts for this receipt method, enter a Factoring Print program. When you factor your remittances, Receivables notifies your factoring print program so that it behaves accordingly. You cannot enter a factoring transmission program for this receipt method if your bank branch account's factoring creation medium is magnetic medium.

Otherwise, save your work.

Defining a Bills Receivable Creation Receipt Method

Define bills receivable creation receipt methods when you want to create bills receivable automatically using the Bills Receivable Transaction Batches window, the Bills Receivable Batch Creation concurrent program, or the Exchange action in the Transactions window. The receipt method designates the transaction type, maturity date, bill number, and minimum and maximum bill amounts, and determines how transactions are grouped into bills receivable.

You assign the creation method of Bills Receivable to receipt classes that you define for bills receivable creation receipt methods. This activates the Bills Receivable tabbed region for entering information specific to bills receivable creation receipt methods.

After you define bills receivable creation receipt methods, you must assign to transactions that you want to exchange for bills receivable a paying customer defined as drawee with a bills receivable creation receipt method. See: *Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, Oracle Receivables User Guide.*

Bills Receivable Grouping Rules for Creation Receipt Methods

Enter the grouping rule that the bills receivable creation receipt method uses to automatically group transactions into bills receivable.

Choose one of these grouping rules for the receipt method:

One per Customer: Group all transactions for a single customer into one bill receivable.

One per Customer Due Date: Group all transactions for a single customer that have the same payment schedule due date into one bill receivable. Transactions with a payment term of Immediate are included in the first available bill receivable that can accommodate their amount, irrespective of due date. This creates an effective grouping rule of One per Customer.

One per Invoice: Group all payment schedules for a single transaction into one bill receivable.

One per Payment Schedule: Create a separate bill receivable for each transaction payment schedule (no grouping). Transactions with a payment term of Immediate are included in the first available bill receivable that can accommodate their amount, irrespective of due date. This creates an effective grouping rule of One per Site.

One per Site: Group all transactions for a single customer address into one bill receivable.

One per Site Due Date: Group all transactions for a single customer address that have the same payment schedule due date into one bill receivable. Transactions with a payment term of Immediate are included in the first available bill receivable that can accommodate their amount, irrespective of due date. This creates an effective grouping rule of One per Site.

To define a bills receivable creation receipt method:

1. Navigate to the Receipt Classes window.
2. Enter a unique Receipt Class Name for this bills receivable receipt class.
3. Select Bills Receivable in the Creation Method field.
4. Enter a unique Name for this bills receivable creation receipt method. You might want to use a name that indicates the grouping rule used for this receipt method, or, if you are using multiple organizations, use part of the organization name.
5. Enter the Printed Name and Effective Dates for this receipt method.
6. Open the Bills Receivable tabbed region.
7. Check the Inherit Transaction Number box to use the transaction number as the bill number.

Note: This applies whenever there is a one-to-one relationship between the exchanged transaction and the bill receivable. If the bill receivable contains more than one transaction, then Receivables assigns the bill number according to the settings in the bills receivable transaction batch source.

8. Enter the Grouping Rule to use for this receipt method.
9. Enter Earliest or Latest in the Derive Maturity Date field to indicate whether to derive the maturity date for a bill receivable from the earliest or latest due date of all transactions grouped into the bill.
10. Enter the bills receivable Transaction Type for this receipt method.
11. The payment method defaults to Bills Receivable and you cannot change it.
12. In the Lead Days field, enter the number of days before the invoice due date that a transaction payment schedule can be exchanged for a bill receivable.
13. Enter the Minimum Amount in the functional currency for a bill receivable for this receipt method. If you enter a minimum amount, then a bill receivable is not created for the designated transactions unless their sum is greater than this amount.
14. Enter the Maximum Amount in the functional currency for a bill receivable with this receipt method.

If you enter a maximum amount, then a partial invoice amount that exceeds the maximum can remain unassigned. For example, an invoice of \$1000 assigned to a bill receivable with a maximum amount of \$900 leaves an open amount of \$100.

Defining a Bills Receivable Remittance Receipt Method

Define bills receivable remittance receipt classes and receipt methods to use with bills receivable remittances. The receipt class determines the remittance method and clearance method to use for bills receivable receipts. The receipt methods link the remittance banks to the receipt class and determine if debit memos created as a result of a debit memo reversal will inherit the receipt number. Remittance banks contain the specific remittance bank account information and the formatting programs to use for remittances. A remittance bank assigned to a receipt method determines the accounting for remitted bills receivable and the subsequent receipt.

You assign the creation method Bills Receivable Remittance to receipt classes that you define for bills receivable remittance receipt methods. This activates the Bills Receivable Remittance tabbed region.

To define a bills receivable remittance receipt method:

1. Navigate to the Receipt Classes window.
2. Enter a unique Receipt Class Name for this bills receivable receipt class.
3. Enter Bills Receivable Remittance in the Creation Method field.
4. Enter a Remittance Method. Choose Standard for standard bills receivable and Factoring for factored bills receivable with or without recourse.
5. Enter a Clearance Method. If you plan to clear bills receivable receipts automatically using the Automatic Clearing program, choose By Automatic Clearing. If you plan to clear receipts by cash management reconciliation, choose By Matching.
6. Enter a unique Name for this bills receivable remittance receipt method.
7. Enter the Printed Name and Effective Dates for this receipt method.
8. Check the Debit Memos Inherit Receipt Numbers box, if you want debit memo reversals of receipts applied to a bill receivable remitted with this receipt method to inherit the receipt number.
9. Check the Receipts Inherit Transaction Numbers box, if you want receipts created for bills receivable remitted with this receipt method to inherit the bill number.
10. Receivables displays One per Invoice in the Number of Receipts Rule field to create one receipt per transaction to close the bill receivable. You cannot change this value.
11. Choose Bank Accounts.
12. Enter the remittance bank and bank account.
13. If this receipt method is for bills receivable factored with recourse, enter the number of Risk Elimination Days for this type of bill.
14. In the Clearing Days field:
 - If this receipt method is for standard remitted bills receivable, enter the number of days it will take for the bank to clear the drawee receipt.
 - If this receipt method is for bills receivable factored with recourse, enter the number of days it will take for the bank to clear the cash advance (short term debt) receipt.
15. Check the Primary box if this is the primary bank account for this receipt method.

16. Open the GL Accounts tabbed region.
17. Enter the Bills Receivable Short Term Debt account to use for this receipt method.
Note: The Factoring field is not used for bills receivable. Bills receivable receipts are not factored, but rather created as remitted.
18. Open the Bills Receivable tabbed region.
19. If this receipt method is for standard remitted bills receivable, enter in the Collection Days field the minimum number of days that the remittance bank uses to collect on a bill that is remitted after the maturity date.
20. Enter the Remitted Bills Receivable and Factored Bills Receivable accounts used by AutoAccounting.
21. Open the Formatting Programs tabbed region.
22. Select the Remittance Print program, according to the Remittance Method for this receipt method.

Related Topics

Entering Receipts, *Oracle Receivables User Guide*

About Remittances, *Oracle Receivables User Guide*

Automatic Clearing for Receipts, *Oracle Receivables User Guide*

Bills Receivable Creation, *Oracle Receivables User Guide*

Bills Receivable Remittance, *Oracle Receivables User Guide*

Receipt Classes

Define receipt classes to determine the required processing steps for receipts to which you assign receipt methods with this class. These steps include confirmation, remittance, and reconciliation. You can specify any combination of these processing steps with one exception: if you confirm and reconcile, then you must also remit. If you enter No for all three of these steps, Receivables automatically creates receipts assigned to this receipt class with a status of Cleared.

Receivables uses the receipt method you assign to a receipt class to determine how to account for receipts you create using this receipt class.

For each receipt class, you can specify a creation method, remittance method, and whether to require bank clearance for receipts that you assign to this class. If you are defining a receipt class whose creation method is Bills Receivable, then Require Confirmation, Remittance Method, and Clearance Method are disabled. If you are

defining a receipt class whose creation method is Automatic, then the Remittance Method cannot be No Remittance.

Receivables lets your customers pay their invoices via credit cards and electronic funds transfer (both non-Automatic Clearing House direct debit and ACH bank account transfers).

- To accept payment via credit cards or non-ACH direct debit, use your existing Receivables setup, or optionally define a new receipt class and receipt method to be used with these transactions.
- To accept payment via ACH bank account transfer, define a new receipt class and receipt method to be used with these transactions. See: Receipt Methods, page 6-15.

To define a receipt class:

1. Navigate to the Receipt Classes window.
2. Enter a unique Name for your Receipt Class.
3. If you are creating a Notes Receivable receipt class, check the Notes Receivable box. You cannot change this attribute after you assign a receipt method and then save this receipt class. See: Notes Receivable, *Oracle Receivables User Guide*.
4. Choose a Creation Method.
 - If you choose Automatic, you can create receipts with this receipt class using the Automatic Receipt program.

See: Creating Automatic Receipts, *Oracle Receivables User Guide*.

In addition, for these receipts, Oracle Payments is responsible for the funds capture process. See: Enabling the Funds Capture Process, page 3-17.
 - If you choose Manual, receipts using this receipt class must either be entered manually in the Receipts or QuickCash window, or imported into Receivables using AutoLockbox.

See: Entering Receipts, *Oracle Receivables User Guide*.
 - If you choose Bills Receivable or Bills Receivable Remittance, Receivables enables the Bills Receivable or Bills Receivable Remittance tab.
5. To require automatic receipts assigned to this receipt class to be confirmed before they can be remitted, check the Require Confirmation box. Check this box to confirm automatic receipts using this receipt class in the Confirm Automatic Receipts window.

If you check this box, then:

- The Create Automatic Remittances window does not let you create remittances for unconfirmed receipts that were created using a receipt method with this receipt class. See: *Confirming Automatic Receipts, Oracle Receivables User Guide*.
- Receivables will not let you create refund credit card receipts that were created using a receipt method with this receipt class. See: *Setting Up Receivables for Credit Card Transactions and Payments, Oracle Receivables User Guide*.

If you are defining a receipt class for use with ACH bank account transfers, then you should not check this box.

6. Choose a Remittance Method. The remittance method determines the accounts that Receivables uses for automatic receipts that you create using the receipt method assigned to this receipt class. Choose one of the following methods:
 - **Standard:** Use the remittance account for automatic receipts or for standard bills receivable assigned to a receipt method with this receipt class.
 - **Factoring:** Use the factoring account for automatic receipts or for factored bills receivable assigned to a receipt method with this receipt class.
 - **Standard and Factoring:** Choose this method if you want Receivables to select receipts assigned to this receipt class for remittance regardless of the batch remittance method. In this case, you can specify either of these remittance methods when creating your remittance batches. See: *Creating Remittance Batches, Oracle Receivables User Guide*.
 - **No Remittance:** Choose this method if you do not require receipts assigned to this receipt class to be remitted.

Note: If the creation method is Automatic, then you cannot select No Remittance as the Remittance Method.

7. To require receipts created using a receipt method assigned to this receipt class to be reconciled before posting them to your cash account in the general ledger, choose one of the following Clearance Methods:
 - **Directly:** Choose this method if you do not expect the receipts to be remitted to the bank and subsequently cleared. These receipts will be assumed to be cleared at the time of receipt entry and will require no further processing. Choosing this method is the same as setting Require Bank Clearance to No in previous releases of Receivables.
 - **By Automatic Clearing:** Choose this method to clear receipts using the Automatic Clearing program. See: *Automatic Clearing for Receipts, Oracle Receivables User Guide*. (Receipts using this method can also be cleared in Oracle

Cash Management.)

- **By Matching:** Choose this method if you want to clear your receipts manually in Oracle Cash Management.
8. Enter the receipt method to assign to this receipt class. See: Receipt Methods, page 6-15.

Related Topics

Assigning Remittance Banks, page 6-19

Using Oracle Cash Management to Clear Receipts, *Oracle Receivables User Guide*

Receipt Sources

Define receipt batch sources to provide default values for the receipt class, receipt method, and remittance bank account fields for receipts you add to a receipt batch. You can accept these default values or enter new ones. Receipt batch sources can use either automatic or manual batch numbering.

You can specify a default receipt batch source when defining the profile option AR: Receipt Batch Source. If you specify a default receipt batch source, Receivables displays this source in the Receipt Batches window when you create your receipt batches.

When you select a receipt batch source to enter receipts, Receivables automatically uses the Cash, Receipt Confirmation, Remittance, Factoring, Short Term Debt, Bank Charges, Unapplied Receipts, Unidentified Receipts, On-Account Receipts, Earned and Unearned Discounts, and Bills Receivable account information you assigned to the receipt method for this batch source. The receipt method accounts for the receipt entries and applications you make using this receipt batch source. See: Receipt Methods, page 6-15.

Note: If a user has access to multiple organizations, Receivables does not default the receipt batch source in Receipt Batches and Receipt Batches Summary windows.

Receivables will issue a warning if you enter a receipt source that includes a receipt method that has activities allocated to more than one company. Allocating activities to more than one company will cause some reconciliation reports to distribute data of previously entered transactions across multiple companies. Therefore, information regarding a particular receipt may be distributed across multiple company reports. For example, the Applied and Earned Discount amounts in the Applied Receipt Register would be shown across multiple company reports if you allocated them to different companies.

Receivables provides the automatic receipt source 'Automatic Receipts.' You cannot update this predefined receipt source except for the Last Number field. All of the

receipt batch sources you define are created with a Receipt Source Type of Manual.

Prerequisites

- Define banks
- Define receipt classes, page 6-25 (optional)
- Define receipt methods, page 6-15 (optional)

To define a receipt source:

1. Navigate to the Receipt Sources window.
2. Select an operating unit.
3. Enter a unique Name and Description for this source.
4. Enter a Receipt Class. The receipt class determines the required processing steps for receipts you create using this batch source (for example, confirmation, remittance, and bank clearance). See: Receipt Classes, page 6-25.
5. If you entered a Receipt Class, enter a receipt method (optional). The receipt method determines the accounting for your automatic and manual receipts.
6. To associate a remittance bank with this receipt batch source, enter a Bank Account. A remittance bank account is the bank to which you will remit receipts created using this receipt batch source.
7. To manually enter batch numbers for receipt batches you create using this source, choose Manual Batch Numbering.

To have Receivables automatically assign sequential batch numbers to receipt batches you create using this source, choose Automatic Batch Numbering.
8. If you chose Automatic Batch Numbering, enter the Last Number you want Receivables to use when numbering your receipt batches. For example, to number receipt batches using this source starting with 1000, enter a last number of 999.
9. Enter the range of dates that this receipt batch source will be active. The default Start Date is the current date, but you can change it. If you do not specify an End Date, this source will be active indefinitely.

Related Topics

Batching Receipts for Easy Entry and Retrieval, *Oracle Receivables User Guide*

QuickCash, *Oracle Receivables User Guide*

Receivables Activities

Define receivables activities to default accounting information for certain activities, such as miscellaneous cash, discounts, late charges, adjustments, and receipt write-off applications. See: Activity Types, page 6-30 for a complete list of activities.

Activities that you define appear as list of values choices in various Receivables windows. You can define as many activities as you need.

The Tax Rate Code Source you specify determines whether Receivables calculates and accounts for tax on adjustments, discounts, and miscellaneous receipts assigned to this activity. If you specify a Tax Rate Code Source of Invoice, then Receivables uses the tax accounting information defined for the invoice tax rate code(s) to automatically account for the tax. If the Receivables Activity type is Miscellaneous Cash, then you can allocate tax to the Asset or Liability tax accounts that you define for this Receivables Activity.

Receivables uses Late Charges activity's accounting information when you record late charges as adjustments to overdue transactions. See: Setting Up Late Charges, page 9-7.

Query the Chargeback Adjustment activity that Receivables provides and specify GL accounts for this activity before creating chargebacks in Receivables.

Query the Credit Card Chargeback activity that Receivables provides and specify a GL clearing account for this activity, before recording credit card chargebacks in Receivables.

You can make an activity inactive by unchecking the Active check box and then saving your work.

Important: Once you define an activity, you cannot change its type. However, you can update an existing activity's GL account, even if you have already assigned this activity to a transaction.

Prerequisites

- Define distribution sets, page 6-9
- Define GL accounts, *Oracle General Ledger Implementation Guide*

If you use Receivables with an installed version of Oracle General Ledger, your Accounting Flexfields are already set up. If you are using Receivables as an Oracle Financials standalone product, you must define the Accounting Flexfield and the GL accounts for each receivables activity that you plan to use to reflect your current accounting structure.

Activity Types

An activity's type determines whether it uses a distribution set or GL account and in

which window your activity appears in the list of values. You can choose from the following types:

Adjustment: You use activities of this type in the Adjustments window. You must create at least one activity of this type.

Note: In the Adjustments window, you cannot select the Adjustment Reversal, Chargeback Adjustment, Chargeback Reversal, and Commitment Adjustment activities to manually adjust transactions. These four activities are reserved for internal use only, and should not be end dated.

When you reverse a receipt, if an adjustment or chargeback exists, Receivables automatically generates off-setting adjustments using the Adjustment Reversal and Chargeback Reversal activities. When your customers invoice against their commitments, Receivables automatically adjusts the commitment balance and generates an off-setting adjustment against the invoice using the Commitment Adjustment activity.

Bank Error: You use activities of this type in the Receipts window when entering miscellaneous receipts. You can use this type of activity to help reconcile bank statements using Oracle Cash Management. See: Setting Up Oracle Receivables for Oracle Cash Management Integration, *Oracle Cash Management User Guide*.

Claim Investigation: You use activities of this type in the Receipts Applications and QuickCash windows when placing receipt overpayments, short payments, and invalid Lockbox transactions into claim investigation. The receivable activity that you use determines the accounting for these claim investigation applications.

For use only with Oracle Trade Management.

Credit Card Chargeback: Use activities of this type in the Receipts Applications window when recording credit card chargebacks. This activity includes information about the General Ledger clearing account used to clear the chargebacks. Receivables credits the clearing account when you apply a credit card chargeback, and then debits the account after generating the negative miscellaneous receipt. If you later determine the chargeback is invalid, then Receivables debits the clearing account when you unapply the credit card chargeback, and then credits the account after reversing the negative miscellaneous receipt. Only one activity can be active at a time.

Credit Card Refund: You use activities of this type in the Receipts Applications window when processing refunds to customer credit card accounts. This activity includes information about the General Ledger clearing account used to clear credit card refunds. You must create at least one activity of this type to process credit card refunds.

Earned Discount: You use activities of this type in the Adjustments and the Remittance Banks windows. Use this type of activity to adjust a transaction if payment is received within the discount period (determined by the transaction's payment terms).

Endorsements: The endorsement account is an offsetting account that records the endorsement of a bill receivable. This is typically defined with an Oracle Payables clearing account.

Late Charges: You use activities of this type in the System Options window when you define a late charge policy. You must define a late charge activity if you record late charges as adjustments against overdue transactions. If you assess penalties in addition to late charges, then define a separate activity for penalties.

Miscellaneous Cash: You use activities of this type in the Receipts window when entering miscellaneous receipts. You must create at least one activity of this type.

Payment Netting: You use activities of this type in the Applications window and in the QuickCash Multiple Application window when applying a receipt against other open receipts.

The GL Account Source field defaults to *Activity GL Account* and you must enter a GL account in the Activity GL Account field. The GL account that you specify will be the clearing account used when offsetting one receipt against another receipt. The Tax Rate Code Source field defaults to *None*.

You can define multiple receivables activities of this type, but only one Payment Netting activity can be active at any given time.

Prepayments: Receivables uses activities of this type in the Applications window when creating prepayment receipts. When the Prepayment activity type is selected, the GL Account Source field defaults to *Activity GL Account* and you must enter a GL account in the Activity GL Account field. The GL account that you specify will be the default account for prepayment receipts that use this receivables activity. The Tax Rate Code Source field defaults to *None*. You can define multiple receivables activities of this type, but only one prepayment activity can be active at any given time.

Receipt Write-off: You use activities of this type in the Receipts Applications and the Create Receipt Write-off windows. The receivable activity that you use determines which GL account is credited when you write off an unapplied amount or an underpayment on a receipt.

Refund: Use activities of this type in the Applications window to process automated non-credit card refunds. This activity includes information about the General Ledger clearing account used to clear refunds. Create at least one activity of this type. Only one activity can be active at a time.

Short Term Debt: You use activities of this type in the GL Account tabbed region of the Remittance Banks window. The short-term debt account records advances made to creditors by the bank when bills receivable are factored with recourse. Receivables assigns short-term debt receivables activities to bills receivable remittance receipt methods.

Unearned Discount: You use activities of this type in the Adjustments and the Remittance Banks windows. Use this type of activity to adjust a transaction if payment is received after the discount period (determined by the transaction's payment terms).

To define a receivables activity:

1. Navigate to the Receivables Activities window.
2. Select an operating unit for this activity.
3. Enter a Name and Description for this activity. The activity name should not exceed 30 characters.
4. Choose the Type of activity you are defining (see Activity Types, page 6-30). The GL Account Source defaults to Activity GL Account and the Tax Rate Code Source defaults to None.

Note: You cannot implement tax accounting for activities with a type of Bank Error because there is no business need to calculate tax on these activities. However, you can still create Receivables Activities of this type and assign a GL Account Source of Activity GL Account.

5. Indicate how Receivables should derive the accounts for the expense or revenue generated by this activity by specifying a GL Account Source. Choose one of the following:
 - **Activity GL Account:** Allocate the expense or revenue to the general ledger account that you specify for this Receivables Activity (see Step 7, page 6-34). If the activity type is Bank Error, Claim Investigation, Endorsement, Late Charges, Prepayment, Receipt Write-off, or Short Term Debt, you can only choose this GL account source.
 - **Distribution Set:** Allocate the expense or revenue to the distribution set that you specify for this Receivables Activity (see Step 8, page 6-34). A distribution set is a predefined group of general ledger accounting codes that determine the accounts for miscellaneous receipts and payments. You can choose this option only if the activity type is Miscellaneous Cash.
 - **Revenue on Invoice:** Allocate the expense or revenue net of any tax to the revenue account(s) specified on the invoice. If Tax Rate Code Source is set to None, allocate the *gross* amount to these accounts. You can only choose this option if the activity type is Adjustment, Earned Discount, or Unearned Discount.

If the revenue on the specified invoice is unearned, then Receivables calls the Revenue Adjustment API, which uses AutoAccounting to derive the anticipated revenue accounting distribution accounts and amounts. The accounting engine then uses this information to allocate the adjustment or discount amount to these derived revenue account(s).

- **Tax Rate Code on Invoice:** Allocate the net portion using the Expense/Revenue accounts specified by the tax rate code on the invoice. If Tax Rate Code Source is set to None, allocate the *gross* amount to these accounts. You can only choose this option if the activity type is Adjustment, Earned Discount, or Unearned Discount.

In the event of an adjustment to an invoice with zero amount revenue distributions, the adjustment activity's GL Account Source must not be set to Revenue on Invoice or Tax Rate Code on Invoice.

6. Specify a Tax Rate Code Source to indicate where Receivables derives the tax rate code for this activity. Choose one of the following:
 - **None:** Allocates the entire tax amount according to the GL Account Source you specified. Choose this option if you do not want to separately account for tax.
 - **Activity:** Allocate the tax amount to the Asset or Liability tax accounts specified by the Receivables Activity.
 - **Invoice:** Distribute the tax amount to the tax accounts specified by the tax rate code on the invoice. You cannot choose this option if the activity Type is Miscellaneous Cash or Late Charges.

In the event of a tax adjustment to an invoice with zero amount tax distributions, the adjustment activity's Tax Rate Code Source must not be set to Invoice.

7. If the Tax Rate Code Source is Activity or Invoice, Receivables displays the Recoverable and Non-Recoverable options. Indicate whether tax for this activity can be taken as a deduction. If the tax is deductible, choose the Tax Recoverable option; otherwise, choose Non-Recoverable.

If your Tax Rate Code Source is Invoice, Recoverable is the default but you can change it. If your Tax Rate Code Source is Activity or None, Non-Recoverable is the default and you cannot change it.

Note: If your activity type is Miscellaneous Cash or Bank Error, the Recoverable and Non-Recoverable options do not appear.

8. Enter an Activity GL Account, or select from the list of values.

If the activity type is Credit Card Refund or Refund, enter a clearing account.

If the activity type is Miscellaneous Cash and the GL Account Source is Distribution Set, then skip to the next step. You cannot enter both an Activity GL Account and a Distribution Set.

9. If your activity type is Miscellaneous Cash, enter a Distribution Set, or select from the list of values. You use distribution sets to automatically distribute miscellaneous

cash across various accounts.

Tip: Specify a distribution set for your Miscellaneous Cash activities to properly distinguish them from your invoice-related activities.

10. If the activity type is Miscellaneous Cash and you specified a Tax Rate Code Source of Activity, then select Asset and Liability tax rate codes.

If the selected operating unit has multiple legal entities, then select tax rate codes for each legal entity.

The Asset tax rate code is your collected tax account (tax received); use this tax rate code to account for tax on miscellaneous receipts.

The Liability tax rate code is your deductible account (tax paid); use this tax rate code to account for tax on miscellaneous payments.

11. If the activity type is Endorsements, enter the number of Risk Elimination Days.

Note: When you endorse a bill receivable with recourse, Receivables uses the risk elimination days to determine when the endorsement closes the bill.

Related Topics

Entering Receipts, *Oracle Receivables User Guide*

About Adjustments, *Oracle Receivables User Guide*

Credit Card Chargebacks, *Oracle Receivables User Guide*

Transmission Formats

Use the Transmission Formats window to define the transmission formats that AutoLockbox uses when importing data into Receivables. Transmission formats specify how data in your lockbox bank file is organized so it can be successfully imported into the Receivables interface tables. You can define as many transmission formats as you want.

Receivables provides the following transmission formats:

- Example (arxmlpl.ctl): A format that contains an example of lockbox header information, several receipt records, and overflow receipt records.
- Default (ardeft.ctl): A standard BAI (Bank Administration Institute) format used by most banks.

- **Convert (arconv.ctl):** A standard format used for transferring payment information from other systems.
- **Cross Currency (arxcrr.ctl):** A default format used for importing cross currency receipts.
- **Zengin (arzeng.ctl):** A format used to import bank files in the Japanese Zengin format. See: Alternate Names Receipt Matching Window, *Oracle Receivables User Guide*.

These files are located in the \$AR_TOP/bin directory and are compatible with corresponding standard SQL*Loader control files.

You use an SQL*Loader control file to import data from bank files to Receivables. If you define a different transmission format or edit the existing Default or Convert formats, you must edit the SQL*Loader control file before you can import data into Receivables. The transmission format is used by the validation program to ensure that data is correctly transferred from the bank file into Receivables.

Active transmission formats appear in the list of values of the Submit Lockbox Processing window. You can make a transmission format obsolete by changing its status to Inactive, and then saving your work.

Valid Field Types

When defining your transmission fields, you can choose from the following field types:

Account: Your customer's bank account. The bank account number and the transit routing number make up your customer's MICR number.

Alternate Name: The alternate name for this customer.

Amount Applied 1 to 8: The amount applied to each invoice, debit memo, or chargeback. Each payment or overflow payment record can accommodate up to eight debit item numbers. For cross currency applications, this is the amount to apply in the *transaction* currency and corresponds to the Amount Applied field in the Applications window.

Amount Applied From 1 to 8: Used for cross currency receipt applications, this is the amount applied to each transaction in the *receipt* currency. Each payment or overflow payment record can accommodate up to eight debit item numbers. This field corresponds to the Allocated Receipt Amount field in the Applications window.

Attribute 1 to 15: Use attributes to enter Descriptive Flexfield segments. Attributes can only be assigned to Payment records, and they become the Descriptive Flexfield data in the QuickCash, Receipts, and Applications windows.

Bank Transaction Code: A code defined for each account that is used by your bank to uniquely identify the kind of transaction in a bank statement (for example, debit, credit, void). This is also used by Oracle Cash Management to determine a receipt's effective date.

Batch Amount: The total receipt batch amount for a specific bank batch.

Batch Name: The name of the batch for a specific bank batch.

Batch Record Count: The total number of payment records in a specific bank batch. The total number of all batch record counts equals the Lockbox Record Count. This does not include overflow payments, headers, or trailers.

Billing Location: Your bank will be able to transmit the billing location of the payment. You must only specify the field name and the field positions that the billing location occupies in the transmitted data file.

Comment: Any comments you want to associate with this transmission.

Currency Code: The currency of the payment. For cross currency payments, you can also enter the Invoice Currency Code (see below). If you do not enter a value in this field, AutoLockbox derives the currency code from the information that is provided in the Amount Applied and Amount Applied From fields.

Customer Bank Branch Name: The name of your customer's bank branch.

Customer Bank Name: The name of your customer's bank.

Customer Number: The identification number of the customer who submitted a payment.

Customer Reason 1 to 8: The customer's reason why their payment shows a discrepancy (used by Oracle Trade Management).

Customer Reference 1 to 8: Customer comments about this payment.

Deposit Date: The date the bank receives and deposits your customer's payment.

Deposit Time: The time at which the bank receives and deposits your customer's payment.

Destination Account: Your business's bank account. Your business may have more than one bank account.

Effective Date: The date on which the bank determines a customer's balance to apply interest (used by Oracle Cash Management's Cash Forecasting feature).

Exchange Rate: The exchange rate associated with this payment if you are using AutoLockbox to import foreign currency receipts.

Exchange Rate Type: The exchange rate type used to convert a foreign currency receipt to your functional currency. Values include Corporate, Spot, or User. For more information, see: Foreign Currency Transactions, *Oracle Receivables User Guide*.

Invoice 1 to 8: The invoices, debit memos, and chargebacks to which you apply your payment. Each payment or overflow payment record can accommodate up to eight debit item numbers.

Invoice 1 to 8 Installment: The installment number for this invoice.

Invoice Currency Code 1 to 8: The currency of the transaction. This field is used for cross currency receipt applications. This field is optional.

Item Number: A sequence number that your bank assigns to a specific payment. This number associates an invoice with a receipt.

Lockbox Amount: The total payment amount in a specific lockbox.

Lockbox Batch Count: The total number of bank batches in a specific lockbox.

Lockbox Number: The identification number for a specific lockbox.

Lockbox Record Count: The number of payment records in a specific lockbox (this does not include overflow payments, headers, or trailers).

Matching Date 1-8: The dates to use to match receipts with transactions if you are using the Match on Corresponding Date option for this Lockbox.

Origination: The bank origination number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

Overflow Indicator: This type indicates whether there are any additional overflow records for this payment.

Overflow Sequence: A sequence number that your bank assigns to each overflow payment.

Receipt Method: The receipt method associated to this lockbox.

Payment Number: The identification number of a payment. For example, a check number.

Receipt Date: The date your customer made a payment.

Record Identifier: A number that identifies the kind of transmission record. You specify this number in the Identifier field in the Transmission Formats window.

Remittance Amount: The amount of a payment.

Remittance Bank Branch Name: The name of the bank branch from which this payment originated.

Remittance Bank Name: The name of the bank from which this payment originated.

Status: The status of this payment.

Total Record Count: The total number of transmission records in a bank file. This includes headers, trailers, payments, and overflow records.

Trans to Receipt Rate 1 to 8: The exchange rate used to convert the receipt amount from the receipt currency to the transaction currency. This field is used for cross currency receipt applications when the receipt and transaction currencies do *not* have a fixed exchange rate (the euro and all NCUs have fixed exchange rates with each other). If the currencies have a fixed rate, this field is optional (AutoLockbox derives the rate to use in this case).

Transit Routing Number: The number that uniquely identifies your customer's bank. The transit routing number and the customer bank account number make up your customer's MICR number.

Transmission Amount: The total amount of payments for a bank file.

To define a transmission format:

1. Navigate to the Transmission Formats window.
2. Enter a Name for this transmission format.
3. Enter a Description of this transmission format (optional).
4. If you want to import bank files in the Japanese Zengin format into Receivables using AutoLockbox, specify the character set that you will use in the Zengin Character Set field. Choose from one of the following Japanese character sets:
 - EBCDIC
 - SJIS
5. Enter an Identifier that uniquely identifies each record type in a transmission format. Your bank defines this value and uniquely identifies each type of record in the bank file.
6. Enter the Record Type associated with this identifier. Following are valid record types:
 - **Batch Header:** A Batch Header marks the beginning of a specific batch. Batch Headers usually contain information such as batch number, deposit date, and lockbox number.
 - **Batch Trailer:** A Batch Trailer marks the end of a specific batch. Batch Trailers usually contain information such as batch number, lockbox number, batch record count, and batch amount.
 - **Lockbox Header:** A Lockbox Header marks the beginning of a specific lockbox. Lockbox Headers usually contain information such as destination account and origination number.
 - **Lockbox Trailer:** A Lockbox Trailer marks the end of a specific lockbox. Lockbox Trailers usually contain information such as lockbox number, deposit date, lockbox amount, and lockbox record count.
 - **Overflow Receipt:** An Overflow Payment usually contains invoice information for a specific payment such as batch number, item number, sequence number, overflow indicator, invoice number, debit memo number, or chargeback number, and debit item amounts. Receivables combines the overflow and payment records to create a logical record to submit payment applications.

- **Receipt:** A Payment usually contains information such as MICR number, batch number, item number, check number, and remittance amount.
- **Service Header:** Service Header records contain general information about your transmission.
- **Transmission Header:** A Transmission Header marks the beginning of a specific data file. Transmission Headers usually contain information such as destination account, origination number, deposit date, and deposit time.
- **Transmission Trailer:** A Transmission Trailer marks the end of a specific data file. Transmission Trailers usually contain information such as total record count.

Note: Your bank file might not contain all of these record types. You should define your transmission format to only include the record types you actually use.

7. Choose Transmission Fields. Identify the characteristics of your transmission format records. You specify the size, order, and format of each transmission record. Receivables lockbox transmission program only validates fields that you define in your transmission format. The transmission format must be fully compatible with how you organize data in your lockbox file.
8. Enter Start and End Position numbers for this record type. These positions determine how Receivables identifies the starting and ending position of your field type when you import data from your bank file.
9. Enter the Field Type to assign to the start and end positions (see Valid Field Types above).
10. Enter either Left or Right in the Justify field to indicate from which side Receivables will start reading data in the transmission field. For example, if you enter 'Left,' Receivables starts reading data from left to right. The default is Left.
11. Enter the type of character that your bank places in the extra spaces for this field type in the Fill Symbol field. Valid values are 'Blank' or 'Zero.'
12. If the field type is related to a date, enter the Date format your bank uses, or select from the list of values. This field is required when Field Type is either Deposit Date or Receipt Date.
13. If the field type is related to time, enter the Time format your bank uses. This field is required when your Field Type is Deposit Time.
14. Enter either Yes or No in the Format Amount field to indicate whether you want

Receivables to reformat the amount transmitted (optional). If you enter Yes, Receivables will round the amount to the same degree of precision and the same number of decimal places as your functional currency format. For example, if your functional currency is USD (precision = 2) and you set this option to Yes, a value of '50000' in the bank's data file will be formatted as '500.00'; otherwise, this value will not be formatted and will appear as '50000.'

This field is required when your Field Type is Amount Applied 1-8, Batch Amount, Lockbox Amount, Remittance Amount, or Transmission Amount.

15. Enter a value that indicates that there are additional overflow records for your transmission record (optional). For example, in the Default format the overflow indicator is 0.
16. Enter a Description for the field type you are defining (optional). Use field descriptions to help you recognize what information is contained in a particular field type.

Related Topics

Using AutoLockbox, *Oracle Receivables User Guide*

Running AutoLockbox, *Oracle Receivables User Guide*

Viewing Transmission History, *Oracle Receivables User Guide*

Cash Application Owner Assignment

Oracle Financials Common Modules owns a *Rule Engine*, which can do the assignment based on defined rules and conditions. This rule engine is already in use for Oracle Credit Management for Credit Analysts Assignment and Oracle Revenue Management for Contingency Events.

The functionality provided by the rules engine meets the requirements related to assignment of cash application owner to receipts. So, the engine has been integrated with Receivables for the purpose of assigning unapplied and unidentified receipts to cash application owners.

The rule engine takes a set of attributes, evaluates rules and returns rule result when conditions for the rule are satisfied. The rules engine allows the end user to set up rules to determine how those input values are evaluated to determine the output value. The rules engine will not change the state of the database, or take any action of any kind. It simply returns rule result value and leaves it up to the products uptaking it to interpret the meaning of the returned result.

For the purpose of this rule engine, rules can be setup for desired result based on various parameters. The parameters can be defined based on conditions and values can be associated to parameters. Both parameters and conditions are seeded in the system. One rule can have multiple parameters. Rules can be prioritized and executed by the

engine based on priority.

The UI pages provided by Rules Engine are re-usable components which Receivables will uptake for cash application owner assignment. To uptake these UI pages, Receivables populates the metadata tables belonging to these pages.

The metadata attributes that are seeded are:

- Rule Object
- Parameters
- Conditions
- Result

A new Rule Object for cash application owner assignment has been seeded to which values for Parameters, Conditions, and Result are also seeded.

The seed values for rule object are given in the following table:

Rule Object Name	Rule Object Type
Determine Cash Application Owner	Value Set

Setting up Cash Application Owner Assignment

Navigate to Setup: Receipts > Cash Application Owner Assignment.

On the Rules Object page, navigate to Rules List tab.

Select the default user name, if required.

Click Create Rule.

To create rules:

In the Create Rule page, enter the name of the rule.

The existing parameters and their criteria will be displayed for a rule.

To add a new criteria to a new parameter, select the parameter from the list and click Add Criteria.

The following table lists the parameters:

Parameter Name	Conditions
Bill To Customer	In, Not In
Bill To Site	In, Not In
Customer Profile Class	In, Not In
Country	In, Not In
Operating Unit	In, Not In
Currency	In, Not In

Click Add Values for each selected parameter. You can enter different values for the parameter.

Once completed, click Add Criteria to finish the parameter selection. Click Cancel to stop adding parameter values.

1. Values can be selected only from LOV. You cannot manually enter the values.
2. Multiple values can be added with a condition.

After adding all the parameters and their criteria, click Apply to set the rule. Click Cancel to stop the process.

To create tests:

On the Rules Object page, navigate to Test Cases tab.

Click Create Test

Enter the name of the test.

Select or enter the parameters you want to test.

Click Add Values to enter the expected results manually or click Get Results to automatically evaluate the given parameters for the rule.

After adding all the parameters and their criteria, click Apply to test the parameters. Click Cancel to stop the process.

Related Topics

Cash Application Work Queue, *Oracle Receivables Implementation Guide*

Accounting

Subledger Accounting Setup for Receivables

You create accounting entries for invoices and other transactions in Oracle Receivables using the Oracle Subledger Accounting architecture. See: Accounting in Receivables, *Oracle Receivables User Guide*.

Receivables uses AutoAccounting to derive the default accounting. Receivables predefines setup in Oracle Subledger Accounting so that the Create Accounting program accepts the default accounts that AutoAccounting derives without change. For information on the setup that Receivables predefines in Oracle Subledger Accounting, see: Predefined Setup for Oracle Subledger Accounting, *Oracle Receivables Reference Guide*.

However, you can optionally define your own accounting rules in Subledger Accounting to create accounting that meets your business requirements. In Subledger Accounting, you use the Accounting Methods Builder (AMB) to define the way subledger transactions are accounted. To do this, you create and modify subledger journal line setups and application accounting definitions. These definitions define the journal entries that enable an organization to meet specific fiscal, regulatory, and analytical requirements. These definitions are then grouped into subledger accounting methods and assigned collectively to a ledger. See: Accounting Methods Builder (AMB) Overview, *Oracle Subledger Accounting Implementation Guide*.

Note: If you customize the Subledger Accounting setup to create your own accounting, then Subledger Accounting overwrites the default accounts, or individual segments of accounts, that AutoAccounting originally derived during transaction entry. However, you must still set up AutoAccounting. See: Using AutoAccounting, *Oracle Receivables User Guide*.

To customize the setup in Subledger Accounting:

1. Define custom sources.

Sources are pieces of information that Subledger Accounting uses to determine how to create accounting for an accounting event. You use sources to provide information from transactions to Subledger Accounting. Receivables predefines a comprehensive set of sources, but you can optionally define custom sources to extend the list of sources available to application accounting definitions.

See: Custom Sources, *Oracle Subledger Accounting Implementation Guide*.

2. Define journal line types.

Journal line types determine the characteristics of subledger journal entry lines. These characteristics include whether the line is used to create actual, budget, or encumbrance entries, whether the line is a debit or a credit, whether matching lines are merged, and whether data is transferred to the general ledger in summary or detail form.

See: Journal Line Types, *Oracle Subledger Accounting Implementation Guide*.

3. Define journal entry descriptions.

Journal entry descriptions determine both the content and sequence in which the elements of a description appear on a subledger journal header and line.

Receivables does not provide any predefined journal entry descriptions. You can optionally define your own journal entry descriptions. You can build descriptions using any of the sources for Receivables.

Assign journal entry descriptions headers and lines in the Applications Accounting Definition window.

See: Defining Journal Entry Descriptions, *Oracle Subledger Accounting Implementation Guide*.

4. Define mapping sets.

Mapping sets associate a specific output value for an account or account segment. Based on the input value, a specific value can be assigned to a single segment or to the entire account. You use mapping sets when you set up account derivation rules.

See: Mapping Sets, *Oracle Subledger Accounting Implementation Guide*.

5. Define account derivation rules.

Account derivation rules determine the accounting for subledger journal entries.

See: Account Derivation Rules, *Oracle Subledger Accounting Implementation Guide*.

6. Define journal lines definitions.

Journal lines definitions let you create sets of line assignments (journal line types, journal entry descriptions, and account derivation rules) for an event class or event type. These sets can be shared across application accounting definitions. You can

assign multiple journal lines definitions to an event class or event type.

See: Journal Lines Definitions, *Oracle Subledger Accounting Implementation Guide*.

An event class represents a category of business events for a particular transaction type or document. An event type represents a business operation that you can perform for an event class. See: Receivables Accounting Event Model, *Oracle Receivables User Guide*.

7. Define application accounting definitions.

An application accounting definition is a collection of components or rules that determine how Subledger Accounting processes accounting events to create subledger and general ledger journal entries. You can also indicate whether to create accounting for a particular event class or event type.

Each event class and event type assignment consists of a header assignment and one or more journal lines definition assignments. A header assignment includes a journal entry description and journal lines definition.

See: Application Accounting Definitions, *Oracle Subledger Accounting Implementation Guide*.

8. Define subledger accounting methods.

A subledger accounting method is a grouping of application accounting definitions that comply with a common set of accounting requirements.

Assign newly defined application accounting definitions to a subledger accounting method in the Subledger Accounting Methods window.

See: Subledger Accounting Methods, *Oracle Subledger Accounting Implementation Guide*.

9. Assign each subledger accounting method to a ledger using the Accounting Setup Manager.

See: Using Accounting Setup Manager in the *Oracle Financials Implementation Guide*.

10. If you have customized your Receivables responsibilities, then add the function *SLA: View Accounting - Lines Inquiries* to your menu. This lets you create accounting online from the Transactions workbench.

Related Topics

Oracle Subledger Accounting Implementation Guide

AutoAccounting

Define AutoAccounting to specify how you want Receivables to determine the default general ledger accounts for transactions that you enter manually or import using

AutoInvoice. Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, late charges, bills receivables accounts, and AutoInvoice clearing (suspense) accounts using this information.

The default accounting that AutoAccounting creates is considered interim accounting only. Receivables integrates with Oracle Subledger Accounting, the E-Business Suite's centralized accounting engine, which accepts the default accounts that AutoAccounting derives without change. However, you can modify the accounting rules in Subledger Accounting to create accounting that meets your business requirements. See: *Accounting in Receivables, Oracle Receivables User Guide*.

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

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

Tip: If you use the multiple organization support feature, you can set up AutoAccounting to derive the Product segment of your Revenue account based on inventory items. To do this, define the Product segment of your Revenue account to use Standard Lines and specify a Warehouse ID when entering transactions.

To define AutoAccounting:

1. Navigate to the AutoAccounting window.
2. Select an operating unit.
3. Enter the Type of account to define. Choose from the following:
 - **AutoInvoice Clearing:** The clearing account for your imported transactions. Receivables uses the clearing account to hold any difference between the specified revenue amount and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for the invoice batch source of your imported transactions. See: *Invoices Posted to Suspense report, Oracle Receivables User Guide*.
 - **Bills Receivable:** The bills receivable account for your transaction. Receivables uses this account when you exchange transactions for bills receivable.
 - **Factored Bills Receivable:** The factored bills receivable account for your bills receivable transactions.
 - **Freight:** The freight account for your transaction.

- **Receivable:** The receivable account for your transaction.
 - **Remitted Bills Receivable:** The remitted bills receivable account for your bills receivable transactions.
 - **Revenue:** The revenue and late charges account for your transaction.
 - **Tax:** The tax account for your transaction.
 - **Unbilled Receivable:** The unbilled receivable account for your transaction. Receivables uses this account when you use the Bill In Arrears invoicing rule. If your accounting rule recognizes revenue before your invoicing rule bills it, Receivables uses this account.
 - **Unearned Revenue:** The unearned revenue account for your transaction. Receivables uses this account when you use the Bill In Advance invoicing rule. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables uses this account.
 - **Unpaid Bills Receivable:** The unpaid bills receivable account for your bills receivable transactions.
4. For each segment, enter either the table name or constant value that you want Receivables to use to get information. When you enter an account Type, Receivables displays all of the segment names in your Accounting Flexfield Structure. Segments include such information as Company, Product, Department, Account, and Sub-Account. Receivables lets you use different table names for different accounts. Choose one of the following table names:
- **Bill To Site:** Use the bill-to site of the transaction to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account.
 - **Drawee Site:** Use the drawee site table to determine this segment of your bills receivable, factored bills receivable, remitted bills receivable, and unpaid bills receivable account.
 - **Remittance Banks:** Use the remittance banks table to determine this segment of your factored bills receivable and remitted bills receivable account.
 - **Salesreps:** Use the salesperson's table to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account. If you choose this option for your AutoInvoice clearing, tax, or unearned revenue accounts, Receivables uses the revenue account associated with this salesperson. If you choose this option for your unbilled receivable account, Receivables uses the receivable account associated with this salesperson. If the transaction has a line type of "LINE" with an

inventory item of freight ("FRT"), AutoAccounting uses the accounting rules for the freight type account rather than the revenue type account.

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

Important: If you modify the Oracle Subledger Accounting setup to define custom accounting, then select a constant value for all Accounting Flexfield segments.

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

Related Topics

Accounting in Receivables, *Oracle Receivables User Guide*

Entering Transactions, *Oracle Receivables User Guide*

Using AutoAccounting, *Oracle Receivables User Guide*

Using the Account Generator in Oracle Receivables

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

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

The Account Generator in Receivables utilizes Oracle Workflow. You can view and customize Account Generator processes through the Oracle Workflow Builder. To modify the default setup using Oracle Workflow (for example, to use a different balancing segment for either the late charges or Receivables account), see: Customizing the Account Generator for Oracle Receivables, page 7-13.

Note: Some Oracle financial applications, such as Oracle Payables and Oracle Purchasing, use the Account Generator to create accounting combinations that record detailed information about each transaction. However, Oracle Receivables uses AutoAccounting to create the general ledger accounts for your manually entered or imported transactions.

Deriving Balancing Segment Values

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

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

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

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

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

Accounting Activity	Original Account Setup Level	Source for Balancing Segment Substitution	Description of Substitution Process
Credit memo applications	System Options	The receivable account of the transaction to which the application is made.	<p>The Gain, Loss account's balancing segment is substituted from the receivable account of the transaction to which the application is made.</p> <p>Note: In the case of a credit memo application against a receipt, the transaction is the credit memo. Receivables thus derives the balancing segment from the receivable account of the credit memo.</p>

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

Disabling the Balancing Segment Substitution Process for Activities

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

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

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

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

- adjustments
- discounts (earned and unearned)

- late charges
- activity applications (such as receipt write-off activity, short term debt, and claims investigation)

Related Topics

Overview of the Account Generator, *Oracle E-Business Suite Flexfields Guide*

Decide How to Use the Account Generator, page 7-10

Customizing the Account Generator for Oracle Receivables, page 7-13

Overview of Receivables User Profile Options, page B-2

Decide How to Use the Account Generator

Review how Oracle Receivables uses the Account Generator to update the balancing segment values during various accounting activities. See: Using the Account Generator in Oracle Receivables, page 7-7.

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

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

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

Additionally, you can choose to disable balancing segment substitution for receivable activities. See: Using the Account Generator in Oracle Receivables, page 7-7.

Prerequisites to Using the Account Generator

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

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

- Choose to use the default Account Generator process, or
- Customize the default Account Generator process, test your customizations, and choose the process for a flexfield structure, if necessary.

Related Topics

The Default Account Generator Process for Oracle Receivables, page 7-11

Customizing the Account Generator for Oracle Receivables, page 7-13

The Default Account Generator Process for Oracle Receivables

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

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

- AR Substitute Balancing Segment

The AR Substitute Balancing Segment contains the following workflow processes:

- Replace Balancing Segment
- Generate Account Using FlexBuilder Rules

Replace Balancing Segment Process

This process updates the balancing segment during certain accounting activities. For a list of these activities, see: Deriving Balancing Segment Values, page 7-7.

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

The AR Substitute Balancing Segment item type has these attributes:

- Original CCID - This number indicates the original account number of the balancing segment for this transaction.
- Substitute CCID - This number indicates the new account number of the balancing segment for this transaction.
- Chart of Accounts ID - This number indicates the account structure that your organization uses to record transactions and maintain account balances. This

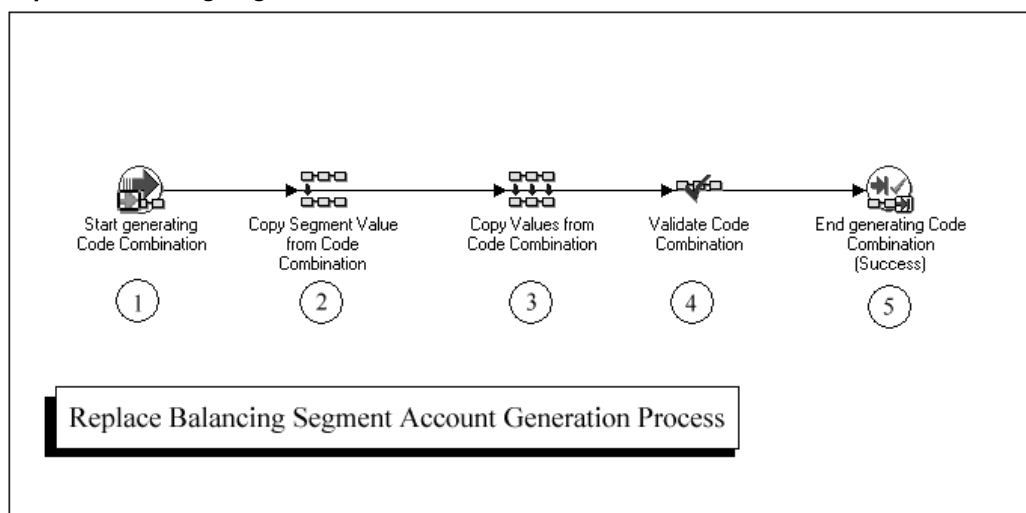
attribute is common to each Oracle Financials application.

- **Error Message** - This indicates that an error has occurred. This attribute is common to each Oracle application.

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

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

Replace Balancing Segment Process



Sample Invoice Account Generation Activities

Following is a description of each activity in the sample process for Replace Balancing Segment Account Generation, listed by function name. You can create all the components for an activity in the graphical Oracle Workflow Builder except for the PL/SQL stored procedures that the function activities call.

Start Generating Code Combination (Node 1)

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

Copy Segment Value from Code Combination (Node 2)

Node 2 copies the new balancing segment value from the substitution code combination ID (CCID). For examples of how the Account Generator derives the balancing segment for different accounting activities, see: Deriving Balancing Segment Values, page 7-7.

Copy Values from Code Combination (Node 3)

This activity copies the remaining segment values from the original code combination

into the new code combination for this transaction.

Validate Code Combination (Node 4)

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

End Generating Code Combination (Node 5)

This standard activity ends the code combination generation process.

Using the Account Generator Profile Option

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

Related Topics

Customizing the Account Generator for Oracle Receivables, page 7-13

Customizing the Account Generator for Oracle Receivables

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

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

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

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

Customization Example

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

Testing a Customized Account Generator Process

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

To test your customized Account Generator Process, run the Create Accounting program, then verify that the Account Generator substituted the correct segment for that account.

Implementing a Customized Account Generator Process

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

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

Choosing the Process for a Flexfield Structure

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

Related Topics

Overview of the Account Generator, *Oracle E-Business Suite Flexfields Guide*

Accounting Rules

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

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

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

See: Recognizing Revenue, *Oracle Receivables User Guide*.

Depending on your business needs, you may require deferred accounting rules, which you can create by selecting the Deferred Revenue check box during rule definition. Deferred accounting rules let you defer revenue to an unearned revenue account until you are ready to specify the revenue recognition schedule. See: *Deferred Accounting Rules*, page 7-17.

You can assign a default accounting rule to your items in the Master Item window (Invoicing tabbed region) and to your Standard Memo Lines in the Standard Memo Lines window. See: *Standard Memo Lines*, page 4-25 and *Defining Items*, page 4-18.

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

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

Prerequisites

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

To define an accounting rule:

1. Navigate to the Accounting Rules window.
2. Enter a Name for this accounting rule.
3. Enter an accounting rule Type.
 - Enter *Fixed Schedule* to prorate revenue recognition evenly over a predefined period of time. The revenue recognition schedule is always the same every time you choose this accounting rule. For example, if you have four schedules for your rule with this type, you will recognize twenty-five percent of your revenue at the end of each schedule.
 - Enter *Variable Schedule* to later specify, during invoice entry, the number of periods over which you want to recognize revenue for invoices to which you assign this rule. You can assign this type of accounting rule to invoices that you manually enter in the Transaction window or import into Receivables using AutoInvoice.

The revenue recognition schedule changes for invoices that are assigned this type of accounting rule depending upon the value that you either pass through AutoInvoice or specify when you manually enter an invoice.

- Enter *Daily Revenue Rate, All Periods* to have Receivables use a daily revenue rate to calculate the precise amount of revenue for each full and partial period in the schedule. Use accounting rules of this type to meet strict revenue accounting standards.
- Enter *Daily Revenue Rate, Partial Periods* to have Receivables use a daily revenue rate to calculate the precise amount of revenue for only partial period in the schedule. This rule provides you with an even, prorated revenue distribution across the schedule's full periods.

See: Using Rules, *Oracle Receivables User Guide*.

4. Enter the period to use for your accounting rule schedule.

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

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

5. If this accounting rule type is *Fixed Schedule*, enter the number of periods to use for your accounting rule schedule. For example, if you entered a period of *Weekly* and you enter 3 here, Receivables creates a rule schedule for three weekly periods.
6. If you want to delay specifying the revenue recognition schedule for this rule, check the Deferred Revenue check box. If you select this check box, then revenue is deferred to an unearned revenue account, and you must later use the Revenue Accounting Management (RAM) wizard to recognize the revenue. See: Deferred Accounting Rules, page 7-17.
7. Define your revenue recognition schedule for this accounting rule. Enter the percentages of revenue to recognize within each period of your accounting rule.

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

If this accounting rule type is *Variable Schedule*, you do not need to enter any information. Receivables does not display the default rule schedule for an accounting rule of this type because the number of periods is unknown. However, if

you want to recognize a specific revenue percentage in the first period, you can enter that percentage here. In this case, Receivables prorates the remaining revenue percentage across the remaining periods. Receivables uses the number of periods that you either pass through AutoInvoice or enter manually in the Transaction window to determine the payment schedule of your accounting rule.

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

Deferred Accounting Rules

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Related Topics

Entering Invoices with Rules, *Oracle Receivables User Guide*

Recognizing Revenue, *Oracle Receivables User Guide*

Invoices with Rules, *Oracle Receivables User Guide*

Using Rules, *Oracle Receivables User Guide*

Using AutoInvoice, *Oracle Receivables User Guide*

Accounting Rules Listing Report, *Oracle Receivables User Guide*

Setting Up Tax

Oracle Receivables uses Oracle E-Business Tax as its tax engine. E-Business Tax provides a single set of application features that manage tax calculations for Receivables. Additionally, E-Business Tax is the repository of all tax-related data.

To set up and maintain tax, you use the Tax Configuration tab in E-Business Tax. Setup of new taxes involves defining the following entities:

- jurisdictions
- regimes
- statuses
- tax
- tax rates
- tax rules
- tax accounts

See: *Oracle E-Business Tax Implementation Guide* and *Oracle E-Business Tax User Guide*.

Collections

Aging Buckets and Interest Tiers

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

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

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

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

Defining Interest Tiers for Late Charges

Use the Aging Buckets and Interest Tiers window to also define interest tiers that Receivables can use during late charge calculations. Based on ranges of late days, interest tiers let you charge progressively higher interest charges or penalties on a transaction, as a payment becomes more overdue. See: *Calculating Late Charges*, *Oracle*

To set up and use interest tiers, you must complete these steps:

1. Define interest tiers in the Aging Buckets and Interest Tiers window, using the procedure described below.
2. Assign the interest tier to a charge schedule.
See: Charge Schedules, page 9-4.
3. Select the charge schedule on a customer's profile class, or at the customer account or site profile level.
See: Setting Up Late Charges, page 9-7.

To define a new aging bucket or interest tier:

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

If you are defining an interest tier, enter the sequence of past due ranges.

Note: Receivables predefines an interest tier, called *Interest Tier*, with a single range from 1 to 99999.

5. Enter the Type of aging bucket line you are defining. Choose from the following types:

Current: Display transactions that are not yet due.

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

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

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

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

Note: If you are defining an interest tier, select *Past Due*.

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

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

6. If this line type is Current, Past Due, or Future, enter the starting day number in the Days From field. For example, if this is the first line (sequence 1) and you want to display transactions that are 1 to 30 days past due, enter '1.'

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

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

1 to 30 Days

Past Due

Related Topics

Printing a Collection Report, *Oracle Receivables User Guide*

Accounts Receivable Aging Reports, *Oracle Receivables User Guide*

Receivables 4 and 7 Bucket Aging Reports, *Oracle Receivables User Guide*

Charge Schedules

If your organization assesses late charges on customers, you can use interest tiers to charge progressively higher interest charges or penalties on a transaction, as a payment becomes more overdue. See: Calculating Late Charges, *Oracle Receivables User Guide*.

First, you define interest tiers, which are based on ranges of late days, in the Aging Buckets and Interest Tiers window. See: Aging Buckets and Interest Tiers, page 9-1.

Next, define a charge schedule in which you assign values to the interest tiers that you previously defined. Receivables uses the charge schedule during late charge calculations.

When you define a charge schedule, you indicate if Receivables should use a flat amount or percentage of the overdue transaction when calculating the late charge. You can also assign effective dates, so that you can predefine charge schedules to take effect on future dates.

To define a charge schedule for an interest tier:

1. Navigate to the Charge Schedules window.
2. Enter a schedule name and description.
3. Select the interest tier that you want to associate with charges.
4. Select the schedule type:

- *Amount*

To calculate late charges, Receivables uses a flat amount against overdue transactions that fall within the specified ranges.

Tip: Use the Amount charge schedule type to calculate late and penalty charges using the Charge Schedule Per Tier interest charge type.

- *Rate*

To calculate late charges, Receivables uses a percentage of the overdue transactions that fall within the specified ranges.

5. Enter the effective date range for this charge schedule. You can optionally enter an end date, if you want to predefine another charge schedule for future use.
6. In the Tiers field, select a tier. The list of values is populated by the selected interest tier's ranges.

Tip: A charge schedule can include a single interest tier. Using a charge schedule to assign values to tiers provides you with a convenient method to update interest rates or amounts when your late charge policy changes. Otherwise, to change those values, you must update your customer profile classes.

7. Assign a charge value. This value is either an amount or rate, depending on your selection in the Schedule Type field.
8. Continue assigning a value to each tier until you have assigned values to all tiers.
9. To predefine a future charge schedule, return to the Interest Tier field, select a new interest tier, and enter an effective date range for the schedule.

Note: If the effective dates for two charge schedules occur within a charge calculation period, Receivables can use both rates in late charge calculations during that period. To enable this, you must select the Use Multiple Interest Rates box on the customer profile class, or at the customer account or site level. This applies to interest invoices only.

As before, assign a value to each tier in the selected interest tier.

Related Topics

Calculating Late Charges, *Oracle Receivables User Guide*

Setting Up Late Charges, page 9-7

Collectors

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

Receivables displays active collectors and their descriptions as list of values choices in the Customers pages and in the Customer Profile Classes window. Receivables does not display inactive collectors in the list of values for these windows.

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

Integration with Oracle Advanced Collections

Receivables integrates with Oracle Advanced Collections to provide you with a complete collections management solution. See: Managing Collections, *Oracle Receivables User Guide*.

Due to this integration, Advanced Collections requires that collectors defined in Receivables must *also* be defined as resources in Oracle Resource Manager. For existing Receivables collectors, you can create resources for use in Advanced Collections using one of two methods:

- In Oracle Advanced Collections, submit the IEX: AR Collectors to Resource Collectors concurrent program.

Tip: To avoid the creation of duplicate records, submit this concurrent program only once.

See: Create Resources, *Oracle Advanced Collections Implementation Guide*.

- Use Resource Manager to create the resource, and assign the resource a role with a role type of Collections.

See: Assign Roles and Resource Groups, *Oracle Advanced Collections Implementation Guide*.

For *new collectors*, you can create resources using Resource Manager. Next, create

matching collectors in Receivables using your Receivables responsibility. See: Create Resources, *Oracle Advanced Collections Implementation Guide*.

Advanced Collections uses the collector that is defaulted from the profile class, or assigned directly to the customer account or site, when assigning a collector to a delinquency.

Tip: If you have purchased a separate license for Advanced Collections, then you can use Territory Manager to determine the collector and automatically populate the collector on the customer record. See: Assign Collectors, *Oracle Advanced Collections Implementation Guide*.

To define a collector in Receivables:

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

Related Topics

Defining Customer Profile Classes, page 3-6

Receivables Collection Reports, *Oracle Receivables User Guide*

Setting Up Late Charges

You can assess late charges against past due debit items for each customer, account, or site. See: Calculating Late Charges, *Oracle Receivables User Guide*.

The calculation of late charges is determined by your late charge policy. You can set up your policy to control various decisions, such as whether you assess late charges, and how those late charges are calculated.

To set up your organization to assess late charges, complete these steps:

1. Define your organization's late charge policy.

See: Step 1. Define Organizational Late Charge Policy, page 9-8.

2. Set up your late charge documents.

See: Step 2. Set Up Late Charge Documents and Accounting, page 9-8.

3. Optionally define tiered interest rates.

See: Step 3. Define Interest Tiers and Charge Schedules, page 9-10.

4. Define your late charge policies for your various customers.

See: Step 4. Define Late Charge Policies, page 9-10.

5. Further customize how Receivables calculates late charges for individual customers or transactions.

See: Step 5. Review Late Charge Policies at the Customer or Transaction Levels, page 9-15.

Step 1. Define Organizational Late Charge Policy

To indicate whether your organization assesses late charges on overdue transactions, you must select the Assess Late Charges box in the System Options window.

Receivables reviews this option first, before reviewing the various aspects of your late charge policy.

In the System Options window, you also provide information to process the late charge documents you send to customers, as well as possible interest calculation alternatives for balance forward billing.

See: Transactions and Customers System Options, page 2-27.

Step 2. Set Up Late Charge Documents and Accounting

You can record late charges as one of three document types:

- Adjustments
- Debit Memos
- Interest Invoices

Follow the setup steps below to indicate how Receivables should record late charges and present them to customers. Complete this step for each organization in which you assess late charges.

Recording Late Charges as Adjustments

If you record late charges as adjustments, then Receivables combines all interest charges relating to an overdue transaction, and creates a single late charge adjustment against

that transaction.

To use this document type, complete these steps:

1. Define a late charge receivable activity and specify the activity's GL account.

See: Receivables Activities, page 6-30.

2. Optionally create a separate receivables activity for penalties.

Receivables creates penalties as a separate adjustment against the overdue transaction.

3. Select these activities during your system options setup.

See: Transactions and Customers System Options, page 2-27.

Recording Late Charges as Debit Memos or Interest Invoices

If you record late charges as debit memos, then Receivables creates one debit memo per overdue transaction.

If you record late charges as interest invoices, then Receivables creates a single interest invoice per customer site and currency. The interest invoice consolidates and itemizes charges for a period, and includes details about charges for each overdue transaction.

To use either document type, complete these steps:

1. Define a late charge batch source with a type of *Imported*.

Receivables creates a debit memo or interest invoice batch using the Invoice API.

2. For debit memos, define a transaction type with a class of *Debit Memo*.

For interest invoices, define a transaction type with a class of *Invoice*.

Specify the Receivable and Revenue accounts. Receivables uses these accounts instead of AutoAccounting when generating late charges.

Tip: Use a name and description to clearly indicate that this transaction type is used only for late charges.

3. Select the interest invoice transaction type or debit memo charge transaction type (depending on which document you want to use), and late charge batch source during your system options setup.

See: Transactions and Customers System Options, page 2-27.

Note: Receivables treats interest invoices and debit memos as regular transactions, so tax may be calculated.

Step 3. Define Interest Tiers and Charge Schedules

You can customize late charges for both interest and penalties by creating interest tiers and tying those tiers to a charge schedule:

1. Use the Aging Buckets and Interest Tiers window to define a set of interest tiers based on ranges of late days.
See: Aging Buckets and Interest Tiers, page 9-1.
2. Assign amounts or percentages to interest tiers in the Charge Schedules window.
See: Charge Schedules, page 9-4.

Step 4. Define Late Charge Policies

You control how late charges are calculated by defining late charge policies in the Customer Profile Classes window. You can define a different late charge policy per customer profile class.

When you assign a customer profile class to a customer, the late charge policy is defaulted to the customer account, but you can change those values. You can also define a late charge policy at the site level.

To define a late charge policy, navigate to the Customer Profile Classes window, query or enter a new customer profile class, and set the options described below. Use both the Late Charge Profile and Profile Class Amounts tab to define a late charge policy:

- Defining a Late Charge Profile, page 9-10
- Defining Profile Class Amounts, page 9-14

Defining a Late Charge Profile

1. On the Late Charge Profile tab, enable the assessment of late charges by selecting the Enable Late Charges box.

To assess late charges, you must select both the Assess Late Charges system option and this Enable Late Charges box.

2. Decide how Receivables should calculate late charges. Select one of three methods:
 - *Average Daily Balance*
Calculate late charges based on the average daily balance of overdue invoices.
Use this calculation method if you are sending balance forward bills to your customers. See: Balance Forward Billing, *Oracle Receivables User Guide*.
 - *Late Payments Only*

Calculate late charges based on the number of days between the payment due date and the actual payment date. Receivables uses the paid amount as the overdue invoice amount when calculating the late charge.

- *Overdue Transactions Only*

Calculate late charges for transactions, based on the number of days a payment is late when you submit the Generate Late Charges program.

- *Overdue Transactions and Late Payments*

Calculate late charges on both overdue transactions and late payments. This option levies the largest late charge amount on a customer.

For example, your organization calculates late charges on the 15th and 30th of each month. Your customer has an overdue invoice of \$100 that falls due on November 16:

- On November 30, you run the Generate Late Charges program.

Receivables calculates late charges for this overdue invoice.

- On December 10, your customer pays the invoice.

- On December 15, you run the Generate Late Charges program again.

Receivables assesses further charges for the additional 10 days that the payment was overdue.

3. Decide how Receivables should handle credit items and disputed transactions when calculating late charges:

- Select the Credit Items box to have credit items, such as unapplied or on-account receipts, or on-account credits, reduce the total overdue amount. Selecting this option reduces the late charge.
- Select the Disputed Transactions box to include disputed transactions in the total overdue amount. Selecting this option increases the late charge.

4. Indicate how you would like to present late charges to customers assigned with this customer profile class. You can record late charges as one of three document types:

- *Adjustment*

Receivables calculates late charges as an adjustment against the overdue transaction.

If you levy penalty charges, then Receivables creates two adjustments.

If you selected the Credit Items box in the previous step, then credit items reduce the outstanding overdue amount during late charge calculations.

- *Debit Memo*

Receivables creates one debit memo per overdue transaction.

If you levy penalty charges, then Receivables includes a separate line for penalty charges.

If you selected the Credit Items box in the previous step, then credit items reduce the outstanding overdue amount during late charge calculations.

- *Interest Invoice*

Receivables creates a single interest invoice per customer site and currency. The interest invoice consolidates and itemizes charges for a period, and includes details about charges for each overdue transaction.

If you levy penalty charges, then Receivables includes a separate line for penalty charges.

If you selected the Credit Items box in the previous step, then Receivables calculates negative charges on existing credit items, and includes those negative charges as lines on the interest invoice.

5. If you record late charges as debit memos or interest invoices, then select a payment term to indicate the debit memo or interest invoice's due date.

Note: If balance forward billing is enabled, then this value defaults from the payment term on the balance forward bill.

6. Select message text to print comments on the debit memo or interest invoice.

See: Standard Messages, page 4-28.

7. Select the interest calculation formula:

- *Flat Rate*

Use a flat rate to calculate the late charge amount. Receivables ignores the number of days that a payment is overdue. The formula is:

$\text{Amount Overdue} * (\text{Interest Rate}/100)$

- *Simple*

Calculate late charges on overdue transactions only. The formula is:

$\text{Amount Overdue} * (\text{Interest Rate}/100) * (\text{Number of Days Late}/\text{Number of Days in Period})$

- *Compound*

Calculate late charges on the sum of overdue transactions and prior late charges. The formula is:

$$\frac{(\text{Amount Overdue} + \text{Prior Late Charges}) * (\text{Interest Rate}/100)}{(\text{Number of Days Late}/\text{Number of Days in Period})}$$

8. Select the interest calculation period:

- *Daily*

Receivables determines the number of days that a payment is overdue to the exact day. For example, if a transaction is 45 days past due, then Receivables calculates late charges based on 45 days.

- *Monthly*

Receivables determines the number of days that a payment is overdue by rounding up to the nearest month. For example, if a transaction is 45 days past due, then Receivables calculates late charges based on 60 days.

9. Enter the number of days in the interest period. Receivables uses this number when calculating late charges.

Typical values are either 30 or 365 (to represent either a monthly or an annual interest period), but you can enter any value.

10. Enter the number of receipt grace days after a transaction's due date before late charges will be calculated.

However, after the grace days expire, Receivables calculates the number of days overdue using the original due date.

11. Indicate if you want transactions that were assessed late charges to be put on hold from future late charge calculations:

- *Yes*

After Receivables assesses late charges on a transaction, that transaction is exempt from future late charge calculations.

- *No*

An overdue transaction will be subject to late charges as long as the transaction remains unpaid.

This option applies only when charges are calculated using the Overdue Transactions Only or Overdue Transactions and Late Payments calculation method.

12. Optionally enter a charge beginning date, which indicates when to start assessing late charges on customers assigned to this customer profile class.

13. Use the Use Multiple Interest Rates box to indicate which interest rates Receivables will use when calculating late charges for interest invoices. Use this check box if the late charge period spans multiple periods as defined in the charge schedule:

- Select this box to calculate late charges by first multiplying the number of days each rate was effective by the effective interest rate, and then adding all results.
- To use only the interest rate that was effective on the invoice due date, leave this box unchecked.

You define interest tiers and related charge schedules, so that Receivables can use different interest rates depending on how late an overdue transaction is. See: Step 3. Define Interest Tiers and Charge Schedules, page 9-10.

Defining Profile Class Amounts

Define profile class amounts per currency.

Important: If you do not assign an interest rate to a currency, Receivables does not calculate late charges for past due items in that currency. See: Currencies Without Rates, *Oracle Receivables User Guide*.

1. On the Profile Class Amounts tab, use the Minimum Customer Balance and Minimum Invoice Balance fields to indicate whether late charges (not penalties) should be assessed against a customer account or invoice. Receivables assesses late charges if the minimum customer and invoice balances are exceeded.

Define these values as either an amount or percentage of the total overdue amount.

2. Use the Minimum Charge Per Invoice and Maximum Charge Per Invoice fields to establish limits on whether Receivables will record late charges for an invoice. Receivables assesses late charges provided that the total late charge amount falls within this range.

These values are per calculation period, and ignore any penalties that may already be levied on a customer.

3. Use the Interest Charge Type, Value, and Charge Schedule fields to indicate how Receivables calculates late charges on overdue transactions. For the charge type, select:

- *Fixed Amount*

Receivables uses the value you specify in the Value field during late charge calculations. This amount does not change as the overdue transaction ages.

- *Fixed Rate*

Receivables uses the interest rate you specify in the Value field during late charge calculations. This rate does not change as the overdue transaction ages.

- *Charge Schedule Per Invoice*

Receivables uses a charge (amount or percentage) for each invoice based on the schedule you specify in the Charge Schedule field. The application applies the charge assigned to each tier to all the invoices in that tier to calculate the total charge amount. For example, if there are two invoices, INVOICE01 and INVOICE02, in a tier and the charge specified for the tier in the charge schedule is an amount of \$10, then Receivables calculates the total charge amount as dollar 20.

- *Charge Schedule Per Tier*

Receivables uses a fixed charge (amount) for all the invoices in a tier based on the schedule you specify in the Charge Schedule field. The fixed charge is prorated between the invoices based on the amount due.

4. Use the Penalty Charge Type, Value, and Charge Schedule fields to indicate how Receivables calculates penalties. Penalties are optional and are calculated separately from late charges. For the charge type, select:

- *Fixed Amount*

Receivables applies the flat fee that you specify in the Value field, in addition to late charges.

- *Fixed Rate*

Receivables calculates the penalty as a fixed percentage of late charges.

- *Charge Schedule Per Invoice*

Receivables uses a penalty charge (amount or percentage) based on the schedule you specify in the Charge Schedule field.

- *Charge Schedule Per Tier*

Receivables uses a fixed penalty charge (amount) for all the invoices in a tier based on the schedule you specify in the Charge Schedule field. The fixed charge is prorated between the invoices based on the amount due. For example, if there are two invoices INVOICE01 and INVOICE02 each with an amount due of \$ 100 in a tier, and the fixed charge specified for the tier in the charge schedule is an amount of \$10, then Receivables calculates the total charge amount as \$10. The application then prorates the total charge between the two invoices as \$5 each.

Step 5. Review Late Charge Policies at the Customer or Transaction Levels

Customer Exceptions

Use the Late Charges tab at the customer account or site levels to review late charge

setup details defaulted from the customer profile class. You can change any setup option at either the account or site level.

See: Adding and Updating Account Late Charges, *Oracle Receivables User Guide* and Adding and Updating Account Site Late Charges, *Oracle Receivables User Guide*.

Optionally set the AR: Use Statement, Dunning, and Late Charges Site Profiles profile option to control which account site's late charge setup is used by the Generate Late Charges program. See: Adding and Updating Account Site Late Charges, *Oracle Receivables User Guide*.

Transaction Exceptions

If you normally charge late charges for your customers' past due debit items, but you want to exclude a specific debit item from late charge calculations, select the Exempt from Late Charges box in the Transactions window for that item.

Or, exclude a whole class of transactions by selecting the Exclude from Late Charges Calculation box on the transaction type. See: Transaction Types, page 4-36.

Statement Cycles

Define statement cycles to determine when to send statements to your customers. You enter statement cycles when you define or modify individual customer and site profile classes in the Customer Profile Classes window.

If a customer site is defined as a statement site, Receivables generates a single, consolidated statement for all of this customer's transactions. This statement is sent to this statement site. If you have not defined a statement site for a customer, Receivables creates statements for each customer site to which you have assigned a Bill-To business purpose and for each credit profile that has the Send Statements parameter set to Yes.

You choose a statement cycle when you print your statements. Active statement cycles appear as list of values choices in the Print Statements and Customer Profile Classes windows. Statement cycle dates appear as list of values choices in the Print Statements window.

You can disable a statement cycle by unchecking the Active box, and then saving your work.

To define a statement cycle:

1. Navigate to the Statement Cycles window.
2. Enter a Name and Description for this statement cycle.
3. Enter the Interval for this statement cycle to indicate how often Receivables will generate your statements. You can choose Weekly, Monthly, or Quarterly.

4. Select an operating unit.
5. Enter Statement Dates for this statement cycle. Receivables uses the statement date to determine past due items and calculate late charges.
6. To prevent Receivables from printing a statement on a specific statement date, check the Skip box.

Note: The Date Printed field displays the last date you printed statements from the Print Statements window for each statement date within a statement cycle. Receivables does not display a printed date for statement dates that you have either elected to skip or have not yet selected for a statement submission.

Receivables populates this field only if you print statements for *all* customers who are assigned to this statement cycle.

Related Topics

Statements, *Oracle Receivables User Guide*

Sample Statement, *Oracle Receivables User Guide*

Printing Statements, *Oracle Receivables User Guide*

Statements (print parameters, column headings), *Oracle Receivables User Guide*

Defining Customer Profile Classes, page 3-6

Oracle Receivables Report Extracts

Oracle Receivables Open Balances Revaluation

The Open Balances Revaluation extract shows the revalued balance sheet accounts that are denominated in a foreign currency and also shows revaluation details such as unrealized gain or loss by customer.

Parameters

Parameter Name	Description	Displayed	Required	Default Value	LOV
Exchange rate type	Examples of exchange rate types are: User rate type or corporate rate type (these are user definable values)	Yes	Yes	None	Yes (User Definable Values)
Currency	Currency	Yes	Yes	None	Yes (LOV containing all currencies from FND_CURRENCIES)

Parameter Name	Description	Displayed	Required	Default Value	LOV
Exchange rate	Needed if User rate type has been used	Yes	Yes (depending on exchange rate type)	None	No user entry
Include Domestic Invoices	Whether domestic invoices to be included in the report	Yes	Yes	None	Yes (Yes/No)

Data Output

The Open Balance Revaluation report extract generates the following groups.

- G_TRANSACTION
- G_DUE_ER

< G_TRANSACTION >

The following table describes data obtained by < Q_INV_SELECT >

XML Tag	Description
< OU_NAME >Vision Operations< /OU_NAME >	Operating Unit
< ACCOUNT >01-000-1210-0000-000< /ACCOUNT >	Accounting Flexfield
< TRANSACTION_CURRENCY >EUR< /TRANSACTION_CURRENCY >	Currency of invoice to be revaluated
< SUPPLIER_NAME >Imaging Innovations, Inc.< /SUPPLIER_NAME >	Customer name
< CUST_TRANS_ID >442257< /CUST_TRANS_ID >	Customer transaction ID
< TEST >10500< /TEST >	Total Transaction/Receipt Amount

XML Tag	Description
< INVOICE_NUMBER >510547< /INVOICE_NUMBER >	Invoice Number
< INTERNAL_INV_NUMBER/ >	Document sequence Value / Voucher number
< TRANSACTION_TYPE >INV< /TRANSACTION_TYPE >	Transaction Type
< INVOICE_DATE >2006-01-05T00:00:00.000-08:00< /INVOICE_DATE >	Invoice Date
< INVOICE_AMT_ENTERED >10500< /INVOICE_AMT_ENTERED >	Entered Amount
< INVOICE_AMT_ACCOUNTED >13458.09< /INVOICE_AMT_ACCOUNTED >	Accounted Amount
< EXCHANGE_RATE >1.2< /EXCHANGE_RATE >	Exchange Rate
< INV_AMT_DUE >10500< /INV_AMT_DUE >	Unsettled invoice amount in foreign currency
< INV_AMT_DUE_ER >13458.09< /INV_AMT_DUE_ER >	Unsettled invoice amount revaluated to SKK using historical invoice exchange rate
< INV_AMT_DUE_REVAL >12600< /INV_AMT_DUE_REVAL >	Unsettled invoice amount revaluated to SKK using revaluation exchange rate

< G_DUE_ER >

XML Tag	Description
< INV_AMT_DUE1 >10500 < /INV_AMT_DUE1 >	Unsettled invoice amount in foreign currency
< INV_AMT_DUE_ER1 >13458.09 < /INV_AMT_DUE_ER1 >	Unsettled invoice amount revaluated to SKK using historical invoice exchange rate

XML Tag	Description
< INV_AMT_DUE_REVAL1 > 12600< /INV_AMT_DUE_REVAL1 >	Unsettled invoice amount revaluated to SKK using revaluation exchange rate

Oracle Receivables Deposit Balance Report

The Deposit Balance Detail Extract confirms deposit activities and balances for a given period range. It prints:

- Opening deposit balance if there is unapplied balance carried over from the period before the specified Period Start parameter.
- Deposit activities (newly created and applied to invoices) during the specified Period range.
- Deposit balance by each deposit, deposit account and customer.

Parameters

Parameter Name	Description	Displayed	Required	Default Value	LOV
P_ORG_ID	Operating Unit	Y	N	N	Y
P_PERIOD_FROM	GL Period Date From	Y	Y	Y	Y
P_PERIOD_TO	GL Period Date To	Y	Y	Y	Y
P_CUSTOMER_NAME	Customer to be Reported	Y	N	N	Y
P_CURRENCY	Currency Code	Y	N	N	Y

Data Output

The Deposit Balance Report extract generates the following groups.

- G_DATE
- G_DATA
- G_SUB_DATA

G_DATE

XML Tag	Description
<OPERATING_UNIT_NAME>Vision Corporation Japan</OPERATING_UNIT_NAME>	Name of the Operating Unit

G_DATA

XML Tag	Description
<CUSTOMER_CODE>1005</CUSTOMER_CODE>	Code of the Customer Deposit
<INVOICE_TYPE>Deposit</INVOICE_TYPE>	Invoice Type name
<INVOICE_NUMBER>27</INVOICE_NUMBER>	Transaction Number of the Deposit
<TRANSACTION_DATE>2007-10-11T00:00:00.000-07:00</TRANSACTION_DATE>	Transaction Date.
<MAIN_CUSTOMER_TRX_ID>524832</MAIN_CUSTOMER_TRX_ID>	Customer Transaction ID.
<CUSTOMER_NAME>AT&T Universal Card</CUSTOMER_NAME>	Customer Name
<GL_DATE>2004-01-01T00:00:00.000-08:00</GL_DATE>	GL Date
<CURRENCY>JPY</CURRENCY>	Currency
<AMOUNT>15000</AMOUNT>	Deposit Balance Amount
<ISSUING_DEPT_NAME />	Issuing Department Name

XML Tag	Description
<SOURCE_INVOICE_NUMBER />	Source Invoice Number
<COMPANY>103</COMPANY>	Balancing Segment of the Accounting Flexfield
<DEPARTMENT>0000</DEPARTMENT>	Cost Centre Segment of the Accounting Flexfield
<ACCOUNT>113100</ACCOUNT>	Account Segment of the Accounting Flexfield
<SEGMENT1>103</SEGMENT1>	Segment 1
<SEGMENT2>0000</SEGMENT2>	Segment 2
<SEGMENT3>113100</SEGMENT3>	Segment 3
<SEGMENT4>0000</SEGMENT4>	Segment 4
<SEGMENT5>0000</SEGMENT5>	Segment 5
<SEGMENT6>0000</SEGMENT6>	Segment 6
<SEGMENT7>0000</SEGMENT7>	Segment 7
<SEGMENT8>0000</SEGMENT8>	Segment 8
<SEGMENT9/>	Segment 9
<SEGMENT10/>	Segment 10
<SEGMENT11/>	Segment 11
<SEGMENT12/>	Segment 12
<SEGMENT13/>	Segment 13
<SEGMENT14/>	Segment 14
<SEGMENT15/>	Segment 15

XML Tag	Description
<SEGMENT16/>	Segment 16
<SEGMENT17/>	Segment 17
<SEGMENT18/>	Segment 18
<SEGMENT19/>	Segment 19
<SEGMENT20/>	Segment 20
<SEGMENT21/>	Segment 21
<SEGMENT22/>	Segment 22
<SEGMENT23/>	Segment 23
<SEGMENT24/>	Segment 24
<SEGMENT25/>	Segment 25
<SEGMENT26/>	Segment 26
<SEGMENT27/>	Segment 27
<SEGMENT28/>	Segment 28
<SEGMENT29/>	Segment 29
<SEGMENT30/>	Segment 30
<ATTRIBUTE1/>	Attribute 1
<ATTRIBUTE2/>	Attribute 2
<ATTRIBUTE3/>	Attribute 3
<ATTRIBUTE4/>	Attribute 4
<ATTRIBUTE5/>	Attribute 5

XML Tag	Description
<ATTRIBUTE6/>	Attribute 6
<ATTRIBUTE7/>	Attribute 7
<ATTRIBUTE8/>	Attribute 8
<ATTRIBUTE9/>	Attribute 9
<ATTRIBUTE10/>	Attribute 10
<ATTRIBUTE11/>	Attribute 11
<ATTRIBUTE12/>	Attribute 12
<ATTRIBUTE13/>	Attribute 13
<ATTRIBUTE14/>	Attribute 14
<ATTRIBUTE15/>	Attribute 15
<COMPANY_DESC>Vision Corporation Japan</COMPANY_DESC>	Description of the Balancing Segment
<ACCOUNT_DESC>Account Receivable</ACCOUNT_DESC>	Description of the Account Segment
G_SUB_DATA	
XML Tag	Description
<SUB_CUSTOMER_CODE>1005</SUB_CUST OMER_CODE>	Code of the Customer Deposit
<SUB_INVOICE_TYPE>Deposit</SUB_INVOI CE_TYPE>	Invoice Type name
<SUB_INVOICE_NUMBER>26</SUB_INVOIC E_NUMBER>	Transaction Number of the Deposit

XML Tag	Description
<SUB_TRANSACTION_DATE>2007-10-11T00:00:00.000-07:00</SUB_TRANSACTION_DATE>	Transaction Date.
<SUB_MAIN_CUSTOMER_TRX_ID>524832</SUB_MAIN_CUSTOMER_TRX_ID>	Customer Transaction ID.
<SUB_CUSTOMER_NAME>AT&T Universal Card</SUB_CUSTOMER_NAME>	Customer Name
<SUB_GL_DATE>2004-01-01T00:00:00.000-08:00</SUB_GL_DATE>	GL Date
<SUB_CURRENCY>JPY</SUB_CURRENCY>	Currency
<SUB_AMOUNT>-1100</SUB_AMOUNT>	Deposit Balance Amount
<SUB_ISSUING_DEPT_NAME />	Issuing Department Name
<SUBSOURCE_INVOICE_NUMBER />	Source Invoice Number
<SUB_COMPANY>103</SUB_COMPANY>	Balancing Segment of the Accounting Flexfield
<SUB_DEPARTMENT>0000</SUB_DEPARTMENT>	Cost Centre Segment of the Accounting Flexfield
<SUB_ACCOUNT>113100</SUB_ACCOUNT>	Account Segment of the Accounting Flexfield
<SUB_SEGMENT1>103</SUB_SEGMENT1>	Segment 1
<SUB_SEGMENT2>0000</SUB_SEGMENT2>	Segment 2
<SUB_SEGMENT3>113100</SUB_SEGMENT3>	Segment 3
<SUB_SEGMENT4>0000</SUB_SEGMENT4>	Segment 4
<SUB_SEGMENT5>00000</SUB_SEGMENT5>	Segment 5
<SUB_SEGMENT6>00000</SUB_SEGMENT6>	Segment 6

XML Tag	Description
<SUB_SEGMENT7>00000</SUB_SEGMENT7>	Segment 7
<SUB_SEGMENT8>00000</SUB_SEGMENT8>	Segment 8
<SUB_SEGMENT9/>	Segment 9
<SUB_SEGMENT10/>	Segment 10
<SUB_SEGMENT11/>	Segment 11
<SUB_SEGMENT12/>	Segment 12
<SUB_SEGMENT13/>	Segment 13
<SUB_SEGMENT14/>	Segment 14
<SUB_SEGMENT15/>	Segment 15
<SUB_SEGMENT16/>	Segment 16
<SUB_SEGMENT17/>	Segment 17
<SUB_SEGMENT18/>	Segment 18
<SUB_SEGMENT19/>	Segment 19
<SUB_SEGMENT20/>	Segment 20
<SUB_SEGMENT21/>	Segment 21
<SUB_SEGMENT22/>	Segment 22
<SUB_SEGMENT23/>	Segment 23
<SUB_SEGMENT24/>	Segment 24
<SUB_SEGMENT25/>	Segment 25
<SUB_SEGMENT26/>	Segment 26

XML Tag	Description
<SUB_SEGMENT27/>	Segment 27
<SUB_SEGMENT28/>	Segment 28
<SUB_SEGMENT29/>	Segment 29
<SUB_SEGMENT30/>	Segment 30
<SUB_ATTRIBUTE1/>	Attribute 1
<SUB_ATTRIBUTE2/>	Attribute 2
<SUB_ATTRIBUTE3/>	Attribute 3
<SUB_ATTRIBUTE4/>	Attribute 4
<SUB_ATTRIBUTE5/>	Attribute 5
<SUB_ATTRIBUTE6/>	Attribute 6
<SUB_ATTRIBUTE7/>	Attribute 7
<SUB_ATTRIBUTE8/>	Attribute 8
<SUB_ATTRIBUTE9/>	Attribute 9
<SUB_ATTRIBUTE10/>	Attribute 10
<SUB_ATTRIBUTE11/>	Attribute 11
<SUB_ATTRIBUTE12/>	Attribute 12
<SUB_ATTRIBUTE13/>	Attribute 13
<SUB_ATTRIBUTE14/>	Attribute 14
<SUB_ATTRIBUTE15/>	Attribute 15
<SUB_COMPANY_DESC>Vision Corporation Japan</SUB_COMPANY_DESC>	Description of the Balancing Segment

XML Tag	Description
<SUB_ACCOUNT_DESC>Account Receivable</SUB_ACCOUNT_DESC>	Description of the Account Segment
<SUB_SEGMENT4_DESC>Unspecified</SUB_SEGMENT4_DESC>	Description of the fourth Segment

Oracle Receivables Receipt Print Report

This report lists Receivables receipt information. The report includes from/to date ranges, receipt number from/to, document number from/to, and customer name.

Parameters

Parameter Name	Description	Displayed	Required	Default Value	LOV
Print copy or original	In regards with the user selection original or copy receipt will be produces (original may be produces only once)	Yes	Yes	None	Yes
Date from	Earliest receipt date for which you would like to print the receipt	Yes	No	None	No
Date to	Latest receipt date for which you would like to print the receipt	Yes	No	None	No

Parameter Name	Description	Displayed	Required	Default Value	LOV
Receipt number from	The lowest receipt number for which you would like to print a receipt. If you want to print more than one receipt, select here the lowest receipt number you would like to print receipts for.	Yes	No	None	Yes
Receipt number to	The highest receipt number for which you would like to print a receipt. If you want to print more than one receipt, select here the highest receipt number you would like to print receipts for.	Yes	No	None	Yes

Parameter Name	Description	Displayed	Required	Default Value	LOV
Document number from	The lowest receipt document number for which you would like to print a receipt. If you want to print more than one receipt, select here the lowest receipt document number you would like to print receipts for.	Yes	No	None	Yes
Document number to	The highest receipt document number for which you would like to print a receipt. If you want to print more than one receipt, select here the highest receipt document number you would like to print receipts for.	Yes	No	None	Yes

Parameter Name	Description	Displayed	Required	Default Value	LOV
Customer name	The customer name for which you would like to print the receipt(s) for.	Yes			Yes

Data Output

The Receipt Print Report extract generates the following groups.

- Receipts
- Phones
- Invoices

Receipts

XML Tag	Description
<CASH_RECEIPT_ID>77820</CASH_RECEIPT_ID>	Receipt ID
<RECEIPT_NUMBER>IEX_10382</RECEIPT_NUMBER>	Receipt Number
<RECEIPT_DATE>2006-05-22T00:00:00.000-07:00</RECEIPT_DATE>	Receipt Date
<RECEIPT_STATUS>APP</RECEIPT_STATUS>	Status of the receipt
<DOCUMENT_NUMBER>10059</DOCUMENT_NUMBER>	Doc sequence value of the receipt
<RECEIPT_AMOUNT>15000</RECEIPT_AMOUNT>	receipt amount
<CURRENCY>USD</CURRENCY>	receipt entered currency

XML Tag	Description
<CREDIT_CARD_TYPE/>	Type of Credit Card used for this receipt and this is made use of the DFF (attribute14) of the AR_CASH_RECEIPTS
<MATURITY_DATE>2006-05-22T00:00:00.000-07:00</MATURITY_DATE>	maturity date of the receipt
<BANK_ACCOUNT/>	bank account number of the customer
<BANK_NAME />	bank name of the customer
<BANK_BRANCH_NAME />	bank branch name of the customer
<CUSTOMER_NAME>Computer Service and Rentals</CUSTOMER_NAME>	customer name
<CUSTOMER_NUMBER>1006</CUSTOMER_NUMBER>	customer number
<TAX_REGISTRATION_NUMBER>SYS12125</TAX_REGISTRATION_NUMBER>	Tax Registration Number of the Customer
<ADDRESS_LINE1>301 Summit Hill Drive</ADDRESS_LINE1>	customer address line 1
<ADDRESS_LINE2/>	customer address line 2
<CITY>CHATTANOOGA</CITY>	customer city
<POSTAL_CODE>37401</POSTAL_CODE>	customer postal code
<ORIG_COPY>Copy</ORIG_COPY>	Used to identify whether the receipt that is printed is the Original Print or a Duplicate (Copy)
<USER_NAME>OPERATIONS</USER_NAME>	User who runs the programs for printing of receipts

Phones

XML Tag	Description
<PHONE_NUMBER>1-800-5558355</PHONE_NUMBER>	Customer Site phone number for the receipt that is assigned to

Invoices

XML Tag	Description
<TRX_NUMBER>510840</TRX_NUMBER>	Transaction Numbers that got applied to the Receipt

Oracle Receivables Profile Options

Profile Options

During your implementation, you set a value for each Receivables user profile option to specify how Receivables controls access to and processes data. Receivables lets you govern the behavior of many of the windows that use profile options.

Profile options can be set at the following levels:

- **Site:** This is the lowest profile level. Site level profile option values affect the way all applications run at a given site.
- **Application:** These profile option values affect the way a given application runs.
- **Responsibility:** These profile option values affect the way applications run for all users of a given responsibility.
- **User:** These profile option values affect the way applications run for a specific application user. The values you enter for options at the User level supersede the values that your system administrator has entered for you for these options.

Each of these user profile options affect the behavior of Receivables in different contexts. In Receivables, operations that profile options can affect include receipt application, the entry of adjustments, the creation and remittance of automatic receipts and taxes, and posting to your general ledger.

You may also have additional user profile options on your system that are specific to applications other than Receivables.

To change profile options at the Site, Application, or Responsibility level, choose the System Administrator responsibility, then navigate to the Personal Profile Values window. Query the Profile Name field to display the profile options with their current settings, make your changes, then save your work.

You can change profile options at the user level in the Personal Profile Values window. To do this, navigate to the Personal Profile Values window, query the profile option to

change, enter a new User Value, then save your work.

Generally, your system administrator sets and updates profile values at each level.

Important: For any changes that you make to profile options to take effect, you must either exit, and then reenter Receivables, or switch responsibilities.

Related Topics

Overview of Setting User Profiles, *Oracle E-Business Suite Setup Guide*

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-24

Profile Options in Oracle Application Object Library, page B-25

Overview of Receivables User Profile Options

This section lists each Receivables profile option. For each user profile option, we give a brief overview of how Receivables uses that profile, and tell you at which level you can set or update it.

Profile Options not Owned by Receivables

The following profile options affect the operation of Receivables, but are not "owned" by Receivables:

- **Profile Options for Multiple Organization Support:** If you use the Multiple Organization Support feature, you can assign operating units to responsibilities by using the following profile options:
 - **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.
 - **MO: Default Operating Unit:** Use this profile option to specify a default operating unit from the list of operating units assigned to your application responsibility through the MO: Operating Unit or MO: Security Profile profile option.

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 more information, see: *Oracle Applications Multiple Organizations Implementation Guide*.

- **Indicate Attachments:** This profile option lets you turn off the indication of attachments when querying records in Receivables. Setting this profile option to *No* can increase system performance. For more information, see the *Oracle Applications System Administrator's Guide - Maintenance*.

Profile Option Settings

This table indicates whether you can view or update profile options and at which levels your system administrator can update these profile options: the user, responsibility, application, or site levels.

A *Required* profile option requires you to provide a value. An *Optional* profile option already provides a default value which you can change.

The key for this table is:

- Update - You can update the profile option
- View Only - You can view the profile option, but cannot change it
- No Access - You cannot view or change the profile option value

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
Tax: Allow Ad Hoc Tax Changes	Optional	No default	View Only	Update	Update	Update	Update
Tax: Allow Manual Tax Lines	Optional	No default	View Only	Update	Update	Update	Update
Tax: Allow Override of Customer Exemptions	Optional	No default	View Only	Update	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
Tax: Allow Override of Tax Code	Optional	No default	View Only	Update	Update	Update	Update
Tax: Inventory Item for Freight (This profile option affects Receivables but is owned by another application)	Required	No default	View Only	Update	Update	Update	Update
Tax: Invoice Freight as Revenue (This profile option affects Receivables but is owned by another application)	Optional	No default	View Only	Update	Update	Update	Update
Tax: Lease Management Installed	Optional	No default	Update	Update	Update	Update	Update
Tax Taxware: Service Indicator	Optional	No default	View Only	View Only	Update	Update	Update
Tax Taxware: Tax Selection	Optional	No default	View Only	View Only	Update	Update	Update
Tax Taxware: Tax Type	Optional	No default	View Only	View Only	Update	Update	Update
Tax Taxware: Use Nexpro	Optional	No default	View Only	View Only	Update	Update	Update
Tax: Use Tax PL/SQL Vendor	Optional	No default	View Only	Update	Update	Update	Update
Tax: Use Tax Vendor	Optional	No default	View Only	View Only	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
Tax Vertex: Case Sensitive	Optional	No default	View Only	View Only	No Access	No Access	Update
Tax Vertex: Secondary Taxes	Optional	No default	View Only	View Only	Update	Update	Update
AR: Allow Overapplication in Lockbox	Required	No	View Only	View Only	Update	Update	Update
AR: Allow Update of Existing Sales Credits	Required	Yes	Update	Update	Update	Update	Update
AR: Always Default Transaction Balance for Applications	Optional	No default	Update	Update	Update	Update	Update
AR: Application GL Date Default	Optional	<i>Later of Receipt GL Date and Invoice GL Date</i>	View Only	No Access	Update	Update	Update
AR: AutoInvoice Gather Statistics	Optional	No default	Update	Update	Update	Update	Update
AR: Bank Directory Source	Optional	No default	No Access	Update	Update	Update	Update
AR: Bank Directory URL	Optional	No default	No Access	No Access	No Access	No Access	Update
AR: Bills Receivable Batch Source	Optional	No default	Update	Update	No Access	No Access	No Access
AR: BPA Details Access Enabled	Optional	No	View Only	Update	Update	Update	Update
AR: BPA Print Output Directory	Required	No default	View Only	Update	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
AR: Cash - Allow Actions	Required	<i>Yes</i>	View Only	Update	Update	Update	Update
AR: Change Customer on Transaction	Optional	<i>Yes</i>	View Only	Update	Update	Update	Update
AR: Commit Between Validations in Lockbox	Optional	No default	Update	No Access	Update	Update	Update
AR: Create Bank Charges	Optional	<i>Yes</i>	Update	View Only	Update	Update	Update
AR: Customer Text Last Successful Run	Optional	No default	No Access	No Access	No Access	No Access	Visible
AR: Customers - Enter Alternate Fields	Optional	<i>Yes</i>	View Only	No Access	Update	Update	Update
AR: Debug Level for Lockbox / PostBatch	Required	3	Update	Update	Update	Update	Update
AR: Default Exchange Rate Type	Required	No default	View Only	View Only	Update	Update	Update
AR: Default Open Receipts for Application	Optional	<i>No</i>	Update	Update	Update	Update	Update
AR: Deposit Offset Account Source	Optional	<i>Auto-Accounting</i>	No Access	No Access	Update	Update	Update
AR: Disable Receivable Activity Balancing Segment Substitution	Optional	<i>No</i>	No Access	Update	Update	Update	Update
AR: Enable SQL Trace	Optional	No default	Update	Update	No Access	No Access	No Access

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
AR: Enable Debug Message Output	Optional	No default	Update	Update	No Access	No Access	No Access
AR: Factor/Endorse Bills Receivable without Recourse	Optional	No	View Only	Update	Update	Update	Update
AR: GL Transfer Balance Test	Optional	Yes	View Only	Update	Update	Update	Update
AR: Include Receipts at Risk in Customer Balance	Required	No default	Update	Update	Update	Update	Update
AR: Invoices with Unconfirmed Receipts	Optional	No default	View Only	Update	Update	Update	Update
AR: Item Flexfield Mode	Optional	Concatenated Segment Entry	Update	Update	Update	Update	Update
AR: Lockbox and QuickCash Gather Statistics	Optional	Yes	Update	Update	Update	Update	Update
AR: Maximum Lines Per AutoInvoice Worker	Optional	No default	View Only	No Access	Update	Update	Update
AR: Override Adjustment Activity Account Option	Optional	Yes	View Only	Update	Update	Update	Update
AR: Receipt Batch Source	Optional	No default	Update	Update	Update	Update	Update
AR: Require Adjustment Reason	Optional	No	Update	Update	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
AR: Require Receipt Method on Remittance Batch	Optional	<i>No</i>	View Only	View Only	Update	Update	Update
AR: Sort Customer Reports by Alternate Fields	Required	No default	View Only	No Access	Update	Update	Update
AR: Transaction Batch Source	Optional	No default	Update	Update	Update	Update	Update
AR: Update Due Date	Required	<i>Yes</i>	View Only	Update	Update	Update	Update
AR: Use Invoice Accounting For Credit Memos	Optional	<i>Yes</i>	View Only	Update	Update	Update	Update
AR: Use Oracle Approvals Management in Credit Memo Workflow	Optional	<i>No</i>	View Only	No Access	No Access	No Access	Update
AR: Use Parallel Hints	Optional	<i>No</i>	Update	Update	Update	Update	Update
AR: Use Statement, Dunning, and Late Charges Site Profiles	Optional	<i>No</i>	No Access	No Access	Update	Update	Update
HZ: Change Party Name	Optional	<i>Yes</i>	View Only	Update	Update	Update	Update
HZ: Internal Party	Optional	No default	Update	Update	Update	Update	Update
HZ: Name/Address Backwards Compatibility	Optional	<i>Yes</i>	Update	Update	Update	Update	Update

Profile Option	Value	Default	User Access	System Admin Access: User	System Admin Access: Resp.	System Admin Access: App.	System Admin Access: Site
HZ: Show Only Active Addresses	Optional	No default	Update	Update	Update	Update	Update
Oracle Exchange Database Link	Optional	No default	No Access	View Only	View Only	View Only	Update
Default Country (This profile option affects Receivables but is owned by another application)	Required	No default	Update	Update	Update	Update	Update
Enable Transaction Code	Optional	No	No Access	Update	Update	Update	Update
Journals: Display Inverse Rate (This profile option affects Receivables but is owned by another application)	Optional	No	Update	Update	Update	Update	Update
OM: Item Flexfield (This profile option affects Receivables but is owned by another application)	Required	No default	View Only	No Access	No Access	No Access	Update
Sequential Numbering (This profile option affects Receivables but is owned by another application)	Optional	Not Used	Update	No Access	Update	Update	Update

Tax: Allow Ad Hoc Tax Changes

This profile option lets you choose whether to allow modifications of rates and amounts assigned to tax codes in the Transactions window in Receivables by setting the profile option to *Yes*. You must have defined tax codes in the Tax Codes and Rates window and set **Ad Hoc** to *Yes*. A null value is equivalent to *No*.

Tax: Allow Manual Tax Lines

This profile option lets you choose whether to prevent entering of manual tax lines in the Transactions windows in Receivables by setting the profile option to *No*. A null value is equivalent to *Yes*.

Tax: Allow Override of Customer Exemptions

This profile option determines whether to allow entering of unapproved exemptions in Receivables by setting the profile option to *No*. This profile option controls access to the Tax Handling field in the Lines window when entering transactions. You use the Tax Handling field to indicate how Receivables handles exemptions for each transaction line.

You can also use this profile option to control whether you allow sales tax systems to automatically create unapproved sales tax exemptions during invoice entry. A null value is equivalent to *No*.

Tax: Allow Override of Tax Code

This profile option lets you choose whether to allow overriding of a system-derived tax code during order or invoice entry by setting the profile option to *Yes*. If you override a system derived tax code, Receivables will use the rate and amount assigned to the new tax code to determine the tax for the transaction.

Tax: Inventory Item for Freight

Use this profile if you have set **Tax: Invoice Freight as Revenue** to *Yes* (so that freight can be taxed) and you need to control the rate of tax applied to freight. You can do this by defining an inventory item of User Type *Freight* and setting this option to your new inventory item. When Order Management identifies this inventory item, it uses the Tax Codes (or Groups) assigned to it or Item Exceptions to control the applicable tax rates and accounting for the freight service. On the printed invoice, the description of the freight line will be derived from the inventory item that you defined, rather than the default description 'Freight'.

Tax: Invoice Freight as Revenue

If you are using Oracle Order Management, this profile option determines how Order Management imports freight amounts to Receivables when you run the Receivables Interface program. Use this profile if you require freight amounts to be taxed by setting the profile option to *Yes*. If this option is *Yes*, Order Management will create a line item of type *Line* on the invoice for the freight amount identified on the Ship Confirm window, so that it can be taxed. When Receivables prints the invoice, this amount will be printed as the last invoice line with the description of *Freight*.

Tax: Lease Management Installed

Set this profile option to *Yes* if you are using Oracle Lease Management. This profile option controls how certain leasing-specific fields display in various tax windows.

Tax Taxware: Service Indicator

If the Taxware Sales/Use Tax System is your tax vendor, set this profile option to define your service indicator. Taxware uses the service indicator to identify the taxability in jurisdictions where the taxability differs according to the service indicator. Choose *Service*, *Rental*, or *Non-service*. A null value is equivalent to *Non-service*. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

Tax Taxware: Tax Selection

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to control whether jurisdiction-level jurisdiction codes should be used when calculating taxes. Choose *Tax Only* to calculate tax based on the ship-to address. Choose *Jurisdiction and Tax* to calculate tax based on the ship-to, ship-from, point of order acceptance, and point of order origin information. A null value is equivalent to *Jurisdiction and Tax*. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

Tax Taxware: Tax Type

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to identify the default tax type for transactions that are passed to Taxware from Receivables. Taxware uses the tax type to determine how to calculate tax in jurisdictions in which tax calculations are different depending on the tax type. Choose *Sales*, *Service*, or *Use*. A null value is equivalent to *Sales*. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

Tax Taxware: Use Nexpro

This profile option determines whether you use Nexpro, a function of the Taxware Sales/Use Tax System. Choose *Yes* if Taxware is your tax vendor. A null value is equivalent to *No*. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

Tax: Use Tax PL/SQL Vendor

This profile option determines the tax vendor to use in a multiple organization environment when multiple tax vendors are installed. Choose either *Taxware* or *Vertex*. The default value is *Null*. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

Tax: Use Tax Vendor

This profile option lets your system administrator control which users can call an installed third party application for tax calculations. This profile option is required in multiple organization installations in which one set of executables is shared across many different tax compliance requirements. Choose *Yes* to indicate that a user can call a third party application to calculate tax. A null value for this profile option is equivalent to *No*.

Tax Vertex: Case Sensitive

If Vertex Quantum is your tax vendor, this profile option determines whether tax calculation queries to the Vertex Tax Decision Maker (TDM) are case sensitive. If you do not use Vertex Quantum, Receivables ignores this profile option. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

Tax Vertex: Secondary Taxes

If Vertex Quantum is your tax vendor, this profile option indicates whether secondary taxes should be returned to Oracle Receivables by setting it to *Use Secondary Taxes*. A null value is equivalent to *Use Secondary Taxes*. If you do not use Vertex Quantum, Receivables ignores this profile option. See: *Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide*.

AR: Allow Overapplication in Lockbox

This profile option controls how AutoLockbox handles receipts when the payment amount is greater than the balance due for a transaction. When a payment exceeds the balance due, AutoLockbox closes the transaction and leaves a negative balance due for the item if both of the following are true:

- AR: Allow Overapplication in Lockbox is set to *Yes*; and
- the open debit item's transaction type has Allow Overapplication set to *Yes*

If either of these conditions are false, AutoLockbox applies only enough to close the transaction and leaves the remaining receipt amount unapplied.

AR: Allow Update of Existing Sales Credits

This profile option determines whether a user can update existing sales credits or if additional sales credit records need to be created to maintain an audit trail.

AR: Always Default Transaction Balance for Applications

This profile option determines the default amount applied value that displays in the Applications window, whether you enter applications directly or by using the Search and Apply feature. The default value includes discount amounts, where applicable.

If you set the profile option to *Yes*, then the default amount applied is the remaining transaction amount.

If you set the profile option to *No*, or if a null value exists, then the following defaulting rule is applied:

1. If the unapplied receipt amount is greater than or equal to the transaction, then the default amount applied is the remaining transaction amount.
2. If the unapplied receipt amount is less than the remaining transaction amount, then the default amount applied is the unapplied receipt amount.
3. If the unapplied receipt amount is negative, then the default amount applied is the remaining transaction amount (to prevent the negative unapplied amount from increasing).

AR: Application GL Date Default

This profile option determines how Receivables determines the default GL Date when you apply receipts. Choose one of the following values:

- *Later of Receipt GL date and Invoice GL date*: Choose this value to use either the receipt GL date or the invoice GL date, whichever is later, as the default GL date for your receipt applications. This is the default value.
- *Later of Receipt GL date, Invoice GL date, and Current date*: Choose this value to use the receipt GL date, the invoice GL date, or the current date, whichever is later, as the default GL date for your receipt applications.

AR: AutoInvoice Gather Statistics

This profile option determines if the AutoInvoice Master program analyzes and gathers information about the interface tables each time AutoInvoice is run. Analyzing tables ties up system resources.

If the value for this profile option is set to *Yes*, or is null, AutoInvoice analyzes the interface tables and gathers statistics.

If the value is set to *No*, AutoInvoice does not analyze the interface tables.

AR: Bank Directory Source

This profile option is used by iReceivables for bank account transfer payments that make use of the Automated Clearing House (ACH) network. The profile option provides iReceivables with access to the E-Payment routing directory through the Federal Reserve Financial Services web site, a local file downloaded from this web site, or both. iReceivables uses the E-Payment routing directory to derive the name of the bank or financial institution from the routing number that a customer enters to pay an invoice using an ACH bank account transfer.

AR: Bank Directory URL

This profile option is used by iReceivables to identify the URL in Oracle iReceivables that will host the Federal Reserve Financial Services web site. This profile option is set when the **AR: Bank Directory Source** profile option is set to *Web Services* or *Web Service First then Local*.

AR: Bills Receivable Batch Source

This profile option determines the default bills receivable transaction batch source to use for bills receivable transactions. Enter a bills receivable batch source that you previously defined to default to the Bills Receivable window and the Bills Receivable Transaction Batches window.

AR: BPA Details Access Enabled

This profile option determines the level of information internal users and customers can access online presented by Oracle Bill Presentment Architecture. If set to *Yes*, the user can access the details page of an online bill by clicking an active hyperlink in the Item Description column of the Lines and Tax table to view detail billing information from supplementary data sources. If set to *No*, no hyperlink is displayed and users cannot access a details page for billing detail.

AR: BPA Print Output Directory

This profile option identifies the output directory for invoice PDF files generated by the invoice batch print program submitted in Oracle Bill Presentment Architecture or Oracle Receivables. It also stores PDF files generated by the Print Preview feature of Interactive Preview when the user selects one or more invoices to print.

AR: Cash - Allow Actions

This profile option determines whether Receivables lets you create item level actions in the Applications window while you apply receipts. Valid item level actions include adjustments to your debit items or the creation of chargebacks for specific debit items.

If set to *Yes*, Receivables displays the Chargebacks or Adjustments window and lets you create chargebacks and adjustments when you choose either Chargebacks or Adjustments in the Applications window.

AR: Change Customer on Transaction

This profile option determines whether you can update customer names in the Transaction windows. If this option is *Yes*, you can update the bill-to and ship-to names of customers on your transactions.

Note: You cannot update the customer bill-to or ship-to information if

the transaction is a chargeback, has activity against it, or has been posted, even if this profile option is set to *Yes*.

AR: Commit Between Validations in Lockbox

This profile option determines whether the AutoLockbox program will commit (save) after validating each record in a Lockbox transmission. If you set this profile option to *No*, AutoLockbox will only commit after validating *all* of the records in the transmission.

AR: Create Bank Charges

This profile option determines whether users can create bank charges when entering receipts in Receivables.

Other operations that this profile can affect include the following:

- QuickCash
- PostBatch

AR: Customer Text Last Successful Run

This profile option stores the last successful run date of the customer text data creation and indexing process. You must run the customer text data creation and indexing process to acquire good search results in the Text tabbed region of the Find/Enter Customers window.

AR: Customers - Enter Alternate Fields

This profile option controls whether users can enter information in the Alternate Name field in the Customers and Customer Addresses windows. This field lets you enter a phonetic representation of a customer name. Alternate names are used primarily in Japan to enter and sort customer information using Kana characters.

Receivables also uses this information when you choose Customer Name Sort as a parameter when printing certain Receivables reports (for example, the Customer Listing - Detail or Summary report). Refer to the **AR: Sort Customer Reports by Alternate Fields** profile option in this section.

AR: Debug Level for Lockbox / PostBatch

This profile option determines whether AutoLockbox and PostBatch (Post QuickCash) are run in debug mode.

Enter one of the following values to indicate how extensive the debugging information saved to the log file will be:

- 0 - Save only the most severe messages and errors (default setting).
- 1 - Save messages that indicate entering and exiting various functions.
- 2 - Save any useful and informative messages.
- 3 - Save all other debug messages, including printing values of several important variables.

AR: Default Exchange Rate Type

This option determines the default exchange rate to use when converting foreign currency transactions to your functional currency. Valid values are:

- *Corporate Exchange Rate* - An exchange rate you define to standardize rates for your company. This rate is usually a standard market rate determined by senior financial management for use throughout the organization.
- *Spot Exchange Rate* - An exchange rate you enter to perform a conversion based on the rate on a specific date.
- *User Specified Rate* - An exchange rate you specify when entering a foreign currency transaction.

Note: If using the Automatic Receipts and Remittances Creation programs to pay foreign currency transactions, then set this profile option to a value other than *User*.

See: Scheduling the Automatic Receipts Creation program, *Oracle Receivables User Guide* and Scheduling the Automatic Remittances Creation Program, *Oracle Receivables User Guide*.

AR: Default Open Receipts for Application

Use this profile option to indicate whether or not the following items should always be selected:

- Include Open Receipts box in the Receipt Applications window (Tools menu)
- Open Receipts box in the Search and Apply window

AR: Deposit Offset Account Source

This profile option indicates which accounting source to use for a deposit's offset account. Receivables can use either AutoAccounting or the deposit's transaction type as the accounting source for the offset account.

AR: Disable Receivable Activity Balancing Segment Substitution

This profile option lets you disable balancing segment substitution for receivable activities. This profile option does not affect the gain, loss, and rounding accounts that you define at the system options level.

If you set this profile option to *Yes*, then you must define a suspense account in the event that your activities and original transactions do not post to the same balancing segment value.

This profile option affects these activities:

- Adjustments
- Discounts (earned and unearned)
- Late charges
- Activity applications, such as receipt write-off activity, short term debt, and claims investigation

See: Using the Account Generator in Oracle Receivables, page 7-7.

AR: Enable SQL Trace

Use this profile option to activate SQL Trace, a program that creates a log file of each SQL procedure performed while executing Oracle Receivables functions. If this profile option is enabled and a SQL-related error occurs, Oracle Applications developers and your system administrator can use the log file the program creates to identify the cause.

If set to *Yes, show bind variable name* the SQL Trace is enabled and only the names of bind variable in each SQL statement is displayed.

If set to *Yes, show bind variable value* the SQL Trace is enabled and the values of bind variable in each SQL statement is displayed. This option may be more useful as the program shows the actual value used during statement execution, rather than just the bind variable name.

If set to *No*, SQL Trace is disabled.

Accept the default setting of *No* for optimum performance during normal day-to-day processing.

AR: Enable Debug Message Output

Use this profile option to help resolve errors that can occur when generating *i* Receivables pages, such as web pages that appear with missing fields or data that displays incorrectly. This profile option activates a debugging program that inserts comments into your HTML source files to help your system administrator determine the cause of any errors.

AR: Factor/Endorse Bills Receivable without Recourse

This profile option determines whether you can create factored remittances or endorsements without recourse. The profile option controls this by allowing users to uncheck the With Recourse box in the Remittances window and the Transaction Batches window.

AR: GL Transfer Balance Test

This profile option controls whether Oracle General Ledger will reject debit and credit balances that are not equal before posting to the general ledger.

Available values are:

- *Yes*: Receivables will reject unbalanced debits and credits before posting to the general ledger. These rejected unbalanced debits and credits will be listed in the Unposted Items Report which runs automatically during the posting program.
- *No*: Receivables will not reject unbalanced debits and credits before posting to general ledger.

AR: Include Receipts at Risk in Customer Balance

This profile option controls whether Receivables displays items at risk and includes them when calculating customer account balances in the Account Details window. Set this option to *No* if you do not want to view items at risk in this window or include them when calculating the balance due.

AR: Invoices with Unconfirmed Receipts

This profile option lets you choose whether to adjust or credit invoices selected for automatic receipt. You can adjust transactions that have been approved, but not confirmed.

AR: Item Flexfield Mode

This profile option lets you choose the format to use for entering flexfield information for Line Items for commitments in the Transactions and Item Tax Rate Exceptions windows.

Available values are:

- *Always Pop a Flexfield Window*: The item flexfield always pops up as you navigate through the field.
- *Concatenated Segment Entry*: The item flexfield never pops up as you navigate through the field. Instead, you can type the item flexfield information directly into the field.

- *No Window for a Single Segment Flexfield*: The item flexfield will only pop if it has more than one segment enabled.

Important: The value you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

AR: Lockbox and QuickCash Gather Statistics

This profile option lets you choose whether Lockbox or QuickCash analyzes the interface or interim tables or not.

AR: Maximum Lines per AutoInvoice Worker

This profile option lets you set a maximum number of lines per AutoInvoice worker.

AR: Override Adjustment Activity Account Option

This profile option lets you choose whether you can override the default adjustment account when entering or updating manual adjustments and when updating automatic adjustments. These changes must be made before posting to the general ledger.

Note: Overriding the adjustment account pertains only to adjustments whose receivable activity's GL account source is *Activity*. If the GL account source is not *Activity*, then the default adjustment account cannot be changed, regardless of this profile option setting.

AR: Receipt Batch Source

This is the default receipt source for the Batch field in the Receipts and Receipt Batches windows.

Only Receipt sources with a Receipt Source Type of *Manual* will be displayed in the list of values.

AR: Require Adjustment Reason

Use this profile option to control whether a reason is required when entering manual adjustments. If you set this option to *Yes*, then Receivables requires a reason whenever a manual adjustment is made.

AR: Require Receipt Method on Remittance Batch

Use this profile option to control whether the receipt class and receipt method are mandatory in the Receipt Remittances window.

AR: Sort Customer Reports by Alternate Fields

This profile option controls whether Receivables will sort information using the value of the Alternate Name field in the Customers window when you run certain reports. To use this option, the **AR: Customers - Enter Alternate Fields** profile option must also be set to *Yes*.

Reports that can use this option include: the Customer Profiles Report, Receipt History Report, Applied Receipts Register, Unapplied and Unresolved Receipts Register, Automatic Receipts Awaiting Confirmation, Print Statements, Transaction Register, and the Customer Listing Detail and Summary reports.

AR: Transaction Batch Source

This profile option determines the default invoice source that will appear in the Batch field of the Transaction and Credit Memo windows. Receivables only displays batch sources with a Transaction Source Type of *Manual* in the list of values for this option.

The value you specify for this profile option at the user level in this window takes precedence over the value set for this profile option by the system administrator at the site, application, responsibility, or user level.

AR: Update Due Date

This profile option determines whether you can update the due date (payment schedule) of a transaction in the Installments and Account Details windows.

Available values are:

- *Yes*: Receivables lets you update the due date of a debit item to any date that is greater than the transaction date of this item. If you change the due date of your debit item, Receivables does not update the terms of this item.
- *No*: Receivables prevents you from updating the due dates of debit items.

AR: Use Invoice Accounting For Credit Memos

This profile option determines whether to assign your credit memo to the same accounts that are assigned to the invoice you are crediting.

AR: Use Oracle Approvals Management in Credit Memo Workflow

This profile option determines which credit memo workflow to use: either the original workflow without Oracle Approvals Management (AME), or the AME workflow.

AR: Use Parallel Hints

Use this profile option to select whether to use parallel hints while running the remittance program.

AR: Use Statement, Dunning, and Late Charges Site Profiles

Use this profile option to select which customer account site to use, when picking profile amounts for statements, dunning, and late charges.

- If set to *Yes*: The Generate Late Charges program uses the late charge policy specified on the account site with a Late Charges business purpose.
- If set to *No*: The Generate Late Charges program uses the late charge policy specified on the billing site.

Oracle Exchange Database Link

This profile option lets you enter the name of the database link between Oracle Exchange and Receivables when they are on two separate database instances. Set this profile option in Receivables after you create the database link to Exchange. You must set this profile option if you want to integrate your Exchange billing data with Receivables.

Please refer to the *Oracle Exchange and Oracle Sourcing System Operator Implementation Guide*, Release 6.2.2 and above, for complete information on the Oracle Exchange Billing integration with Receivables.

Related Topics

Profile Options, page B-1

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-24

Profile Options in Oracle Application Object Library, page B-25

Using the Multiple Organization Support Feature, page 2-24

Profile Options in Oracle Trading Community Architecture

The following Oracle Trading Community Architecture profile options affect the operation of Oracle Receivables.

HZ: Change Party Name

Choose whether to let users update customer names in the Customer set of pages.

HZ: Internal Party

To indicate whether an organization is a competitor, a sales partner, or can be used as a reference, you must first define the party as an internal party using this profile option.

HZ: Name/Address Backwards Compatibility

Use this option to control whether existing Oracle Receivables address formatting should instead use TCA address formatting functionality:

- Set to *Yes* to preserve backwards compatibility by continuing to use AR address formatting.
- Set to *No* to use TCA address formatting.

HZ: Show Only Active Addresses

Enter *Yes* or *No* to determine if customer queries should display only active addresses or all addresses.

Customer Interface and Customer Merge

These profile options are for Customer Interface or Customer Merge:

- HZ: Audit Customer Account Merge, *Oracle Trading Community Architecture Administration Guide*
- HZ: Gather Table Stats, *Oracle Trading Community Architecture Administration Guide*
- HZ: Location Updatable, *Oracle Trading Community Architecture Administration Guide*
- HZ: Number of Workers Used by Customer Interface, *Oracle Trading Community Architecture Administration Guide*

Dun & Bradstreet Integration with Oracle Receivables

Set these profile options to enable the Dun & Bradstreet integration with Receivables:

- HZ: D&B Password
- HZ: D&B User Name
- HZ: D&B URL
- HZ: Web Server Proxy Host Name
- HZ: Web Server Proxy Password
- HZ: Web Server Proxy Port
- HZ: Web Server Proxy User Name

Related Topics

Profile Options and Profile Option Categories Overview, *Oracle Trading Community Architecture Administration Guide*

Overview of Receivables User Profile Options, page B-2

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-24

Profile Options in Oracle Application Object Library, page B-25

Profile Options in Oracle Order Management

Because some Oracle Applications products have overlapping functions, the following Oracle Order Management profile options also affects the operation of Receivables, even if you have not installed Oracle Order Management.

OM: Commitment Sequencing

This profile option controls whether or not a deposit assigned in Order Management affects the commitment balance in Receivables. See: Using Commitments, *Oracle Receivables User Guide*.

- If set to *Yes*, then the commitment balance includes reserved amounts.
- If set to *No*, then Receivables assumes that no amounts were reserved in Order Management.

OM: Item Flexfield

This profile option indicates the structure of the Item Flexfield (System Items) used by Order Management. This structure should be the same across all applications in the same database.

This profile option is visible and updatable at the site level.

Related Topics

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options in Oracle General Ledger, page B-24

Profile Options in Oracle Application Object Library, page B-25

Order Management Profile Options, *Oracle Order Management Implementation Manual*

Profile Options in Oracle General Ledger

Because some Oracle Applications products have overlapping functions, the following Oracle General Ledger profile option also affects the operation of Receivables, even if you have not installed Oracle General Ledger.

Journals: Display Inverse Rate

Use this profile option to determine how you enter and display conversion rates in the Oracle Order Management Enter Sales Orders and Returns windows, and the Oracle Receivables Receipts and Applications windows.

If set to *Yes*, you can enter and display conversion rates in the functional-to-foreign format; that is, the rate by which you multiply the functional amount to determine the foreign amount.

If set to *No*, you can enter and display conversion rates in the foreign-to-functional format; that is, the rate by which you multiply the foreign amount to determine the functional amount.

Note: In Receivables, this profile option also affects how the exchange rate appears in the Exchange Rate pop-up window when you choose a Rate Type of either Corporate or Spot. See: Defining Conversion Rate Types, *Oracle General Ledger User's Guide*.

Currency: Allow Direct EMU/Non-EMU User Rates

Use this profile option to control whether a user can derive an exchange rate between an EMU and Non-EMU currency, based on the floating exchange rate between the euro and the Non-EMU currency. The user derives the exchange rate while entering both transactions and period rates.

Background: All NCUs have a fixed exchange rate with the euro. Floating rates exist only between NCU and Non-NCU. By setting this profile option to *No*, a user can enter a transaction involving an NCU and Non-NCU, choose User as the Rate Type in the Exchange Rates window, and enter the current exchange rate between the euro and the Non-NCU. Oracle General Ledger calculates a rate between the NCU and Non NCU for your transaction.

If set to *Yes*, you cannot derive an exchange rate between an NCU and Non-NCU.

If set to *No*, you can derive an exchange rate between an NCU and Non-NCU.

See: Foreign Currency Transactions, *Oracle Receivables User Guide*.

Enable Transaction Code

Use this profile option to enter transaction codes when entering journal entries. These transaction codes create additional budgetary or proprietary journal entries

automatically during posting. You must also enable budgetary control for your ledger.

If set to *Yes*, you can enter a transaction code in windows that allow it in public sector installations of Oracle Payables, Oracle Receivables, Oracle Purchasing, and Oracle General Ledger.

If set to *No*, you are unable to create additional account pairs for your journal entries and you will not be able to use transaction codes in AutoLockbox.

This profile option is also used to enable transaction code functionality in AutoLockbox. AutoLockbox uses transaction codes to manage receivables accounting in a manner that is consistent with federal regulations. This feature is available only in public sector installations.

Related Topics

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle Application Object Library, page B-25

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Profile Options in Oracle Application Object Library

This section lists each profile option in Oracle Application Object Library, which are available to every Oracle Application. For each profile option, we give a brief overview of how Oracle Application Object Library uses the profile's setting.

Account Generator: Purge Runtime Data

Setting this profile option to *Yes* ensures that the Oracle Workflow data used to generate accounting flexfield code combinations using the Account Generator is purged after the Account Generator has completed.

This profile option should always be set to *Yes* unless you are debugging the Account Generator; in this case, we recommend that you set it to *No* temporarily at the user level. Running the Account Generator with this profile option set to *No* fills up the workflow tables and can slow system performance.

Concurrent: Hold Requests

This profile option lets you automatically place your concurrent requests on hold when you submit them.

The concurrent managers run your requests according to the priority and start time specified for each.

Changing this value does not affect requests you have already submitted.

Setting the profile to *Yes* allows your concurrent requests and reports to be automatically placed on hold. To take requests off hold:

- Navigate to the Concurrent Requests Summary window to select a request
- Select the Request Control tabbed region
- Uncheck the Hold check box

Concurrent: Report Access Level

This profile option determines access privileges to report output files and log files generated by a concurrent program. This option can be set to *User* or *Responsibility*.

Setting the profile to *User* means only the user who submitted a request may:

- view the completed report output for that request online;
- view the diagnostic log file for that request online;
- reprint a completed report, if the **Concurrent: Save Output** profile option is set to *Yes*.

If a user changes responsibilities, the reports and log files available for online review do not change, but are still determined by the user who submitted the concurrent requests.

Setting the profile option to *Responsibility* means access to reports and diagnostic log files is based on the responsibility the user is currently using. In this case, for any requests submitted from their current responsibility, any user may:

- view the completed report output for a request online;
- view the diagnostic log file for a request online;
- reprint a completed report, if the **Concurrent: Save Output** profile option is set to *Yes*.

If a user changes responsibilities, the reports and log files available for online review change to match the user's current responsibility. Users can always see the output and log files from reports they personally submitted, but may also see reports and log files submitted by any user from the current responsibility.

Concurrent: Report Copies

This profile option lets you set the number of output copies that print for each concurrent request. The default value is *1*.

Changing this value does not affect requests that you have already submitted.

Concurrent: Request Priority

This displays the default priority number for your concurrent requests. You cannot change your request priority. The priority of your requests is set by your System Administrator.

Requests normally run according to start time on a "first-submitted, first-run" basis. Priority overrides request start time. A higher priority request starts before an earlier request.

Priorities range from 1 (highest) to 99 (lowest). The standard default value is 50.

Concurrent: Request Start Time

You can set the date and time that your requests are available to start running:

- If the start date and time is at or before the current date and time, requests are available to run immediately.
- If you want to start a request in the future, for example, at 3:45 pm on June 12, 1998, you enter 12-JUN-98 15:45:00 as the profile option value.
- You must include both a date and a time.
- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

Concurrent: Save Output

You can save your request outputs in a standard file format.

- The default setting saves request outputs in standard file format.
- Some concurrent requests do not generate an output file.
- If your request output is saved, you can reprint a request. This is useful when requests complete with an Error status. For example, the request runs successfully, but a printer malfunctions.
- Changing this value does not affect requests that you have already submitted.

Concurrent: Sequential Requests

You can force your requests to run one at a time (sequentially) according to the requests' start dates and times, *or* allow them to run concurrently, when their programs are compatible.

- Concurrent programs are incompatible if simultaneously accessing the same database tables incorrectly affects the values each program retrieves.

- When concurrent programs are defined as incompatible with one another, they cannot run at the same time.

Setting it to *Yes* prevents your requests from running concurrently. Requests run sequentially in the order they are submitted.

Setting it to *No* means your requests **can** run concurrently when their concurrent programs are compatible.

Changing this value does not affect requests you have already submitted.

Currency: Mixed Currency Precision

Use Mixed Currency Precision to specify how many spaces are available to the right of the decimal point when displaying numbers representing different currencies.

- Normally, currency numbers are right-justified.
- Each currency has its own precision value that is the number of digits displayed to the right of a decimal point. For U.S. dollars the precision default is 2, so an example display is 345.70.
- Set Mixed Currency Precision to be equal to or greater than the *maximum* precision value of the currencies you are displaying. For example, if you are reporting on rows displaying U.S. dollars (precision = 2), Japanese yen (precision = 0), and Bahraini dinar (precision = 3), set Mixed Currency Precision = 3.

Currency: Negative Format

You can use different formats to identify negative currency. The default identifier is a hyphen (-) preceding the currency amount, as in -xxx. You can also select:

Angle brackets < > < xxx >
Trailing hyphen - xxx -

If you run Oracle Applications in character mode, you can also use:

Parentheses () (xxx)
Square Brackets [] [xxx]

If you use the negative number formats of (xxx) or [xxx] in the GUI version of Oracle Applications, your negative numbers appear as <xxx>.

Currency: Positive Format

You can use different formats to identify positive currency values. The default condition is no special identifier.

This is the only format available for positive numbers in the GUI version of Oracle Applications. If you use the character mode positive number formats of +xxx or xxx+, your positive numbers appear as xxx in the GUI windows.

Currency: Thousands Separator

You can separate your currency amounts in thousands by placing a thousands separator, for example, a comma (,), every three digits (or 10³ power).

If your currency amount does not fit within the field window, the thousands separator does not display.

Default Country

This is the default source for the Country field for all address regions and is used by the Flexible Address Formats feature, the Flexible Bank Structures feature, and the Tax Registration Number and Taxpayer ID validation routines.

This profile can be set to any valid country listed in the Maintain Countries and Territories window and can be set to a different value for each user.

If the Default Country profile option is not defined, Receivables uses the value of the Default Country field in the System Options window as the default when you enter addresses.

The Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation routines are only performed for customers and banks in the home Country. If the current transaction does not have a Country value, the Default Country profile value is used to determine whether validation is required. If the Default Country profile is not defined, validation will not be performed.

Flexfields: AutoSkip

You can save keystrokes when entering data in your flexfields by automatically skipping to the next segment as soon as you enter a valid value into a segment.

- Setting it to *Yes* means after entering a valid value in a segment you automatically move to the next segment.
- Setting it to *No* means after entering a valid value in a segment you must press [Return] to go to the next segment.

Flexfields: Shorthand Entry

If shorthand flexfield entry is defined for your flexfield, you can use a shorthand alias to automatically fill in values for some or all of the segments in a flexfield.

- If set to *Not Enabled*, Shorthand Entry is not available for any flexfields for this user, regardless of whether shorthand aliases are defined.
- If set to *New Entries Only*, Shorthand Entry is available for entering new records in most foreign key windows. It is not available for combinations windows, updating existing records, or entering queries.

- If set to *Query and New Entry*, Shorthand Entry is available for entering new records or for entering queries. It is not available for updating existing records.
- If set to *All Entries*, Shorthand Entry is available for entering new records or updating old records. It is not available for entering queries.
- If set to *Always*, Shorthand Entry is available for inserting, updating, or querying flexfields for which shorthand aliases are defined.

Flexfields: Show Full Value

If an alias defines valid values for *all* of the segments in a flexfield, and **Flexfields: Shorthand Entry** is enabled, when you enter the alias the flexfield window does not appear.

You can override this by selecting **Flexfields: Show Full Value**, which displays the full flexfield window with the cursor resting on the last segment.

Language

This profile option displays the name of the language used by your application windows and menus. Only your system manager can change this profile option.

Maximum Page Length

You can set the maximum number of lines per page for your printer.

- You should set *Maximum Page Length* to a value appropriate for the paper size your printer uses.
- The default value of 58 accommodates A4 type paper in landscape mode.
- If your printer uses 8 1/2" by 11" size paper, you can set *Maximum Page Length* to 66.

Menu Style

You can choose between Lotus-style (left-to-right scrolling) or Macintosh-style (pull-down) menus.

- Both menus have the same sequence of menu choices for each application function.

Message: Prompt for Explanation

You can automatically display a pop-up window asking if you want to see a message explanation. By setting this option to:

- If set to *Yes*, you see a DecisionPoint window when a message explanation is available.

- If set to *No*, you do not see a DecisionPoint window when a message explanation is available. You acknowledge messages by pressing any key.

Message: Shared Application

Messages appearing in the message line near the bottom of the screen are typically generated by the application you are running.

Occasionally, an application may share another application's messages. The Message: Shared Application profile option lets you identify another application whose error messages can be referenced.

Printer

You can select the printer that prints your reports. If a printer cannot be selected, contact your System Administrator. Printers must be registered with Oracle Applications.

QuickPick: AutoReduction

You can automatically reduce a list of values to a list containing only values starting with a character(s) you specify, by selecting *AutoReduction: Normal*.

When you select *AutoReduction: PowerSkip* you can reduce a list of values to only those starting with a character(s) you specify, *and* your cursor automatically skips to the next *differing* character.

For example, if you had a long list of quarterly reports, two starting with the letter z (ZDept CF1 and ZDept CF2), when you type the letter z the list of values list is reduced to two values, and the cursor automatically skips to the last character. You then type *1* or *2* to select a report.

In the example above, with AutoReduction set to *Normal*, you must type all the characters if you want to use the AutoReduction feature to select one of the reports.

QuickPick: AutoSelect

After you reduce a list of values to a single choice, AutoSelect automatically enters the value for you.

Use **QuickPick: AutoReduction** to help reduce list of value lists to a single choice. Then with **QuickPick: AutoSelect** you can, for example:

- Specify the first character(s) of the choice you want
- If only one value begins with the character(s), AutoSelect automatically selects the correct choice, closes the pop-up window, and enters the value.

To enter a QuickPick value when AutoSelect is set to *No*, you must press [Return] after selecting the value.

Sequential Numbering

Sequential Numbering assigns numbers to documents that you create in Oracle financial products. For example, when you are in a window that creates invoices, each invoice document can be numbered sequentially.

- Sequential numbering provides a method of checking whether documents have been posted or lost.
- Not all windows within an application can be selected to support sequential numbering.

Sequential Numbering has the following profile option settings:

- **Always Used:** You may not enter a document if no sequence exists for it.
- **Not Used:** You may always enter a document.
- **Partially Used:** You will be warned, but not prevented from entering a document, when no sequence exists.

This profile option is visible and updatable at the site, application, and responsibility levels, as described in the table below.

Note: The ability to set the Sequential Numbering profile option at the responsibility level was added for the Multiple Organizations Support feature. We recommend setting this option at either the site or application level unless you are implementing this feature.

Level	Visible	Allow Update
Site	Yes	Yes
Application	Yes	Yes
Responsibility	Yes	Yes
User	No	No

The internal name for this profile option is UNIQUE: SEQ_NUMBERS.

Sign-On: Notification

You can display a message at login that indicates:

- If any concurrent requests failed since your last session.
- How many times someone tried to log on to Oracle Applications with your user name, but an incorrect password.
- When the default printer identified in your user profile is unregistered or not specified.

Related Topics

Overview of Receivables User Profile Options, page B-2

Profile Options in Oracle Trading Community Architecture, page B-21

Profile Options In Oracle Order Management, page B-23

Profile Options in Oracle General Ledger, page B-24

User Profiles and Profile Options in Oracle Application Object Library, *Oracle E-Business Suite Setup Guide*

Oracle Receivables Function Security

Function Security in Oracle Receivables

Use function security to control user access to Receivables functions. By default, access to Receivables functionality is *not* restricted. Your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

The following examples are common results that enforcing function security may produce:

- Button is hidden
- Field is not updatable
- Tabbed region is hidden
- Window is inaccessible

For example, your system administrator creates a Billing responsibility that lets users enter, update and delete all transactions except commitments. Depending on the type of restriction he wishes to impose, he could exclude one or more of the following functions:

```
Commitment: View  
Commitment: Enter  
Commitment: Update  
Commitment: Delete
```

If Commitment: View is excluded from a responsibility, the user cannot perform any functions on commitments (for example, enter, update, delete, or view).

If Commitment: Enter is excluded from a responsibility, the user cannot enter new commitments, but can query existing commitments to view, update, or delete them.

If Commitment: Enter, Comm: Update, and Comm: Delete are excluded, the user can

only query existing commitments for review, he cannot perform any other actions.

Function security is used in several setup windows and in each of the following areas: Transactions Workbench, Receipts Workbench, Bills Receivable Workbench, and in the Customers set of pages. If a workbench is completely removed from the menu, all functions associated with the workbench are automatically removed.

Important: Your system administrator can submit the Function Security Menu Reports request set. This request set includes the Function Security Functions report, which shows a complete list of Receivables functions assigned to each preseeded responsibility.

Related Topics

Overview of Function Security, *Oracle E-Business Suite Security Guide*

How Function Security Works, *Oracle E-Business Suite Security Guide*

Implementing Function Security, *Oracle E-Business Suite Security Guide*

Defining a New Menu Structure, *Oracle E-Business Suite Security Guide*

Receivables Functions

The following tables list restrictions by workbench. In addition, your system administrator can restrict access to any workbench, setup windows, or alternative regions within a window.

Transactions Workbench

The following functions described in the table below can be excluded in the Transaction Workbench:

Function Name	Restriction(s)
Adjustment: View	View adjustments
Adjustment: Approve	Approve adjustments
Adjustment: Enter	Enter adjustments
Adjustment: Update	Update adjustments
Commitment: View	View commitments

Function Name	Restriction(s)
Commitment: Delete	Delete Commitments
Commitment: Enter	Enter commitments
Commitment: Update	Update commitments
Credit Memo: View	View credit memos
Credit Memo: Delete	Delete credit memos
Credit Memo: Enter	Enter credit memos
Credit Memo: Update	Update credit memos
Debit Memo: View	View debit memos
Debit Memo: Delete	Delete debit memos
Debit Memo: Enter	Enter debit memos
Debit Memo: Update	Update debit memos
Invoice: View	View invoices
Invoice: Delete	Delete invoices
Invoice: Enter	Enter invoices
Invoice: Update	Update invoices
On Account: View	View on-account credits
On Account: Applications	Apply on-account credits
On Account: Delete	Delete on-account credits
On Account: Enter	Enter on-account credits
On Account: Update	Update on-account credits

Function Name	Restriction(s)
SLA: View Accounting - Lines Inquiries	Create accounting online
Transactions: Complete	Complete transactions
Transactions: Copy*	Copy Transactions
Transactions: Dispute	Place transactions in dispute
Transactions: Print*	Print transactions
Transactions: Apply Deposits	Apply deposits to completed invoices

Note: * Implies that the functionality may be accessed either via a button or directly from the menu. Excluding the function will disable access via the button. However, the system administrator is still required to remove access from the menu when defining menu structures.

Receipts Workbench

The following functions described in the table below can be excluded in the Receipts Workbench.

Function Name	Restriction(s)
Automatic Receipts: View	View automatic receipts
Automatic Receipts: Approve	Approve automatic receipts
Automatic Receipts: Confirm	Confirm automatic receipts
Automatic Receipts: Create	Create automatic receipts
Automatic Receipts: Format	Format automatic receipts
Automatic Receipts: Maintain	Maintain automatic receipts
Automatic Receipts: Unconfirm	Unconfirm automatic receipts

Function Name	Restriction(s)
Exchange Rate Adjustment	Adjust exchange rates
Miscellaneous Receipt: View	View miscellaneous receipts
Miscellaneous Receipt: Delete	Delete miscellaneous receipts
Miscellaneous Receipts: Enter	Enter miscellaneous receipts
Miscellaneous Receipts: Update	Update miscellaneous receipts
QuickCash: View	View QuickCash receipts
QuickCash: Enter	Enter QuickCash receipts
QuickCash: Post	Post QuickCash receipts
QuickCash-Lockbox: Update	Update lockbox QuickCash receipts
QuickCash-Manual: Update	Update manual QuickCash receipts
Receipt Reversal: Debit memo	Reverse debit memos
Receipt Reversal: Standard	Reverse standard receipts
Receipt: View	View receipts
Receipt: Delete	Delete receipts
Receipt: Enter	Enter receipts
Receipt: Update	Update receipts
Remittance: View	View remittances
Remittance: Approve	Approve remittances
Remittance: Create	Create remittances
Remittance: Format	Format remittances

Function Name	Restriction(s)
Remittance: Maintain	Maintain remittances

Bills Receivable Workbench

The following functions described in the table below can be excluded in the Bills Receivable Workbench.

Function Name	Restriction(s)
Bills Receivable Remittance: View	View bills receivable remittances
Bills Receivable Remittance: Approve	Approve bills receivable remittances
Bills Receivable Remittance: Create	Create bills receivable remittances
Bills Receivable Remittance: Format	Format bills receivable remittances
Bills Receivable Remittance: Maintain	Maintain bills receivable remittances
Bills Receivable: View	View bills receivable
Bills Receivable: Accept	Accept bills receivable
Bills Receivable: Cancel	Cancel bills receivable
Bills Receivable: Complete	Complete bills receivable
Bills Receivable: Delete	Delete bills receivable
Bills Receivable: Eliminate Risk	Eliminate risk on bills receivable
Bills Receivable: Endorse	Endorse bills receivable
Bills Receivable: Enter	Enter bills receivable
Bills Receivable: Exchange	Exchange bills receivable
Bills Receivable: Hold	Hold bills receivable

Function Name	Restriction(s)
Bills Receivable: Incomplete	Mark bills receivable as incomplete
Bills Receivable: Protest	Protest bills receivable
Bills Receivable: Recall	Recall bills receivable
Bills Receivable: Restate	Restate bills receivable
Bills Receivable: Restore Risk	Restore risk on bills receivable
Bills Receivable: Unpaid	Mark bills receivable as unpaid
Bills Receivable: Update	Update bills receivable

Customers Set of Pages

The following functions described in the table below can be excluded in the Customers set of pages.

Function Name	Restriction(s)
Customer Overview: Accounts	View and create accounts
Customer Overview: Communication	Manage customer contacts
Customer Overview: Party Relationships	Create and view party relationships
Customer Overview: Profile	View credit profile and enter customer details
Customer Overview: Tax Profile	Enter tax details
Account Overview: Communication	Manage account contacts
Account Overview: Late Charges	Manage setup for late charges at the account level
Account Overview: Order Management	View and update Order Management details

Function Name	Restriction(s)
Account Overview: Payment Details	Maintain receipt methods and other payment details
Account Overview: Profile Amounts	Maintain account profile amounts per currency
Account Overview: Profile	Maintain profile details at the account level
Account Overview: Relationships	Manage account relationships
Account Overview: Sites	Create and update account sites
Account Site Overview: Business Purposes	View and update business purposes for the site
Account Site Overview: Communication	Manage account site contacts
Account Site Overview: Late Charges	Manage setup for late charges at the account site level
Account Site Overview: Payment Details	Maintain receipt methods and other payment details
Account Site Overview: Profile	Maintain profile details at the account site level
Account Site Overview: Profile Amounts	Maintain account site profile amounts per currency
Account Site Overview: Site Details	View and update account site details
Account Site Overview: Tax Profile	Enter tax details

Related Topics

Function Security in Oracle Receivables, page C-1

How Function Security Works, *Oracle E-Business Suite Security Guide*

Defining a New Menu Structure, *Oracle E-Business Suite Security Guide*

Image Reference

Text Description of the Using Grouping Rules Graphic

The AutoInvoice records include the transactions displayed in the following table:

Currency	Bill To	Item	Attribute (Order Number)	Attribute 2 (Order Type)
USD	ACME	A	5001	Domestic
USD	ACME	B	5002	Domestic
USD	ACME	C	112	No Ship
HKD	BONN	D	501	International
HKD	BONN	E	502	International

If the grouping rule specifies that items must have the same currency, bill-to address, and order type to appear on the same invoice, then Invoice 1 will include items A and B, Invoice 2 will include item C, and Invoice 3 will include items D and E.

Text Description of the Default Salesperson Graphic

This illustration shows how Oracle Receivables chooses the default salesperson when you enter transactions:

1. Is a salesperson defined at the bill-to site? If yes, Receivables uses this salesperson as the default. If no, Receivables moves on to the next step.

2. Is a salesperson defined at the ship-to site? If yes, Receivables uses this salesperson as the default. If no, Receivables moves on to the next step.
3. Are you using the Multiple Organization Support feature? If yes, Receivables checks the Require Salesperson system option. If the system option is Yes, the default is No Sales Credit. If the system option is No, Receivables does not default a salesperson.

If you are *not* using the Multiple Organization Support feature, Receivables moves on to the next step.
4. Is a salesperson defined at the customer level? If yes, Receivables uses this salesperson as the default. If no, Receivables moves on to the next step.
5. Is the Require Salesperson system option set to Yes? If the system option is Yes, the default is No Sales Credit. If the system option is No, Receivables does not default a salesperson.

Text Description of the Natural Application and Overapplication Graphic

If you select Natural Application = Yes and Allow Overapplication = No, the only application that you can make to a transaction (positive or negative) is to reduce the balance closer to zero.

If you select Natural Application = No and Allow Overapplication = Yes/No, you can overapply transactions and reverse their signs, if necessary.

After the merge of Pacific Express into ACME, the invoice that includes both the 100 California bill to and ship to addresses is transferred to the 255 Market site for both the bill to and ship to addresses. The receipt for the 55 Mission site bill to address is transferred to the 38 Telegraph bill to address.

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